

# ***MOUNT OLIVE TOWNSHIP***

*Department of*

*Planning ♦ Zoning ♦ Code Enforcement*

## **PLANNING BOARD**

### **SITE PLAN APPLICATION**

**(Revised September 25, 2013)**

#### **INTRODUCTION**

Planning Board meetings are scheduled for the second and third Thursday of each month unless otherwise posted. Workshop sessions are scheduled on an “as needed” basis.

The second and third Thursdays are public hearings at which time the applicant presents the proposal to the Board. Proper legal notice is required for an applicant to be heard and it is the responsibility of the applicant to send notices to the newspaper of record (*The Daily Record*), adjacent property owners, and; where required, other parties, public agencies and entities as required by statute.

An original and four copies of the attached site plan application shall be submitted with requisite plans and fees. The applicant shall file **one (1) set of plans in pdf or similar format, ten (10) full size black line prints and twelve (12) reduced copies of the preliminary site plan to the Planning Board** and shall comply with the requirements of the checklist; **twenty (20) copies of the E.I.S. and Traffic Reports** and three copies each of the drainage and storm water management calculations, etc.

The applicant may request that one or more of the submission requirements be waived, which request shall be in writing setting forth the reason(s) for the waiver request. The waiver request shall be considered by the Planning Board in accordance with Township ordinance requirements.

The secretary of the Planning Board shall provide each applicant with written documentation of the date of the filing of the application, supporting documents and fees. The application shall be submitted to the Planning Board to determine completeness. Within forty five (45) days of the date of submission of the application, the Department of Planning shall inform the applicant, in writing, as to the status of the application. If the application is deemed incomplete, the notice shall indicate the deficiencies in the application. Upon submission of the deficient items, the same shall be referred to the Planning Board which shall, within forty-five (45) days from the date of submission of the deficient items, deem the application complete or incomplete. Notification shall be made in writing and if the application is still deemed to be incomplete the process shall repeat. Nothing herein shall prevent the Planning Board from requesting additional information pursuant to N.J.S.A. 40:55D-10.3.

Once the application is deemed complete it shall be scheduled for discussion at the next available Planning Board public meeting. The scheduling of the formal review and public hearing at a regular meeting shall be at the discretion of the Planning Board provided that the application is granted or denied within the time periods set forth in the Municipal Land Use Law unless the time periods are extended by permission of the applicant. The notice of completion to the applicant shall state the date at which the application will be discussed.

If the applicant is requested to revise the plans and/or provide additional documentation after consideration of the application at a workshop session or at a regular meeting, the applicant shall submit the amendments and/or additional documentation **at least ten (10) days prior to the scheduled meeting** at which time the Planning Board will review the additional information and/or revisions.

At least ten (10) days prior to the time appointed for a public hearing, the applicant shall give notice to all owners of property within a 200 foot radius of the property and all other parties as required pursuant to N.J.S.A. 40:55D-12. Notice shall be provided by certified mail return receipt requested to the last known address of the property owner(s) or by handing a copy thereof to the said property owner(s) or officials. **Note: The day of the hearing is not to be included in the ten (10) day notice period.** All addresses shall be obtained by the applicant from the current tax records of the municipality(s) or from a list of property owners prepared by the Township Tax Assessor's office upon request of the applicant and the payment of the prescribed fee. **Notice should also be published in the official newspaper, The Daily Record, 800 Jefferson Road, Parsippany, NJ 07054, Telephone: 1-800-398-8993; Fax: 1-888-516-9470.** Complete and copy the enclosed form. Original should be retained and given to the Board Secretary.

After completion of above, the following items should be submitted to the Board Secretary at least 48 hours prior to hearing to prove notice has been served properly:

- Original Notice to adjoining property owners, completed and signed.
- Original Affidavit of Service, signed and notarized
- Original list received from Tax Assessor of property owners within 200 feet
- All white (certified mail) slips
- Any green cards received
- Verification from newspaper of publication of notice

Please contact this office with any questions you may have:  
973-691-0900 ext. 7310 (office) or 973-691-0550 (fax)





Existing or proposed: deed restrictions  Yes  No  
 Easements  Yes  No  
 (If so, please describe and attach copy of document)

**Plans & Reports**

List all plans and reports submitted with the application.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: Please see pages 8, 9, & 10 for site plan checklist  
 For Conditional Uses also see Sections 400-15 and 400-94 of Land Use Ordinance**

**Description of Project**

Site Plan

Total gross floor area (square feet) of building(s) proposed \_\_\_\_\_

Utilities:	Existing or proposed sanitary sewer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Existing or proposed central potable water	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Existing or proposed electric	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Existing or proposed gas lines	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Existing or proposed telephone & cable	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please describe in brief all other site improvements:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please provide written confirmation from all utility companies that service will be provided.

**Variations/Design Waivers**

Variance(s):

Identify and offer a brief description of each variance, if any, sought with project and indicate the appropriate section of Mount Olive Land Use Ordinance from which relief is requested.

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Design Waiver(s):

Identify and offer a brief description of each design waiver, if any, sought with project and indicate the appropriate section of Mount Olive Land Use Ordinance from which relief is requested.

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**TOWNSHIP OF MOUNT OLIVE  
SITE PLAN APPLICATION SUBMISSION CHECK LIST TO DETERMINE COMPLETENESS  
FOR CONCEPT, PRELIMINARY AND FINAL SITE PLAN**

<b>SUBMIT THE FOLLOWING:</b>	<b>CONCEPT</b>	<b>PRELIM</b>	<b>FINAL</b>
<b>APPLICATION FORMS</b>			
Mt. Olive Planning Board (original and four copies)	A	A	A
Morris County Planning Board (one copy)	N/A	A	A
Morris County Soil Conservation District (one copy)	N/A	A	A
NJ Dept of Transportation (one copy)	N/A	A	A
NJ Dept of Environmental Protection (one copy)	N/A	A	A
NJ Office of State Planning (one copy)	N/A	A	A
<b>PLANS/REPORTS</b>			
Development plans, including tree removal and soil erosion/sediment control plans (twenty copies)	A	A	A
Environmental Impact Report (twenty copies)	N/A	A	A
Drainage Calculations (three copies)	N/A	A	A
Storm Water Management Plan (three copies)	N/A	A	A
Traffic Study (twenty copies)	N/A	A	A
<b>FEES/MISCELLANEOUS</b>			
Fees as provided in Schedule attached on page 9	A	A	A
Written confirmation by authorized personnel confirming service for the following: potable water, sanitary sewer, electric, natural gas, telephone, cable	N/A	A	A
Certificate for payment of taxes	A	A	A
Deed(s) for land being conveyed to Township for road widening, open space, recreation, utilities and easements-	N/A	A	A
Proposed covenants, deed restrictions, and easements – if any	N/A	A	A
Test results for on-site septic systems including permeability tests and soil logs as witnessed by Health Dept. with locations and dates. Include here soil types pursuant to MCSCD.	N/A	A	A

A – Applicable

N/A – Not Applicable

**PLEASE NOTE**

**All development plans and reports shall be signed and sealed by an appropriate licensed professional authorized to practice in New Jersey. All plan details shall comply with ordinance requirements; if not, a letter explaining the difference and a request for a waiver or a variance shall be submitted. All application forms, plans, architectural renderings and other submitted material and information shall be consistent and complement each other.**

**SITE PLAN CHECKLIST**  
Section 400-29 Mt. Olive Land Use Code

Please check the appropriate box

If any of the following details are omitted please submit an explanatory statement on page 6 under  
Variances/Design Waivers

**PLAN PREPARATION** (400-29G)

- Scale of plan: 1 inch equals 10, 20, 30, 40 or 50 feet together with graphic scale.
- Person preparing plan/seal
- Land surveyor certifying boundary or lot lines
- One sheet showing overall development
- Development name
- Appropriate places for the signatures of the Planning Board Chairman & Secretary
- A key map
- Zoning district
- North arrow
- Date of original plan and each subsequent revision date
- Total acreage of tract to one-hundredths (1/100) of acre
- Any existing/proposed streets/street names
- Owner(s) signature on map
- Existing/proposed contour lines at two-foot intervals inside the tract and within 50 feet of the tract's boundaries
- Any existing/proposed streams or flood hazard areas pursuant to 400-48; 49-50 where applicable.
- Any easements or deed restrictions
- Area dimensions/building locations showing conformity to zone district regulations such as but not limited to building area, lot lines, parking and loading spaces, setbacks, buffers and yards.
- The site in relation to all remaining contiguous lands in the applicant's or owner's ownership.

**PLAN INFORMATION** (400-29H(1))

- Building & Use Plan: Size of building; height; location
- Arrangements & use of all existing & proposed structures & signs
- Existing & proposed total building coverage in acres or square footage
- Percent of the lot coverage
- Architect's scaled elevations of the front, side and rear of any structure & sign to be erected or modified to the extent necessary to apprise the Planning Board of the scope of the proposed work.
- Any existing structures on the site shall be identified either to remain or be removed.
- Written description of the proposed use(s) & operation(s) of the building(s), including number of employees or members of non-residential buildings.
- Number of shifts to be worked and the maximum employees on each shift
- Expected volume of trucks, deliveries, etc.
- Emission of noise, glare, vibration, heat, odor, air and water pollution
- Safety hazards
- Anticipated expansion plans incorporated in the building design
- Floor plans shall be submitted where multiple dwelling units or more than one (1) use are proposed that have different parking standards.

**CIRCULATION PLAN (400-29H(2))**

- Show access streets & street names.
- Acceleration/deceleration lanes.
- Access points to public streets.
- Sight triangles (at intersecting streets, driveways)
- Traffic channelization
- Easements
- Fire lanes.
- Driveways & driveways within 100 feet of tract.
- Aisles & lanes.
- Curbs & curb cuts with ramps for handicapped persons.
- Number & location of parking & loading spaces
- Parking for handicapped.
- Loading berths & docks\
- Pedestrian walks
- Facilities for the movement & storage of goods, vehicles & persons on the site.
- Lighting plan & standards
- Signs.
- Sidewalks shall be shown from each entrance/exit along expected paths of pedestrian travel
- Access to parking lots, driveways, other buildings on the site & across common yard areas between buildings.
- Cross sections of new streets, aisles, lanes, driveways & sidewalks
- Any expansion plans shall show feasible parking & loading expansion plans to accompany building expansion.

**LANDSCAPING & ENVIRONMENTAL PLAN (400-29H(3))**

- Show existing & proposed wooded areas
- Show buffer areas including the intended screening devices and buffers
- Grading at two-foot contour intervals inside the tract & within fifty (50) feet of its boundaries
- Seeded and/or sodded areas
- Ground cover
- Retaining walls
- Fencing
- Signs
- Recreation areas
- Shrubbery
- Trees
- Other landscaping features
- Location & type of man made improvements, species & caliper of plant material.
- The plans shall show how the interior of paved areas such as parking lots shall be landscaped
- All portions of the property not utilized by buildings or paved surfaces shall be landscaped utilizing combinations such as landscaped fencing, shrubbery, lawn area, ground cover, rock formations, contours, existing foliage & the planting of coniferous and/or deciduous trees native to the area.
- Soil removal plan (separate application when required)
- Environmental Impact Report
- Soil Erosion & Sediment Control Plan

## MOUNT OLIVE TOWNSHIP FEE SCHEDULE

### **FACILITIES PLAN (400-29H(4))**

The plans shall show the existing & proposed locations of each of the following:

- Drainage systems (Storm water detention basin & drainage plan as well as details):
- Open space (conservation, recreation & common)
- Common property
- Fire
- Gas
- Electric
- Telephone
- Sewerage & water line locations
- Solid waste collection & disposal methods
- Show proposed grades, sizes, capacities & materials to be used for facilities installed
- Easements acquired or required on the tract and across adjacent properties
- Legal documentation supporting the granting of an easement(s) by an adjoining property owner
- Method of sanitary waste disposal
- Proposed lighting including the direction, angle, height and reflection of each source of light.
- All utilities shall be installed underground.

**MOUNT OLIVE TOWNSHIP FEE SCHEDULE**  
**APPLICATION REVIEW & ESCROW FEES**  
(Revised 1/7/13)

	<b>APPLICATION FEES</b>	<b>ESCROW REVIEW FEES</b>
<b>SUBDIVISION:</b>		
Minor	2 Lots - \$200.00 plus \$50.00/lot 3 Lots - \$200.00 plus \$50.00/lot	\$2,000.00 \$2,500.00
Preliminary Major	\$300.00 plus \$50.00/lot	\$2,000 plus \$150.00/lot
Final Major	\$300.00 plus \$25.00/lot	\$1,500 plus \$50.00/lot
Combined Preliminary & Final	\$500.00 plus \$50.00/lot	\$3,000 plus \$100.00/lot
<b>CONCEPT PLANS</b>		
Site Plan and Subdivision	\$400.00	\$1,500.00
<b>SITE PLAN:</b>		
<b>CHANGE OF USE: RESIDENTIAL</b>		
Preliminary	\$400.00	\$1,500.00
Final	\$300.00	\$1,000.00
Combined	\$600.00	\$2,000.00
<b>CHANGE OF USE: NON -RESIDENTIAL</b>		
Preliminary	\$600.00	\$3,000.00
Final	\$400.00	\$3,500.00
Combined	\$900.00	\$3,000.00
Revision/Amendment/Miscellaneous	\$400.00/Min.	\$1,000.00/Min.
<b>CONDITIONAL USE:</b>	\$350.00 (residential) \$600.00 (nonresidential)	\$1,000.00
<b>SITE PLAN: RESIDENTIAL</b>		
Preliminary	\$500.00 (set fee) \$75.00 per D.U.	\$2,000.00 plus \$150.00 per DU
Final	\$500.00 (set fee) \$50.00 per DU	\$1,500.00 plus \$50.00 per DU
Combined	\$800.00 (set fee) \$100.00 per DU	\$3,000.00 plus \$150.00 per DU
<b>SITE PLAN: NON-RESIDENTIAL</b>		
Preliminary	\$400.00 (set fee) \$100.00 per 1,000 sq. ft. of gross floor area	\$3,000.00 plus \$100.00/1,000 sq. ft.
Final	\$300.00 (set fee) \$50.00 per 1,000 sq. ft. of gross floor area	\$2,000.00 plus \$50.00/1,000 sq. ft.
Combined	\$600.00 (set fee) \$100.00 per 1,000 sq. ft. of gross floor area	\$4,000.00 plus \$100.00/1,000 sq. ft.
<b>APPLICATION</b>		
Zone Change Request	\$1,500.00	<b>ESCROW FEE</b> \$5,000.00

**AFFIDAVIT OF SERVICE**

State of New Jersey:

County of \_\_\_\_\_ :

\_\_\_\_\_ Of full age, being duly sworn according to law, on his oath, deposes and says that he resides at \_\_\_\_\_ in the (municipality) \_\_\_\_\_ of \_\_\_\_\_ County of \_\_\_\_\_ and state of \_\_\_\_\_ and that he did on \_\_\_\_\_, 2013 \_\_\_\_\_ at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected located at \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_. Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Originals of registered receipts, both white and green if returned are attached hereto.

Notices were also served upon: (check if applicable).

- 1. The Clerk of the Township of Mt. Olive
- 2. Morris County Planning Board
- 3. The Director of the State Planning Commission
- 4. The Department of Transportation
- 5. The Clerk of adjoining municipalities
- 5. Other as may be required pursuant to N.J.S.A. 40:55D-12

In addition, attached hereto are:

- 1. Copy of said notice.
- 2. List of owners of property within 200 feet of the affected property who were served showing the Lot and Block numbers of each property as same appear on the Municipal Tax Map.
- 3. Proof of publication of notice in the official newspaper of Mount Olive.

\_\_\_\_\_  
(Signature of Applicant)

Sworn and subscribed to  
Before me this \_\_\_\_\_  
Day of \_\_\_\_\_  
2013.

\_\_\_\_\_  
(A Notary Public of the State of New Jersey)

**TOWNSHIP OF MOUNT OLIVE  
PLANNING BOARD  
APPLICATION NO. \_\_\_\_\_**

**NOTICE TO PROPERTY OWNERS AND NEWSPAPER OF RECORD**

PLEASE TAKE NOTICE that the undersigned has filed an application for development with the Township of Mount Olive Planning Board so as to permit \_\_\_\_\_

\_\_\_\_\_ on premises known as \_\_\_\_\_ Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Tax Map of the Township of Mount Olive. Said development also seeks approval for the following variances and design waivers from the Township's Land Use Ordinance (if applicable):

A public hearing has been scheduled for \_\_\_\_\_, 2013, at 7:00 p.m. in the Municipal Building, 204 Flanders-Drakestown Road, Mount Olive, New Jersey, at which time you may appear, either in person or by attorney, and present any objections or comments you may have regarding this matter.

Any maps or documents for which approval is sought shall be on file and available for public inspection in the office of the Planning Department between the hours of 8:30 a.m. and 4:30 p.m.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Planning Board.

This notice is sent to you by the applicant, by order of the Planning Board.

\_\_\_\_\_  
Applicant

Dated: \_\_\_\_\_

AFFIDAVIT OF OWNERSHIP/AUTHORIZATION

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. (If the applicant is a corporation, this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner).

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 2013

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF OWNER

I certify that I am the owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. (If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner).

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 2013

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF OWNER

I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account. In accordance with Section 400-18(H) of the Mount Olive Land Use Ordinance, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF OWNER

**CERTIFICATE OF OWNERSHIP OF APPLICANT  
AS REQUIRED BY NEW JERSEY LAW  
(P.L. 1977, CHAPTER 336)**

Listed below are names and addresses of all owners of 10% or more of the stock/interest \* in the undersigned applicant corporation/partnership.

	NAME	ADDRESS
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		

\* Where corporations/partnerships own 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the noncorporate stockholders/individual partners exceeding 10% ownership criterion have been listed.

\_\_\_\_\_  
SIGNATURE OF OFFICER/PARTNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT CORPORATION/PARTNERSHIP

**MOUNT OLIVE TOWNSHIP**  
**CERTIFICATE OF PAID TAXES**

ARTICLE VI (n)      Certificate from Tax Collector that all taxes are paid to date.

Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Property Location: \_\_\_\_\_

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

Zone: \_\_\_\_\_ # of Lots \_\_\_\_\_

DESCRIPTION: (check)

Minor                        Major                        Sketch        
Preliminary                        Final     

<b>TAXES AS RECORDED FOR YEAR 2013</b>			
First Quarter	_____	Second Quarter	_____
Third Quarter	_____	Fourth Quarter	_____

I hereby certify that the above taxes are paid to date.

\_\_\_\_\_  
Tax Collector  
Mount Olive Township

\_\_\_\_\_  
Date

**MOUNT OLIVE TOWNSHIP  
PLANNING BOARD  
SITE INSPECTION AUTHORIZATION**

I, \_\_\_\_\_, THE UNDERSIGNED PROPERTY OWNER,  
HEREBY GRANTS PERMISSION FOR MOUNT OLIVE TOWNSHIP  
OFFICIALS TO CONDUCT A SITE INSPECTION ON LOT \_\_\_\_\_ IN  
TAX BLOCK \_\_\_\_\_, OTHERWISE KNOWN AS  
\_\_\_\_\_ IN CONNECTION WITH AN APPLICATION  
FILED WITH THE PLANNING BOARD FOR THIS PROPERTY.

\_\_\_\_\_  
(Property Owner or Authorized Agent)

DATE: \_\_\_\_\_