

**HAMPTON TOWNSHIP  
PLANNING BOARD**

**1 RUMSEY WAY  
NEWTON, NEW JERSEY 07860**

Phone 973-383-8845

Fax 973-383-7890

**General Items necessary for Application**

**12 Copies of Survey with Key Map**

**12 Copies of Application completed**

**Be represented by an Attorney**

**Obtain a 200 Ft. List from the Assessor's Office and send Notices to all on the list and the New Jersey Herald at least 10 days before the meeting.**

**Deliver 12 copies of the Application and survey to the Planning Board Secretary before notice is published in the newspaper and necessary fees are paid**

**Provide pictures of existing conditions and new work to be accomplished**

**Fees – Application Fee and 2<sup>nd</sup> check for Escrow with a W9 attached**

**You are responsible for all fees that are generated from our professionals.**

**HAMPTON TOWNSHIP  
PLANNING BOARD APPLICATION**

\_\_\_\_ Minor Site Plan \_\_\_\_ Preliminary Site Plan \_\_\_\_ Final Site Plan  
\_\_\_\_ Minor Subdivision \_\_\_\_ Preliminary Major Subdivision  
\_\_\_\_ Final Major Subdivision \_\_\_\_ Variance Request \_\_\_\_ Conditional Use

Date Submitted \_\_\_\_\_ Received by \_\_\_\_\_  
Fee: \_\_\_\_\_ Escrow: \_\_\_\_\_ Complete \_\_\_\_\_ Incomplete \_\_\_\_\_

**1. Applicant**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No. \_\_\_\_\_

Applicant is an ( ) Individual ( ) Corporation ( ) Partnership ( ) LLC, LLP

**2. Owner**

Owner's Name: \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone No. \_\_\_\_\_

**3. Property**

Street Address: \_\_\_\_\_  
Tax Map: Block \_\_\_\_\_ Lot (s) \_\_\_\_\_  
Dimensions: \_\_\_\_\_ Frontage on Street (Ft.) \_\_\_\_\_  
Lot Width \_\_\_\_\_ Lot Depth \_\_\_\_\_ Total Area \_\_\_\_\_ Zone \_\_\_\_\_

**4. This application represents a request for the following:**

Minor site Plan \_\_\_\_ Preliminary Site Plan \_\_\_\_ Final Site Plan \_\_\_\_  
Minor Subdivision \_\_\_\_ Preliminary Major Subdivision \_\_\_\_ Final Major  
Subdivision \_\_\_\_

**5. Proposed Use**

New Construction ( ) Addition ( ) Parking Area ( ) Change of Use ( )  
Roads ( ) Drainage ( ) Other ( )

**6. Attached Plan Indicates:**

- a. Type of Paving \_\_\_\_\_
- b. Type & Style of Curbing \_\_\_\_\_
- c. Area of Parking Lot \_\_\_\_\_
- d. Number of Parking Spaces provided \_\_\_\_\_
- e. Number of Loading Areas provided \_\_\_\_\_

- f. Number of Access Drives \_\_\_\_\_
- g. Landscaping provided \_\_\_\_\_
- h. Fences or walls to be installed \_\_\_\_\_
- i. Number of exterior lights \_\_\_\_\_
- j. Type of exterior lights \_\_\_\_\_
- k. Number of Storm Drains \_\_\_\_\_
- l. Size of Building or Structure to be constructed \_\_\_\_\_ft. by \_\_\_\_\_ft. \_\_\_\_\_by \_\_\_\_\_ft. High and number of stories \_\_\_\_\_  
Sq. Ft. of first floor + Sq. Ft. of second floor for a total \_\_\_\_\_Sq. Ft.  
( **Attach Architects Plans** )

## 7. Statement of Operations:

- a. Give a detailed description of the proposed operations  
(Attach Additional Sheets)

- b. The proposed number of shifts to be worked \_\_\_\_\_
- c. Maximum number of employees on each shift \_\_\_\_\_
- d. Expected truck and tractor trailer traffic \_\_\_\_\_
- e. Emission of noise Yes ( ) No ( ) Describe

- f. Glare Yes ( ) No ( )
- g. Air Pollution Yes ( ) No ( )
- h. The proposed number of shifts to be worked \_\_\_\_\_
- i. Maximum number of employees on each shift \_\_\_\_\_
- j. Expected truck and tractor trailer traffic \_\_\_\_\_
- k. Emission of Noise Yes ( ) No ( ) If yes describe:
- l. Glare Yes ( ) No ( )
- m. Air Pollution Yes ( ) No ( )
- n. Water Pollution Yes ( ) No ( )
- o. Safety Hazards Yes ( ) No ( )
- p. Anticipated expansion plans:

- q. Do you propose to store any materials covered in Section 108-32-F4 ( c ) Yes ( ) No ( )

If so, please provide a list of materials to be stored and state details of the proposed storage including the type of container location and method of storage.

- 8. Names and Addresses of Abutting Owners and Use of Abutting Properties  
( Insert on Site Plan )
- 9. Do all of the Lots front on Public Streets: Yes ( ) No ( )
- 10. Proposed Improvements:

- a. New Streets Yes ( ) No ( )
- b. Roads Yes ( ) No ( )
- c. Drainage Yes ( ) No ( )
- d. Are Improvements: On Site\_\_\_\_ Off Site \_\_\_\_ On Tract \_\_\_\_  
Off Tract \_\_\_\_
- e. Do New Lots Conform to Hampton Twp. Zoning Ordinance  
Yes ( ) No ( )

List exceptions:

11. Variances - If any variances from Township Ordinances are being requested please state: **THIS QUESTION MUST BE ANSWERED ON ALL APPLICATIONS**

- a. Variance sought
- b. Reason for not conforming
- c. Reason why variance should be granted (use extra sheets if necessary)

12. Sewage Disposal and Water

- a. Septic \_\_\_\_\_ Other \_\_\_\_\_
- b. Source of Water \_\_\_\_\_

13. Present use of Property and/or Proposed Use

- a. Present Use of Property \_\_\_\_\_
- b. Proposed Use ( Give detail description of proposed use attach additional sheets if necessary )

14. Restrictions, Covenants and Association by Laws

- a. Existing Yes ( ) No ( )
- b. Proposed Yes ( ) No ( )

15. Easements/Rights-of-way - Give Detail

## 16. Conditional Use Approval

- a. Is a Conditional Use Approval Sought Yes ( ) No ( )
- b. State the conditional Use applied for and describe the proposed use
- c. Are all of the conditions of the conditional use set forth in the Hampton Township Zoning ordinance met? Yes ( ) No ( )
- d. If all of the conditions of the conditional use are not met, state which conditions are not met
- e. State the reasons why conditions are not met

17. Real Estate Tax Status                      Paid                      Unpaid

## 18. Applicant's Professionals

- a. Applicant's Attorney \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_
- b. Applicant's Surveyor \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_
- c. Applicant's Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_
- d. Applicant's Planning Consultant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

## 19. Expert Witnesses:

List any other expert witness who will submit a report or who will testify for the Applicant

Name \_\_\_\_\_ Field of Expertise \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

20. Waivers Requested of Submission Requirements or Development Standards:  
**THIS QUESTIONS MUST BE ANSWERED**

a. List Waivers of submission requirements or development standards requested:

b. State the reason why waivers should be granted

21. Prior Applications:

Has this property been the subject of any previous applications?

Planning Board	Yes ( )	No ( )
Zoning Board of Adjustment	Yes ( )	No ( )

Applicant: \_\_\_\_\_ Application No. \_\_\_\_\_  
Action \_\_\_\_\_ Date \_\_\_\_\_

22. Disclosure Statement

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceed the 10% ownership criterion have been disclosed. ( Attach Pages as Necessary )

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

23. 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.

( 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 \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Notary Public of New Jersey

24. 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 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 \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Notary Public of New Jersey

25. I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account ( Builder's Trust Account ). In accordance with the Ordinances of the Township of Hampton, 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

## LAND USE PROCEDURES

### Schedule A

#### General Checklist for All Applications for Development<sup>1</sup>

(Applicant)		(File No.)
_____	1. Completed application form (three copies).	
_____	Signed.	
_____	Notarized.	
_____	2. Fees paid:	
_____	Application.	
_____	Review.	
_____	3. Taxes paid.	
_____	4. Affidavit of ownership. If applicant is not the owner of property, gives ownership approval to making application.	
_____	5. Corporate form. If applicant is a corporation or partnership, N.J.S.A. 40:55D-48.1 applies, requiring a list of the owners of at least 10% of the corporation or partnership.	
_____	6. Affidavit of service (if notice is required).	
_____	A. Affidavit of publication.	
_____	B. Copy of notice served to property owners.	
_____	C. List of property owners within 200 feet	
_____	D. Proof of mailing, submission of dated mailing slips.	
_____	7. Appropriate number of plats:	
_____	A. Planning Board: 12.	
_____	B. Zoning Board: 14.	
_____	8. Plats must be certified, signed and sealed.	
_____	9. All plats submitted for approval by either the Planning or Zoning Boards for minor site plan or subdivision, preliminary major site plan or subdivision, final major site plan or subdivision, "a" appeal, "c" variance, "d" variance, conditional use and planning variance shall include the information required in the specific checklist schedule.	
_____	10. The applicant may request a waiver from any of these provisions; however, if a waiver is requested, the applicant must state, in narrative form, the reasons it feels entitled to such waiver.	
_____	11. Site inspection form (gives permission to inspect property; should be signed by owner).	
_____	12. Soil erosion and sediment control <sup>2</sup> :	
	A. Application form, Soil Conservation District of Sussex County.	



## HAMPTON CODE

- \_\_\_\_\_ 13. Underground utilities notification<sup>2</sup> — proof of submission.
- \_\_\_\_\_ 14. County and state agency<sup>2</sup> applications for approval — proof of submission.
- \_\_\_\_\_ 15. Environmental impact statement, if required by the reviewing municipal board, for a subdivision application, site plan application, conditional use application or soil removal application. [Amended 8-14-1990]
- \_\_\_\_\_ 16. Number of witnesses and their expertise, if any.
- \_\_\_\_\_ 17. Prior to formal submissions to the Planning Board, engineers are required to provide certification statements as to whether or not the soil condition encountered on the specific site could support a legal septic system. The Sussex County Health Department will no longer approve septic system designs where the seasonal high-water table is less than two feet from the original soil surface.
- \_\_\_\_\_ 18. The applicant shall design the development after considering the provisions of the Open Space and Recreation Plan approved by the Hampton Township Planning Board. In the design and implementation of the development, the applicant shall conserve and preserve to the greatest extent possible the areas of open space, greenways and stream corridors and environmentally sensitive areas designated in the Open Space and Recreation Plan.  
[Added 4-24-2001 by Ord. No. 2001-3]

### NOTES:

<sup>1</sup> Additional information may be needed, such as but not limited to engineer's reports, Board of Health reports, county approvals and other departmental reports of various county and state agencies.

<sup>2</sup> Needed for site plans, major subdivisions and conditional use applications.

(Cont'd on page 1547)

## LAND USE PROCEDURES

### Schedule B-1

#### Preliminary and Final Site Plan Checklist [Amended 6-28-1994]

##### Submittal Requirements

- \_\_\_\_\_ A. Properly completed application form
- \_\_\_\_\_ B. All fees paid
- \_\_\_\_\_ C. Plan certified by licensed engineer or licensed architect showing the following:
  - \_\_\_\_\_ 1. A survey or property scale not less than one inch equals 50 feet
  - \_\_\_\_\_ 2. A locator map showing nearest roads and intersections
  - \_\_\_\_\_ 3. All existing structures
    - Wooded areas
    - Topo at two-foot intervals (10 feet where slope is greater than 15%)
    - Proposed grading and contours
  - \_\_\_\_\_ 4. Lot lines
    - Dimensions
    - Areas, in square feet
    - Owners of lots within 200 feet of site
    - Structures within 100 feet
    - If the area is greater than 50 acres:
      - Owners within 500 feet
      - Structures within 200 feet
  - \_\_\_\_\_ 5. Sidewalks
    - Driveways
    - Streets
    - Easements
    - Watercourses
    - Right-of-way, existing, size
    - Right-of-way, existing, location
    - Right-of-way, proposed, size
    - Right-of-way, proposed, location
    - Curbing
    - Sight lines
    - Radii
  - \_\_\_\_\_ 6. Existing zones within site
    - Zone within 200 feet
    - Area greater than 50 acres:
      - Zone within 500 feet
  - \_\_\_\_\_ 7. Title
    - Key map of location

## HAMPTON CODE

### *Submittal Requirements*

Name and address of:

(a) Owner of record

(b) Applicant

Tax map lot and block

Site planner preparing plan

- \_\_\_\_\_ 8. Proposed use or uses of land and building  
Description of industrial process (if any)
- \_\_\_\_\_ 9. Scale  
Graphic scale
- \_\_\_\_\_ 10. North arrow in same direction on all sheets  
except architectural plan
- \_\_\_\_\_ 11. Utility plan  
Drainage plan calculations and detail
- \_\_\_\_\_ 12. Preliminary architectural plan:
  - (a) Front view
  - (b) First floor and finished grade
  - (c) Location of all structures with:
    - Areas
    - Setbacks
    - Sidelines
    - Rear yard distance
- \_\_\_\_\_ 13. Preliminary plans for:
  - (a) Parking; number of spaces
  - (b) Dimensions of lot
  - (c) Loading areas
  - (d) Access drives
  - (e) Paving and curbing
  - (f) Lighting specifications
  - (g) Radius of light source
  - (h) Signs
  - (i) Landscaping specifics
  - (j) Garbage disposal
- \_\_\_\_\_ 14. Off-tract improvements necessitated by development
- \_\_\_\_\_ 15. Copy of soil erosion and sediment control plan
- \_\_\_\_\_ 16. All existing or proposed exterior lighting
  - (a) Size, footcandles
  - (b) Nature of construction
  - (c) Lumens
  - (d) Heights
  - (e) Area and direction of illumination

## LAND USE PROCEDURES

### Submittal Requirements

- (f) Radius of light
- (g) Time controls proposed
- \_\_\_\_\_ 17. All existing and proposed signs
  - (a) Size
  - (b) Nature of construction
  - (c) Location
  - (d) Height
  - (e) Orientation
  - (f) All identifying signs
  - (g) Traffic directional signs and arrows
  - (h) Freestanding signs
  - (i) Facade signs
  - (j) Time control for sign light
- \_\_\_\_\_ 18. Landscape plan architect's signature
- \_\_\_\_\_ 19. The proposed location of all drainage, sewage and water facilities and fire protection facilities, with proposed grades, sizes, capacities and types of materials to be used, including any drainage easements acquired or required across adjoining properties. The method of sewerage and waste disposal and waste incineration, if any, shall be shown and percolation tests from sufficient locations on the site to allow a determination of adequacy by the Township Board of Health.
- \_\_\_\_\_ 20. Comparative table of zoning requirement and development proposals.
- \_\_\_\_\_ 21. Energy conservation and solar gain.
- \_\_\_\_\_ 22. Recycling. All site plans shall be prepared to include an area for the storage and pickup of recyclable materials. All site plans for the construction of 25 or more units of multifamily residential housing and any commercial or industrial development proposal for the utilization of 1,000 square feet or more of land shall include separate specific facilities for the separation, collection and pickup of recyclable materials on or within the site. The provisions of the Hampton Township Recycling Ordinance shall be complied with. [Added 8-31-1988]
- \_\_\_\_\_ 23. Where the site plan involves easements or deeds to the public, as a part of the application for final site plan approval, the applicant shall file with the Clerk of the reviewing municipal board, a plat reduced to the current scale of the official Hampton Township Tax Map encompassing the area of the subdivision, or in the alternative, reduced to a scale chosen by the Township Engineer showing the subject property and all proposed easements to public bodies and conveyances for road purposes on the plat. The applicant shall pay to the Township of Hampton the cost, of transferring the data on the final map including, without limitation, lot lines, easements to public bodies and conveyances for road purposes. A deposit for this cost shall be made

## HAMPTON CODE

### Submittal Requirements

with the Clerk of the reviewing municipal board in the amount of \$200.  
[Added 4-11-1989]

- \_\_\_\_\_ 24. The applicant shall mail a copy of the application and site plan maps for which approval is sought to the Fire Department serving Hampton Township and a copy of the cover letter to the Fire Department shall be filed with the Clerk of the reviewing municipal board (either the Planning Board or the Zoning Board). The letter shall request a report from the Fire Department.  
[Added 4-11-1989]
- \_\_\_\_\_ 25. Freshwater wetlands [Added 7-25-1989]
- (a) A letter of interpretation from the New Jersey Department of Environmental Protection indicating the absence of freshwater wetlands or indicating the presence and verifying delineation of the boundaries of freshwater wetlands;
  - (b) A letter of exemption from the New Jersey Department of Environmental Protection certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act and regulations promulgated thereunder; or
  - (c) A copy of any application made to the New Jersey Department of Environmental Protection for any permit concerning a proposed regulated activity in or around freshwater wetlands.
- \_\_\_\_\_ 26. A written description of the proposed operations of the building or buildings, including the number of employees or members of nonresidential buildings; the proposed number of shifts to be worked and the maximum number of employees on each shift; expected truck and tractor-trailer traffic; emission of noise, glare, air and water pollution; safety hazards; and anticipated expansion plans incorporated in the building design. [Added 8-31-1988]

The Planning Board or Zoning Board of Adjustment may waive or defer the above requirements for good cause.

#### NOTES:

<sup>1</sup> For completeness, all applications for development must also comply with the requirements of the general checklist.

<sup>2</sup> Any other requirements or information the reviewing board finds reasonable and necessary to make a decision may be requested as additional information, including, without limitation, an environmental impact statement.

# LAND USE PROCEDURES

## Schedule B-2

### Minor Subdivision Checklist

Applicant: \_\_\_\_\_

File Number: \_\_\_\_\_

Plat	Not less than one inch equals 200 feet; prepared by licensed land surveyor.	
Key map	Location of entire tract	_____
	Portion subdivided delineated by cross-hatching	_____
	Lot and block of subject premises and adjoining street	_____
	Scale of not less than one inch equals 2,000 feet	_____
	North arrow	_____
	Adjoining properties	_____
Plat	Entire tract portion is being subdivided from portion sought to be subdivided	_____
	Location of existing structures	_____
	Distances of structures from property lines	_____
	Distances of structures from any new lines	_____
	Location and designation of streams, ponds, brooks or other natural features	_____
	Location and size of drainage structures	_____
	Metes and bounds of entire tract and new lines <sup>1</sup>	_____
	Lines to be eliminated so indicated	_____
	Area of entire tract	_____
	Width of lot at street line of lot created	_____
	Road frontage of the remainder portion	_____
	Name of street	_____
	Width of right-of-way on which property fronts	_____
	Legend: names of abutting owners, lot and block	_____
	Name and address of owner	_____
	Name and address of subdivider	_____
	Date of latest revision	_____
	Number of new lots	_____
	Utility distribution existing	_____

HAMPTON CODE

Soil classification data as mapped by  
U.S.D.A. Soil Conservation Service in  
soil survey of Sussex County \_\_\_\_\_

Calculations supporting the proposed  
area of each residential lot in  
accordance with performance standards  
of § 91-17.1 of the Hampton Township  
Ordinances \_\_\_\_\_

Soil log on each lot proposed, within the  
building setback lines, § 91-9J \_\_\_\_\_

Percolation test on each lot within  
the building setback lines, § 91-9J \_\_\_\_\_

Application Application completed, signed, sealed \_\_\_\_\_

Applicant Do Not Fill in Below this Line

1. Is the application complete? \_\_\_\_\_
2. If incomplete, what sections? \_\_\_\_\_
3. Waivers applied for \_\_\_\_\_
4. Are waivers recommended? \_\_\_\_\_
5. If exempt from subdivision, for what reasons? \_\_\_\_\_
6. Is review necessary by Township Engineer? \_\_\_\_\_

NOTES:

<sup>1</sup> Who prepared and dates.

For completeness, all applications for development must also comply with the requirements of the general checklist. Any other requirements or information the reviewing board finds reasonable and necessary to make a decision may be requested as additional information, including, without limitation, an environmental impact statement.

## LAND USE PROCEDURES

### Schedule B-1A

#### Minor Site Plan Checklist [Added 6-28-1994]

##### Submittal Requirements

- \_\_\_\_\_ A. All applicable information required pursuant to Schedule A of this chapter.
- \_\_\_\_\_ B. A plat prepared to scale based on a deed description, tax map or similar reasonably accurate data for the purpose of review and discussion by the Municipal Board.
- \_\_\_\_\_ C. If the application involves the location of drives, parking layout, pedestrian circulation and means of ingress or egress, the plans shall be prepared by an architect, planner or engineer or surveyor.
- \_\_\_\_\_ D. If the application involves construction of a new building, the location of said building and its relationship to the site and the immediate environs shall be shown on a plan prepared by an architect or engineer or surveyor.
- \_\_\_\_\_ E. A metes and bounds description of the parcel shall be submitted.
- \_\_\_\_\_ F. A key map (which may be shown on a copy of the Municipal Tax Map) shall contain the name of the owner of each property within 200 feet of the applicant's property and the current use of such property.
- \_\_\_\_\_ G. A statement of the zoning district in which a parcel is located and indicating all setbacks, lot coverage, height, floor area ratio and density, both as required and as proposed, shall be indicated both in writing and graphically.
- \_\_\_\_\_ H. All natural features, such as cliffs, rock outcroppings, floodplains, watercourses and wooded areas. Contours to determine the natural drainage of the land shall be at two-foot intervals up to ten-percent grade and at five-foot intervals over ten-percent grade.
- \_\_\_\_\_ I. If only a portion of an existing building is the subject of the site plan (e.g., one store in a shopping center), the applicant shall be required to submit only a site plan showing the parking in front of the existing portion of the building proposed to be used rather than the parking for the entire shopping center.
- \_\_\_\_\_ J. The location of any proposed sight easements, drainage easements or other proposed easements shall be shown.
- \_\_\_\_\_ K. Either an architect's rendering of the building, a manufacturer's brochure of a prebuilt building or other drawing of a proposed new building shall be submitted to the Board. In the case of an existing building, a photograph of all four sides of the building may be submitted in place of any drawing.
- \_\_\_\_\_ L. If the exterior lighting is to be changed, amended or supplemented in any way, the exterior lighting shall be shown on the site plan in sufficient detail to allow a determination of the effects of the lighting both on and off site, including the effects upon safety, traffic safety, adjacent properties and



## HAMPTON CODE

### *Submittal Requirements*

overhead sky glow. The light source, light intensity, light patterns, light fixtures, colors, filament types, shapes of lens, directions of illumination and height of light poles, both existing and proposed, shall be shown in the event that any change, amendment or supplement to the existing exterior lighting is proposed. [Added 7-25-1995]

\_\_\_\_\_ M. [Added 7-25-1995] If any new signs are proposed, the following shall be shown for both existing and proposed signs on the site plan:

- (1) Size.
- (2) Nature of construction.
- (3) Location.
- (4) Height.
- (5) Dimensions of the sign.
- (6) Orientation.
- (7) All identifying signs.
- (8) Traffic directional signs and arrows.
- (9) Freestanding signs.
- (10) Facade signs.
- (11) Time control for sign light.

## LAND USE PROCEDURES

### Schedule B-3

#### Preliminary Major Subdivision Checklist

Compliance with general checklist:

If property is within 200 feet of another municipality, a written abatement shall be requested indicating whether the proposed subdivision is in reasonable harmony with its plans for development.

Preliminary plat, 12 certified copies;  
one inch equals 100 feet

- A. Key map, showing entire subdivision and relation to surrounding area, one inch equals 400 feet
- B. Title block
  - Tract name \_\_\_\_\_
  - Tax Map sheet \_\_\_\_\_
  - Block and lot number \_\_\_\_\_
  - Date \_\_\_\_\_
  - Reference meridian \_\_\_\_\_
  - Graphic scale \_\_\_\_\_
  - Names and addresses of:
    - Record owner \_\_\_\_\_
    - Subdivider \_\_\_\_\_
    - Person preparing map \_\_\_\_\_
- C. Acreage of tract, to nearest tenth of an acre \_\_\_\_\_
- D. Existing and proposed contours at five-foot vertical intervals for slopes averaging 10% or greater and two-foot vertical intervals for land of lesser slopes. Datum of all elevation shall be that of the United States Coast and Geodetic Survey. \_\_\_\_\_
- E. Center-line profiles and proposed finished grades for all new streets to be constructed in accordance with § 91-10A(8) of the Subdivision Ordinance \_\_\_\_\_
- F. Typical road cross sections for all new streets, indicating the type and width of pavement, location of curb and sidewalks, tree planting strips, maximum slope of embankments, swales and berms, all drainage structures and crossdrains. Cross sections of the proposed roads and existing grades at minimum of fifty-foot intervals along entire length of road. Cross sections shall be drawn on a scale of not less than one inch equals five feet for horizontal and vertical planes. Each cross section shall give the quantity of cuts and fills in square feet, stripping in cut and fill in linear feet, topsoil in linear feet.

An earthwork summary, in cubic yards, shall be provided on the last sheet of the cross section, showing the following:

Excavation unclassified from cross sections  
(cubic yards)

Excavation unclassified from plans (cubic yards)

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

# HAMPTON CODE

Excavation unclassified from ditches and drives

(cubic yards)

Excavation unclassified (cubic yards)

Wet excavation (cubic yards)

Unsuitable excavation (cubic yards)

Fill needed from cross sections (cubic yards)

Fill needed from plans (cubic yards)

Fill needed to refill wet excavation areas  
(cubic yards)

Fill needed to refill unsuitable areas (cubic yards)

Total embankment needed (cubic yards)

Excavation available for embankment (cubic yards)

Borrow excavation (cubic yards)

A center-line profile of all proposed roads shall be provided and should include the existing grade, proposed drainage structures, percent of proposed grade, vertical curve data, including elevation of P.V.I., P.V.C. and P.V.T., and length of curve. The profile shall be drawn to the scale of not less than one inch equals five feet in the vertical plane and one inch equals 50 feet in the horizontal plane. Return calculations and grades at intersections shall be provided. Profiles of ditches shall be submitted along with cross sections of ditches every 50 feet showing cuts and fills, stripping in the cut, stripping in the fill and topsoil quantities.

G. Location of existing and proposed:

Property lines

Streets

Buildings

Railroads

Bridges, culverts

Drain pipes

Natural features

Watercourses

H. Proposed utility layouts:

Sewers, storm drains, water, gas and electricity

Determination on underground utilities

I. Percolation test on each proposed lot by an engineer licensed in New Jersey, signed and sealed by the engineer on the preliminary plat within the building setback lines of each lot meeting the requirements established by the State Department of Environmental Protection

J. Soil logs

K. Protective covenants

L. Soil erosion and sediment control plan

M. Delineation on the plat of the following:

1. Slopes of 25% or greater

2. Slopes from 15% to 24%

## LAND USE PROCEDURES

3. *Soil classification data as mapped by the United States Department of Agriculture Soil Conservation Service in the soil survey of Sussex County, rock outcrop and areas of floodplain and wetlands*
- 
- N. Calculations supporting the proposed density of a tract and supporting the area of each proposed residential lot in accordance with the procedures set forth in § 91-17.1 of the Hampton Township Subdivision Ordinance
- 
- O. Construction details, invert elevations and drainage calculations, including a map showing subdrainage areas and calculated flow rates at each inlet, and applicable stream encroachment data conforming to Department of Environmental Standards. Storm frequency shall be for a fifty-year storm or as required by the Township Engineer.
- 
- P. Construction details shall be provided for inlets, manholes, headwalls, flared end sections, standard curb, depressed curb for driveways and depressed curb for handicapped sidewalks, fence, ditches, guiderails and soil erosion details.
- Q. Applications: signed and sealed
- 
- R. Recycling. Each major subdivision proposed for the creation of 50 or more lots to be utilized for the construction of 50 or more units of single-family residential housing shall include an area for the storage and pickup of recyclable materials. The provisions of the Hampton Township Recycling Ordinance shall be complied with. [Added 8-31-1988]
- 
- S. The applicant shall show the proposed street names both on the subdivision map and on a separate schedule. The schedule shall be filed with the Planning Board Clerk and also forwarded to the Township Clerk and Township Road Supervisor. [Added 4-11-1989]
- 
- T. The applicant shall mail a copy of the application and subdivision maps for which approval is sought to the Fire Department serving Hampton Township, and a copy of the cover letter to the Fire Department shall be filed with the Clerk of the reviewing municipal board (either the Planning Board or the Zoning Board). The letter shall request a report from the Fire Department. [Added 4-11-1989]
- 
- U. The applicant shall delineate on the subdivision plat an area for a bus shelter or bus shelters for school children awaiting the school bus. [Added 4-11-1989]
- 
- V. The applicant shall forward to the Fire Department serving Hampton Township a copy of the application and subdivision maps for which approval is sought and a copy of the cover letter to the Fire Department shall be filed with the Clerk of the reviewing municipal board (either the Planning Board or the Zoning Board). The letter shall request a report from the Fire Department. [Added 4-11-1989]
- 
- W. Freshwater wetlands [Added 7-25-1989]
- 
1. A letter of interpretation from the New Jersey Department of Environmental Protection indicating the absence of freshwater wetlands or indicating the presence and verifying delineation of the boundaries of freshwater wetlands;

## HAMPTON CODE

2. A letter of exemption from the New Jersey Department of Environmental Protection certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act and regulations promulgated thereunder; or
3. A copy of any applications made to the New Jersey Department of Environmental Protection for any permit concerning a proposed regulated activity in or around freshwater wetlands.

The Planning Board or Zoning Board of Adjustment may waive or defer the above requirements for good cause.

### NOTES:

For completeness, all applications for development must also comply with the requirements of the general checklist.

Any other requirements or information the reviewing board finds reasonable and necessary to make a decision may be requested as additional information, including, without limitation, an environmental impact statement.

## LAND USE PROCEDURES

### Schedule B-4

#### Final Major Subdivision Checklist

File No. \_\_\_\_\_

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_ Compliance with the general checklist

1. Installation of improvement prior to final approval.

- \_\_\_\_\_ a. Final surface course, street pavement
- \_\_\_\_\_ b. Sidewalks
- \_\_\_\_\_ c. Monuments
- \_\_\_\_\_ d. Street signs
- \_\_\_\_\_ e. Shade trees
- \_\_\_\_\_ f. Underground utilities
- \_\_\_\_\_ g. Maintenance guaranties
- \_\_\_\_\_ h. Performance bonds

2. Submission of final major subdivision.

- \_\_\_\_\_ a. Fourteen certified copies
- \_\_\_\_\_ b. Application fees and compliance with general checklist
- \_\_\_\_\_ c. Letter from Township Engineer stating that all required improvements have been installed to his satisfaction and in accordance with applicable township specifications
- \_\_\_\_\_ d. Letter from Township Engineer delineating all improvements yet to be installed pursuant to § 91-7 of the Hampton Township Subdivision Ordinance and a list of those items to be covered by a performance guaranty, the quantities of each item, the cost of each of them and the total of all items and a recommendation of the amount of the performance guaranty. Said letter shall also contain a recommendation from the Township Engineer as to the requirement of a maintenance guaranty.
- \_\_\_\_\_ e. Letter from applicant's engineer stating that the final plat conforms to the preliminary plat as submitted and approved. Any changes from the preliminary to the final plat must be listed in detail.
- \_\_\_\_\_ f. Conditions from resolution granting preliminary approval carried to final approval. List on separate sheet.
- \_\_\_\_\_ g. Waivers. If any requested, list on separate sheet.
- \_\_\_\_\_ h. Off-tract improvements
- \_\_\_\_\_ i. Proposed developer's agreement
- \_\_\_\_\_ j. Original tracing and one translucent tracing and two cloth prints of the final subdivision plat
- \_\_\_\_\_ k. Maintenance guaranty
- \_\_\_\_\_ l. The applicant shall file with the Clerk of the reviewing municipal board (either the Planning Board or the Zoning Board) two copies of the subdivision plat reduced to the current scale of the official Hampton Township Tax Map encompassing the area of the subdivision or, in the alternative, reduced to a scale chosen by the Township Engineer. The applicant shall pay to the Township of

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*Hampton the cost of transferring the data on the final map, including, without limitation, lot lines, easements to public bodies and conveyances for road purposes. A deposit for this cost shall be made with the Clerk of the reviewing municipal board in the amount of \$500. [Added 4-11-1989]*

Any other requirements or information the reviewing board finds reasonable and necessary to make a decision may be requested as additional information.

## LAND USE PROCEDURES

### Schedule C

#### Appeals, Interpretations, Special Questions and Variances Checklist

Requirements for complete application for a variance. When applying for a variance, the applicant shall comply with the following requirements:

- \_\_\_\_\_ A. Furnish proof of compliance with regard to notice and publication of the application.
- \_\_\_\_\_ B. A complete application form for the application, as approved in the rules and regulations of the Zoning Board of Adjustment of the Township of Hampton. The application form shall be filled out completely and where necessary supplemented by additional information in order to make it clear to the Board what relief is being sought and accompanied by the appropriate fee.
- \_\_\_\_\_ C. The applicant shall file, with the application, one photograph of the subject premises depicting the area for which a variance is sought.
- \_\_\_\_\_ D. The applicant shall file, with the application, 14 certified and sealed copies of a plot plan or survey, prepared to scale, on a scale not less than one inch equals 50 feet. The plot plan or survey shall contain the following information:
  - \_\_\_\_\_ 1. All structures within 200 feet of the property which is the subject of the application.
  - \_\_\_\_\_ 2. North point.
  - \_\_\_\_\_ 3. Dimensions of lot lines and structures.
  - \_\_\_\_\_ 4. Lot area, in total square feet, or acreage to the nearest hundredth.
  - \_\_\_\_\_ 5. Title block containing tax block and lot numbers; revision lines should be in vertical lines along the left of the title block.
  - \_\_\_\_\_ 6. Zoning district(s).
  - \_\_\_\_\_ 7. Names of the road or roads on which the lot fronts.
  - \_\_\_\_\_ 8. Easements and rights-of-way, if any.
  - \_\_\_\_\_ 9. Location of streams, if any.
  - \_\_\_\_\_ 10. Location of all existing structures on subject premises and distances of same from lot lines.
  - \_\_\_\_\_ 11. Location of the proposed structure or change, showing the front, rear and side yard dimensions.
  - \_\_\_\_\_ 12. Building area allowed (draw lines showing required front, rear and side yard setbacks).
  - \_\_\_\_\_ 13. Location, arrangement and dimensions of parking area, driveway or service areas.
  - \_\_\_\_\_ 14. Names of adjoining property owners.
  - \_\_\_\_\_ 15. Adjacent properties. [Amended 10-8-1991]
    - (a) The dimensions of all adjacent properties of five acres or less.
    - (b) The locations of all buildings on adjacent properties, including all setbacks from the property lines.
    - (c) The locations of the wells and septic systems on adjacent properties.
  - \_\_\_\_\_ 16. Description of the general topography of the land.



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17. Proposed location of wells and septic on lot.
18. Such other pertinent information as is required in any pertinent section of the Township of Hampton Zoning Ordinance governing the application.
19. Plot plan: preliminary architectural plans. [Amended 10-8-1991]
  - (a) The plot plan for the property for a proposed single-family residence shall be prepared, certified and sealed by a licensed land surveyor. For plans other than a single-family dwelling, a site plan shall be prepared by a licensed professional engineer, architect or land surveyor as required by law.
  - (b) Preliminary architectural plans showing the front view of the house, a floor plan and first floor and finished grade elevations.
20. A key map showing:
  - (a) The entire tract clearly delineated by cross hatching, shading or other appropriate means, distinguishing it from adjoining lands.
  - (b) Adjoining properties.
  - (c) The Tax Map lot and block designation of the subject premises and of adjoining lands.
  - (d) The street on which the subject premises is located, including state or county route number and the common road name.
  - (e) The scale of the key map portion of the plat shall be not less than one inch equals 400 feet.
  - (f) Reference meridian.
  - (g) The applicant shall file with the application, a statement complying with the provisions of N.J.S.A. 40:55D-48.1 and/or 40:55D-48.2 and an ownership, interest of corporation or partnership.
  - (h) Affidavit of ownership shall be filed with the application.
  - (i) The applicant shall file, with the application, a proposed form of notice to be published in the newspaper and to adjoining landowners in accordance with N.J.S.A. 40:55D-12. The notice shall state the lot and block numbers of the property, the specific use or uses proposed, the variances being sought, so far as known, together with the numbers of the ordinances from which the variances are sought; stating the time and place of hearing and the date after which the application may be inspected and other approvals sought (e.g. site plan, conditional use, subdivision appeals, interpretations, etc.).
21. The dimensions of the road right-of-way and the width of the road improvements and the road surface. [Added 10-8-1991]
22. If an applicant is applying for a permit for the construction of a structure on a lot not fronting on an approved street pursuant to N.J.S.A. 40:55D-35 and N.J.S.A. 40:55D-36, the applicant shall write a letter to the Fire Chief of Hampton Township inquiring if the road in question provides adequate access for firefighting equipment, ambulances and other emergency vehicles. A copy of the letter to the

## LAND USE PROCEDURES

Fire Chief shall be filed with the application, along with proof of mailing of same by certified mail, return receipt requested. The applicant shall use the form of the letter approved by the Zoning Board of Adjustment which shall be provided to the applicant by the Secretary of the Board. [Added 3-27-2001 by Ord. No. 2001-2]

Amendments to applications and documents. In the event that an applicant submits a revised application or a revised form of any document for which an approval is sought or a revision to a document is required to be made by the reviewing municipal agency, the applicant shall submit, in writing, with the revision or revised documents, a detailed description of the revisions made, including their page numbers or other location in the document and an affidavit stating that this is a complete list of the revisions made and that no other revisions have been made since \_\_\_\_\_ (insert date), date of last revision.

\_\_\_\_\_ For completeness; all applications referred to in this section must also comply with the requirements of the general checklist.

Any other requirements or information the reviewing board finds reasonable and necessary to make a decision may be requested as additional information.

(Cont'd on page 1565)

## LAND USE PROCEDURES

### *Schedule D*

#### **Checklist for Conditional Use Applications**

- \_\_\_\_\_ 1. Applicants for conditional use approval are required to submit for a complete application the same data required on the checklist for preliminary site plan applications.