

Knowlton Township Land Use Board

**628 Route 94
Columbia, NJ 07832**

Applicant Instructions:

Enclosed is the Knowlton Township Land Development application that you have requested. Please note that all applications heard before the Board must conform to the procedures outlined in the current edition of the Township of Knowlton's Land Development Ordinance. Eighteen (18) copies of the completed application package must be returned to this office, along with two checks made out to Knowlton Township. Please make separate checks for this Application Fee and the Review Fee; please indicate the Block and Lot numbers for the application site on both checks.

Complying with the following procedures will expedite your application:

1. Return two completed Variance, Site Plan or Subdivision Checklists with your application.
2. All plans must be folded, not rolled, unless they are too bulky to fold.
3. All new applications and revisions to applications must be submitted two weeks (14 days) prior to the meeting date to be included on the agenda. Applications will be acted on only for completeness at the next regular meeting of the Board. If the application is deemed complete, you will be scheduled for a hearing at the next regular meeting.
4. Regular meetings of the Land Use Board are held on the fourth Tuesday of each month, starting at 7:00 PM.

The following items must be submitted together in a package, and eighteen (18) copies of the package submitted, at least two weeks before the meeting, in order to be eligible to be considered for determining completeness at the meeting:

- Denial from Zoning Officer
- Application package completed and all fees paid
- Survey showing the proposal, all setbacks, and the location of the well and septic
- Proof of Taxes paid to date (form included in this application package)
- Building elevations, if applicable.

Once the application is received, determined to be complete, and assigned a hearing date, the following items must be submitted prior to the hearing:

- Original certified list of property owners within 200' from Tax Assessor (sample notice included in this application package)
- Certified list of property owners notice must also be published in the Township's official newspaper – The New Jersey Herald.
- One copy of Affidavit of Proof of Service (form included in this application package), signed and notarized, listing the property owners within 200' and how they were served. A sample Notice is included in this application package. Affidavits of Notice and accompanying documentation must be submitted at least five days prior to the public hearing.

Notice to all Land Use Board Applicants

Return of Escrow Money Policy:

Escrow money is used to pay for "Knowlton Township Professional Review" of your application.

EXAMPLE: Engineer, Attorney and Planner. Effective January 1, 2005, No escrow money will be returned without a written request from you the applicant and only after **180 days** from the date of Memorialization. The 180 days will be used to ensure that all "Conditions of Approval" listed in your approval resolution have been met and confirmed by the Township Professionals.

After your application has been approved:

It is the applicants responsibility to schedule an inspection by the Township Engineer ensuring that all "Conditions of Approval" have been met.

If you have any questions, please feel free to contact me here at the Municipal Building at 908-496-4816 Ext 6.

Notice to all Planning Board Applicants

On May 27, 2004 the Knowlton Township Committee passed Ordinance 04-06 requiring "**Public Notice**" of all minor subdivision applications. A copy of the resolution reads as follows:

BE IT ORDAINED by the Township Committee of the Township of Knowlton the Chapter XI of the Revised General Ordinances of the Township of Knowlton, known as the "Land Development Ordinance, shall be and is hereby amended as follows:

SECTION 1.

All minor subdivision applications shall be required to provide public notice of the subdivision hearing, resulting in a text change to section

11-34.A.(1), which will now read in its entirety as follows:

A. Public Notice. Public notice of a hearing shall be given in the following cases;

(1). All minor subdivision applications and all applications for preliminary approval of a major subdivision (not required for a preliminary design assessment in the Farmland Preservation Zone).

Section 2.

If any section, paragraph, subsection, clause or provision of this ordinance shall be adjudged by the Courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective

Publication and the filling of a copy of said ordinance with the Warren County Planning Board, all in accordance with the law, and applies to any new or pending application and to any matter on appeal to any municipal agency or to any Court

Section 4:

The Township Clerk is hereby directed to give notice at least ten (10) days prior to the hearing on the adoption of this ordinance to the Warren County Planning Board and to all others entitled thereto pursuant to the provisions of N.J.S. 40:55D-15. Upon adoption of the ordinance after public hearing thereon, the Township Clerk is further directed to publish notice of the passage thereof and to file a copy of the ordinance as finally adopted with the Warren County Planning Board, as required by N.J.S. 40:55D-16

Knowlton Township Land Development Application

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Application for (check as many as apply):

Pre-application/Concept Plan	Bulk Variance	Application No. _____
Minor Subdivision	Use Variance	Date Received _____
Minor Site Plan	Conditional Use	Application Fee _____
General Development Plan	Preliminary PURD	Escrow Fee _____
Major Subdivision/Preliminary	Final PURD	Collected By _____
Major Subdivision/Final	Extension of Time	
Major Site Plan/Preliminary	Appeal of Administrative Officer	
Major Site Plan/Final	Interpretation	

1. Applicant's Name _____ Phone _____

Address _____

Email _____

Applicant Status Individual Corporation Partnership

If applicant is a corporation or partnership, provide the names and addresses of all stockholders or partners having a 10% or more interest. Attach an additional sheet if necessary.

Name _____ Name _____

Address _____ Address _____

2. Owner's Name _____ Phone _____

Address _____

3. Attorney's Name _____ Phone _____

Firm and Address _____

Email _____

NOTE: Corporations must be represented by a New Jersey Attorney.

4. Name(s) and address of person(s) preparing plans

Name _____ Name _____

Address _____ Address _____

Profession _____ Profession _____

Phone _____ Phone _____

Email: _____ Email _____

5. Property Location: Tax Map Block _____ Lot _____ Total Tract Area _____
Street Address _____

6. Number of Proposed Lots _____ Zone _____ Number of Dwelling Units _____

7. List any zoning variances sought. If none, state "none". If any are requested, please state the factual basis and legal theory for the relief sought.

8. Existing Deed Restrictions: _____

Proposed Deed Restrictions: _____

9. Contemplated Form of Ownership

Fee Simple

Condominium

Cooperative

Rental

10. Briefly describe any prior or currently pending proceeding before the Planning Board or Zoning Board, or any other federal, state, or local board or agency involving the property that is the subject of this application. Please attach an additional sheet if necessary.

11. List any other material accompanying this application, such as plans, drainage, etc.

Applicant's Signature

Date

CONSENT OF OWNER

I, the undersigned, being the owner of the lot or tract described in the foregoing application, hereby consent to the making of the application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency. (If owned by a corporation, attach a copy of the resolution authorizing the application and the officer's signature.)

Owner's Signature

Date

Owner's Name Printed

Sworn and Subscribed to before me this

_____ day of _____, 20____

Notary Public

Knowlton Township Land Development Application
Certified List of Property Owners

628 Route 94
Columbia, NJ 07832

To: Knowlton Township Tax Assessor

List of Property Owners to be Served Notice

Applicant: _____ Owner: _____
Address: _____ Address: _____
Block: _____ Lot: _____
Date Requested: _____ Fee: \$10.00

Name	Address	Block	Lot

I certify that the above is an accurate and complete list of property owners and addresses. They must be given notice pursuant to the requirements of N.J.S.A. 40:55D-12. This list has been prepared from the most recent tax rolls. Additional names are attached.

Signature: _____ Date: _____
Knowlton Township Tax Assessor

Applicant is advised that other parties may also be required to be served; for example, the N.J. Department of Transportation, the Warren County Planning Board, or adjoining municipalities. See N.J.S.A. 40:55D-12 for more details, or seek legal counsel.

**Knowlton Township Land Development Application
Proof of Service**

628 Route 94
Columbia, NJ 07832

List of Property Owners Served

Property owners must be served by Personal Service (PS) or Certified Mail (CM)

Applicant: _____ Owner: _____

Address: _____ Address: _____

Block: _____ Lot: _____

Name	Address	Block	Lot	How Served (PS or CM)

I certify that the above listed property owners have been served notice as indicated.

Signature: _____ Date: _____

Notary Signature: _____

Sample Notice

**Knowlton Township Land Development Application
Certified List of Property Owners**

628 Route 94
Columbia, NJ 07832

To: _____

Date: _____

Application Number: _____

Applicant(s) Name: _____

PLEASE TAKE NOTICE that on the _____ day of _____, 20____, at the Knowlton Township Municipal Building, 628 Route 94, Columbia, NJ, the Knowlton Township Land Use Board will hold a hearing on the application of the undersigned, at which time and place all interested parties will be given an opportunity to be heard. The meeting will begin at 7:00 PM.

The premises in question is located in Block _____, Lot _____, and is more commonly known as the street address _____.

The applicant is seeking permission to:

A copy of the application and documents relating thereto is on file at the Municipal Clerk's office in the Knowlton Township Municipal Building.

Applicant's Signature: _____

NOTICE TO APPLICANT: This notice must be sent by certified mail or personal service at least 10 days before your scheduled hearing date. Please indicate that service has been given by completing and filing the Proof of Service form and a copy of the notice with the Board Secretary. Notice shall also be given by publication in the Township's official newspaper (The New Jersey Herald) at least 10 days before your scheduled hearing date.

Knowlton Township Land Development Application
Certification of Taxes Paid

628 Route 94
Columbia, NJ 07832

To: Knowlton Township Tax Collector

Please certify that the taxes on the property listed below have been paid:

BLOCK: _____ LOT: _____

Property Address: _____

Owner's Name: _____

I certify that the Knowlton Township real estate taxes on the above listed property have been paid through _____

The next tax payment is due _____

Knowlton Township Tax Collector

Date of Certification: _____

CHECKLIST A
MINOR SUBDIVISION
KNOWLTON TOWNSHIP
 [Amended 4-23-1998 by Ord. No. 98-3; 6-12-2000 by Ord. No. 00-10; 2-8-2002 by Ord. No. 02-3; 12-22-2005 by Ord. No. 05-22]

DATE: _____ APPLICANT: _____ BLOCK: _____ LOT: _____

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
1. Eighteen (18) copies of completed application form.				
2. Eighteen (18) copies of the plans prepared, signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer or other professional as required and folded into eight and one-half by eleven (8½ x 11) inches with the title block showing.				
3. Payment of applicable fees and deposits.				
4. Proof of ownership; if applicant is not owner, consent of owner to submit application.				
5. Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date.				
6. List of any approvals which may be required by other units of government or agencies thereof.				
7. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest.				
8. Lot numbers as assigned by the Tax Assessor.				
9. Maps clearly and legibly drawn.				
10. Tax Map sheet, block and lot number in the title block.				
11. Name, address and telephone number of person who prepared plat.				
12. Applicant's and/or owner's name and address, telephone number and signature on drawings.				
13. Certification block for Township Engineer, Chairperson and Secretary of the Board's signature.				
14. Date of drawing and date of latest revision on each drawing and on cover sheet, if present.				
15. Graphic and numerical scale.				
16. Maps to be drawn to a scale not smaller than one (1) inch equals one hundred (100) feet.				
17. North arrow and reference meridian.				
18. Key map showing entire tract and relation to surrounding areas with proposed lot lines (at Tax Map scale).				
19. Zone district boundaries, if any, on property to be subdivided and within five hundred (500) feet of adjoining property.				
20. Tabulation of zone district bulk requirements and proposed lot bulk requirements.				
21. Names and addresses of adjoining property owners as shown on municipal tax records.				
22. Acreage of entire tract to nearest one-hundredth (0.01) acre.				
23. Area of each proposed lot to nearest one-hundredth (0.01) acre.				
24. Area of each proposed lot to nearest square foot.				
25. Lot area, calculated exclusive of rights-of-way.				
26. Easements, covenants, restrictions, roadway and sight triangle dedications, existing and proposed, described by metes and bounds, where applicable.				

CHECKLIST A (continued)

		APPLICANT		TOWNSHIP	
		COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
27.	Certified survey of the property showing bearing of all existing and proposed property lines to nearest second. [Amended 4-23-1998 by Ord. No. 98-3]				
28.	Certified survey of the property showing distances of all property lines to nearest one-hundredth (0.01) foot. [Amended 4-23-1998 by Ord. No. 98-3]				
29.	Setback distances of existing structures (side, rear and front).				
30.	Minimum building setback distances and lines (front, rear and side).				
31.	Any rights-of-way, existing or proposed.				
32.	Topographic data with contours at two-foot intervals.				
33.	Location and area of all slopes between fifteen percent (15%) and twenty-five percent (25%), including those within two hundred (200) feet of the portion to be subdivided (show crosshatched).				
34.	Location and area of all slopes greater than twenty-five percent (25%), including those within two hundred (200) feet of the portion to be subdivided (show crosshatched).				
35.	(Reserved)				
36.	Any other significant natural terrain features.				
37.	Location of all swamps and wetlands within the portion of the land to be subdivided and within 200 feet of the portion to be subdivided described by metes and bounds and with applicable transition zone shown; also include specific evidence that a Letter of Interpretation has been requested from the Department of Environmental Protection.				
38.	Location and limits of floodplain, as required by ordinance.				
39.	Calculations supporting location of floodplain limits.				
40.	Location on site and within two hundred (200) feet of the property lines of the following:				
	a. Watercourses.				
	b. Wooded areas.				
	c. Easements.				
	d. Rights-of-way.				
	e. Roads.				
	f. Railroads.				
	g. Canals.				
	h. Rivers.				
	i. Buildings.				
	j. Structures, including drainage structures.				
	k. Rock outcrops.				
	l. Ponds and lakes.				
41.	Results of soil log tests and other sewage disposal data as required by ordinance taken on each of proposed lots and on remainder with the New Jersey licensed engineer's signature and seal.				
42.	Location of test holes accurately designated.				
43.	Evidence of personal inspection of test holes by the Planning Board, its agents or professionals, if required.				
44.	Restrictions to locate driveways due to sight limitations, if required.				

¹ Editor's Note: Former Item 35, Calculations supporting residential lot size adjustment for critical areas, was repealed 6-12-2000 by Ord. No. 00-10.

CHECKLIST A (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
45. When drawings are resubmitted, provide one (1) copy with revisions highlighted and revision data marked on each copy of each revised map and cover sheet.				
46. State whether subject property is in carbonate rock area. See Appendix 2, Figure 1.				
47. Environmental impact statement. An additional copy shall be provided to the Knowlton Township Environmental Commission upon submission of application materials.				

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Engineer/Surveyor

CHECKLIST B
MAJOR SUBDIVISION, PRELIMINARY
KNOWLTON TOWNSHIP

[Amended 4-23-1998 by Ord. No. 98-3; 6-12-2000 by Ord. No. 00-10; 2-8-2002 by Ord. No. 02-3; 12-22-2005 by Ord. No. 05-22]

DATE: _____ APPLICANT: _____ BLOCK: _____ LOT: _____

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
1. Eighteen (18) copies of completed application form.				
2. Eighteen (18) copies of the plans prepared, signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer or other professional as required and folded into eight and one-half by eleven (8½ x 11) inches with the title block showing.				
3. Payment of applicable fees and deposits.				
4. Proof of ownership; if the applicant is not owner, consent of owner to submit application.				
5. Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date.				
6. List of any approvals which may be required by other units of government or agencies thereof.				
7. Environmental impact statement in accordance with Article 47.				
8. Copy of any protective covenants or deed restrictions applying to land to be subdivided.				
9. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest.				
10. A letter from appropriate state or municipal authority approving the proposed sewage disposal facility and, if applicable, individual water supply system.				
11. Traffic analysis and traffic circulation study.				
12. Lot numbers as assigned by the Tax Assessor.				
13. Estimate of quantities, unit price and cost for the construction of all on-site, off-tract and off-site improvements in accordance with requirements of the ordinance, prepared by the applicant's engineer.				
14. An index (cover) sheet showing key map; list of drawings; latest revision date of any map; subdivision name, lot and block number; title block; owner/applicant information; approval block; date of latest revision of any drawing; sheet showing each sheet's location in relation to the overall project; and name and address of person who prepared maps.				
15. Clearly and legibly drawn.				
16. Name of subdivision, Tax Map sheet and block and lot numbers, all in title block.				
17. Name, address and telephone number of person who prepared plat.				
18. Applicant's and/or owner's name and address, telephone number and signature on drawing.				
19. Certification block for the Township Engineer, Chairperson and Secretary of the Planning Board.				
20. Date reference and date of latest revision on individual drawings and cover sheet.				
21. Graphic and numeric scale.				
22. Maps to be drawn on a scale not smaller than one (1) inch equals one hundred (100) feet.				
23. North arrow and reference meridian.				

CHECKLIST B (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
24. Key map showing entire tract and relation to surrounding areas with proposed lot lines (at Tax Map scale).				
25. Zone district boundaries, if any, on property to be subdivided and within five hundred (500) feet of the adjoining property.				
26. Tabulation of zone district bulk requirements and proposed lot bulk characteristics.				
27. Names and addresses of adjoining property owners as shown on municipal tax records.				
28. Acreage of entire tract to nearest one-hundredth (0.01) acre.				
29. Area of proposed lot to nearest one-hundredth (0.01) acre.				
30. Area of each proposed lot to the nearest square foot.				
31. Lot area, calculated exclusive of rights-of-way.				
32. Easements, covenants, restrictions, roadway and sight triangle dedications, existing and proposed, described by metes and bounds, where applicable.				
33. Certified survey of the property showing bearing of all existing and proposed property lines to nearest second.				
34. Certified survey of the property showing distances of all property lines to nearest one-hundredth (0.01) foot.				
35. Setback distances of existing structures (side, rear and front).				
36. Minimum building setback distances and lines (front, side and rear).				
37. Any rights-of-way, existing or proposed.				
38. Topographic data and contours at two-foot intervals (existing and proposed). Accuracy to be per National Map Accuracy Standards.				
39. Location and area of all slopes between fifteen percent (15%) and twenty-five percent (25%), including those within two hundred (200) feet of the tract to be subdivided (show crosshatched).				
40. Location and area of all slopes greater than twenty-five percent (25%), including those within two hundred (200) feet of the tract to be subdivided (show crosshatched).				
41. (Reserved) ¹				
42. Location of all rock outcroppings and cliffs.				
43. Location of all wooded areas within the subdivision and within two hundred (200) feet of the portion to be subdivided.				
44. Other significant natural terrain features.				
45. Location of all swamps and wetlands within the subject property and within 200 feet of the subject property by metes and bounds and with applicable transition zone shown; also include specific evidence that a Letter of Interpretation has been requested from the Department of Environmental Protection.				
46. Location and limits of floodplain, floodway and flood-fringe, as required by ordinance, on site and within two hundred (200) feet.				
47. Calculations supporting location of flood limits.				
48. Location on site and within two hundred (200) feet of the property lines of the following:				
a. Watercourses.				
b. Wooded areas.				
c. Easements.				
d. Rights-of-way.				
e. Roads.				

¹ Editor's Note: Former Item 41, Calculations supporting residential lot size adjustments for critical areas, was repealed 6-12-2000 by Ord. No. 00-10.

CHECKLIST B (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
f. Railroads.				
g. Canals.				
h. Rivers.				
i. Buildings.				
j. Structures, including drainage structures.				
k. Rock outcrops.				
l. Ponds and lakes.				
m. Septic system(s) and well(s).				
49. Results of soil log tests and other sewerage disposal data taken on each of proposed lots and on remainder with engineer's signature and seal.				
50. Location of test holes accurately designated.				
51. Evidence of personal inspection of test holes by the Planning Board, its agents or professionals, if required.				
52. Existing and proposed watercourses (including lakes and ponds) with following information:				
a. When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, include a report on the status of review by the New Jersey Department of Environmental Protection and Energy.				
b. Cross sections of watercourses and/or drainage swales at an appropriate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at the locations specified in the ordinance.				
c. The total acreage of the drainage basin of any watercourse running through or adjacent to the tract.				
d. The location and extent of drainage and conservation easements and stream encroachment lines.				
e. The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within two hundred (200) feet of the tract.				
53. Location of all existing and proposed drainage facilities.				
54. Details of proposed devices for stormwater management and control.				
55. Dimensions of all existing and proposed drainage facilities.				
56. Location, size and inverts of all existing and proposed pipes, inlets, manholes, outlets and connections.				
57. Location and size of all dry wells.				
58. Supporting stormwater management calculations.				
59. Center-line profiles of all proposed streets, streets abutting the subdivision and streets within two hundred (200) feet of subdivision showing:				
a. Existing grade.				
b. Proposed grades.				
c. Existing storm drainage.				
d. Proposed storm drainage.				
e. Vertical curve data.				
60. Cross sections of proposed streets, streets abutting subdivision and streets within two hundred (200) feet of the subdivision (at fifty-foot intervals) showing:				
a. Existing grade.				
b. Proposed grade at center line.				
c. Topsoil depth.				
d. Side slopes.				
e. Earth berm.				
f. Cut, fill, stripping in cut, stripping in fill and topsoiling quantities.				

CHECKLIST B (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
g. Drainage facilities.				
h. Depth of base and pavement.				
i. Guardrails.				
61. Profiles around all returns showing:				
a. Existing grades to nearest one-tenth (0.1) foot at ten-foot intervals.				
b. Proposed grades to nearest one-tenth (0.1) foot at ten-foot intervals.				
c. Proposed drainage.				
d. Existing drainage.				
62. Sight profiles at all proposed intersections.				
63. Streetlighting as required.				
64. Cut and fill quantities, with means of dealing with excess of either.				
65. Toes and tops of slopes on both sides of all proposed streets.				
66. Proposed street names (to be approved by the Township Committee prior to preliminary approval).				
67. Restrictions to locate driveway due to sight limitations, if required.				
68. Soil erosion and sediment control plan.				
69. Proposed sequence of development.				
70. Landscaping and/or street tree planting plan.				
71. Lands to be reserved or dedicated for common or public use.				
72. Proposed use of sites other than residential.				
73. Provision for fire protection.				
74. Conformity to recreation requirements in the ordinance.				
75. Utilities plan.				
76. Residential cluster details, including:				
a. Amount of common open space to be provided.				
b. Location of common open space to be provided.				
c. Location of any common facilities to be provided.				
d. Description of any common facilities to be provided.				
e. Description of organization to be established for ownership of any common open space.				
f. Description of organization to be established for maintenance of any common open space.				
g. Description of organization to be established for ownership of any common facilities.				
h. Description of organization to be established for maintenance of any common facilities.				
77. When drawings are resubmitted, provide one (1) copy with revisions highlighted and revision date marked on each copy of each revised map and on cover.				
78. State whether subject property is in carbonate rock area. See Appendix 2, Figure 1.				

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Engineer/Surveyor

CHECKLIST C
MAJOR SUBDIVISION, FINAL
KNOWLTON TOWNSHIP
 [Amended 6-12-2000 by Ord. No. 00-10; 12-22-2005 by Ord. No. 05-22]

DATE: _____ APPLICANT: _____ BLOCK: _____ LOT: _____

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
1. Eighteen (18) copies of completed application form.				
2. Eighteen (18) copies of the plans prepared, signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer or other professional as required and folded into eight and one-half by eleven (8½ x 11) inches with the title block showing.				
3. Payment of applicable fees and deposits.				
4. Proof of ownership; if applicant is not owner, consent of owner to submit application.				
5. Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date.				
6. A letter from the Township Clerk or Chief Financial Officer, where appropriate, indicating that moneys as provided for construction and inspection costs incurred since preliminary approval have been paid to the Township of Knowlton.				
7. Copies of all approvals which were required for preliminary approval.				
8. A letter from the applicant's engineer (a) stating that the applicant has completed installation of all improvements in accordance with the township's specifications or (b) providing an estimate of the amount of the performance guaranty that would be adequate to cover the cost of the remaining improvements.				
9. A copy of the proposed homeowner or condominium agreement.				
10. If appropriate, a letter from the water supplier stating that the water system, as proposed, is adequate for the development and all future extensions thereof, that the development and all future extensions thereof can be assured of an adequate supply of potable water and that the water supplier agrees to all PUC regulations.				
11. A letter from the Fire Department stating that the provisions provided for fire protection in the proposed development are satisfactory.				
12. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest, if different from preliminary.				
13. Description of proposed use of sites other than residential.				
14. Lot and block numbers as assigned by Tax Assessor.				
15. An index sheet showing each sheet's location in relation to the overall project and list of attached drawings.				
16. Maps clearly and legibly drawn in ink.				
17. Name of subdivision, Tax Map sheets and block and lot numbers, all in title block.				
18. Name, address and telephone number of person who prepared plat.				
19. Applicant's and/or owner's name, address, telephone number and signature on drawings.				

CHECKLIST C (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
20. Certification block for the Township Engineer, Chairperson and Secretary of the Planning Board's signature.				
21. Date of drawing and date of latest revision on each drawing, including cover sheet, if present.				
22. Graphic and numeric scale.				
23. Maps drawn to scale not smaller than one (1) inch equals one hundred (100) feet.				
24. North arrow and reference meridian.				
25. Key map showing entire tract and relation to surrounding areas with proposed lot lines (at Tax Map scale).				
26. Zone district boundaries, if any, on property to be subdivided and within five hundred (500) feet of the adjoining property.				
27. Tabulation of zone district bulk requirements and proposed lot bulk characteristics.				
28. Acreage of entire tract to nearest one-hundredth (0.01) acre.				
29. Area of each proposed lot to nearest one-hundredth (0.01) acre.				
30. Area of each proposed lot to nearest square foot.				
31. Lot area, calculated exclusive of rights-of-way.				
32. Easements, covenants, restrictions, roadway and sight triangle dedications, existing and proposed, described by metes and bounds, where applicable, on plat.				
33. Bearings of all existing and proposed property lines to nearest second.				
34. All dimensions, angles and bearings must be tied to at least two (2) permanent monuments not less than three hundred (300) feet apart, and all information shall be indicated on the plat. At least one (1) corner of the subdivision shall be tied horizontally to the New Jersey State Grid Coordinate System and vertically to the United States Geodetic Survey System, with the data on the plat as to how the bearings were determined.				
35. Setback distances of existing structures at front, rear and side.				
36. Any rights-of-way, existing or proposed.				
37. Location of all roads and rights-of-way adjacent to the portion to be subdivided.				
38. Location of all drains and drainage structures on the property.				
39. Location of all streams, lakes and ponds on the property.				
40. Location of all swamps and wetlands delineated by metes and bounds with applicable transition zone shown.				
41. Location and limits of floodplain, as required by ordinance, delineated by metes and bounds.				
42. Proposed easements of land reserved or dedicated for common or public use.				
43. Minimum front, side and rear setback lines on all lots.				
44. Location and description of all monuments in accordance with New Jersey Map Filing Law.				
45. Certification and seal of a New Jersey licensed engineer as to the accuracy of plat details (when necessary).				
46. Certification and seal of New Jersey licensed land surveyor as to accuracy of plat details.				
47. Certification from applicant's New Jersey licensed surveyor stating final plat conforms to preliminary plat as submitted and approved or with changes noted.				

CHECKLIST C (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
48. All certifications as required by the Map Filing Law and Warren County filing requirements.				
49. New street names as approved by the Township Committee (if required).				
50. As-built cross sections and profiles of streets for municipal filing, not to be included on final map.				
51. As-built plans and profiles of stormwater system, not to be included on final map.				
52. As-built plans and profiles of sanitary sewer mains, not to be included on final plat.				
53. As-built plans and profiles of water mains, not to be included on final plat.				
54. As-built utility plan, not to be included on final plat.				
55. Residential cluster details showing:				
a. Amount and location of common open space to be provided.				
b. Location and description of any common facilities to be provided.				
c. Description of organization to be established for the ownership of any common open space and ownership of common facilities.				
d. Description of organization to be established for the maintenance of any common open space and common facilities, including financial arrangements for each.				
56. Any change from approved plat shall require resubmission and reapproval, unless Township Engineer deems the change minor in a written statement.				
57. When drawings are resubmitted, provide one (1) copy with revisions highlighted.				
58. State whether subject property is in carbonate rock area. See Appendix 2, Figure 1.				

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Engineer/Surveyor

CHECKLIST D
MAJOR SITE PLAN, PRELIMINARY
KNOWLTON TOWNSHIP

[Amended 4-23-1998 by Ord. No. 98-3; 6-12-2000 by Ord. No. 00-10;
2-8-2002 by Ord. No. 02-3; 12-22-2005 by Ord. No. 05-22]

DATE: _____ APPLICANT: _____ BLOCK: _____ LOT: _____

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
1. Eighteen (18) copies of completed application form.				
2. Eighteen (18) copies of plans signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer or other professional as required and folded into eight and one-half by eleven (8½ x 11) inches with the title block showing.				
3. Payment of applicable fees and deposits.				
4. Proof of ownership; if applicant is not owner, consent of owner to submit application.				
5. Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date.				
6. List of any approvals which may be required by other units of government or agencies thereof.				
7. An environmental impact statement in accordance with Article 47.				
8. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest.				
9. A letter from appropriate state or municipal authority approving the proposed sewage disposal facility and, if applicable, individual water supply system.				
10. A detailed traffic statement prepared by a professional engineer in accordance with acceptable standards within the traffic engineering discipline.				
11. Estimate of quantities, unit price and cost for the construction of all on-site, off-tract and off-site improvements in accordance with requirements of the ordinance prepared by the applicant's engineer.				
12. An index (cover) sheet showing key map; list of drawings; latest revision date of any map; site plan, lot and block number; title block; owner/applicant information; approval block; date of latest revision of any drawing; sheet showing each sheet's location in relation to the overall project; and name, address and telephone number of persons who prepared the site plan.				
13. Clearly and legibly drawn.				
14. Name of project, Tax Map sheet and block and lot numbers, all in title block.				
15. Name, address and telephone number of person who prepared plat.				
16. Applicant's and/or owner's name and address, telephone number and signature on drawing.				
17. Certification block for the Township Engineer, Chairperson and Secretary of the Planning Board's signature.				
18. Date reference and date of latest revision on each individual drawing and on cover sheet.				
19. Graphic and numeric scale.				
20. Drawn at a scale not smaller than one (1) inch equals fifty (50) feet.				
21. Reference meridian and North arrow.				

CHECKLIST D (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
22. Key map (at Tax Map scale) showing entire tract in relation to surrounding areas.				
23. Zone district boundaries, if any, on property to be developed and within five hundred (500) feet on the adjoining property.				
24. Tabulation of zone district bulk requirements and proposed bulk characteristics.				
25. Names and addresses of adjoining property owners as shown on municipal tax records.				
26. Certified survey of the property showing acreage of entire tract to nearest one-hundredth (0.01) acre.				
27. Lot area, calculated exclusive of rights-of-way.				
28. Easements, covenants, restrictions, roadway and sight triangle dedications, existing and proposed, described by metes and bounds where applicable.				
29. All lot line dimensions and area of lot based on accurate survey certified by licensed New Jersey surveyor.				
30. Setback distances of existing and proposed structures (side, rear and front).				
31. Minimum building setback distances and lines (front, side and rear).				
32. Any rights-of-way, existing or proposed.				
33. Topographic data and contours at two-foot intervals (existing and proposed). Accuracy to be per National Map Accuracy Standards.				
34. Location and area of all slopes between fifteen percent (15%) and twenty-five percent (25%), including those within two hundred (200) feet of the site plan (show crosshatched).				
35. Location and area of all slopes greater than twenty-five percent (25%), including those within two hundred (200) feet of the site plan (show crosshatched).				
36. Location of any other feature directly beyond the property if such feature has an affect upon the use of the property.				
37. Location of any other feature on property if such feature has an effect upon use of property.				
38. Location and limits of floodplain, floodway and flood-fringe, as required by ordinance, delineated by metes and bounds, on site and within two hundred (200) feet.				
39. Calculations supporting location of flood limits.				
40. Location on site and within two hundred (200) feet of the property lines of the following:				
a. Watercourses.				
b. Wooded areas.				
c. Easements.				
d. Rights-of-way.				
e. Roads.				
f. Railroads.				
g. Canals.				
h. Rivers.				
i. Buildings.				
j. Structures, including drainage structures.				
k. Rock outcrops.				
41. Proposed sanitary disposal facilities.				
42. Results of soil log tests and other sewerage disposal data with engineer's signature and seal.				
43. Location of test holes accurately designated.				
44. Evidence of personal inspection of test holes by the approving Board, its agents or professionals, if required.				

CHECKLIST D (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
45. Existing and proposed watercourses (including lakes and ponds) with following information:				
a. When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, include a report on the status of review by the New Jersey Department of Environmental Protection and Energy.				
b. Cross sections of watercourses and/or drainage swales at an appropriate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at the locations specified in the ordinance.				
c. The total acreage of the drainage basin of any watercourse running through or adjacent to the tract.				
d. The location and extent of drainage and conservation easements and stream encroachment lines.				
e. The location and extent and water level elevation of all existing or proposed lakes or ponds within the tract and within two hundred (200) feet of the tract.				
46. Location, size and inverts of all existing and proposed pipes, inlets, manholes, outlets and connections.				
47. Details of proposed devices and measures for stormwater management and control.				
48. Supporting stormwater management calculations.				
49. All required design data supporting adequacy of existing and proposed facilities to handle future storm flows.				
50. Location and width of proposed streets servicing the site plan.				
51. Center-line profiles of all proposed streets, streets abutting the site plan and streets within two hundred (200) feet of site plan showing:				
a. Existing grades.				
b. Proposed grades.				
c. Existing storm drainage.				
d. Proposed storm drainage.				
e. Vertical curve data.				
52. Cross sections of proposed streets, streets abutting the site plan and streets within two hundred (200) feet of the site plan (at fifty-foot intervals) showing:				
a. Existing grade.				
b. Proposed grade at center line.				
c. Topsoil depth.				
d. Side slopes.				
e. Earth berm.				
f. Cut, fill, stripping in cut, stripping in fill and topsoiling quantities.				
g. Drainage facilities.				
h. Depth of base and pavement.				
i. Guardrails.				
53. Profiles around all returns showing:				
a. Existing grades to nearest one-tenth (0.1) foot at ten-foot intervals.				
b. Proposed grades to nearest one-tenth (0.1) foot at ten-foot intervals.				
c. Proposed drainage.				
d. Existing drainage.				

CHECKLIST D (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
54. Sight profiles at all proposed intersections.				
55. Specific location and design of traffic control devices.				
56. Specific location and detail of all signs.				
57. Location of all other areas devoted to pedestrian use.				
58. Location of sidewalks or walkways and of traffic islands.				
59. Calculation of number of parking spaces.				
60. Location of proposed off-street parking areas with dimensions.				
61. Capacity of proposed off-street parking areas with dimensions.				
62. Elevations at all paved areas.				
63. Specifications for proposed surface paving and for proposed curbing.				
64. Elevations at property corners if paved areas are proposed.				
65. Capacity of loading and unloading facilities with dimensions.				
66. Location of loading and unloading facilities with dimensions.				
67. Nature and location of all storage facilities.				
68. Nature, location, maintenance and disposal of solid waste.				
69. Use of all existing and all proposed buildings.				
70. Preliminary architectural plans for proposed buildings and structures consisting of typical floor plans, elevations, heights, general design and architectural styling.				
71. Ground floor area of all existing and all proposed buildings.				
72. Elevations at corners of all proposed buildings.				
73. Elevations at property corners if new buildings are proposed.				
74. Design of lighting plan, including lighting fixtures, lighting contours with expert's report as to the adequacy of same.				
75. Cut and fill quantities, with means of dealing with excess of either.				
76. Proposals for soil erosion and sedimentation control.				
77. Proposed sequence of development.				
78. Location, size and type of all existing and proposed landscaping, buffer areas and screening, together with existing trees of twelve (12) inches or more in diameter.				
79. Location of proposed open spaces, parks and recreational facilities.				
80. Provision for fire protection.				
81. Location and type of public or private utilities.				
82. Residential cluster details including:				
a. Amount of common open space to be provided.				
b. Location of common open space to be provided.				
c. Location of any common facilities to be provided.				
d. Description of any common facilities to be provided.				
e. Description of organization to be established for ownership of any common open space.				
f. Description of organization to be established for ownership of any common open space.				

CHECKLIST D (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
g. Description of organization to be established for maintenance of any common open space.				
h. Description of organization to be established for maintenance of any common facilities.				
83. When drawings are resubmitted, one (1) copy shall show the revisions highlighted.				
84. A comprehensive plan if applying for a cellular antenna.				
85. State whether subject property is in carbonate rock area. See Appendix 2, Figure 1.				
86. Location of all swamps and wetlands within the subject property and within 200 feet of the subject property by metes and bounds and with applicable transition zone shown; also include specific evidence that a Letter of Interpretation has been requested from the Department of Environmental Protection.				

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Engineer/Surveyor

CHECKLIST E
MAJOR SITE PLAN, FINAL
KNOWLTON TOWNSHIP

[Amended 6-14-1999 by Ord. No. 99-4; 6-12-2000 by Ord. No. 00-10; 12-22-2005 by Ord. No. 05-22]

DATE: _____ APPLICANT: _____ BLOCK: _____ LOT: _____

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
1. Eighteen (18) copies of completed application form.				
2. Eighteen (18) copies of the plans signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer as required and folded into eight and one-half by eleven (8½ x 11) inches with the title block showing.				
3. Payment of applicable fees and deposits.				
4. Proof of ownership; if applicant is not owner, consent of owner to submit application.				
5. Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date.				
6. Copies of all approvals which were required for preliminary approval.				
7. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest, if different from preliminary.				
8. A letter from the Township Clerk or Chief Financial Officer, indicating that moneys as provided in the ordinance for construction inspection costs incurred since preliminary approval have been paid to the Township of Knowlton.				
9. A letter from the applicant's engineer (a) stating that the applicant has completed installation of all improvements in accordance with the township's specifications or (b) providing an estimate of the amount of the performance guaranty that would be adequate to cover the cost of the remaining improvements.				
10. Certification from applicant's engineer stating that all of the conditions of the preliminary site plan approval have been incorporated into the final site plan map.				
11. An index (cover) sheet showing key map; list of drawings; latest revision date of any map; site plan name, lot and block number; title block; owner/applicant information; approval block; date of latest revision of any drawing; sheet showing each sheet's location in relation to the overall project; and name and address of person who prepared maps.				
12. Certification block for the Township Engineer, Chairperson and Secretary of the Planning Board's signature.				
13. Site plan drawings submitted for preliminary approval.				
14. Any modifications made subsequent to preliminary approval and approved by Planning Board.				
15. All additional information submitted for preliminary approval.				

CHECKLIST E (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
16. Final site plan of the section for which preliminary approval was granted showing all applicable details prescribed for a preliminary site plan.				
17. Revised drawings, if any modifications were made subsequent to preliminary approval (as-built drawing).				
18. A comprehensive plan if applying for a cellular antenna.				
19. State whether subject property is in carbonate rock area. See Appendix 2, Figure 1.				

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Engineer/Surveyor

**CHECKLIST F
MINOR SITE PLAN
KNOWLTON TOWNSHIP**

[Amended 6-14-1999 by Ord. No. 99-4; 6-12-2000 by Ord. No. 00-10; 12-22-2005 by Ord. No. 05-22]

DATE: _____ APPLICANT: _____ BLOCK: _____ LOT: _____

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
1. Eighteen (18) copies of completed application form.				
2. Eighteen (18) copies of the plans signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer as required and folded into eight and one-half by eleven (8½ x 11) inches with the title block showing.				
3. Payment of applicable fees and deposits.				
4. Proof of ownership; if applicant is not owner, consent of owner to submit application.				
5. Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date.				
6. List of any approvals which may be required by other units of government or agencies thereof.				
7. If a corporation, names and addresses of officers, partners and/or stockholders with at least ten percent (10%) interest.				
8. When more than one (1) sheet is required, an index sheet of the same showing the entire tract.				
9. Clearly and legibly drawn.				
10. Name of project, Tax Map sheet and block and lot numbers, all in title block.				
11. Name, address and telephone number of person who prepared plat.				
12. Applicant's and/or owner's name and address, telephone number and signature on drawing.				
13. Certification block for the Township Engineer, Chairperson and Secretary of the Planning Board's signature.				
14. Date of submission and date of latest revision of each map.				
15. Graphic and numeric scale.				
16. Drawn at a scale not smaller than one (1) inch equals fifty (50) feet.				
17. Reference meridian and North line.				
18. Key map showing entire tract and relation to surrounding areas (at Tax Map scale) and zone district boundaries within five hundred (500) feet.				
19. Tabulation of zone district bulk requirements and proposed bulk characteristics.				
20. Name and addresses of adjoining property owners as shown on municipal tax records.				
21. Area of lot.				

CHECKLIST F (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
22. All lot lines and dimensions and area.				
23. Includes details necessary to properly evaluate application.				
24. A comprehensive plan if applying for a cellular antenna.				
25. State whether subject property is in carbonate rock area. See Appendix 2, Figure 1.				
26. Environmental impact statement. An additional copy shall be provided to the Knowlton Township Environmental Commission upon submission of application materials.				

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Engineer/Surveyor

CHECKLIST G
GENERAL DEVELOPMENT PLAN
KNOWLTON TOWNSHIP

[Amended 6-12-2000 by Ord. No. 00-10; 2-8-2002 by Ord. No. 02-3; 12-22-2005 by Ord. No. 05-22]

DATE: _____ APPLICANT: _____ BLOCK: _____ LOT: _____

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
1. Eighteen (18) copies of completed application form.				
2. Eighteen (18) copies of the plan signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer or other professional as required and folded into eight and one-half by eleven (8½ x 11) inches with the title block showing.				
3. Payment of applicable fees and deposits.				
4. Proof of ownership; if applicant is not owner, consent of owner to submit application.				
5. Certification from Tax Collector or Municipal Clerk that all taxes are paid to date.				
6. List of approvals which may be required by other units of government or agencies thereof.				
7. Environmental impact statement, in accordance with Article 47.				
8. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest.				
9. A development agreement, which shall mean a written agreement between the township and a developer relating to the planned development.				
10. A fiscal report describing the anticipated demand on municipal services to be generated by the planned development and any other financial impacts to be faced by municipality or school districts as a result of the completion of the planned development. The fiscal report shall also include a detailed projection of property tax revenues which will accrue to the county, municipality and school district according to the time schedule proposed and following the completion of the planned development in its entirety.				
11. A proposed timing schedule in the case of a planned development whose construction is contemplated over a period of years, including any terms or conditions which are intended to protect the interests of the public and of the residents who occupy any section of the planned development prior to the completion of the development in its entirety.				
12. An index (cover) sheet showing key map; list of drawings; latest revision date of any map; subdivision name, lot and block number; title block; owner/applicant information; approval block; date of latest revision of any drawing; sheet showing each sheet's location in relation to the overall project; and name and address of person who prepared maps.				
13. Clear and legibly drawn.				
14. Name of subdivision, Tax Map sheet and block and lot numbers, all in title block.				
15. Name, address and telephone number of person who prepared plat.				
16. Applicant's and/or owner's name, address, telephone number and signature.				

CHECKLIST G (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
17. Date reference and date of latest revision on individual drawings and cover sheet.				
18. Graphic and numeric scale.				
19. Reference meridian and North arrow.				
20. Key map (at Tax Map scale) showing entire tract in relation to surrounding areas.				
21. Identification and boundaries of zones on site and within five hundred (500) feet of site.				
22. Tabulation of zone district, ordinance requirements and characteristics of proposed development.				
23. Acreage of entire tract.				
24. Principal topographic features.				
25. Location on site and within two hundred (200) feet of the property lines of the following:				
a. Watercourses.				
b. Wooded areas.				
c. Easements.				
d. Rights-of-way.				
e. Roads and railroads.				
f. Canals.				
g. Rivers.				
h. Buildings.				
i. Structures, including drainage structures.				
j. Rock outcrops.				
26. A general land use plan at a scale of one (1) inch equals fifty (50) feet indicating the tract area and general locations of the land uses to be included in the planned development. Include the total number of dwelling units and amount of nonresidential floor areas to be provided, proposed land area to be devoted to residential and nonresidential use, proposed types of nonresidential uses to be included in the planned development, the land area to be occupied by each proposed use, the density and intensity of use and the entire planned development and a residential density and a nonresidential floor area ratio.				
27. An open space plan showing the proposed land area and general location of parks and any other land area to be set aside for conservation and recreational purposes and a general description of improvements proposed to be made thereon, including a plan for the operation and maintenance of parks and recreational lands.				
28. A circulation plan showing the general location and types of transportation facilities, including facilities for pedestrian access within the planned development and any proposed improvements to the existing transportation system outside the planned development. Included therein shall be general proposals for off-tract, off-site and intersection improvements.				
29. A traffic analysis.				
30. A utility plan indicating the need for and showing the proposed location of sewage and water lines, any drainage facilities necessitated by the physical characteristics of the site, proposed methods for handling solid waste disposal and a plan for the operation and maintenance of proposed utilities.				
31. A stormwater management plan setting forth the proposed method of controlling and managing stormwater on the site, including general information as to the location and design of the detention facility.				

CHECKLIST G (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
32. A community facility plan indicating the scope and type of supporting community facilities which may include but not be limited to educational or cultural facilities, historic sites, libraries, hospitals, firehouses and police stations.				
33. A housing plan outlining the number of housing units to be provided and the extent to which any lower-income housing obligation assigned to the township pursuant to N.J.S.A. 52:27D-201 et seq. will be fulfilled by the development, if applicable.				
34. A local service plan indicating those public services which the applicant proposed to provide and which may include but not be limited to water, sewer, cable and solid waste disposal.				
35. An assessment of water availability for the development prepared by a competent professional hydrologist with supporting data, together with a plan describing how the water is to be delivered. In areas with underlying limestone or dolomite aquifers, there shall be included an explanation of the impact of the development on such aquifers from possible adverse effect.				
36. State whether subject property is in carbonate rock area. See Appendix 2, Figure 1.				
37. Location of all swamps and wetlands within the subject property and within 200 feet of the subject property by metes and bounds and with applicable transition zone shown; also include specific evidence that a Letter of Interpretation has been requested from the Department of Environmental Protection.				

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Engineer/Surveyor

**CHECKLIST H
VARIANCES
KNOWLTON TOWNSHIP**

[Amended 6-12-2000 by Ord. No. 00-10; 2-8-2002 by Ord. No. 02-3; 12-22-2005 by Ord. No. 05-22]

DATE: _____ APPLICANT: _____ BLOCK: _____ LOT: _____

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
1. Eighteen (18) copies of completed application form.				
2. Eighteen (18) copies of the plan signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer as required and folded into eight and one-half by eleven (8½ x 11) inches with the title block showing.				
3. Payment of applicable fees and deposits.				
4. Proof of ownership; if applicant is not owner, consent of owner to submit application.				
5. Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date.				
6. Map to include:				
a. Survey of the property, clearly and legibly drawn.				
b. Location of all existing and proposed streets with dimensions from the lot line.				
c. Existing and proposed structures on site and within two hundred (200) feet.				
d. General location of septic and wells on site and within two hundred (200) feet.				
e. Topography.				
f. Tax Map sheet block and lot numbers in the title block.				
g. Acreage of entire tract.				
h. Graphic and numeric scale.				
i. North arrow.				
j. Date map was prepared and date of each revision.				
k. Any easements existing or proposed.				
l. Identification of zone boundaries on site and within two hundred (200) feet.				
m. Applicant's and/or owner's name, address, phone number and signature.				
n. Key map showing entire tract in relation to surrounding properties at Tax Map scale.				
7. Eighteen (18) copies of one or more photographs, in color, which show the existing conditions that are the subject of the application.				
8. State whether subject property is in carbonate rock area. See Appendix 2, Figure 1.				
9. Location of all swamps and wetlands within the subject property and within 200 feet of the subject property by metes and bounds and with applicable transition zone shown; also include specific evidence that a Letter of Interpretation has been requested from the Department of Environmental Protection.				

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Engineer/Surveyor

CHECKLIST I
INFORMAL DESIGN STANDARD REVIEW FOR
FARMLAND PRESERVATION ZONE
KNOWLTON TOWNSHIP
[Amended 6-12-2000 by Ord. No. 00-10; 12-22-2005 by Ord. No. 05-22]

DATE: _____ APPLICANT: _____ BLOCK: _____ LOT: _____

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
Please prepare eighteen (18) copies of each of the following documents. The scale of all maps submitted shall not be greater than one (1) inch equals one hundred (100) feet.				
1. Freshwater wetlands on site, as defined in the Freshwater Wetlands Act. Freshwater wetlands identified on the National Wetland Inventory Maps for the area within five hundred (500) feet surrounding the site must also be shown.				
2. Boundaries and nature of significant trees of each species in the state, large trees approaching the diameter of the known largest tree or species or clumps of trees that are designated as rare pursuant to the New Jersey Endangered and Nongame Species Conservation Act (N.J.S.A. 23:2A-1 et seq.) and the Federal Endangered Species Act (16 U.S.C.A. § 1531-43).				
3. The natural boundaries and direction of flow of surface water features, identifying rivers, streams, lakes, ponds and wetlands.				
4. Lands in the one-hundred-year floodplain, defined as the channel and relatively flat area adjoining the channel of a stream or river which has been or may be covered by floodwater and further indicated as soils subject to frequent flooding in the Warren County Soil Survey.				
5. A topographic map showing slopes measured in the intervals shown below for the following slope categories:				
Slope Category Contour Interval				
(percent) (feet)				
0 to 14 2				
15 to 24 2				
25 to 34 5				
Over 35 5				
6. The geographic area and nature of habitats of threatened and endangered wildlife as delineated by the New Jersey National Heritage program and in accordance with the Knowlton Wildlife Management Plan Checklist.				
7. Historically significant structures and sites, defined as any real property, man-made structure, natural object or configuration which has been designated by federal, state, county and/or local governments as being of historical, archaeological, cultural, scenic or architectural significance.				
8. All watershed and subwatershed areas.				
9. High-quality watershed areas, defined as category one, trout production and trout maintenance stream watersheds by the New Jersey Department of Environmental Protection and Energy.				
10. Scenic view corridors and vistas, defined as vantage points from which views of at least one-half (½) mile are provided.				

CHECKLIST I (continued)

		APPLICANT		TOWNSHIP	
		COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
11.	Significant ridgelines and knolls, defined as the highest point of elevation of a ridgeline or knoll to the next ten-foot interval.				
12.	Prime agricultural areas, defined as Class I, II and III soils in the Warren County Soil Survey.				
13.	Physiographic characteristics and hydrologic soil groups. Hydrologic soil groups are classified as A, B, C or D and defined as follows:				
	A. Soils that have high infiltration rates when thoroughly wetted. They are deep, well-drained and excessively drained sand or gravel. Rate of water transmission is high, and runoff potential is low.				
	B. Soils with moderate infiltration rates when thoroughly wetted. They are deep and moderately deep, well-drained and moderately well-drained, moderately coarse-textured soils. The rate of water transmission is moderate.				
	C. Soils with slow infiltration rates when thoroughly wetted. They have a layer impeding downward movement of water or moderately fine and fine textured soils with dense subsoils. Rate of water transmission is slow.				
	D. Soils that have very slow infiltration rates when thoroughly wetted. They are clays that have a high shrink-swell potential, soils that have a permanent high water table, soils that have a claypan or clay layer near the surface or soils that are shallow over nearly impervious material. Rate of water transmission in these soils is very slow.				
14.	Existing road network: identify all public and private streets, rights-of-way and farm roads on and within five hundred (500) feet of the site. All on-tract easements must be shown.				
15.	Depth to seasonal high-water table and depth to bedrock, based on the Warren County Soil Survey and field inspections and mapped at the following intervals: Greater than 6 feet 4 to 6 feet Less than 4 feet				
16.	All existing structures and their uses, including buildings, barns and silos, and all off-site structures within two hundred (200) feet of the tracts shall be located and identified. A land use map for the entire tract and for all properties within five hundred (500) feet of the tract shall also be submitted.				
17.	Existing vegetative and other cover identifying general plant species, hedges and tree lines and including stone rows and significant rock outcrops.				
18.	A Drainage Area Map showing existing system of drainage and existing drainageways on site and of any larger basin of which the tract is a part.				
19.	Identification of appropriate building envelopes, with the number of building envelopes determined by density calculations and the size of building envelopes determined by Part 6, Zoning.				
20.	Potential road and driveway alignments following natural contours of the site to minimize site disturbance, including an evaluation of various alternatives for road and driveway alignments.				

CHECKLIST I (continued)

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
21. Preliminary site disturbance calculations, including the amount and location of area to be disturbed by improvements and building envelopes.				
22. Identification of areas suitable for open space and conservation easements, including sight vistas.				
23. State whether subject property is in carbonate rock area. See Appendix 2, Figure 1.				

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Engineer/Surveyor

CHECKLIST J
WILDLIFE MANAGEMENT PLAN AND NATURAL
FEATURES INVENTORY FOR FARMLAND PRESERVATION ZONE
KNOWLTON TOWNSHIP

[Amended 6-12-2000 by Ord. No. 00-10; 12-22-2005 by Ord. No. 05-22]

DATE: _____ APPLICANT: _____ BLOCK: _____ LOT: _____

	APPLICANT		TOWNSHIP	
	COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
Please prepare eighteen (18) copies of each of the following documents. All maps submitted shall be at a scale not greater than one (1) inch equals one hundred (100) feet.				
1. A map showing the different forest stages within the site using the categories identified below:				
A. Grass.				
B. Shrub/sapling.				
C. Young (with shade tolerant species in understory).				
D. Mature (mixed species forest).				
E. Old growth (mixed with evident declining and dead trees).				
2. A map showing the locations of endangered plant species on the site as listed in the Endangered Plant Species List adopted by the New Jersey Department of Environmental Protection and Energy (N.J.A.C. 7:5C-1.1 et seq.).				
3. Documentation of the existing wildlife habitats associated with the forest stages identified above.				
4. A narrative and graphic description of the rare, endangered and threatened wildlife species that inhabit, breed or feed on the site. The species listed on the New Jersey Natural Heritage Program Database should be looked for specifically.				
5. A map indicating the geographic boundaries of the wildlife management area. The entire wildlife management area should be classified according to the categories listed below. The management area may be divided into separate classifications to allow different management practices that reflect the diversity of natural features in the area.				
A. Ecological reserve: An area managed to allow natural processes to proceed with little or no habitat manipulation.				
B. Conservation preserve: An area where habitat manipulation is permissible in order to preserve a plant or animal species, community type or ecosystem.				
C. Buffer area: An area that forms the perimeter of the natural area and which may serve the purpose of protecting ecological reserves and conservation preserves.				
D. Threatened and endangered species habitat: The area verified as supporting a significant, viable natural occurrence of one (1) or more plant or animal species, or both, determined to be rare, threatened or endangered in the state or the United States.				
E. Wildlife habitat: The area provides spawning, breeding, nesting, resting or feeding habitat which is highly significant for supporting resident or migratory wildlife, or both, of the state or the world.				

CHECKLIST J (continued)

		APPLICANT		TOWNSHIP	
		COMPLIES	WAIVER REQUEST	COMPLIES	DOES NOT COMPLY
6.	A map of the Wildlife Management Area indicating the following:				
	A. Existing and proposed vehicular access lanes.				
	B. Existing and proposed firebreaks. Temporary firebreaks made by mowing, raking, plowing or wetting used in conjunction with prescribed burning for habitat management may be shown.				
	C. Existing structures, fences, trails and trailside shelters.				
7.	A narrative description of the management objectives for each classification within the Wildlife Management Area.				
8.	A narrative description of the management approaches for each classification within the Wildlife Management Area. Typical approaches include natural succession, management for species and featured or single species management.				
9.	A narrative description of management techniques for each area. Typical techniques include fire, manipulation, seeding, water impoundments and hunting.				
10.	A narrative description of public uses permitted within the management area. Typical public uses include hunting, fishing, camping, boating and swimming.				
11.	State whether subject property is in carbonate rock area. See Appendix 2, Figure 1.				

12 - 30 - 2006

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Engineer/Surveyor

Chapter 11. Land Development

Part IV. Fees, Guaranties and Improvements

Article 20. Fees

§ 11-144. Fee schedule.

[Amended 9-12-1994 by Ord. No. 94-12; 8-14-1995 by Ord. No. 95-14; 5-8-2000 by Ord. No. 00-4]
Fees for applications or for the rendering of any service by the boards or any member of their administrative staffs shall be in accordance with the Fee Schedule in this article. Fees shall be paid by check payable to the Township of Knowlton. Where one application for development includes several approval requests, the sum of the individual required fees shall be paid.

Table IV-1		
Fee Schedule		
Board Fees	Nonrefundable Application Fee	Refundable Review Fees
General development plan	\$800	\$100 per acre or part thereof (a maximum \$20,000 fee shall be initially deposited)
Minor subdivision	\$300	\$400 per lot
Amended application	\$100	\$200 per lot
Minor subdivision with c variances	\$600	\$600 per lot
Lot line adjustment	\$150	\$300 per lot
Major subdivision		
Design review in FPZ	\$500	\$500 per lot
Preliminary		
First 20 lots	\$800	\$200 per lot
Each additional lot	\$800	\$200 per lot
Amended application		\$125 per lot
Final		
First 20 lots	\$600	\$100 per lot
Each additional 20 lots		\$125 per lot
Amended application	\$300	\$75 per lot
Site plan		

**Table IV-1
Fee Schedule**

Board Fees	Nonrefundable Application Fee	Refundable Review Fees
Minor	\$250	\$200 per acre, plus \$100 per unit ¹ in the case of residential developments and/or \$0.05 per gross square foot of building area in the case of nonresidential developments
Amended site plan	\$100	\$100 per acre, plus \$50 per unit ² in the case of residential development and/or \$0.02 per gross square foot building area in the case of nonresidential developments
Major		
Preliminary: cost of improvements ¹		
Less than \$10,000	\$250	\$350 per acre, plus \$100 per unit ² in the case of residential units and/or \$0.02 per gross square foot of building area in the case of nonresidential development
More than \$10,000	\$500	\$600 per acre, plus \$100 per unit ² in the case of residential units and/or \$0.05 per gross square foot of building area in the case of nonresidential
Final: cost of improvements ¹		
Less than \$20,000	250	\$250 per acre or part thereof, plus \$15 per unit ¹ in the case of residential units and/or \$0.01 per gross square footage of building area in the case of nonresidential developments.
More than \$20,000	\$350	\$250 per acre or part thereof, plus \$25 per unit ¹ in the case of residential units and/or \$0.025 per gross square foot of building area in the case of nonresidential developments
Amended site plan	\$250	\$1,000
Extension of approval	\$200	\$50 per acre or part thereof, plus \$15 per unit ¹ in the case of residential units and/or \$0.01 per gross square foot of building area in the case of nonresidential development
Informal general review (per meeting)	\$100	\$500
Informal design standard review (per meeting)	\$100	\$1,000

**Table IV-1
Fee Schedule**

Board Fees	Nonrefundable Application Fee	Refundable Review Fees
Informal professional review	—	\$1,000
Special meetings		
Requested by applicant	\$600	\$1,000
Variances: [Amended 12-22-2005 by Ord. No. 05-22]		
Bulk (N.J.S.A. 40:55D-70c)	\$200	\$1,000
Use (N.J.S.A. 40:55D-70d)	\$200	\$1,500
Appeals (N.J.S.A. 40:55D-70a)	\$250	\$1,000
Interpretation (N.J.S.A. 40:55D-70b)	\$200	\$1,000
Permit (N.J.S.A. 40:55D-34 and 40:55D-36)	\$200	\$750
Application for rezoning of property	\$2,000	\$200 per acre (a maximum \$15,000 shall be initially deposited)
Fees applicable to all applications involving drive-through facilities	\$1,500 per drive-through facility (a maximum initial deposit shall be \$4,000)	
ECHO housing conditional use [Amended 8-14-1995 by Ord. No. 95-15]	\$100	\$600
Certificate of Nonconformity [Added 12-22-2005 by Ord. No. 05-22]	\$200	\$1,000

NOTES:

- 1 Unit, for purposes of this section, shall be a dwelling for a single family.
- 1 Cost of improvements will be based on zoning permit application.
- 2 Unit, for purposes of this section, shall be a dwelling for a single family.
- 1 Cost of improvements will be based on zoning permit application.
- 2 Unit, for purposes of this section, shall be a dwelling for a single family.
- 1 Unit, for purposes of this section, shall be a dwelling for a single family.

Other Fees and Charges	Filing Fee	Additional Late Filing Fee
Copies of minutes or resolutions	\$0.75 per page	
Zoning permit:		
Renovation and accessory building up to \$5,000	\$10	\$10
Renovations up to \$10,000	\$20	\$15
Renovations above \$10,000	\$25	\$20

Other Fees and Charges	Filing Fee	Additional Late Filing Fee
New residence	\$40	\$30
All commercial buildings up to \$100,000	\$50	\$40
All commercial buildings over \$100,000	\$60	\$50
Driveway permit [Amended 5-8-2000 by Ord. No. 00-7]	\$100	\$90
Driveway bond (refundable)	\$1,200	
Certified list of property owners	\$0.25 per name or \$10, whichever is greater	
Subdivision approval certificate	\$25 per certificate	
On-site inspections	5% of estimated cost of im- provements; \$500 mini- mum	

Chapter 11. Land Development

Part IV. Fees, Guaranties and Improvements

Article 20. Fees

§ 11-146. Refundable review fees.

[Amended 8-14-1995 by Ord. No. 95-14; 4-23-1998 by Ord. No. 98-3]

Refundable review fees are established to provide payment for technical and professional costs of the review of applications, review and preparation of documents and are based on the fee schedule of this article. Reviewing applications shall include, but is not limited to, all time spent at meetings by the professional staff.

Chapter 11. Land Development

Part IV. Fees, Guaranties and Improvements

Article 20. Fees

§ 11-145. Application fee.

[Amended 8-14-1995 by Ord. No. 95-14]

The application fee is a nonrefundable fee used to defray the administrative costs of processing the application based upon the Fee Schedule and Table IV-1 of this article.