

**CHECKLIST FOR
PLANNING BOARD / BOARD OF ADJUSTMENT
APPLICATION**

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55-DIO.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application.

APPLICANT NAME MSA Architects

To be checked by
Applicant

BLOCK NO. 35 LOT NO. 24

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| 1. Name, Address & title of person preparing Plan, Name Address of the Owner & Applicant | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Prepared Place for the signature of the Planning Board Chairman, Secretary & Engineer | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Date, Scale & North Arrow | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. The Zoning district in which the site is located, any Contiguous zone boundary lines, all lot lines & property Owners Structures & addresses, lot & block numbers within 200' radius. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Five (5) copies of signed and sealed survey of the property, Drawn to scale, and containing all measurements of buildings or Additions and showing dimensions and location of the property Involved in the application. If you are proposing a cellar or Basement please include all elevations and show site Improvements for a basement or cellar. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Dimensions of the lot, setback lines for the front, side & Rear yards. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. All existing & proposed curbs & sidewalks | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Five (5) copies of a map showing all properties within 200 Feet of the subject property, together with names of the Owners and location of structure thereon. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Three (3) copies of completed planning board application. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Preliminary architectural floor plans and at least two Elevations showing the proposed exterior finish materials (1/4" or 1/8" scale) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. A current boundary & site survey prepared by a licensed Surveyor. This survey shall show all metes & bounds, all Existing building footprints, all utilities serving the site & all-paved areas. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12. Significant existing physical features including streams, Water courses, swamps, tree lines, etc. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 13. Location plan or key map showing all intersections & roads within 500 feet of the property. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

14. Existing & proposed spot elevations with , arrows indicating Direction of water flow. Contours at 2 foot intervals shall be indicated where existing. ()
15. Written request for waivers from any of the above requirements must be attached to the land development application. () () *N/A*
16. Existing and proposed utilities servicing the site, inclusive Of air conditioning units, condensers, or other mechanical Equipment must be indicated on the plans. ()
17. Any easement or deed restrictions. ()
18. Checks made payable to the Borough of Deal for Application fee-\$ 100.00, steno fee-\$300.00 & Escrow fee-\$2000.00. ()
19. Copy of certified list. Obtain the names and addresses of all Property owners within 200 feet of the property including Property owners in adjoining municipalities. Fill out enclosed form and submit to the Planning Board Secretary with a \$10.00 check. () *Need to verify 200 ft list w/prop*
20. Notice of hearing must be sent to all property owners within 200 feet of property in question, no less than ten (10) days Prior to the assigned hearing date. Green cards of certified Mailings, along with white slips date stamped must be Submitted to the Board Secretary. ()
21. If the property owner's within 200 feet are in an adjoining Municipality they must be notified. ()
22. The Borough Clerk of Deal must be notified. ()
23. Municipal Clerk of any municipality within 200 feet of said property must be notified. ()
24. Monmouth County Planning Board - if property is located within 200 feet of county road or municipal Boundary. () ()
25. State of New Jersey, Commissioner of Transportation, if Property is located within 200 feet of state highway. () ()
26. Utility Companies. ()
27. If application is for a pool a grading and drainage plan must be submitted. ()
28. Color Street View rendering from each roadway frontage showing the proposed improvements. () () *can provide at meeting if required.*

The following items are not required for application completeness, but may be required by the Engineer for further technical review:

1. Boring & soil data
2. Method of solid waste storage & disposal
3. Environmental Impact Report
4. Soil Erosion & Sediment Control Plan
5. Lighting & Landscaping plans, including the location, type & diameter of existing tree.
6. Drainage calculations

The list above indicates the general requirements for information necessary for an application to be considered reasonable complete and sufficient for review by the Board.

Failure to meet these requirements will result in delay of deeming the application complete.

AFFIDAVIT OF COMPLETENESS

I/we, the undersigned, certify that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. seq. and amendments thereto and the current Zoning Ordinance of the Borough of Deal. I/we further certify that all information contained herein is complete and accurate to the best of my/our knowledge.

Selim Dushey
Applicant/Owner Name (Print or Type)

Michael Sawarose, R.A.
Professional's Name (Print or Type)

Selim Dushey 11/16/23
Signature Date

[Signature] 11/14/23
Signature/Seal & License No. Date