

**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 \_\_\_\_\_

To be checked by  
Applicant

BLOCK NO. \_\_\_\_\_ LOT NO. \_\_\_\_\_

	Yes	No
1. Name, Address & title of person preparing Plan, Name Address of the Owner & Applicant	( )	( )
2. Prepared Place for the signature of the Planning Board Chairman, Secretary & Engineer	( )	( )
3. Date, Scale & North Arrow	( )	( )
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.	( )	( )
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.	( )	( )
6. Dimensions of the lot, setback lines for the front, side & Rear yards.	( )	( )
7. All existing & proposed curbs & sidewalks	( )	( )
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.	( )	( )
9. Five (5) copies of completed planning board application.	( )	( )
10. Preliminary architectural floor plans and at least two Elevations showing the proposed exterior finish materials (1/4" or 1/8" scale)	( )	( )
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.	( )	( )
12. Significant existing physical features including streams, Water courses, swamps, tree lines, etc.	( )	( )
13. Location plan or key map showing all intersections & roads within 500 feet of the property.	( )	( )

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| 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.   | ( ) | ( ) |
| 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-\$250.00 & 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.                   | ( ) | ( ) |
| 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.  | ( ) | ( ) |

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.

