BLOOMINGDALE PLANNING BOARD  
CHECKLIST “F”  
DETERMINING COMPLETENESS OF APPLICATION FOR

***SINGLE-FAMILY RESIDENTIAL BULK VARIANCES***

### **Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Location: House # & Street Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block #: \_\_\_\_\_\_\_\_ Lot #: \_\_\_\_\_\_\_ Application No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fees Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Completed By Board Secretary

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***Applicant shall provide all checklist items listed below. For initial submittal, provide two (2) original copies of all required information listed below, including all application forms, checklists, plans and any other supporting documents. After application is deemed complete, provide twenty (20) additional copies of all supporting documents or as otherwise directed by the Board Secretary.***

Waiver

Submitted Request

1. [ ] [ ] Application Forms: Completed application forms bearing the original signatures of the applicant.
2. [ ] [ ] Application & Escrow Fees: Payment of the Application Fee in the amount of $250.00 for Residential Bulk Variance per Chapter 33-10.a.19. of the Borough Code and Payment of Initial Escrow Deposit in the amount of $1,000.00 per Chapter 33-10.b.4.(d) of the Borough Code. Note: If applicant is required by the Board to submit revisions, then the applicant may be required to deposit additional escrow as permitted by Chapter 33-10 of the Borough Code.
3. [ ] [ ] Proof of Ownership: Proof the applicant is the owner of the subject property. If applicant is not owner, then provide notarized consent from the property owner to submit application.
4. [ ] [ ] Municipal Lien Search: Certification obtained from the Bloomingdale Tax Collector showing all taxes, assessments, liens, water and sewer bills are current. Certification shall be updated by the Tax Collector prior to placing application on the agenda and serving notice.
5. [ ] [ ] List of Owners: The names and mailing addresses of all property owners within two hundred (200) feet of the subject property, together with the street address, block number and lot number of the property. List shall be prepared and certified by the Bloomingdale Tax Assessor. List shall be updated by the Tax Assessor no earlier than thirty (30) days prior to serving notice.
6. [ ] [ ] Area Map: A reduced copy of the Bloomingdale Tax Map sheet(s) showing the subject property and surrounding areas within 200 feet.
7. [ ] [ ] Photographs: Provide a minimum of three (3) color photographs taken no earlier than one (1) year from the date of submittal showing all structures and areas of the property proposed to be modified.
8. [ ] [ ] Sanitary Waste: If property is served by a septic system, then provide two (2) copies of the current as-built plans on file with the Bloomingdale Health Department. If septic system modifications or a new system is proposed, then submit design plans as approved by the Bloomingdale Health Department.
9. [ ] [ ] Water: If property is served by a potable well, then show the well location on the survey and/or as-built septic plan.
10. [ ] [ ] Certification Block: Site Plans / Variance Maps and Architectural Plans shall contain a Certification Block on the cover sheet to indicate the Bloomingdale Planning Board Application # and three (3) approval signature/date lines for the Board Chairperson, Board Secretary and Board Engineer.
11. [ ] [ ] Architectural Drawings: Foundation plans, first floor plans, second floor plans and exterior elevation plans showing all sides of the existing and proposed structure(s). Architectural plans shall identify all exterior siding material types, including roofing material types, deck material types, shed material types, garage material types, etc. Plans shall be drawn and printed to standard architectural scales and shall bear the original signature and raised seal of the registered architect licensed in the State of New Jersey. Note: Although the use of a registered architect is recommended, preliminary architectural plans for single-family uses can be prepared by the homeowner, provided the plans are accurately drawn and printed to scale and contain sufficient details for the Board Members and their professionals to perform a detailed review.

**CHECKLIST “F” for Single-Family Residential Bulk Variances – Continued** Waiver

Submitted Request

1. [ ] [ ] Survey: A boundary and location survey bearing the original signature and raised seal of a professional land surveyor licensed in the State of New Jersey. Surveys shall be prepared no earlier than one (1) year prior to submittal of application and shall be representative of current site conditions. Survey data shall include a showing of the property boundaries, building setback lines, buffer areas and lines of existing and proposed streets, lots, reservations, easements, areas dedicated to public use including grants, sight triangles, restrictions and rights-of way. A minimum of two (2) setback dimensions shall be provided on each side of all primary and accessory structures. All setback distances and dimensions of improvements to be provided in units of decimal feet to the nearest tenth place. All survey bearings to be given to the nearest ten (10) seconds and survey distances to be given in units of decimal feet to the nearest hundredths place. Lot Areas to be calculated by the surveyor and shown on the survey in units of square feet and acres to the nearest hundredths place. Survey data shall include the locations, ground surface dimensions, heights and material types of all existing man-made improvements, including but not necessarily limited to: existing buildings, structures, underground tanks, retaining walls, foundations, fences, stormwater facilities, detached garages, porches, driveways, stoops, stairs, sidewalks, decks, patios, gravel or crushed stone areas, docks, sheds, accessory structures, HVAC pads, emergency generator pads, swimming pools, cabanas, pool houses, utility poles, water valves, gas valves, sewer cleanouts, overhead wires and any other man-made improvement. If applicable, the survey shall show the vertical and horizontal data necessary to confirm the areas of the FEMA floodplain and NJDEP flood hazard area. If applicable, the survey shall show freshwater wetland and upland transition areas on the survey which is to be accompanied by all NJDEP correspondence, including reports and maps submitted to the NJDEP and a copy of the Letter of Interpretation. If the subject property has steep slopes (i.e., slopes greater than 15%), then the Board or its professionals may require topographic information, including contours and spot elevations as prepared by a licensed profession land surveyor using a recognized datum (assumed datum will not be accepted).
2. [ ] [ ] Site Plan: Provide a site plan, using the latest revised survey as a base map, showing the location, dimension and property setback distance for all proposed improvements. Site plans shall be prepared, signed & sealed by the required professionals licensed in the State of New Jersey and shall not be less than one (1) inch = thirty (30) feet. Site plans shall include complete zoning information for all primary and accessory structures, including an itemized schedule showing building coverage and lot coverage calculations. The location, height and first floor elevation of all proposed buildings and all other structures with elevations of the finished grade at each corner of each structure. Structures to remain shall be indicated by solid lines. Note: A variance map prepared by the homeowner can be submitted in lieu of Site Plan provided it is based upon the latest survey, drawn/printed to an accepted engineering scale and contains complete zoning information including coverage calculations.
3. [ ] [ ] Stormwater Management: The applicant shall document the proposed work would have no adverse impact on neighboring properties or public roads. Provide sufficient documentation of all existing and proposed stormwater management facilities, including a showing of the downspout locations on the architectural plans, site plans and survey, as necessary. Where additional stormwater management facilities are found to be necessary by the Board Members and/or their professionals, supporting calculations and details shall be prepared by a professional engineer, licensed in the State of New Jersey.
4. [ ] [ ] Plan Requirements: Plans shall contain a north arrow, graphic scale, block and lot number, name and address of record owner, name and address of the applicant and name, title block of the preparer of the plans containing their address, license number and raised seal of the person preparing the site plan. All Site Plans / Variance Maps, Architectural Plans and Surveys shall be dated. All revisions shall be noted and dated.
5. [ ] [ ] Zoning Table: Site plan or variance map shall contain an itemized zoning table showing the level of conformance for all bulk zoning requirements for the existing and proposed conditions, including all variances requested. The level of conformance to the zoning requirements shall be shown for all existing and proposed improvements, including primary structures, accessory structures, pools, decks, porches, HVAC pads, emergency generator pads, etc.
6. [ ] [ ] Building & Lot Coverage: Site plan or variance map shall contain an itemized schedule listing all existing improvements and their respective ground surface areas as calculated in units of square feet to the nearest tenth place. The same shall be provided for the proposed conditions. This information is required to facilitate the Board’s review of the building and lot coverage percentages for existing and proposed conditions. When calculating Lot Coverage, all existing and proposed improvements shall be considered, including but not necessarily limited to: dwellings, detached garages, porches, driveways, stoops, stairs, retaining walls, sidewalks, decks, patios, gravel or crushed stone areas, docks, sheds, accessory structures, HVAC pads, emergency generator pads, swimming pools, cabanas, pool houses and any other man-made improvement on the ground surface. When calculating Building Coverage, those areas of a lot which are directly occupied by a building, structure or accessory structure, but not including uncovered walkways, steps, patios, decks, pools, driveways or any similar improvements.
7. [ ] [ ] Other Agencies: Provide a written list of approvals which may be required by other local, county, state or federal agencies.

**I certify the above checklist items have been shown on the drawings  
and other application documents submitted with this application.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Applicant’s Signature