



BOROUGH OF RUMSON

80 East River Road,
Rumson, NJ 07760
732-842-3022

Date of Application

Month: _____ **Date:** _____ **Year:** _____

APPLICATION TO THE PLANNING BOARD

Please check all appropriate boxes below

MAJOR SUBDIVISION _____	MINOR SUBDIVISION _____
MAJOR SITE PLAN _____	MINOR SITE PLAN _____

PROJECT NAME _____

Location of subdivision/site plan	Street Address	Block	Lot
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Name of Applicant	Address	City	State	Zip code
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Applicant Phone	Applicant email
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Owner (if other than Applicant)	Address	City	State	Zip code	Phone
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DEVELOPMENT PLANS:

Number of proposed lots _____

Area of entire tract _____

Area being subdivided _____

Signature of applicant _____

Received by _____ **Date** _____



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PROJECT CONTACT INFORMATION

ATTORNEY

Name: _____ Address: _____

Phone: _____ Email: _____

ARCHITECT

Name: _____ Address: _____

Phone: _____ Email: _____

ENGINEER

Name: _____ Address: _____

Phone: _____ Email: _____

ENVIRONMENTAL ENGINEER

Name: _____ Address: _____

Phone: _____ Email: _____

PLANNER

Name: _____ Address: _____

Phone: _____ Email: _____

DEVELOPMENT REGULATIONS

22 Attachment 2

DOCUMENTS REQUIRED TO BE SUBMITTED

(Ord. No. 08-015D, § 1; Ord. No. 12-013D)

Item No.	Description	Variance	Concept Plan	MINOR APPLICATION		MAJOR APPLICATION			
				Subdivision	Site plan	Subdivision		Site Plan	
						Preliminary	Final	Preliminary	Final
A.	Application Form.	X		X	X	X	X	X	X
B.	Project Plan Information.								
1.	Name and address of owner and applicant.	X	X	X	X	X	X	X	
2.	Notarized signature.			X (Final plat prior to filing)		X (Final plat prior to filing)			
3.	Name, signature, license number seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat.	X	X	X	X	X	X	X	X
4.	Title block denoting type of application, tax map sheet, county, name of municipality, block & lot, and street location.	X	X	X	X	X	X	X	X
5.	Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, etc., within 500' of property.	X		X	X	X	X	X	X
6.	North Arrow & Scale.	X	X	X	X	X	X	X	X
7.	Schedule of required zone district requirements including lot area, width, lot shape circle, lot coverage, floor area ratio, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X
8.	Signature blocks for			X	X	X	X	X	X

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	chairman, secretary, and municipal engineer.								
9.	Proof that taxes are current.	X		X	X	X	X	X	X
10.	Certification blocks required by map filing law.			X			X		
11.	Monumentation as specified by map filing law.			X			X		
12.	Date of current property survey.			X	X	X	X	X	X
13.	Plans to a scale of not less than 1"=100' on one of four of the following standard sheet sizes: 8 1/2" x 13" 15" x 21" 24" x 36" 30" x 42"			X	X	X	X	X	X
14.	Metes and bounds description showing dimensions, bearings of original and proposed lots.			X			X		
15.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on streets.			X		X	X		X
16.	Acreage of tract to the nearest tenth of an acre.	X		X	X	X	X	X	X
17.	Date of original preparation and of each subsequent revision. Include brief narrative of each revision.			X	X	X	X	X	X
18.	Size and location of any existing and proposed structures with all setbacks dimensioned.	X	X	X	X	X	X	X	X
19.	Size and location of all existing structures within 200' of the site			X	X	X	X	X	X

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	boundaries.								
20.	Tax lot and block numbers of existing and proposed lots.			X		X	X		
21.	Area of proposed lots in square feet.		X	X		X	X		
22.	Any existing or proposed easement or land reserved for or dedicated to public use.	X	X	X	X	X	X	X	X
23.	Property owners within 200 feet of subject property.			X	X	X	X	X	X
24.	Location of streams, flood-plains, wetlands or other environmentally sensitive areas on or within 200' of the project site (Note: variance applications need only show these features on-site).	X		X	X	X	X	X	X
25.	List of Variances required or requested.	X		X	X	X	X	X	X
26.	List of requested design waivers or exceptions.			X	X	X	X	X	X
27.	Phasing Plan as applicable to include:								
	1. Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site.					X	X	X	X
	2. Timetable and phasing sequence.								
28.	Preliminary architectural plans and elevations.	X	X		X			X	X
29.	Site identification signs, traffic control signs, and identification signs.				X	X	X	X	X
30.	Sight Triangles.			X	X		X	X	X
31.	Proposed street names when new road is proposed.					X	X	X	X
32.	Parking plan showing				X			X	X

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	spaces, size, and type aisle width curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided.								
33.	Solid waste management and recycling plan showing holding location and provisions for waste and recyclables.				X	X	X	X	X
C.	<u>Construction Plans</u>								
1.	Site Layout showing all roadways, circulation patterns, curb, sidewalk, buffers, structures, open space, recreation, etc., as applicable.				X	X	X	X	X
2.	Grading and utility plan to include as applicable:	X*			X	X	X	X	X
	a. Existing and proposed contours at 1' intervals for grades 3% or less and at 2' intervals for grades more than 3%.								
	b. Elevations of existing and proposed structures.								
	c. Location and invert elevation of existing and proposed drainage structures.								
	d. Location of all streams, ponds, lakes, wetland areas.								
	e. Locations of existing and proposed utilities including depth of structures locations of manholes, valves, services, etc.								
3.	Profiles of existing and proposed roadways including all utilities and stormwater facilities. Roadway					X	X	X	X

DEVELOPMENT REGULATIONS

	cross sections at 50' intervals. Horizontal and vertical scales to be the same.								
4.	Landscaping Plan to include:				X	X	X	X	X
	a. Location of existing vegetation and clearing limits. Tree save plan for major applications.								
	b. Proposed buffer areas and method of protection during construction.								
	c. Proposed landscaped areas.								
*For the construction of a new dwelling or a substantial addition resulting in a 25% or greater increase in floor area.									
	d. Number, type and location or proposed plantings including street trees.								
	e. Details for method of planting, including optimum planting season.								
5.	Soil Erosion and Sediment Control plan prepared in accordance with the standards for Soil Erosion and Sediment Control Standards in New Jersey.				X	X	X	X	X
6.	Lighting plan to include:				X	X	X	X	X
	1. Location and height of proposed fixtures.								
	2. Detail for construction of fixture.								
7.	Construction details for all improvements.				X	X	X	X	X

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	1) Roadways 2) Curb 3) Sidewalk 4) Driveway Aprons 5) Drainage inlets 6) Pipe Bedding 7) Outfalls 8) Manholes 9) Gutters 10) Plantings 11) Soil Erosion & Sediment Control Structures 12) Parking Lots								
8.	Soil borings with seasonal high-water table based on mottling data.	X*		X*	X*	X*	X*	X*	X*
D.	<u>Supplementary Documents</u>								
1.	List of all Federal, State, regional and/or municipal approvals of permits required.			X	X	X	X	X	X
2.	Copies of any existing or proposed deed restrictions or covenants.			X	X	X	X	X	X
*For any application involving the construction of a basement or cellar or a stormwater management basin or recharge system.									
3.	Freshwater Wetlands Letter of Interpretation for the project area.			X	X	X	X	X	X
4.	Disclosure Statement (see N.J.S.A. 40:55D-48.1 et seq.)				X	X	X	X	X
5.	Statement from utility companies as to serviceability of the site.			X	X	X	X	X	X
6.	Stormwater Management calculations.					X	X	X	X
7.	Payment of all applicable fees.		X	X	X	X	X	X	X
8.	Environmental Impact Report.					X			X



Borough of Rumson
 BOROUGH HALL
 80 East River Road
 Rumson, New Jersey 07760-1689
 rumsonnj.gov

Helen L. Graves, CMFO, CTC, QPA
 Chief Financial Officer
 Tax Collector
 office 732.842.1170
 fax 732.219.0714
 hgraves@rumsonnj.gov

Dear Board Applicant:

Upon submission of your board application (formal or informal) it may be reviewed by the Borough Engineer and/or the Board Attorney. Be advised that there may be fees associated with this review. Therefore, at the time of submission, we require a minimum of \$2,500 per lot associated with the review. Further, please understand that you will be responsible for payment to the Borough of Rumson for all review fees, even if you do not go forward with the application. This initial fee is in addition to any escrow fees you may be required to post once a fee determination has been calculated by our professionals.

If you have any questions, please feel free to contact me.

Sincerely,

Helen L. Graves

I, _____, have reviewed the above information and agree to pay any review fees associated with my board application.

 (Signature) (Print Name) (Date)

 (Address)

 (Phone) (Cell)

Project Name _____

Property Address: _____

Block _____, Lot(s) _____