

**BOROUGH OF MOUNTAIN LAKES  
MORRIS COUNTY, NEW JERSEY**

**ORDINANCE 02-15**

**“ORDINANCE AMENDING CHAPTER 208 OF THE REVISED GENERAL ORDINANCES  
OF THE BOROUGH OF MOUNTAIN LAKES  
AND UPDATING THE APPLICATION PROCEDURES AND SUBMISSION REQUIREMENTS  
FOR CERTAIN PLANNING BOARD APPLICATIONS”**

**TAKE NOTICE** that **Ordinance 02-15** was introduced at a Regular meeting of the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, held on **March 23, 2015**, and passed its first reading; and that said Ordinance will be considered for final passage at a meeting of the Borough Council of said Borough, to be held on **April 13, 2015 at 8 P.M.** or soon thereafter, in the Mountain Lakes Borough Municipal Building, Mountain Lakes Borough, at which time and place all persons who may be interested will be given an opportunity to be heard. Copies of said Ordinance are available at the office of the Borough Clerk during regular office hours.

**BE IT ORDAINED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, as follows:

**Section 1.** Chapter 208, Section 208-5 entitled “Applications; procedures for filing,” shall be amended to read in its entirety as follows:

**208-5. Applications; procedures for filing.**

- A. Applications for development within the jurisdiction of the Planning Board, pursuant to the provisions of N.J.S.A.40:55D-1 et seq. shall be filed with the administrative officer. The applicant shall file at least 15 business days before the date of the monthly meeting of the Board the number of required copies determined by the Planning Board Administrator of a sketch plat or concept plan if required, of the application for minor subdivision approval, plans for major subdivision approval, site plan review, conditional use approval, informal review or planned development. At the time of filing the application, but in no event less than 10 days prior to the date set for hearing, the applicant shall also file all plot plans, maps and other papers required by virtue of any provision of this chapter or any rule of the Planning Board. The applicant shall obtain all necessary forms from the administrative office of the Board who shall inform the applicant of the steps to be taken to initiate applications and of the regular meeting dates of the Board.
- B. Separate and complete applications shall be submitted for preliminary and final plans. A change in a duly approved subdivision or site plan shall require approval of the Planning Board or Zoning Board of Adjustment.

**Section 2.** Chapter 208, Section 208-6 entitled “Subdivision Review,” subparagraph A., shall be amended to read as follows:

- A. Informal review. At the request of the developer, the Planning Board shall grant an informal review of a concept plan for development for which the developer intends to prepare and submit an application for development. The developer shall not be required to submit an application fee for such an informal review, but will be required to establish an escrow account to cover the cost for professional services. The developer shall not be bound by such a review. The informal review presentation shall be limited to 30 minutes.

**Section 3.** Chapter 208, Section 208-14 entitled “Informal Review,” shall be amended to read in its entirety as follows:

#### **208-14. Informal Review.**

At the request of the developer, the Planning Board shall grant an informal review of a conceptual site plan for a development for which the developer intends to prepare and submit an application. The developer shall not be required to submit an application fee for such an informal review, but will be required to establish an escrow account to cover the cost for professional services. The developer shall not be bound by any concept plan for which review is requested, and the Planning Board shall not be bound by any such review. The informal review presentation shall be limited to 30 minutes.

**Section 4.** Chapter 208, Section 208-17 entitled "Site plan submission and design requirements", Subsection A shall be amended to read in its entirety as follows:

A. The site plan shall show or include the following information:

- (1) Name and address of applicant and owner.
- (2) Borough Tax Map block and lot numbers.
- (3) Name, title, professional seal and signature of person preparing the plat.
- (4) Place for the Chairperson, administrative officer of the Planning Board and the Borough Engineer to sign.
- (5) Scale shall equal 50 feet to the inch except, for one acre or less, the scale shall be 20 feet to the inch.
- (6) Date and revision dates of drawings.
- (7) North arrow.
- (8) Key map showing the entire site plan and its relation to surrounding areas. Where required for a public hearing, the key map shall show name and location of all property owners within 200 feet, with block and lot numbers.
- (9) Name and location of all contiguous property owners, with block and lot numbers.
- (10) Existing zoning and zone boundaries and contiguous zone classifications.
- (11) All existing and proposed streets within 200 feet.
- (12) Area of lot.
- (13) Lot frontage and lot depth.
- (14) All existing and proposed bearings and all setback lines.
- (15) Present and proposed elevations based on New Jersey Geodetic Control Survey Datum, at two-foot contour intervals.
- (16) Location, size and nature of all existing and proposed rights-of-way, easements and other lands, if any, to be dedicated to the Borough.
- (17) Location and type of all existing and proposed storm drainage facilities, watercourses and ditches, water and sanitary sewer lines.
- (18) Location of all major trees and tree masses.
- (19) Location of all existing and proposed buildings.
- (20) The location of all structures within 200 feet of the property.
- (21) Location of off-street parking areas with dimensions showing parking spaces, loading docks, access drives and a traffic circulation pattern showing all ingress and egress means to site.
- (22) Location and description of all proposed signs and exterior lighting.
- (23) Location, type and size of electric, telephone, cable television and gas mains and appurtenances, both above and below ground.
- (24) All landscaping, fences, walls, hedges or similar facilities.
- (25) The first floor plan and front elevation of all proposed buildings.
- (26) Environmental impact statement.
- (27) Soil erosion and sedimentation control plan.
- (28) Surface water management plan.
- (29) Groundwater management plan in the wellhead protection area.
- (30) Landscaping plan.
- (31) Wetlands and transition area delineation or waiver approved by the NJDEP.

**Section 5.** Chapter 208, Section 208-7 entitled "Subdivision submission requirements", Subsection D shall be amended to read in its entirety as follows:

D. Preliminary plat. The preliminary plat shall be designed and drawn by a New Jersey licensed professional engineer in accordance with Section III(C) of the County Development Standards, as the same presently exists and as may be amended or supplemented from time to time, and shall be accompanied by the other maps, documents, plans, items and other items specified in and required by Section III(C). It shall also meet the requirements of Subsection A, Common requirements, hereinabove. In addition, the developer shall:

- (1) Submit plans of any proposed utility layouts showing feasible connections to existing or any proposed utility system.
- (2) Submit a copy of any protective covenants, easements or deed restrictions which apply to the land being subdivided.
- (3) When an individual water supply or sewage disposal system is proposed, submit a plan for such system which has been approved by the appropriate local, county or state health agency. When a public sewage disposal system is not available, the developer shall have percolation tests made and submit the results, approved by the Borough Board of Health, with the preliminary plat.
- (4) Submit an environmental impact statement.
- (5) Submit a soil erosion and sedimentation control plan.
- (6) Submit a surface water management plan.
- (7) Submit a groundwater management plan in the wellhead protection area.
- (8) Submit a Landscaping Plan.
- (9) Submit a wetlands and transition area delineation or waiver approved by the New Jersey Department of Environmental Protection (NJDEP).

**Section 6.** If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 7.** All Ordinances or parts of Ordinances, which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 8.** This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

**Michele Reilly, RMC, Borough Clerk**

**G. Douglas McWilliams, Mayor**