

Proof of Service: \_\_\_\_\_  
Taxes Paid: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_

Application No.: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**MOUNTAIN LAKES PLANNING BOARD  
OR ZONING BOARD OF ADJUSTMENT**

**APPLICATION for SUBDIVISION AND SITE PLAN REVIEW**

- Major Site Plan Review
- Minor Site Plan Review
- Major Subdivision
- Minor Subdivision

Application forms and all supporting data shall be submitted in:

- 15 (original and 14 copies) for minor subdivisions or site plans, 12 sets of all plans in 11" x 17" and a PDF version of all plans
- 20 (original and 19 copies) for major subdivisions or site plans, 12 sets of all plans in 11" x 17" and a PDF version of all plans

1. Applicant's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Applicant is: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual Owner \_\_\_\_\_ LLC \_\_\_\_\_  
 Other \_\_\_\_\_

2. Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Email: \_\_\_\_\_

3. Engineer/Surveyor  
 Name \_\_\_\_\_ Seal No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Email: \_\_\_\_\_

5. Attorney's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_  
 Email: \_\_\_\_\_

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Name: \_\_\_\_\_

6. Requested Action:

- Minor Site Plan Approval
- Major Site Plan Approval
  - Preliminary, less than 10 acres or less than 10 dwelling units
  - Preliminary, over 10 acres or 10 or more dwelling units
  - Final
  - Conditional Use Approval
- Minor Subdivision Approval
- Major Subdivision Approval
  - Preliminary, less than 10 lots
  - Preliminary, more than 10 lots
  - Final

7. Location of Project: Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone \_\_\_\_\_  
Address \_\_\_\_\_

8. Size of Lot or Tract (Square feet, acres) \_\_\_\_\_

9. Current Use of Property \_\_\_\_\_

10. Proposed Use of Property \_\_\_\_\_  
\_\_\_\_\_

11. Waivers Requested (list ordinance references, if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Variances Requested (list ordinance references, if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application No.: \_\_\_\_\_

Name: \_\_\_\_\_

13. Project Description

<u>Item</u>	<u>Ordinance Requirement</u>		<u>Proposed</u>	
a. Number of Lots				
b. Lot Sizes, sq. ft.				
c. Lot Frontage(s)				
d. Lot Depth(s)				
e. Setbacks:	<u>Building</u>		<u>Parking</u>	
	<u>Required</u>	<u>Proposed</u>	<u>Required</u>	<u>Proposed</u>
Front				
Side, Left				
Side, Right				
Rear				
f. Height: Stories				
Feet				
g. Building Area				
h. Building Floor Space				
i. Building Coverage %				
j. Improved Coverage %				
k. Number of Off-Street Parking Spaces				
l. Number of Loading Spaces				
m. Buffers toward Residential Areas				
n. Accessory Structures Setbacks				
o. Height				

14. Utilities: Public Water? \_\_\_\_\_ Public Sewer? \_\_\_\_\_

Application No.: \_\_\_\_\_

Name: \_\_\_\_\_

15. Enclosures

Attached

Item

( ) a. Maps, Listed: \_\_\_\_\_

( ) b. Reports, General; Listed: \_\_\_\_\_

( ) c. Environmental Impact Statement

( ) d. Soil Erosion and Sedimentation Control Plan

( ) e. Surface Water Management Plan

( ) f. Groundwater Management Plan in the Prime Aquifer Area

( ) g. Landscaping Plan

( ) h. Covenants, Easements or Deeds: Listed: \_\_\_\_\_

( ) i. Previous Resolutions:

( ) j. Soil Moving Application

( ) k. Developer's Agreement

( ) l. Performance/Maintenance Bonds; Listed: \_\_\_\_\_

( ) m. Checklist

( ) n. Notice of Public Hearing Form

( ) o. List of Surrounding Property Owners

( ) p. Other: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FLOOR AREA RATIO CALCULATION (Existing & Proposed)**  
**-See Appendix A**  
**FOR A SUBDIVISION WHERE THERE IS AN EXISTING HOUSE**

Owner \_\_\_\_\_  
 Address \_\_\_\_\_  
 Block Number \_\_\_\_\_ Lot(s) \_\_\_\_\_  
 Zone \_\_\_\_\_ Permissible FAR, % \_\_\_\_\_

For Proposed House or Addition:

	Areas (sq. ft.)							
	Basement	Basement	1 <sup>st</sup> Floor	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	2 <sup>nd</sup> Floor	*Upper Story	*Upper Story
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
Area of Basic House Footprint								
Additional Factored Area for Cathedral Ceiling								
Additions								
Over Attached Garage								
Bay Window								
Heated Porches, Entries and Breezeways								
Garage Space Greater than 500 square feet								
Roofed Porches, Breezeways & Decks over 500 sq ft								
Other								
Deductions								
<b>SUB-TOTALS</b>								
	<b>TOTAL FLOOR AREA (sq. ft.)</b>							

\* The gross area of the full floor of any story containing a half-story, as defined.  
 Divide the Total Floor Area by the Site Area to get the Actual FAR in percent.

**Seal:**

Existing                  Proposed

Total Floor Area (sq. ft.) \_\_\_\_\_  
 Site Area (sq. ft.) \_\_\_\_\_  
 Actual FAR, % \_\_\_\_\_

Certified by: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 License #: \_\_\_\_\_ Date: \_\_\_\_\_

**FLOOR AREA RATIO CALCULATION (Existing & Proposed)**  
**-See Appendix A**  
**FOR A SUBDIVISION WHERE A NEW HOUSE IS TO BE BUILT**

Owner \_\_\_\_\_  
 Address \_\_\_\_\_  
 Block Number \_\_\_\_\_ Lot(s) \_\_\_\_\_  
 Zone \_\_\_\_\_ Permissible FAR, % \_\_\_\_\_

For Proposed House or Addition:

	<b>Areas (sq. ft.)</b>							
	<b>Basement</b>	<b>Basement</b>	<b>1<sup>st</sup> Floor</b>	<b>1<sup>st</sup> Floor</b>	<b>2<sup>nd</sup> Floor</b>	<b>2<sup>nd</sup> Floor</b>	<b>*Upper Story</b>	<b>*Upper Story</b>
	<b>Existing</b>	<b>Proposed</b>	<b>Existing</b>	<b>Proposed</b>	<b>Existing</b>	<b>Proposed</b>	<b>Existing</b>	<b>Proposed</b>
Area of Basic House Footprint								
Additional Factored Area for Cathedral Ceiling								
Additions								
Over Attached Garage								
Bay Window								
Heated Porches, Entries and Breezeways								
Garage Space Greater than 500 square feet								
Roofed Porches, Breezeways & Decks over 500 sq ft								
Other								
Deductions								
<b>SUB-TOTALS</b>								
<b>TOTAL FLOOR AREA (sq. ft.)</b>								

\* The gross area of the full floor of any story containing a half-story, as defined.  
 Divide the Total Floor Area by the Site Area to get the Actual FAR in percent.

**Seal:**

**Existing**                      **Proposed**  
 Total Floor Area (sq. ft.) \_\_\_\_\_  
 Site Area (sq. ft.) \_\_\_\_\_  
 Actual FAR, % \_\_\_\_\_

Certified by: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 License #: \_\_\_\_\_ Date: \_\_\_\_\_

**BOROUGH OF MOUNTAIN LAKES**  
**Mountain Lakes, NJ 07046**

**NOTICE OF PUBLIC HEARING**

To: \_\_\_\_\_

Owner of Premises:

\_\_\_\_\_

Please take notice that the undersigned has filed an application with the Mountain Lakes  
( ) Planning Board or ( ) Zoning Board of Adjustment for: \_\_\_\_\_

\_\_\_\_\_

Relief is sought from: \_\_\_\_\_

To permit: \_\_\_\_\_

\_\_\_\_\_

The subject premises include: Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Address: \_\_\_\_\_

A public hearing has been scheduled for \_\_\_\_\_ in the Borough Hall, 400 Boulevard Mountain Lakes, N.J. for 7:30 p.m., and when the case is called you may appear and be heard either in person or by agent or attorney and present any comments which you may have with respect to the granting of the relief sought in the petition. This notice is given by the applicant, as required by the Municipal Land Use Law (MLUL).

The application and documents relating to said application are on file with the Planning Board at the Borough Hall and may be examined during their regular business hours of 8:45 am and 4:00 pm.

Respectfully,

\_\_\_\_\_  
(Applicant)

Application No. \_\_\_\_\_

**BOROUGH OF MOUNTAIN LAKES**  
**Mountain Lakes, NJ 07046**

AFFIDAVIT OF SERVICE OR MAILING AND OF PUBLICATION OF NOTICE  
For Application to  
THE PLANNING BOARD or ZONING BOARD OF ADJUSTMENT

**State of New Jersey:**  
: SS:  
**County of Morris:**

1. \_\_\_\_\_ of full age, being duly sworn according to law, upon his/her deposes and says that he/she resides at \_\_\_\_\_ in the municipality of \_\_\_\_\_, County of \_\_\_\_\_ and state of \_\_\_\_\_ and that \_\_\_\_\_, is the applicant in the proceeding before the Planning Board or Zoning Board of Adjustment in the Borough of Mountain Lakes, New Jersey relating to the premises designed as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, which property is located at \_\_\_\_\_ Mountain Lakes, New Jersey.

2. On \_\_\_\_\_, I personally served and/or deposited in the United States mail, with postage fully prepaid thereon, Notices with respect to commencement of a public hearing in connection with this application at the Mountain Lakes Planning Board or Zoning Board of Adjustment meeting scheduled for \_\_\_\_\_. A copy of the Notice is annexed hereto.

3. The Notices we personally served or were mailed by certified mail to property owners within 200 feet of the subject property in accordance with a current list of parties certified by Mountain Lakes annexed hereto. Notices were similarly sent to county and state or other agencies, utility companies and/or others as required by the Municipal Land Use Law.

4. Receipted copies of Notices which were personally served are annexed hereto.

5. As to all Notices which were sent by certified mail in accordance with applicable law, copies of the receipts for mailing are also annexed hereto.

6. In addition, I caused the text of the Notice to be published in \_\_\_\_\_ on \_\_\_\_\_. A copy of the newspaper's Affidavit is annexed hereto.

Date: \_\_\_\_\_ Signature of Affiant \_\_\_\_\_

Sworn to and subscribed before me, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public