

AN ORDINANCE TO AMEND CHAPTER 40 OF THE CODE OF THE CITY OF ELIZABETH ENTITLED "LAND DEVELOPMENT CONTROL" FOR THE PURPOSE OF REVISING THE DEVELOPMENT APPLICATION COMPLETENESS CHECKLIST BY AMENDING SECTIONS 3 AND 83 AND REPEALING SECTIONS 91 THROUGH 93.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELIZABETH:

WHEREAS, it is intended that the requirements for a complete application be simplified and made more relevant to the review process,

SECTION 1. Chapter 40 Section 83 is hereby amended to read as follows:

§ 40-83. Incomplete applications. An application for development shall be deemed to be complete for the purpose of commencing the period within which Board action is to be taken upon submission unless the Board or the Board's designee determines that it does not fulfill the criteria for a complete application. The Board may subsequently require corrections, additions or revisions to the documents as needed to make an informed decision as to whether the application is entitled to approval.

A. Notification. The Board or the Board's designee shall have notified the applicant in writing of the deficiencies of the submitted application within forty-five (45) days of such application.

B. Waivers. The applicant may request that one or more of the completeness requirements be waived, in which event the Board or its authorized committee shall grant or deny the request within forty-five (45) days.

C. Checklist. All applicants shall be provided with the criteria for a complete application which shall serve as a checklist.

D. Criteria for basic application documents shall be as follows.

- (1) All development applications shall include the following documents.
  - (a) Completed application forms with original signature of the applicant or an authorized representative and notarized;
  - (b) Evidence of payment of required fees;
  - (c) Disclosure Statement of all ownership interests pursuant to N.J.S.A. 40:55D-48.1 et seq.;
  - (d) A development proposal containing the minimum elements as required and specified herein ( The approving authority may, at its discretion, require building elevation drawings with specifications of facade materials);

- (2) In addition, Final Major Subdivision and Site Plan applications shall include the following documents.
- (a) A statement as to the fulfillment of all conditions imposed by preliminary approval to which is appended a certified copy of the approving resolution;
  - (b) Completed engineering plans;
  - (c) A statement as to the installation of required improvements indicating whether the improvements have been installed, or that guarantees have been posted, or that guarantees are to be a condition of approval to which is appended the certifications of the Municipal Engineer or Municipal Clerk as appropriate;
  - (d) Certification showing all current tax/water rents paid.

- (3) In addition, applications for other than Final Subdivision and Final Site Plan shall include the following additional documents.
- (a) A statement as to the existence and nature of protective covenants and deed restrictions;
  - (b) A Tax Map sheet(s) showing the property in question and all properties within 400 feet;
  - (c) A current survey showing all property lines with dimensions and bearings and depicting existing conditions;

E. Development proposals shall contain the following minimum elements.

- (1) Variances proposals shall include the following elements.
- (a) Building Layout Plan ; and
  - (b) other plans and schedules as required to demonstrate the nature of the relief sought.
  - (c) Zoning Schedule;

- (2) Minor Subdivision proposals shall include the following elements.
- (a) Zoning Schedule; and
  - (b) Utilities Plan;

- (3) Preliminary Major Subdivision proposals shall include the following elements.
- (a) Zoning Schedule;
  - (b) Proposed property lines with dimensions and bearings;
  - (c) Building Layout Plan;
  - (d) Drainage Schedule;
  - (e) Drainage Plan;
  - (f) Utilities Plan; and
  - (g) for areas within the public rights-of-way:
    - [1] Pavement Plan;
    - [2] Lighting Schedule;
    - [3] Landscape Schedule;
    - [4] Landscape Plan.

- (4) Preliminary Site Plan proposals shall include the following elements.
  - (a) Zoning Schedule;
  - (b) Building Layout Plan;
  - (c) Drainage Schedule;
  - (d) Drainage Plan;
  - (e) Utilities Plan;
  - (f) Pavement Striping Schedule;
  - (g) Pavement Plan;
  - (h) Lighting Schedule;
  - (i) Landscape Schedule;
  - (j) Landscape Plan.

F. Proposal elements shall be prepared in accord with the format and content specifications for plans and schedules as follows. Schedules shall clearly note items which are variances from zoning requirements or exceptions from design standards.

- (1) Sheets for any drawing subject to site plan or subdivision approval shall conform to the following specifications.
  - (a) All engineering drawings shall have individual sheets folded to fit within an 8-12" x 11" area.
  - (b) All preliminary site plans, subdivision sketch plats and plot plans shall be submitted on standard 8-1/2" x 11" sheets.
  - (c) Maps to be recorded with the county shall be on a sheet size meeting one of four standards:
    - [1] eight and one-half by thirteen (8-1/2 x 13) inches;
    - [2] thirty by forty-two (30 x 42) inches;
    - [3] twenty-four by thirty-six (24 x 36) inches;
    - [4] or fifteen by twenty-one (15 x 21) inches;
  - (d) A title block shall contain:
    - [1] title of proposal;
    - [2] Name and address of applicant;
    - [3] Name, address and seal of architect/engineer/surveyor;
    - [4] Date prepared with revision dates and descriptions;
  - (e) Orientation shall be provided by
    - [1] graphic scale,
    - [2] numeric scale;
    - [3] north arrow; and
    - [4] key map with reference to all streets within three thousand (3,000) feet at a scale of not more than 2,500 feet to the inch to be provided on at least one sheet of any set;
- (2) Zoning Schedules shall be titled and arranged in columns describing limits, proposed conditions, and compliance/variance status for:
  - (a) Building Height;
  - (b) Front street setback;

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- (c) Rear street setback;
- (d) Property line setback;
- (e) Building coverage;
- (f) Parking;
- (g) Loading;
- (h) any other code requirements;

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- (3) Building Layout Plan drawings shall be titled and keyed to a legend depicting:
  - (a) Building lines with setback dimensions and heights;
  - (b) Building projection lines with dimensions, heights or clearances;
  - (c) New construction;
  - (d) Reconstruction;
  - (e) Demolition;

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- (4) Drainage Schedules shall be titled and arranged in columns describing:
  - (a) Runoff coefficient and limit;
  - (b) design storm frequency;

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*waived*

- (5) Drainage Plan drawings shall be titled and keyed to a legend depicting:
  - (a) Drainage areas with discharge points and flow direction;
  - (b) Open and piped interconnections between areas;
  - (c) Location and height of terraced and bermed areas;
  - (d) Depth of sheet flow in pedestrian areas for design storm shown in one inch contours;

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*N/A*

- (e) Utilities Plan Drawings shall be titled and keyed to a legend depicting:
  - (f) Water service, hydrants and meters;
  - (g) Sanitary sewer service;
  - (h) Gas service and meters;;
  - (i) Electric service and transformers;
  - (j) Heating fuel tanks;

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- (6) Pavement Striping Schedules shall be titled and arranged in columns describing:
  - (a) Parking stall category (resident, employee, customer-short term, customer-long-term, wheelchair accessible)
  - (b) Parking stall width;
  - (c) Stall angle;
  - (d) Stall depth and overhang depth;
  - (e) Pedestrian aisle width along side of stalls;
  - (f) Driveway aisle width;

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- (7) Pavement Plan drawings for vehicular areas shall be titled and keyed to a legend depicting:
  - (a) Curbing with type of material;
  - (b) Driveway aprons and driveways within public rights-of-way with pavement type;

- (c) Parking stalls, aisles and driveways outside public rights-of-way with pavement type;
- (d) Sight distance triangle minimums for intersections of vehicular drives with streets, parking aisles, walls, building corners and walks.

- (8) Lighting Schedules shall be titled and arranged in columns describing:
  - (a) Functional area (parking/pedestrian area, driveway/aisle intersections, pedestrian hazards, building entry, loading dock);
  - (b) Level (peak, off-hour, late-night security);
  - (c) Minimum point illumination;
  - (d) Maximum uniformity ratio of average illumination to minimum;
  - (e) Maximum uniformity ratio of maximum illumination to minimum;
  - (f) Fixture type (Flood, spot, cut-off [minimum 81 degree]);
  - (g) Height limit for fixtures;

- (9) Landscape Schedules shall be titled and arranged in columns describing:
  - (a) Planting type (deciduous, coniferous, tree, shrub, groundcover)
  - (b) Minimum planting size;
  - (c) Planting condition (bare root, balled, canned)

- (10) Landscape Plan drawings shall be titled and keyed to a legend depicting:
  - (a) Building entrances and exits;
  - (b) Walks, patios and other paved surfaces showing material type;
  - (c) Outdoor storage enclosures for refuse and recycleables;
  - (d) Exterior utilitarian appurtenances which require visual screening (air conditioners, transformers, meters, etc.);
  - (e) Fences and walls with height and function (screening, security, or delineative and classified as decorative or utilitarian);
  - (f) Other landscape structures (patios, walks, pools)
  - (g) Existing trees over eighteen (18) inches' caliper;
  - (h) Shade tree canopy drip line at maturity;
  - (i) Screen planting areas with height at maturity;
  - (j) Ground cover planting areas;
  - (k) Decorative planting beds;

F. Engineering Plan drawings shall contain the following

- (1) For any street improvements: plans, cross sections and center-line profile;
- (2) For any public utilities: plans and profiles with any easements delineated;
- (3) For any pavement: profiles and material specifications;
- (4) For any drainage facilities: contours or spot elevations, profiles and specifications including pipe sizes, invert elevations and capacity,

\* Waiver for storm  
sewer profiles.

- (5) For any exterior lighting: location, mounting, fixture type and specifications for wattage and isofootcandle pattern;
- (6) For any walls or fences: profiles and specifications;
- (7) For any planting: expanded planting schedule, including quantity, common and botanical name, height or caliper, at time of planting, root condition, seasonal restrictions on installation; specifications for installation including profiles; and mixture for seeding.

SECTION 2. Chapter 40 Section 3 is hereby amended to delete the definition "Complete Application".

SECTION 3. Chapter 40 Sections 40-91 through 40-93 are hereby repealed in their entirety.

SECTION 4. Applications filed prior the effective date of this ordinance and not found to be incomplete prior to action by the Planning Board, Zoning Board or City Council shall not be governed by the provisions of this ordinance.

SECTION 5. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and are hereby, to the extent of such inconsistency, repealed.

SECTION 6. If any portion or clause of this ordinance is declared invalid for any reason whatsoever, same shall not affect the validity or constitutionality of any other part or portion of this ordinance.

SECTION 7. The effective date of this ordinance shall be twenty (20) days after its final passage by City Council and approval by the Mayor and publication and filing with the Union County Planning Board and in the manner provided by law.