

## **BOROUGH OF BROOKLAWN**

### Instructions for filing an application to the Planning and Zoning Board.

Follow the Checklist for the individual type of application you are applying for.

Put a ✓ on each item that is being submitted and put a notation on those that are not being submitted, such as (waiver, N/a, etc.).

The forms that are required, such as the Application, Tax Form and Escrow Agreement must have original signatures. If the signature is required to be notarized, you must sign in front of the Notary. Some of these forms require multiple copies, in these cases, the copies should be made only after they have been completed and signed.

If a professional is preparing plans for said application, that professional should complete the part of the Checklist concerning such plans.

The fees that are required, such as application, publication, etc. can be added together and submitted in one check, the escrow amount must always be a separate check because it goes into a different account. Both of the checks should be made out to Borough of Brooklawn.

Please note that the Ordinance requires the complete application package be submitted at least 30 days prior to the anticipated meeting date. An incomplete package will delay the process.

Do not notice or advertise the application until you are given a hearing date by the Planning and Zoning Administrator.

The Certified Mail Receipts, Proof of Publication and Affidavit of Service must be submitted and reviewed prior to the agenda being prepared (7 days prior to meeting).

BOROUGH OF BROOKLAWN  
CAMDEN COUNTY  
NEW JERSEY

PLANNING/ZONING BOARD APPLICATION

\_\_\_\_\_ Planning Board

\_\_\_\_\_ Zoning Board

Applicant's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Address of Property Action Taken On: \_\_\_\_\_  
\_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Reason for Action: \_\_\_\_\_  
\_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Does this Constitute:

\_\_\_\_\_ New Application

\_\_\_\_\_ Revision or resubmission of prior application

Applicant shall attach copy of plot plan that shall include:

- a) Tax block and lot number.
- b) Road or roads on which lot fronts.
- c) Lot lines with dimensions.
- d) Location of existing buildings, if any.
- e) Location of proposed change and/or new structures, showing front, rear and side yard dimensions.
- f) Location, arrangement and dimensions of parking areas, driveways or service areas, if any.

Meeting Date: \_\_\_\_\_

All paperwork MUST be in the Borough Office 10 (ten) days prior to meeting.

Date: \_\_\_\_\_ Applicant signature \_\_\_\_\_

Date: \_\_\_\_\_ Owner signature \_\_\_\_\_  
(if different than applicant)

BOROUGH OF BROOKLAWN FEE AND ESCROW AGREEMENT

APPLICATION NO. \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between the Borough of Brooklawn, a Municipal Corporation of the State of New Jersey, hereinafter referred to as Borough and

hereinafter referred to as DEVELOPER, is made upon the following terms and conditions:

1. **AGREEMENT TO PAY FEES:** DEVELOPER hereby covenants and agrees to pay all charges and fees imposed by BOROUGH in connection with the Application for Development filed contemporaneously herewith. Such fees include, but are not limited to, application fees, attorney's review fees, engineer's review fees, planner's review fees, court stenographer fees, copy costs and postage.
2. **ESCROW DEPOSIT:** BOROUGH hereby acknowledges receipt of \$ \_\_\_\_\_ to be deposited in a Borough Escrow Account to cover the cost of the aforementioned review fees. Such sum shall be charged periodically as fees and charges accrue and the balance of the escrow sum, if any after all charges and fees have been paid, shall be returned to DEVELOPER.
3. **ADDITIONAL PAYMENTS:** DEVELOPER agrees to pay any additional sum required for charges and fees not covered by the initial escrow deposit within fifteen (15) days after receipt of billing by the Secretary of the Planning and Zoning Board. The DEVELOPER understands and agrees to pay such sum notwithstanding any dispute as to the reasonableness of fees and charges. Payment shall not constitute a waiver of the right to challenge the reasonableness of charges and fees as set forth herein.
4. **CONTEST OF REASONABLENESS:** DEVELOPER agrees that the reasonableness of any fee or charge may be challenged by an appropriate legal action brought within forty-five (45) days from the date the DEVELOPERS' escrow deposit balance is returned or forty-five (45) days from the date the developer receives notice that additional payments are requested to pay charges and fees not covered by the initial escrow deposit. DEVELOPER understands and agrees that the aforesaid procedure shall be the sole and exclusive method of challenging the reasonableness of charges and fees and hereby waives any longer statute of limitations.

5. **NOTICE:** DEVELOPER agrees that all notices or refunds shall be mailed to the following address:
6. **COLLECTION:** Should the DEVELOPER fail to pay any sum required to be paid herein when due, BOROUGH shall be entitled to pursue all remedies at law or equity. Interest shall accrue at the rate of eighteen (18%) percent per annum simple interest on unpaid amounts after the due date. The BOROUGH may collect a reasonable attorney's fee which shall not be less than Three Hundred (\$300.00) Dollars should litigation for the purpose of collecting any sum be commenced.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date first above written.

**BOROUGH OF BROOKLAWN**

**DEVELOPER**

by: \_\_\_\_\_

by: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

[affix seal]

[if corporation, affix seal]

BOROUGH OF BROOKLAWN

NEW JERSEY MUNICIPAL LAND USE LAW

Chapter 291 Laws of 1975  
N.J.S.A. 40:55D-39e

Pursuant to the provisions of the above captioned laws, every application for development submitted to the Planning Board or Zoning Board of Adjustment shall be accompanied by proof that no taxes or assessments for local improvements are due or delinquent on the property which is the subject of such application, or if it is shown taxes or assessments are delinquent on said property, any approvals or releases granted by either the Planning Board or Zoning Board of Adjustment shall be conditioned upon either the prompt payment of such taxes--assessments or the making of adequate provisions for the payment should be thereof in such manner to make the municipality adequately protected.

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TO BE COMPLETED BY BOARD SECRETARY

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ADDITIONAL LOTS \_\_\_\_\_

REMARKS \_\_\_\_\_

\*\*\*\*\*

TO BE COMPLETED BY TAX OFFICE

ASSESS TO \_\_\_\_\_

YEAR \_\_\_\_\_ QUARTER TAXES DUE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

STATUS OF PAYMENT ON TAXES DUE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Signature of Applicant

Township Clerk

Collector

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BROOKLAWN BOROUGH CHECK LIST  
DETAILS REQUIRED FOR MINOR SUBDIVISION OR MINOR SITE PLAN

BOROUGH APPLICATION # \_\_\_\_\_

- \_\_\_\_\_ Fees forth in the Ordinance
- \_\_\_\_\_ Signed Escrow Agreement
- \_\_\_\_\_ Certification from the Tax Collector that taxes are current
- \_\_\_\_\_ Certified list of property owners
- \_\_\_\_\_ Notice mailed and published
- \_\_\_\_\_ Affidavit of Personal or Certified Mail Service
- \_\_\_\_\_ Proof of Publication
- \_\_\_\_\_ Six (6) copies of application, which includes any requested design waivers or variances;
- \_\_\_\_\_ Six (6) copies of signed checklist
- \_\_\_\_\_ Six (6) copies of protected covenants, easements and/or deed restrictions
- \_\_\_\_\_ Seventeen (17) copies of the minor subdivision plat or minor site plan
- \_\_\_\_\_ A key map with north arrow
- \_\_\_\_\_ Title block
  - \_\_\_\_\_ Name of subdivision, etc. on each sheet
  - \_\_\_\_\_ Name, title, address and telephone number of subdivider
  - \_\_\_\_\_ Name, title, address, telephone number, signature, seal and licensed of professional who prepared the plat
  - \_\_\_\_\_ Name, title and address of the owner or owners of record
  - \_\_\_\_\_ Scale [written and graphic]
  - \_\_\_\_\_ Date prepared
  - \_\_\_\_\_ Dates and lists of specific revisions entered on each sheet
  - \_\_\_\_\_ Space of application number
- \_\_\_\_\_ Certification of ownership or consent of owner

- \_\_\_\_\_ Existing and proposed contours, (contours not required when only subdivision with no development proposed)
- \_\_\_\_\_ Proposed buffer and landscaped areas including any deed restricted buffer, if required
- \_\_\_\_\_ The location and identification of existing vegetation outside of wooded areas and an indication as to whether existing vegetation is to remain or to be removed
- \_\_\_\_\_ Existing and proposed monuments [for minor subdivisions]
- \_\_\_\_\_ Proposed utility layouts including sewers, storm drains and water lines, and feasible connections to gas, telephone and electrical utility systems
- \_\_\_\_\_ Existing and/or proposed well and septic system locations or public water and/or sewer connections
- \_\_\_\_\_ Lighting details [minor site plans]
- \_\_\_\_\_ Freestanding sign details showing location and dimensions [minor site plans]
- \_\_\_\_\_ Circulation and parking details including site triangles at intersections, driveways and aisles; parking spaces; ingress and egress; loading areas; sidewalks; curbs; railroad ties; handicapped parking and curb cuts; and improvement details for the above
- \_\_\_\_\_ Drainage calculations and any proposed drainage improvements, including full details
- \_\_\_\_\_ When applicable, additional right-of-way width granted to the Borough or other appropriate governmental agency
- \_\_\_\_\_ Letters from the appropriate County and State agencies granting approval for the extension of utility services under their respective jurisdiction shall be submitted with the application
- \_\_\_\_\_ Deed descriptions [including metes and bounds], for easements, covenants, restrictions and roadway dedications

\_\_\_\_\_ Evidence that a duplicate copy of the application for minor development has been filed with any other agency [including but limited to the Camden County Planning Board, Camden County Board of Health, and Camden County Soil Conservation District] having jurisdiction over any aspect of the proposed development

\_\_\_\_\_ For applications for development proposing to be served by public water and/or sewer service, certification from the County that such public water and/or public sewer service is available

\_\_\_\_\_ Proposals for soil erosion and sediment control as required by NJSA4:24-39 et seq. and soil limits and information based on the Camden County Soil Survey prepared by the USDA

NOTE: All plats, plans and documents shall contain the Borough assigned application number

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title of Person Who Prepared Check List

BOROUGH OF BROOKLAWN

NOTICE OF HEARING TO OTHER PROPERTY OWNERS

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

BLOCK/LOT \_\_\_\_\_

PLEASE TAKE NOTICE

That the undersigned has appealed to the Planning and Zoning Board of the Borough of Brooklawn, for action under the Brooklawn Borough Ordinance so as to permit: \_\_\_\_\_

on the premises located at: \_\_\_\_\_

which is located within 200' of your property.

A public hearing of this appeal has been scheduled for Wednesday, \_\_\_\_\_ at 7:00 p.m., in the Municipal Building, at Haakon Road & Christiana Street, at which time you may appear either in person or by attorney and present any objection which you may have to granting this appeal.

This notice is given to you by the applicant, by order of the Planning Board.

Respectfully,

Applicant

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PERSONAL SERVICE ACKNOWLEDGEMENT

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Signature: \_\_\_\_\_

BOROUGH OF BROOKLAWN PLANNING & ZONING BOARDS  
HAAKON ROAD & CHRISTIANA STREET  
BROOKLAWN, NEW JERSEY 08030

NEWSPAPER NOTICE

PLEASE TAKE NOTICE

That the undersigned has appealed to the Planning and Zoning Board of  
Borough of Brooklawn for action under the Borough of Brooklawn Ordinances so as to  
permit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the premises located at: Blk \_\_\_\_\_, Lt \_\_\_\_\_, at \_\_\_\_\_  
\_\_\_\_\_

A public hearing of this appeal has been scheduled for Wednesday \_\_\_\_\_  
\_\_\_\_\_ at 7:00 p.m. in the Municipal Building, Hakkon Road and  
Christiana Street, Brooklawn, NJ appear either in person or by attorney and present  
any objection which they may have to granting this appeal.

Applicant: \_\_\_\_\_

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

Phone#: \_\_\_\_\_

**BROOKLAWN BOROUGH  
301 CHRISTIANA STREET  
BROOKLAWN, NEW JERSEY 08030**

856-456-0750 x 12

856-456-1874 FAX

REQUEST FOR 200' PROPERTY SEARCH

From \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

Block \_\_\_\_\_

Lot \_\_\_\_\_

Street Address \_\_\_\_\_

Please check preferred method of delivery: \_\_\_\_\_ Mail  
\_\_\_\_\_ Fax  
\_\_\_\_\_ Pick up

BOROUGH OF BROOKLAWN  
PRELIMINARY AND FINAL MAJOR SITE PLAN CHECKLIST

1. \_\_\_\_\_ Application Form. If any item is not applicable, it should be so indicated on the application form (8 copies).
2. \_\_\_\_\_ Affidavit of Ownership.
3. \_\_\_\_\_ Application Fee.
4. \_\_\_\_\_ Escrow Fees.
5. \_\_\_\_\_ Signed Escrow Agreement.
6. \_\_\_\_\_ Acreage of tract to nearest tenth of an acre.
7. \_\_\_\_\_ Date of original and all revisions.
8. \_\_\_\_\_ All proposed lot lines and area(s) of lots in square feet and acreage.
9. \_\_\_\_\_ Location and dimensions of right-of-ways and cartways of any existing or proposed streets. If the street has not been improved, the plan should indicate this fact.
10. \_\_\_\_\_ Plans have been drawn at a scale not smaller than one (1) inch equals fifty (50) and not longer than one (1) inch equals ten (10) feet.
11. \_\_\_\_\_ The maps and plans have been drawn at size (15 x 21, 24 x 36, or 30 x 42) as required by "New Jersey Map Filing Law".
12. \_\_\_\_\_ Name, address of owner and applicant.
13. \_\_\_\_\_ Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable.
14. \_\_\_\_\_ Signature block for Board Chairman, Secretary and Borough Engineer.
15. \_\_\_\_\_ Title block denoting type of application, tax map sheet, county, municipality, block and lot and street address.
16. \_\_\_\_\_ Key map not less than 1" = 1,000' showing location of tract to surrounding streets, municipal boundaries, etc. within 500'.
17. \_\_\_\_\_ North arrow to top of sheet, scale and graphic scale on every map.

- \_\_\_\_\_ If a corporation or partnership, names and addresses of all partners, or the names and addresses of all stockholders owning ten (10%) percent or more of any class of stock of the corporation
- \_\_\_\_\_ Approval signature and date lines for the Chairman, Secretary [and Borough Engineer in the case of minor subdivisions]
- \_\_\_\_\_ Acreage and area figures to the nearest tenth [with/without areas within public rights-of-way]
- \_\_\_\_\_ Existing block and lot numbers
- \_\_\_\_\_ Proposed block and lot number provided by the Borough Tax Assessor [for minor subdivision]
- \_\_\_\_\_ Tract boundary line [heavy solid line]
- \_\_\_\_\_ Zoning district, area and bulk requirements, required and proposed
- \_\_\_\_\_ Location of existing and proposed property lines
- \_\_\_\_\_ Location, type and width of all existing and proposed easements
  - \_\_\_\_\_ Site triangle for street corners and access drives
  - \_\_\_\_\_ When a common drive is proposed, also show limits for cross easements
  - \_\_\_\_\_ Utility
- \_\_\_\_\_ All wetlands, swamps, ponds, streams, intermittent or otherwise, rivers, lakes and lands subject to flooding within the tract and within three hundred (300) feet of the tract boundary lines
  - \_\_\_\_\_ Direction of flow
  - \_\_\_\_\_ Location of all drainage structures
  - \_\_\_\_\_ Floodplain limits
- \_\_\_\_\_ Existing and proposed uses
- \_\_\_\_\_ Existing and proposed wooded areas

18. \_\_\_\_\_ Schedule of zoning requirements in which the lot or lots are located.
19. \_\_\_\_\_ All existing and proposed setback dimensions, landscaped areas, trees over six inch caliper, and fencing.
20. \_\_\_\_\_ All existing and proposed signs and their size, type construction, location, color(s), lighting, and diagram of layout.
21. \_\_\_\_\_ Size and location of existing or proposed principal buildings or structures and all accessory buildings or structures and their dimensioned setbacks and finished grade elevations at all concerns of said buildings.
22. \_\_\_\_\_ Grading plan, including existing and proposed contour intervals based on USGS datum, with a maximum of two foot contour intervals, to extend 50' beyond subject tract; spot elevations for paving and curbing, directional flow arrows, etc.
23. \_\_\_\_\_ The location, type, and size of all existing and proposed drainage system, structure including invert grate and rim elevations including any larger tract of which the site is a part and drainage divide map.
24. \_\_\_\_\_ Drainage calculations.
25. \_\_\_\_\_ The location, type, and size of all existing and proposed curbs, sidewalks, driveways, fences, retaining walls, and parking space areas and the layouts thereof and all off-street loading areas, together with all of the dimensions of all the foregoing on the site in questions and within one hundred (100) feet of said site.
26. \_\_\_\_\_ Proposed and existing utilities: sanitary sewer, water, storm water management, telephone, cable TV and electric; including the size and material of facilities.
27. \_\_\_\_\_ The location, size, and nature of all existing and proposed rights-of-way, easements, and other encumbrances which may affect the lot or lots in questions, and the location, size, and description of any lands to be dedicated to the municipality.
28. \_\_\_\_\_ The location, size, and nature of the entire lot or lots in question, and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest, even though only a portion of the entire property is involved in the site plan for which approval is sought;

provided, however, that where it is physically impossible to show such entire lot or lots or contiguous lots on one (1) map, a key map thereof shall be submitted.

29. \_\_\_\_\_ The location, names, and widths of all existing streets and proposed streets including cross sections and profiles abutting the lot or lots in question within 200' of the site.
30. \_\_\_\_\_ Boundary, limits, nature and extent of wooded areas and any other significant physical features.
31. \_\_\_\_\_ Lighting plan including: type of fixture, isolux lines footcandles, mounting height of fixture, manufacturer's cut sheet, intensity.
32. \_\_\_\_\_ Landscape plan including guarantees, quantity, type (common and botanical names), size and condition of plant materials, planting detail, seed and mulch specifications. Height at planting and height at maturity must be shown.
33. \_\_\_\_\_ Solid waste management including details showing type and method of waste handling, construction detail of enclosures noting material, height, gates, and pad.
34. \_\_\_\_\_ Site identification signs, traffic control signs, and directional signs.
34. \_\_\_\_\_ Soil erosion and sediment control plan (disturbed areas greater than 5,000 square feet).
35. \_\_\_\_\_ Proposed street names.
36. \_\_\_\_\_ Copy of any protective covenants or deed restrictions applying to the application.
37. \_\_\_\_\_ Plan delineation of any proposed development phasing.
38. \_\_\_\_\_ Property owners and lot lines within 200' and in correct reference to subject parcel.
39. \_\_\_\_\_ Sight triangles.
40. \_\_\_\_\_ Construction Details.
41. \_\_\_\_\_ Vehicular and pedestrian circulation patterns.

42. \_\_\_\_\_ Parking plan indicating spaces, size and type, aisle width, internal collectors, curb cuts, drives and driveways, and all ingress and egress areas with dimensions, ADA compliant parking moldings shall be included.
43. \_\_\_\_\_ Architectural floor plan elevation, elevations, and design perspective of all proposed structures.
44. \_\_\_\_\_ Location of proposed buffer areas as required in the Land Use Ordinance.
45. \_\_\_\_\_ Any and all other information and data necessary to meet any of the requirements of the Borough ordinances not listed above.

BOROUGH OF BROOKLAWN CHECKLIST  
DETAILS REQUIRED FOR INTERPRETATION OF ORDINANCE

BOROUGH APPLICATION NO. \_\_\_\_\_

- \_\_\_\_\_ 4 copies of the application form and checklist
- \_\_\_\_\_ Fees as set forth in Sections \_\_\_\_\_ of the Ordinance
- \_\_\_\_\_ Signed Escrow Agreement
- \_\_\_\_\_ Article, Section and Subsection number of the Ordinance

Required for interpretation of use on specific property:

- \_\_\_\_\_ 10 copies of a survey [scale not less than 1" = 100'] with
  - \_\_\_\_\_ Block and Lot number
  - \_\_\_\_\_ Street Address
  - \_\_\_\_\_ Zoning District
  - \_\_\_\_\_ Existing conditions of the property
  - \_\_\_\_\_ North arrow
  - \_\_\_\_\_ Scale [written and graph]
  - \_\_\_\_\_ Name and address of property owners
  - \_\_\_\_\_ Name, title, address and license number of professional who prepared survey
  - \_\_\_\_\_ Acreage figures [both with and without areas of public rights-of-way]

- OR \_\_\_\_\_ 10 copies of written statement listing Block and Lot number, Street Address, Zoning District, and 1 set of photographs depicting the existing conditions of the property and area

NOTE: All plats, plans and documents shall contain the Borough assigned application number

Date: \_\_\_\_\_

\_\_\_\_\_  
Signed and title of person who prepared check list

BOROUGH OF BROOKLAWN CHECKLIST  
DETAILS REQUIRED FOR APPEAL OF ZONING OFFICIAL'S DECISION

BOROUGH APPLICATION NO. \_\_\_\_\_

- \_\_\_\_\_ 4 copies of the application form and checklist
- \_\_\_\_\_ Fees as set forth in Sections \_\_\_\_\_ of the Ordinance
- \_\_\_\_\_ Signed Escrow Agreement
- \_\_\_\_\_ 10 copies of a survey [scale not less than 1" = 100'] with
  - \_\_\_\_\_ Block and Lot number
  - \_\_\_\_\_ Street Address
  - \_\_\_\_\_ Zoning District
  - \_\_\_\_\_ Existing conditions of the property
  - \_\_\_\_\_ North arrow
  - \_\_\_\_\_ Scale [written and graph]
  - \_\_\_\_\_ Name and address of property owners
  - \_\_\_\_\_ Name, title, address and license number of professional who prepared survey
  - \_\_\_\_\_ Acreage figures [both with and without areas of public rights-of-way]
- OR \_\_\_\_\_ 10 copies of written statement listing Block and Lot number, Street Address, Zoning District, and 1 set of photographs depicting the existing conditions of the property and area
- \_\_\_\_\_ 10 copies of the Zoning Official's written decision

NOTE: All plats, plans and documents shall contain the Borough assigned application number

Date: \_\_\_\_\_

\_\_\_\_\_  
Signed and title of person who prepared check list

BOROUGH OF BROOKLAWN CHECKLIST  
DETAILS REQUIRED FOR CERTIFICATION OF PRE-EXISTING USE  
BOROUGH APPLICATION NO. \_\_\_\_\_

- \_\_\_\_\_ 4 copies of the application form and checklist
- \_\_\_\_\_ Fees as set forth in Sections \_\_\_\_\_ of the Ordinance
- \_\_\_\_\_ Signed Escrow Agreement
- \_\_\_\_\_ Certified list of property owners
- \_\_\_\_\_ Notice mailed and published
- \_\_\_\_\_ Affidavit of Personal or Certified Mail Service
- \_\_\_\_\_ Proof of Publication
- \_\_\_\_\_ Certification from the Borough Tax Collector that taxes are current
- \_\_\_\_\_ 10 copies of a survey [scale not less than 1" = 100'] with
  - \_\_\_\_\_ Block and Lot number
  - \_\_\_\_\_ Street Address
  - \_\_\_\_\_ Zoning District
  - \_\_\_\_\_ Existing conditions of the property
  - \_\_\_\_\_ North arrow
  - \_\_\_\_\_ Scale [written and graph]
  - \_\_\_\_\_ Name and address of property owners
  - \_\_\_\_\_ Name, title, address and license number of professional who prepared survey
  - \_\_\_\_\_ Acreage figures [both with and without areas of public rights-of-way]
- OR \_\_\_\_\_ 10 copies of written statement listing Block and Lot number, Street Address, Zoning District, and 1 set of photographs depicting the existing conditions of the property and area
- \_\_\_\_\_ 10 copies of a written statement setting forth applicant's reasons why the use should be certified and documentation of proof that the use was valid under the Brooklawn Borough Land Use or Zoning Ordinance in effect at the time the use was created

NOTE: All plats, plans and documents shall contain the Borough assigned application number

Date: \_\_\_\_\_

\_\_\_\_\_  
Signed and title of person who prepared check list

# Certificate of Occupancy Check List

1. Property must be clear of garbage and refuse (interior & exterior).
2. Sidewalks, service walk and driveway aprons must be free of damage.
3. Exterior steps must be no higher than the maximum 8 ¼" rise.
4. Property must have a smoke detector on each floor.
5. Property must have a CO detector in the vicinity of each bedroom.
6. All lighting fixtures must have globes.
7. Exterior of the building must be up to the Borough's property maintenance standard.
8. All stairs must have a continuous graspable handrail.
9. Roof must be in good condition.
10. GFCI receptacles are required for all outlets within 6 feet of water.
11. All steps must be closed in or have spindles not more than 4 inch spacing.
12. All slots in the electrical panel must be filled with breakers or blanks.
13. Covers must be on all receptacles and switch plates.
14. Hot Water Heater must have a down pipe within 6" off floor
15. The Electric Service Cable must be in satisfactory shape.
16. All doors and windows must be functioning properly.
17. Sump pumps must be discharged to the exterior of the house (it may not be discharged into the sanitary sewer line).
18. Smoke pipes for the heater and hot water heaters must be properly sealed.
19. Must have a 2A:10B:C Fire Extinguisher within 10 feet of Kitchen and 5 feet off the floor.

This list is strictly for illustrative purposes and is not necessarily all-inclusive for every property. Additional requirements may be required.

# Certificate of Occupancy Check List

1. Property must be clear of garbage and refuse (interior & exterior).
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