TOWNSHIP OF VERONA
COUNTY OF ESSEX, NEW JERSEY

ORDINANCE #2026-31

AN ORDINANCE TO REPEAL CHAPTER 430 "SITE PLAN REVIEW" IN ITS ENTIRETY AND REPLACE WITH A NEW CHAPTER 430 "SITE PLAN REVIEW" OF THE CODE OF THE TOWNSHIP OF VERONA

BE IT ORDAINED by the Township Council of the Township of Verona, County of Essex, New Jersey, as follows:

CHAPTER 430 Site Plan Review is hereby amended to read as follows:

CHAPTER 430 - SITE PLAN REVIEW

§ 430-1 **Short title; purpose.**
A. Short title. This chapter shall be known as the "Site Plan Review Ordinance of the Township of Verona."

B. Purpose. This chapter establishes a site plan review process by the Planning Board for proposed development in Verona. The purpose of the review is to ensure the following:
(1) Preservation of existing natural resources on the site.

(2) Safe and efficient vehicular and pedestrian circulation, parking and loading.
(3) Adequate screening, landscaping and location of structures.
(4) Exterior lighting needed for safety reasons in addition to any requirements for streetlighting.

§ 430-2 Definitions.
All definitions found in Chapter **150**, Zoning, of the Township of Verona shall apply to this chapter.

SITE PLAN
The nonresidential or multi-family development plan for one or more lots on which is shown the existing and proposed conditions of the lot including, but not limited to: topography, vegetation, drainage, flood plains, marshes and waterways, open spaces, walkways, means of ingress and egress, utility services, landscaping, structures and signs, lighting, screening devices, and any other information that reasonably may be required in order that an informed decision can be made by the approving authority.

SITE PLAN, MAJOR
Any site plan not classified as a minor site plan.

SITE PLAN, MINOR
Means an application for non-residential development limited to (1) interior renovations of an existing building if said renovations or change of use increases the number of required parking spaces such that the parking is deficient; or, (2) the construction of any permitted accessory structure; or, (3) the erection or improvement of non-conforming signage; or, (4) the installation of accessory off-street parking areas.

§ 430-3 **Site plan required; administration; exceptions.**
A. General requirements. Site plan review and approval shall be required before any nonpermitted change of use or addition of use, or before excavation, removal of soil, clearing of a site or placing of any fill on lands contemplated for development. Except as hereinafter provided, no building permit shall be issued for any building or use, or reduction or enlargement in size or other alteration of any building or change to a nonpermitted use of any building, including accessory structures, unless a site plan is first submitted and approved by the Planning Board, and no certificate of occupancy shall be given unless all construction and development conform to the plans as approved by the Planning Board.
B. Simultaneous review. The Planning Board shall have the power to review and approve or deny conditional uses or subdivisions simultaneously with review for site plan approval without the developer being required to make further application to the Planning Board or the Planning

Board being required to hold further hearings. The longest time period for action by the Planning Board, whether it be for subdivision, conditional use or site plan approval, shall apply. Whenever approval of a conditional use is requested by the developer pursuant to this subsection, notice of the hearing on the plat shall include reference to the request for such conditional use.

C. Site Plan Committee. The Chairperson of the Planning Board, with the approval of the Board, is hereby empowered to appoint a Site Plan Review Committee consisting of four members of the Board. Said Committee shall have the duty of reviewing site plan review applications to determine completeness and either to instruct the Secretary of the Board as to what elements are incomplete or to report and certify the application to the Planning Board and advise the Secretary to prepare notice for a public hearing. When applications are scheduled to be reviewed by the Site Plan Review Committee, the determination of completeness will not begin until after such meeting, as the applicant may be required to submit amended plans and reports. Only upon the full submission of all required documents requested by the Committee and Township professionals shall the 45-day review period begin.

D. Exemptions and exceptions. Site plan review requirements may be waived or exceptions may be granted under the following conditions:

(1) The Planning Board, or the Site Plan Committee of the Planning Board may waive site plan review requirements for a proposed development when the impact of the proposed development on the community, surrounding neighborhood and site will be minimal. Based on a sketch plan, the Planning Board or the Site Plan Committee of the Planning Board shall make such finding that the principles and standards as contained in § 430-17 of this chapter are substantially satisfied and that no further determination is required.

(2) Site plan approval shall not be required for any detached one- or two-dwelling-unit buildings or any uses accessory thereto, such as a private garage or storage shed incidental to residential uses, but this shall not limit the requirements for submission and approval of subdivision plats as otherwise required by Township ordinances.

(3) No amendment shall be required for a site plan review application made to the Planning Board prior to the effective date of this chapter and that is developed in accordance with an approval of such application heretofore or hereafter given by the Planning Board pursuant to ordinances and regulations then in effect and superseded by this chapter.

(4) The Planning Board, when acting upon applications for preliminary site plan approval, may grant such exceptions from the requirements for site plan approval as may be reasonable and within the general purpose and intent of the provisions for site plan review adopted pursuant to this chapter if the literal enforcement of one or more provisions of the chapter is impracticable or will exact undue hardship because of peculiar conditions pertaining to the land in question.

(5) Nothing in this ordinance shall be interpreted to provide any official or body, other than the land use boards, the ability to consider approval for an application that requires a hearing and or a variance. Any application submitted that is not in complete conformance with the Townships zoning code shall be required to appear before the land use board to request a variance.

§ 430-4 **Application procedure.**

A. The applicant shall submit a complete application in digital format, one hard copy signed and sealed by each licensed professional, and as many additional printed copies of the complete application, plans, and all supporting documents as the land use board requires on their application form as well as the fee provided for in Chapter **A565**, Fees, to the Secretary of the Planning Board. The time for the Board's review shall not begin to run until the submission of a complete application with the required fee. Unless the applicant is informed in writing by the Secretary of the Planning Board within 45 days of the actual submission of the application that it is incomplete, said application shall be deemed complete as of the date it was submitted.

B. Prior to submission of a formal application, applicants shall be encouraged to submit sketch site plans for informal discussions, review and recommendations by the Planning Board. Said sketch site plans shall be used as a basis for changes, redesign or waiver and to avoid undue expense and delay in preparing more detailed plans and specifications. The Planning Board shall not be governed by statutory time limits in its review of sketch site plans, and it is expressly understood that compliance with the Planning Board recommendations shall not bind the Planning Board in subsequent deliberations on a full application.

C. Applications for site plan approval shall be submitted to the Essex County Planning Board by the Applicant for review whenever review or approval of the application by the County Planning Board is required by Section 5 of P.L. 1968, c. 285 (N.J.S.A. 40:27-6.3). The Verona Planning Board shall condition any approval that it grants upon timely receipt of a favorable report on the application by the County Planning Board or approval by the County Planning Board by its failure to report thereon within the required time period.

D. Soil conservation.

(1) The applicant shall submit copies of the site plan application to the Soil Conservation Service, Hudson, Essex, Passaic Soil Conservation District Office, when required by N.J.S.A. 4:24-39 et seq.

(2) No application for site plan approval shall be deemed complete in the absence of proof that a plan for soil erosion and sedimentation control has been submitted as required above or proof that such a plan is not required for the particular application. If the reviewing authority has failed to grant or deny certification of the erosion plan at the time of preliminary approval of the applicant's site plan, preliminary approval shall be conditioned on certification of the applicant's erosion plan.

E. Documents and processes required for determination of completeness. The following documents shall be provided, when deemed applicable both physically and digitally in PDF format.

Alternative formatting may be required for review of stormwater management calculations.

(1) Site plan application forms
(2) Site plan set in accordance with § 430-16
(3) Architectural plans (full set)
(4) Traffic study (when applicable)
(5) Affidavit of ownership
(6) Verification of current tax and utility payments
(7) Stormwater Management Report providing all supporting testing data, design data, and calculations of the Applicant, demonstrating compliance with the design and performance standards for stormwater management measures of N.J.A.C 7:8 et. seq., the New Jersey Stormwater Best Management Practices (BMP) Manual adopted by the NJDEP and §150-25 of the Township of Verona Code.
(8) Stormwater Management Application form and fees
(9) Stormwater management maintenance manual in accordance with NJDEP requirements and §150-25 of the Township of Verona Code.
(10) Steep Slope mapping as per §150-23 of the Township of Verona Code (when applicable)
(11) Tree Removal and Replacement Plan (when applicable).
(12) Tree Removal Application Form and fees (when applicable).
(13) Tax Map containing lot and block numbers
(14) Land Survey of all lots proposed for development
(15) Proof of application for permits to State Agencies, DEP, HEPSCD or other authorities as may be required.
(16) Copy of application or request for exemption submitted to the Essex County Planning Board.
(17) Any other documents or studies deemed necessary according to Township Engineering, Planning, Zoning, and or Construction Officials
(18) All requirements listed under §430-16.
(19) Any other documents or data that the Board or Township Officials may find necessary for review.

§ 430-5 Review by Township officials.

A. Upon receipt of a site plan application, the Secretary of the Planning Board shall notify the following for their review and report and approval where required:

(1) Township Construction Code Official.
(2) Township Engineer.
(3) Township Emergency Management Official.
(4) Township Fire Official.
(5) Township Board of Health.
(6) Land Use Administrator/ Township Zoning Code Official

(7) Township Planner (if warranted)
(8) Any other Township Committees and Commissions as may be required by statute.

B. Each of the officials reviewing the site plan shall make a written report to the Planning Board within 10 days. The report of the Construction Code Official and the Land Use Administrator/Zoning Code Official shall certify whether there are any code violations or zoning violations on the subject application.

§ 430-6 **Time limits for review; preliminary approval; special conditions; sketch plan review.**

A. Upon the submission to the Secretary of the Planning Board of a complete application for a site plan for 10 acres of land or less, the Planning Board shall grant or deny preliminary approval within 45 days of the date of such submission or within such further time as may be consented to by the developer, except that if the application for site plan approval also involves an application for a relief pursuant to N.J.S.A. 40:55D-60 (Planning Board review in lieu of Board of Adjustment), the Planning Board shall grant or deny preliminary approval within 95 days of the date of the submission of a complete application to the Secretary of the Planning Board or within such further time as may be consented to by the applicant.

B. Upon submission of a complete application for a site plan of more than 10 acres, the Planning Board shall grant or deny preliminary approval within 95 days of the date of such submission or within such further time as may be consented to by the applicant.

C. Failure of the Planning Board to reach a decision within the specified time periods or extension thereof shall result in the approval of the site plan as submitted.

D. If the Planning Board requires any substantial amendment in the layout of improvements proposed by the applicant that have been the subject of a hearing, an amended application for development shall be submitted and proceeded upon, as in the case of the original application for development. The Planning Board shall, if the proposed development complies with this chapter and all other ordinances as applicable, grant preliminary site plan approval.

E. In the event that a plan of development shows common areas, property and/or facilities, then the Planning Board, as a condition of site plan approval, may establish such conditions on the ownership, use and maintenance of such lands as it deems necessary to assure the preservation of such areas, lands, property and facilities for their intended purposes. The recorded covenants shall bind each lot, to assure payment of all assessments, including taxes, which may be necessary to maintain such common property and/or facilities.

F. Nothing herein shall be construed to limit the right of an applicant to submit a sketch plan to the Planning Board for informal review, and neither the Planning Board nor the applicant shall be bound by any discussions or statements made during such review, provided that the right of the applicant at any time to submit a complete application for site plan approval shall not be limited by his submittal of a sketch plan and the time for the Planning Board's decision shall not begin to run until the submission of a complete application.

§ 430-7 **Public hearing.**
A. A public hearing shall be held on all applications for site plan approval unless the Planning Board waives review per § 430-3D(1).

B. The Secretary of the Planning Board shall prepare a notice of hearing on the proposed application. Said notice shall state the date, time and place of the hearing, the nature of the matters to be considered and an identification of the property proposed for development by street address, if any, or by reference to lot and block numbers as shown on the current tax duplicate in the Township Tax Assessor's office, and the location and times at which any maps and documents for which approval is sought are available.

(1) Notice shall be given by the Secretary of the Planning Board at least 10 days prior to the hearing in the following manner:

(a) Public notice shall be given by publication in the official newspaper of the Township or in a newspaper of general circulation in the Township.

(b) Notice of all hearings on applications for development involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality.

(c) Notice shall be given by personal service or certified mail to the Essex County Planning Board of a hearing on an applicant for development of property adjacent to an existing state or county road or proposed road shown on the Official County Map or on the County Master Plan adjoining other county land or situated within 200 feet of a municipal boundary.

(2) Notice shall be given by the applicant at least 10 days prior to the hearing in the following manner:

(a) Notice shall be given to the owners of all real property as shown on the current tax duplicate located within 200 feet in all directions of the property which is the subject of such hearing. Notice shall be given by:

i. Serving a copy thereof on the property owner(s) as shown on said current tax duplicate or their agent in charge of the property; or

ii. Mailing a copy thereof by certified mail to the property owner(s) at their address as shown on said current tax duplicate.

(b) Notice to a partnership owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, a vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation.

C. Any notice made by certified mail shall be deemed complete upon mailing. A fee (see Chapter **A565**, Fees) for the preparation of the address list, as per Subsection **B(2)** above, shall be charged to the applicant.

§ 430-8 **Rights and responsibilities subsequent to preliminary approval.**

Preliminary approval of a site plan shall confer upon the applicant the following rights for a three-year period from the date of the preliminary approval:

A. That the general terms and conditions on which preliminary approval was granted shall not be changed, including but not limited to use requirements; layout and design standards for streets, curbs and sidewalks; lot size; yard dimensions and off-tract improvements; natural resources to be preserved on the site; vehicular and pedestrian circulation, parking and loading; screening, landscaping and location of structures; exterior lighting both for safety reasons and streetlighting; except that nothing herein shall be construed to prevent the Township from modifying by ordinance such general terms and conditions of preliminary approval as relate to the public health and safety.

B. That the applicant may submit for final approval on or before the expiration date of preliminary approval the whole or a section or sections of the preliminary site plan.

C. That the applicant may apply for and the Planning Board may grant extensions on such preliminary approval for additional periods of at least one year but not to exceed a total extension of two years, provided that if the design standards have been revised by ordinance, such revised standards may govern.

§ 430-9 **Final approval.**

A. The Planning Board shall grant final approval if the detailed drawings, specifications and estimates of the application for final approval conform to the standards established by ordinance for final approval and the conditions of preliminary approval, provided that in the case of planned development, the Planning Board may permit minimal deviations from the conditions of preliminary approval necessitated by change of conditions beyond the control of the developer since the date of preliminary approval without the developer being required to submit another application for development for preliminary approval.

B. Final approval shall be granted or denied within 45 days after submission of a complete application to the Secretary of the Planning Board or within such further time as may be consented to by the applicant. Failure of the Planning Board to act within the period prescribed shall constitute final approval of the application for final approval as submitted and a certificate of the Secretary of the Planning Board as to failure of the Planning Board to act shall be sufficient in lieu of the written endorsement or other required evidence of approval.

C. A complete application for final approval shall include the following:

(1) A properly completed final site plan approval form.

(2) The required fee.

(3) A site plan in final form, including all the information shown on the preliminary plan, conditions of preliminary approval, plus all items set forth in the site plan details (§ 430-16) except where they have been specifically waived by the Planning Board.
(4) Items listed in §430-4E and §430-16.

D. The Planning Board shall have the power to grant preliminary and final approval simultaneously, provided that all application requirements have been met.

§ 430-10 **Stasis of approval conditions.**
The zoning requirements applicable to the preliminary approval first granted and all other rights conferred upon the applicant pursuant to this chapter, whether conditionally or otherwise, shall not be changed for a period of two years after the date of final approval. If the applicant has followed the standards prescribed for final approval, the Planning Board may extend such period of protection for extensions of one year but not to exceed three extensions. Notwithstanding any other provisions of this chapter, the granting of final approval terminates the time period of preliminary approval pursuant to this chapter for the section granted final approval.

§ 430-11 **Guaranties of improvement required.**
A. As a condition of final site plan approval, the Planning Board may require and shall accept in accordance with the standards adopted by this chapter for the purpose of assuring the installation and maintenance of on-tract and off-tract improvements:
(1) Performance guaranty.
(a) The furnishing of a performance guaranty in favor of the Township in an amount not to exceed 120% of the cost of installation for improvements it may deem necessary or appropriate, including the following: streets, grading, pavement, gutters, curbs, sidewalks, streetlighting, shade trees, surveyor's monuments as shown on the final map and required by the Map Filing Law, P.L. 1960, Chapter 141 (N.J.S.A. 46:23-9.9 et seq.), water mains, culverts, storm sewers, sanitary sewers or other means of sewage disposal, drainage structures, erosion control and sedimentation control devices, public improvements of open space and other on-site improvements and landscaping, provided that no more than 10% of the total performance guaranty shall be in cash, and the balance shall be in the form of a bond from a bonding company approved by the Township.
(b) An itemization and cost estimate shall be submitted by the developer, and the Township Engineer shall review the improvements and cost estimates for reasonability. Said itemization shall be the basis for determining the amount of performance guaranty and maintenance guaranty required by the Planning Board. The Township Engineer shall forward his review of the cost improvements to the applicant within 30 days of the date of receipt of a request sent by certified mail for said review.
(2) The furnishing of a maintenance guaranty to be posted with the Township Council for a period not to exceed two years after final acceptance of the improvement, in an amount not to exceed 50% of the cost of the improvement. In the event that other governmental agencies or public utilities automatically will own the utilities to be installed or the improvements are covered by performance or maintenance guaranty to another governmental agency, no performance or maintenance guaranty, as the case may be, shall be required for such utilities or improvements.

B. The amount of any performance guaranty may be reduced by the Township Council by resolution when portions of the improvements have been certified by the Township Engineer to have been completed. The time allowed for installation of the improvements for which the performance guaranty has been provided may be extended by the Township Council by resolution.

C. If the required improvements are not completed or corrected in accordance with the performance guaranty, the obligor and surety, if any, shall be liable thereon to the Township for the reasonable cost of the improvements not completed or corrected, and the Township may either prior to or after the receipt of the proceeds thereof complete such improvements.

D. When all of the required improvements have been completed, the obligor shall notify the Township Council in writing, by certified mail addressed in care of the Township Clerk, of the completion of said improvements and shall send a copy thereof to the Township Engineer. Thereupon, the Township Engineer shall inspect all of the improvements and shall file a detailed

report, in writing, with the Township Council, indicating either approval, partial approval or rejection of the improvements with a statement of reasons for any rejection. If partial approval is indicated, the cost of the improvements rejected shall be set forth.

E. The Township Council shall either approve, partially approve or reject the improvements on the basis of the report of the Township Engineer and shall notify the obligor in writing, by certified mail, of the contents of said report and the action of the Township Council with relation thereto not later than 65 days after receipt of the notice from the obligor of the completion of the improvements. Where partial approval is granted, the obligor shall be released from all liability pursuant to its performance guaranty, except for that portion adequately sufficient to secure provision of the improvements not yet approved. Failure of the Township Council to send or provide such notification to the obligor within 65 days shall be deemed to constitute approval of the improvements and the obligor and surety, if any, shall be released from all liability, pursuant to such performance guaranty.

F. If any portion of the required improvements is rejected, the Township Council may require the obligor to complete such improvements and, upon completion, the same procedure of notification as set forth in this section shall be followed.

G. Nothing herein, however, shall be construed to limit the right of the obligor to contest by legal proceedings any determination of the Township Council or the Township Engineer.

H. The obligor shall reimburse the Township for all reasonable inspection fees paid for the foregoing inspection of improvements.

I. Prior to final acceptance of the improvements, the applicant shall file with the Township Engineer and Construction Code Official as-built drawings prepared by the applicant's engineer and/or architect indicating any approved changes from the final plat plan.

§ 430-12 **Off-tract improvements.**

A. As a condition for approval of a site plan, a developer may be required by the Planning Board to pay his pro rata share of the cost of providing only reasonable and necessary street improvements and water, sewerage and drainage facilities, and easements therefore, located outside the property limits of the development but necessitated or required by construction or improvements within such development.

B. Requirements for providing off-tract improvements shall be based on the circulation and utility service plan elements of the Township Master Plan. The pro rata amount of the cost of such facilities that shall be borne by each developer or owner within a related and common area shall be determined by the Planning Board in accordance with the following standards:

(1) Street improvements. The developer's share shall be based on the average daily traffic generated by the proposed development, as a proportion of total estimated average daily traffic on the street based on complete development under existing zoning.

(2) Water, sewer and drainage improvements. The developer's share shall be based on capacity required by the development in question as a proportion of total capacity for the service area in which the development is located.

C. Where a developer pays the amount determined as his pro rata share under protest, he shall institute legal action within one year of such payment in order to preserve the right to a judicial determination as to the fairness and reasonableness of such amount.

§ 430-13 **Reservation of public areas.**

A. General requirements.

(1) If the Master Plan or the Official Map provides for the reservation of designated streets, public drainageways, green infrastructure, flood control basins or public areas within the proposed development before approving a site plan, the Planning Board may require that such streets, ways, basins or areas be shown on the site plan in locations and sizes suitable to their intended uses. The Planning Board may reserve the location and extent of such streets, ways, basins or areas shown on the plat for a period of one year after the approval of the final plat or within such further time as may be agreed to by the applicant.

(2) Unless during such period or extension thereof the Township shall have entered into a contract to purchase or institute condemnation proceedings according to law for the fee or a lesser interest in the land comprising such streets, ways, basins or areas, the applicant

shall not be bound by such reservations shown on the plat and may proceed to use such and for private use in accordance with applicable development regulations.

B. Applicability. The provisions of this section shall not apply to streets and roads, flood control basins or public drainageways necessitated by the subdivision or land development and required for final approval.

C. Compensation. The applicant shall be entitled to just compensation for actual loss found to be caused by such temporary reservation and deprivation of use. In such instance, unless a lesser amount has previously been mutually agreed upon, just compensation shall be deemed to be the fair market value of an option to purchase the land reserved for the period of reservation, provided that determination of such fair market value shall include but not be limited to consideration of the real property taxes apportioned to the land reserved and prorated for the period of reservation. The applicant shall be compensated for the reasonable increased cost of legal, engineering or other professional services incurred in connection with obtaining site plan approval caused by the reservation.

§ 430-14 **Findings of fact for planned developments by Planning Board.**
Prior to site plan approval for a planned development, the Planning Board shall find the following facts and conclusions:
A. That departures by the proposed development from zoning regulations otherwise applicable to the subject property conform to standards for planned development contained in Chapter **150**, Zoning.

B. That the proposals for maintenance and conservation of the common open space are reliable and the amount, location and purpose of the common open space are adequate.

C. That provision through the physical design of the proposed development for public services, control over vehicular and pedestrian traffic and the amenities of light and air, recreation and visual enjoyment are adequate.

D. That the proposed planned development will not have an unreasonably adverse impact upon the area in which it is proposed to be established.

E. In the case of a proposed development which contemplates construction over a period of years, that the terms and conditions intended to protect the interests of the public and of the residents, occupants and owners of the proposed development in the total completion of the development are adequate.

§ 430-15 **Review by Board of Adjustment.**
A. Approval with variance application. The Board of Adjustment shall have the power to grant, to the same extent and subject to the same restrictions as the Planning Board, site plan approval whenever the Board of Adjustment is reviewing an application for approval of a variance pursuant to Section 57d of Chapter 291 of the Laws of New Jersey of 1975 and appropriate sections of Chapter 150, Zoning, of the Code of the Township of Verona. All requirements of this chapter, with the exception of time period for approval, shall apply to the site plan application and Board of Adjustment when acting as the reviewing board for a site plan application.

B. Time period for approval. Whenever an application for development requests relief pursuant to Subsection **A** of this section, the Board of Adjustment shall grant or deny approval of the application within 120 days after submission by an applicant of a complete application to the Secretary of the Board of Adjustment or within such further time as may be consented to by the applicant. Failure of the Board of Adjustment to act within the period prescribed shall constitute approval of the application, and a certificate of the Secretary of the Board of Adjustment as to the failure of the Board of Adjustment to act shall be issued on request of the applicant, and it shall be sufficient in lieu of the written endorsement or other evidence of approval herein required.
C. Referral to Planning Board. An application under this section may be referred to the Planning Board for its report, provided that such reference shall not extend the period of time within which the Board of Adjustment shall act.

§ 430-16 **Details of site plan.**
A. Preparation; contents.

(1) The site plan and its separate elements shall be prepared by a professional engineer, land surveyor, architect, landscape architect or professional planner. The site plan shall be based on the latest Tax Map information and shall be of a standard size as required by N.J.S.A. 46:26B-1 et seq.

(2) The site plan shall consist of a location map, site plan maps(s) of the affected property and such other maps and information as listed below. The Planning Board may, at the request of the applicant, waive any of the various requirements of the maps and submissions.

B. All maps shall:

(1) Show the name of the applicant and block and parcel number of the property in question.

(2) Show the name, address and seal of the licensed engineer, surveyor, architect or planner who had prepared the plan.

(3) Have a North point, scale, date on which plan was prepared and date of every revision.

(4) Provide a place for signature of Chairperson and Secretary of the reviewing board.

C. The location map shall:

(1) Be drawn at a scale of not more than one-inch equals 100 feet, showing the location of the property, all streets, driveways and property lines within 200 feet of the affected property and all buildings or structures within 200 feet of the building or structure proposed by the applicant.

(2) Show the location of the property with respect to surrounding property and streets.

(3) Identify all properties within 200 feet of the property in question by block and parcel number, name of owner and address of owner.

(4) Indicate the zoning district in which the property is located and zoning of all property within a two-hundred-foot radius of the property in question.

D. The site plan map(s) shall:

(1) Be drawn at a scale of one-inch equals 20 feet. The Township Engineer may give permission to use another scale upon request by the applicant.

(2) Show all lot line dimensions and area of the lot.

(3) Show the location of all existing buildings, culverts, storm sewers, sanitary sewers, waterlines, fire protection facilities, electric and telephone lines (both above and below ground) and poles, gas and underground heating systems, pipe lines and other man-made features.

(4) Show the location of all existing streets and highways on or adjacent to the property affected, including names, right-of-way width, pavement width, curbs or sidewalks.

(5) Show the location of all existing easements and rights-of-way and the purpose for which they have been established.

(6) Show the location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wooded areas, single trees not in wooded areas with a diameter of six inches or more as measured four- and one-half feet above the base of the trunk and other significant existing features as determined by survey.

(7) Show the topography of the site, including existing elevations or contours at vertical intervals of two feet.

(8) Provide datum to which contour elevations refer, preferably United States Coast and Geodetic Survey.

(9) Show any designated streets, public drainageways, flood control basins or public areas within the proposed site designated for public reservation in the Township Master Plan or Official Map.

(10) Show the topography of the site after development at two-foot contour intervals.

(11) Show all proposed streets with profiles indicating grading and cross sections showing width of roadway, curbing and sidewalk.

(12) Show the location of proposed buildings and structures, all accessory structures and fences, if any, including setback, sidelines and rear yard distances, with dimensions showing present and future grade elevations at all corners and entrances of said structures, and floor plans thereof.

(13) Provide a design view of the front, side and rear elevations of the proposed structure or structures. Design view elevations are also to be shown where proposed additions or alterations affect such elevations.

(14) Show the location, type and details of proposed signs and outdoor lighting, including dimensions, radius of light and intensity of illumination.

(15) Show the location, type and size of proposed culverts, green infrastructure, storm sewers, sanitary sewers, fire protection, electric and telephone lines and poles, gas and underground heating systems, pipelines and all other utilities both above and below ground, including the connection of such proposed facilities with the existing facilities.
(16) Show all means of vehicular access for ingress and egress to and from the site onto public streets, showing the size and location of driveways and curb cuts, including the possible organization of traffic channels, acceleration and deceleration lanes, additional width and any other improvements necessary to prevent a difficult traffic situation. All pedestrian walkways should also be shown.
(17) Show the location and design of any off-street parking areas or loading areas showing number of spaces, size and location of bays, aisles and barriers, and proposed direction of movement.
(18) Show all proposed screening and landscaping, including a separate planting plan and location of proposed shade trees. If provided, all recreation areas shall be indicated.
(19) Indicate methods and placement of solid waste disposal and storage facilities.
(20) Show the storm drainage plan indicating locations of inlet pipes, swales, detention areas and any other storm drainage facilities as well as calculations for existing and proposed runoff conditions.
(21) Include, if applicable, a detailed proposal, including covenants, agreements or other specific documents showing the ownership and method of assuring perpetual maintenance to be applied to those areas which are to be used for recreational, green infrastructural or other common purposes.
(22) Indicate the proposed sequence of development with a projected time schedule for completion of each of the several elements. Such projection shall include, where applicable, the removal of structures, trees and brush, temporary drainage considerations, utilities, road and sidewalk improvements and provisions for the protection of topsoil.

E. The Planning Board may require other information and data for specific site plans. This data may include but is not limited to geologic information, water yields, flood data, environmental information, traffic counts, road capacities, market information, economic data for the proposed business or activity, hours of operation and similar information.

F. The site plan application shall include certification that no taxes on the property are delinquent.

§ 430-17 **Standards for review.**
The following criteria have been set forth as a guide for evaluating the adequacy of proposed development in the Township. The Planning Board shall review the site plan for compliance with all applicable ordinances and the Master Plan; for harmony with surrounding uses and the overall plan for development of the Township; for the promotion of the health, safety, order, efficiency and economy of the Township; and for the maintenance of property values and the general welfare. Based upon its review and the degree to which it can make positive findings, the Board may approve, conditionally approve, request modifications or deny approval of the site plan based on evaluation of the site plan details with respect to:

A. The site plan's compliance with all provisions of Chapter 150, Zoning, including but not limited to off-street parking and loading; signs and lighting; open space and the generation of objectionable smoke, fumes, noise, odors, dust, glare, vibration or heat.

B. The site plan's compliance with all requirements and standards of Chapter **466**, Subdivision of Land, including but not limited to standards for construction, layout, dimensions, materials, stormwater retention or detention facilities and sewerage facilities.

C. The environmental impact of the development relating to the preservation of existing natural resources on the site, compliance with Chapter 493, Article II, Tree Protection, Removal, and Replacement, and the impact on the natural resources of the surrounding properties and neighborhood.
D. The relationship of the development to adjacent uses in terms of harmonious use and design, setbacks, maintenance of property values and negative impacts.

E. The provision of a safe and efficient vehicular and pedestrian circulation system.

F. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.

G. The sufficient width and suitable grade and location of streets designed to accommodate prospective traffic and to provide access for firefighting and emergency equipment to buildings.
H. The coordination of streets so as to compose a convenient system consistent with the circulation element of the Master Plan.

I. The design and location of buildings in an efficient and aesthetically pleasing manner.

J. The use of landscaping and screening to provide adequate buffers to shield lights, noise, movement or activities from adjacent properties when necessary; and to complement the design and location of buildings and be integrated into the overall site design.

K. Exterior lighting to ensure safe movement and for security purposes, which shall be arranged so as to minimize glare and reflection on adjacent properties.

L. The location, size and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.

M. Protection and conservation of soils from erosion by wind or water or from excavation or grading.

N. Protection and conservation of watercourses and areas subject to flooding.[4]
[4]Editor's Note: See Ch. **270**, Flood Control and Damage Prevention.

O. The adequacy of water, drainage, sewerage facilities, garbage disposal and other utilities necessary for essential services to residents and occupants.

P. The design and location of signs so as to be aesthetically pleasing, harmonious with other signs on the site and located so as to achieve their purpose without constituting hazards to vehicles and pedestrians.

§ 430-18 **Fees.**
Fees for copies of ordinances and the Master Plan are as follows:

A. Chapter 150, entitled "Zoning": $30.

B. Chapter 466, entitled "Master Plan": $150.

SECTION 1. In case any one or more of the provisions of this Ordinance shall, for any reason, be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Ordinance shall be construed and enforced as if such illegal or invalid provision had not been contained herein.

SECTION 2. If any section, sub-section, paragraph, sentence or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

SECTION 3. All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4. This ordinance shall take effect 20 days after final passage and publication as prescribed by law.

TOWNSHIP OF VERONA, NJ
VERONA MUNICIPAL BUILDING
INCORPORATED 1907

ATTEST:
Jennifer Kiernan
JENNIFER KIERNAN, RMC, CMC
MUNICIPAL CLERK

NOTICE
I HEREBY CERTIFY THAT THE AFOREMENTIONED ORDINANCE WAS PUBLISHED ON THE LEGAL PUBLIC NOTICES PAGE OF THE TOWNSHIP WEBSITE (VERONANJ.ORG/LEGALPUBLICNOTICES) ON OCTOBER 7, 2026 AND OCTOBER 20, 2026.

JENNIFER KIERNAN, RMC, CMC
MUNICIPAL CLERK

INTRODUCTION: October 5, 2026
PUBLIC HEARING: October 19, 2026
EFFECTIVE DATE: November 8, 2026