



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE O-24-19

### AMENDING CHAPTER 21 (ZONING AND LAND USE REGULATIONS) SECTION 21-58 (PLAT AND PLAN DETAILS)

**WHEREAS**, the governing body desires to amend Chapter 21 (Zoning and Land Use Regulations), Section 21-58 (Plat and Plan Details) to amend the Minor subdivision application checklist.

**NOW, THEREFORE, BE IT ORDAINED**, by the governing body of the Borough of Highlands as follows:

#### SECTION I.

Borough Code Chapter 21 (Zoning and Land Use Regulations) Section 21-58 (Plat and Plan Details) is amended as follows (additions are shown in **bold with underlines**, deletions are shown as **~~strikeovers in bold~~**):

#### CHAPTER 21 (ZONING AND LAND USE REGULATIONS)

#### SECTION 21-58 PLAT AND PLAN DETAILS

- A. Minor Subdivision Plat. The plat shall be prepared to scale, based on a current survey or some other similarly accurate base, at a scale of not less than one (1) inch equals one hundred (100) feet, to enable the entire tract to be shown on one (1) sheet. The plat shall be signed and sealed by a licensed New Jersey Land Surveyor and shall show or include the following information:
1. A key map at a scale of not less than 1" = 400' showing the location of that portion which is to be subdivided in relation to the entire tract and the surrounding area.
  2. All existing structures, wooded areas and topographical features, such as slump blocks, within the portion to be subdivided and within seventy-five (75) feet thereof.
  3. The name of the owner and all adjoining property owners and owners of property directly across the street as disclosed by the most recent municipal tax record. If there is no positive evidence of ownership of any parcel of adjoining property within two hundred (200) feet, a certificate will be presented from the custodian of tax records to that effect.
  4. The Tax Map sheet, block and lot numbers.
  5. All streets or roads and streams within seventy-five (75) feet of the subdivision.
  6. Location of existing streets, and existing and proposed property lines, lot sizes, and areas.
  7. Metes and bounds descriptions of all new lot and property lines.
  8. Existence and location of any utility or other easement.
  9. ~~Setback, side line and rear yard distances of existing structures.~~ **Zoning requirements tabulated to show all bulk requirements of the zone and the bulk data proposed by the application. This tabulation shall also identify compliance or noncompliance for all existing structures.**
  10. **Location and general specific classification of all existing on-site tree masses.**
  11. **Identification of existing on-site physical features including soils, geology, stream and water courses, rock out-crops and 100-year flood hazard area.**
  12. **All rights-of-way, easements and lands to be dedicated to the municipality or reserved for specific uses shall be shown and dimensioned with areas to the nearest 1/10th acre.**
  13. **Provisions for collecting and discharging storm water runoff. A composite grading and drainage plan of the entire development shall accompany each submission. This plan shall identify finished floor elevations, all high and low points and breaks in grade and tentative elevation at the corners of house locations on each lot. A Stormwater Management Plan incorporating as many non-structural stormwater management measures as can feasibly be accommodated on the site, including but**

not limited to rain gardens, pervious pavement, rain barrels, native vegetative swales, and the required non-structural stormwater management strategies incorporated at N.J.A.C. 7:8-5.9(a)1, and an explanation as to why additional non-structural measures could not be used, subject to the review and approval of the Borough Engineer, if so requested by the Board.

- 14. All existing and proposed utility service lines and laterals on-site and along the frontage of the site. This shall include storm drainage, water laterals and mains, sanitary laterals and mains, connections and underground gas, electric and phone service.
- ~~10.~~ 15. The name and address of the person preparing the plat, the graphic scale, date of preparation and reference meridian.
- ~~11.~~ 16. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid up to date.
- ~~12.~~ 17. Certification statement for the required municipal signatures, stating: Application No. \_\_\_\_\_ approved/disapproved by the Highlands Borough Planning Board/Board of Adjustment as a Minor Subdivision on (date).
- ~~13.~~ 18. Certification statement for the County Planning Board approval/disapproval, if required.
- ~~14.~~ 19. Zone district boundary lines, if any, on or adjoining the property to be subdivided and a schedule indicating the required minimum lot area, lot width, lot depth and front, rear and side yards of each zone district located on the property.
- ~~15.~~ 20. ~~A wetlands statement provided by a qualified expert.~~ Delineation of on-site wetlands as field identified by a qualified expert in accordance with the NJDEP standards, or statement by qualified expert that no wetlands or wetlands transition areas exist on-site. Copy of wetlands delineation report to accompany site plan submission.
- ~~16.~~ 21. The Board reserves the right to require a feasible sketch plan layout of remaining land not being subdivided if it is deemed necessary.
- ~~17.~~ 22. A lot grading plan, to be reviewed by the Borough Engineer, if required.
- 23. List of all waivers and variances requested

B. through F. No change.

**SECTION II. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

**SECTION III. REPEALER.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

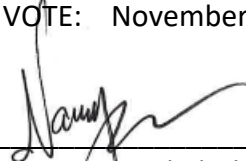
**SECTION IV. EFFECTIVE DATE.** This ordinance shall take effect immediately upon its passage and publication in accordance with law.

First Reading and Set Hearing Date for O-24-19:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						X
CHELAK			X			
MELNYK			X			
OLSZEWSKI		X	X			
BROULLON	X		X			

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's Office.

DATE OF VOTE: November 6, 2024

  
 Nancy Tran, Municipal Clerk  
 Borough of Highlands

Public Hearing for O-24-19:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's Office.

DATE OF VOTE: December 4, 2024

---

Carolyn Broullon, Mayor

---

Nancy Tran, Municipal Clerk  
Borough of Highlands