

**Checklist I**  
**Concept Plan (Subdivision)**

I NA W C

- The concept plan for any subdivision shall be based on Tax Map information or some other similarly accurate information and shall be drawn by a New Jersey licensed professional engineer, land surveyor, architect or professional planner.
- The location of that portion which is to be subdivided in relation to the entire tract.
- The name and address of the owner and of all adjoining property owners as disclosed by the most recent tax records. If the applicant is a corporation or a partnership, the application form shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class or at least ten percent (10%) of the interest in the partnership, as the case may be.
- The Tax Map sheet, block and lot numbers and the zone district in which the plat falls.
- All existing or proposed streets and proposed lots.
- The original and proposed lot layout.
- Applications for development that propose to remove trees shall provide the information required by § 166-110.1B
- The name and address of the person preparing the map and the scale and reference meridian.
- Filing fees (if any) required by S 166-48A of the Land Use Ordinance.
- All technical review escrow deposits required by S 166-48B of the Land Use Ordinance.
- The number of originals, reproducible copies and prints of the plan and any other required documents as required by S 166-58C of the Land Use Ordinance.
- Completed application forms in triplicate.
- Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.

\* = review by Board Secretary

**Checklist II  
Concept Plan (Site Plan)**

I NA W C

- |   |   |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Key map, indicating at an appropriate scale the general location of the site.   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Site illustration, indicating with sufficient accuracy all boundaries of the site with natural features of the land and showing all developed, undeveloped and to be developed portions. The illustration shall convey the development scheme, including all buildings, circulation, parking and landscaping, whether existing or proposed. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Applications for development that propose to remove trees shall provide the information required by § 166-110.1B  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Evaluation statement, consisting of a general description of the intended project and an assessment of its anticipated broad impact on the neighborhood, the community and the environment, including but not necessarily limited to considerations of land use, visual qualities, drainage, utilities and natural resources.               |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Filing fees (if any) required by S 166-48A of the Land Use Ordinance.   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | All technical review escrow deposits required by S 166-48B of the Land Use Ordinance.   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | The number of originals, reproducible copies and prints of the plan and any other required documents as required by S 166-58C of the Land Use Ordinance.  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Completed application forms in triplicate.  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.   |

\* = review by Board Secretary

**Checklist III  
Minor Subdivision**

I NA W C

- The minor subdivision plat shall be drawn by a licensed New Jersey professional land surveyor, shall be based on Tax Map information or some other similarly accurate base, at a scale of not more than one hundred (100) feet to the inch.
  
- The location of that portion which is to be subdivided in relation to the entire tract.
  
- All existing structures and wooded areas within the portion to be subdivided and within two hundred (200) feet thereof.
  
- The name and address of the owner and of all adjoining property owners as disclosed by the most recent tax records. If the applicant is a corporation or a partnership, the application form shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class or at least ten percent (10%) of the interest in the partnership, as the case may be.
  
- The Tax Map sheet, block and lot numbers of the property to be subdivided. Lot numbers of lots to be created shall be supplied by the Tax Assessor.
  
- All existing or proposed streets, roads, easements, public rights-of-way, streams, drainage ditches and natural watercourses in and within two hundred (200) feet of the subdivision.
  
- The original and proposed lot layout, lot dimensions and total area of each lot and the metes and bounds description for each lot.
  
- Topographical data, which may be required by the Planning Board with the minor subdivision if physical conditions of the land are likely to result in drainage problems or otherwise cause concern in connection with the future development of the property.
  
- Applications for development that propose to remove trees shall provide the information required by § 166-110.1B
  
- The name and address of the person preparing the map and the scale and reference meridian.
  
- Zoning on or adjoining the property to be subdivided and identification of zones.
  
- Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent.
  
- Soil erosion and sediment control plan, if required in accordance with P.L. 1975, c.251.
  
- Filing fees (if any) required by S 166-48A of the Land Use Ordinance.
  
- All technical review escrow deposits required by S 166-48B of the Land Use Ordinance.

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I NA W C

[ ] [ ] [ ] [ ] The number of originals, reproducible copies and prints of the plan and any other required documents as required by S 166-58C of the Land Use Ordinance.

[ ] [ ] [ ] [ ] Completed application forms in triplicate.

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**Checklist IV  
Preliminary Major Subdivision**

I NA W C

- [ ] [ ] [ ] [ ] The preliminary plat shall be prepared by a licensed New Jersey professional engineer at a scale of not more than fifty (50) feet to the inch.
  
- [ ] [ ] [ ] [ ] A key map showing the entire subdivision and its relation to the surrounding areas at a scale not smaller than four hundred (400) feet to the inch.
  
- [ ] [ ] [ ] [ ] The tract name; Tax Map sheet, block and lot numbers; date; reference meridian; graphic scale.
  
- [ ] [ ] [ ] [ ] The name and address of the subdivider.
  
- [ ] [ ] [ ] [ ] The name, address and license number of the person who prepared the map.
  
- [ ] [ ] [ ] [ ] The name and address of the record owner, along with certification that the applicant is the owner of the land or his authorized agent or that the owner has given consent under an option agreement, giving the names and addresses of both. If the applicant is a corporation or a partnership, the application form shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class or at least ten percent (10%) of the interest in the partnership, as the case may be.
  
- [ ] [ ] [ ] [ ] The names of owners of all properties abutting the property to be subdivided.
  
- [ ] [ ] [ ] [ ] Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.
  
- [ ] [ ] [ ] [ ] The acreage of the tract to be subdivided, to the nearest tenth of an acre.
  
- [ ] [ ] [ ] [ ] The lot layout, the lot dimensions, the total area of each lot in square feet and the area in square feet of that portion of each lot lying within front street property line and the maximum allowable distance permitted by the zoning part of this chapter.
  
- [ ] [ ] [ ] [ ] Existing and proposed contours, at five-foot vertical intervals for slopes averaging ten percent (10%) or greater and at two-foot vertical intervals for land of lesser slope, to determine the general slope and natural drainage of the land and the high and low points. Datum of all elevations shall be that of the Geodetic Control Survey of the New Jersey Department of Environmental Protection.
  
- [ ] [ ] [ ] [ ] The location of existing and proposed property lines, streets, sidewalks, buildings, watercourses, railroads, bridges, culverts, drainpipes, public utility easements and any natural features such as wooded areas, large trees and rock formations.
  
- [ ] [ ] [ ] [ ] Plans for utility systems such as water, gas, storm and sanitary sewers and electricity, if underground, and showing the location of poles where telephone and electric service is overhead. Connections to existing or proposed utility systems should be shown.

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I N A W C

- [ ] [ ] [ ] [ ] Plans and profiles of all proposed and existing sanitary sewers, storm drains, drainage ditches and streams within the subdivision, together with the locations, sizes, elevations, grades and capacities of any existing sanitary sewer, storm drain, drainage ditch or stream to which the proposed facility shall be connected. When a public sewerage system is not available, the developer shall have percolation tests made and shall submit the results with the preliminary plat. Notwithstanding that a public sewerage system is not available, the Planning Board may require the installation of sewer lines, and the developer shall indicate on the preliminary plat such proposed sewer lines and their ultimate connection with the lines of the Hanover Sewerage Authority.
  
- [ ] [ ] [ ] [ ] A copy of any protective covenants or deed restrictions applying to land being subdivided.
  
- [ ] [ ] [ ] [ ] A soil erosion and sediment control plan, if required, in accordance with P.L. 1975, c. 251.
  
- [ ] [ ] [ ] [ ] A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.
  
- [ ] [ ] [ ] [ ] Final elevations proposed for the corners of each lot and at each lot line at the building setback line.
  
- [ ] [ ] [ ] [ ] Any open space to be dedicated for parks or other public use and if said open space is to be deeded to the township or will be under the jurisdiction of an open space organization as set forth in S 166-103F of this chapter.
  
- [ ] [ ] [ ] [ ] All swales and proposed terraces, indicating the extent of the slope and the provisions for the proper drainage thereof. Where swales and terraces are more than one hundred (100) feet in length, the elevations of the flow line of the swale shall be indicated at intervals of fifty (50) feet or less. The elevation of the top of the terrace and the bottom of the terrace shall be indicated where the proposed terrace has a slope greater than three to one (3:1) (three-foot horizontal distance for each foot of rise).
  
- [ ] [ ] [ ] [ ] Cross sections of proposed roadways shown at fifty-foot intervals.
  
- [ ] [ ] [ ] [ ] Where a subdivision involves existing improved lots, cross sections of roadways at these locations shown at intervals of not more than fifty (50) feet, with cross sections shown at all driveways.
  
- [ ] [ ] [ ] [ ] Applications for development that propose to remove trees shall provide the information required by § 166-110.1B
  
- [ ] [ ] [ ] [ ] Filing fees required by S 166-48A of the Land Use Ordinance.
  
- [ ] [ ] [ ] [ ] All technical review escrow deposits required by S 166-48B of the Land Use Ordinance.

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[ ] [ ] [ ] [ ] The number of originals, reproducible copies and prints of the plat and any other required documents as required by S 166-58C of the Land Use Ordinance.

[ ] [ ] [ ] [ ] Completed application forms in triplicate.

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**Checklist V**  
**Final Major Subdivision**

I NA W C

- [ ] [ ] [ ] [ ] The final plat shall be one (1) of four (4) standard sizes, namely, eight and one-half by thirteen (8 1/2 x 13) inches, thirty by forty-two (30 x 42) inches, twenty-four by thirty-six (24 x 36) inches or fifteen by twenty-one (15 x 21) inches, as measured from cutting edges. If one (1) sheet is not of sufficient size to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal sizes with references on each sheet to the adjoining sheets. The plat shall be drawn in ink on tracing cloth or Mylar at a scale of not more than fifty (50) feet to the inch and shall be in compliance with all provisions of Chapter 141 of the Laws of 1960. The final plat shall be prepared by a licensed New Jersey land surveyor.
  
- [ ] [ ] [ ] [ ] A key map showing the entire subdivision and its relation to the surrounding areas at a scale not smaller than four hundred (400) feet to the inch.
  
- [ ] [ ] [ ] [ ] The tract name; Tax Map sheet, block and lot numbers, date; reference meridian; graphic scale.
  
- [ ] [ ] [ ] [ ] The name and address of the subdivider.
  
- [ ] [ ] [ ] [ ] The name, address and license number of the person who prepared the map.
  
- [ ] [ ] [ ] [ ] The name and address of the record owner, along with certification that the applicant is the owner of the land or his authorized agent or that the owner has given consent under an option agreement, giving the names and addresses of both. If the applicant is a corporation or a partnership, the application form shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class or at least ten percent (10%) of the interest in the partnership, as the case may be.
  
- [ ] [ ] [ ] [ ] The names of owners of all properties abutting the property to be subdivided.
  
- [ ] [ ] [ ] [ ] Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.
  
- [ ] [ ] [ ] [ ] The acreage of the tract to be subdivided, to the nearest tenth of an acre.
  
- [ ] [ ] [ ] [ ] The lot layout, the lot dimensions, the total area of each lot in square feet and the area in square feet of that portion of each lot lying within front street property line and the maximum allowable distance permitted by the zoning part of this chapter.
  
- [ ] [ ] [ ] [ ] Existing and proposed contours, at five-foot vertical intervals for slopes averaging ten percent (10%) or greater and at two-foot vertical intervals for land of lesser slope, to determine the general slope and natural drainage of the land and the high and low points. Datum of all elevations shall be that of the Geodetic Control Survey of the New Jersey Department of Environmental Protection.

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- [ ] [ ] [ ] [ ] The location of existing and proposed property lines, streets, sidewalks, buildings, watercourses, railroads, bridges, culverts, drainpipes, public utility easements and any natural features such as wooded areas, large trees and rock formations.
  
- [ ] [ ] [ ] [ ] Plans for utility systems such as water, gas, storm and sanitary sewers and electricity, if underground, and showing the location of poles where telephone and electric service is overheard. Connections to existing or proposed utility systems should be shown.
  
- [ ] [ ] [ ] [ ] Plans and profiles of all proposed streets and sidewalks within the subdivision and profiles of existing or future continuing streets, a minimum distance of two hundred (200) feet beyond the subdivision boundaries. The central angle of all arcs and curves along all street lines shall be shown.
  
- [ ] [ ] [ ] [ ] Plans and profiles of all proposed and existing sanitary sewers, storm drains, drainage ditches and streams within the subdivision, together with the locations, sizes, elevations, grades and capacities of any existing sanitary sewer, storm drain, drainage ditch or stream to which the proposed facility shall be connected. When a public sewerage system is not available, the developer shall have percolation tests made and shall submit the results with the preliminary plat. Notwithstanding that a public sewerage system is not available, the Planning Board may require the installation of sewer lines, and the developer shall indicate on the preliminary plat such proposed sewer lines and their ultimate connection with the lines of the Hanover Sewerage Authority.
  
- [ ] [ ] [ ] [ ] A copy of any protective covenants or deed restrictions applying to land being subdivided.
  
- [ ] [ ] [ ] [ ] A soil erosion and sediment control plan, if required, in accordance with P.L. 1975, c. 251.
  
- [ ] [ ] [ ] [ ] A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.
  
- [ ] [ ] [ ] [ ] Final elevations proposed for the corners of each lot and at each lot line at the building setback line.
  
- [ ] [ ] [ ] [ ] Any open space to be dedicated for parks or other public use and if said open space is to be deeded to the township or will be under the jurisdiction of an open space organization as set forth in S 166-103F of this chapter.
  
- [ ] [ ] [ ] [ ] All swales and proposed terraces, indicating the extent of the slope and the provisions for the proper drainage thereof. Where swales and terraces are more than one hundred (100) feet in length, the elevations of the flow line of the swale shall be indicated at intervals of fifty (50) feet or less. The elevation of the top of the terrace and the bottom of the terrace shall be indicated where the proposed terrace has a slope greater than three to one (3:1) (three-foot horizontal distance for each foot of rise).

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- [ ] [ ] [ ] [ ] Cross sections of proposed roadways shown at fifty-foot intervals.
- [ ] [ ] [ ] [ ] Where a subdivision involves existing improved lots, cross sections of roadways at these locations shown at intervals of not more than fifty (50) feet, with cross sections shown at all driveways.
- [ ] [ ] [ ] [ ] Applications for development that propose to remove trees shall provide the information required by § 166-110.1B
- [ ] [ ] [ ] [ ] Minimum building setback lines on all lots.
- [ ] [ ] [ ] [ ] The location and description of all monuments.
- [ ] [ ] [ ] [ ] Certification by the surveyor as to the accuracy of details on the plat.
- [ ] [ ] [ ] [ ] When approval of a plat is required by an officer or body of the township, county or state, approval shall be certified on the plat.
- [ ] [ ] [ ] [ ] A statement by the Municipal Engineer that he is in receipt of a map showing all utilities in exact location and elevation, identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with the requirements of these regulations, or a statement by the Municipal Clerk that proper performance guaranties have been posted with the governing body.
- [ ] [ ] [ ] [ ] Filing fees required by S 166-48A of the Land Use Ordinance.
- [ ] [ ] [ ] [ ] All technical review escrow deposits required by S 166-48B of the Land Use Ordinance.
- [ ] [ ] [ ] [ ] The number of originals, reproducible copies and prints of the plat and any other required documents as required by S 166-58C of the Land Use Ordinance.
- [ ] [ ] [ ] [ ] Completed application forms in triplicate.
- [ ] [ ] [ ] [ ] Information and/or materials which are sufficient to enable the Board to determine whether any or all of the conditions required for preliminary subdivision approval have been complied with.

\* = review by Board Secretary

**Checklist VI  
Preliminary Site Plan**

I NA W C

- The preliminary site plan shall be drawn at a scale of not more than fifty (50) feet to the inch. Any site plan involving any new building or addition thereto or any site improvements shall be drawn by a licensed New Jersey professional engineer, architect or professional planner as set forth in N.J.A.C. 13:40-7.3.
  
- The name and title of the applicant, owner and person preparing the map. If the applicant is a corporation or a partnership, the application form shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class or at least ten percent (10%) of the interest in the partnership, as the case may be.
  
- A place for the signatures of the Chairman and Secretary of the Planning Board.
  
- A place for the signature of the Township Engineer.
  
- The Tax Map lot and block number.
  
- The date, scale and North sign.
  
- The zone district in which the property in question falls and the zone district of adjoining property.
  
- All signs and exterior lighting.
  
- Rights-of-way, easements and all lands to be dedicated to the township.
  
- The entire property in question, even though only a portion of said property is involved in the site plan; provided, however, that where it is physically impossible to show the entire property on the required sheet, a key map is permitted.
  
- All abutting streets and property lines.
  
- An indication of the sanitary disposal system.
  
- The area of the lot and all lot line dimensions.
  
- The location of all existing and proposed buildings, with building setback, side line and rear yard distances.
  
- The location of off-street parking areas, showing proposed parking, sidewalks and loading spaces, with dimensions, the width of proposed access drives and aisles and traffic circulation.

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- [ ] [ ] [ ] [ ] Existing and proposed contours of the property and for one hundred (100) feet outside the property at two-foot intervals when new buildings or parking areas are proposed. If only a portion of the property is being developed, contours need only be shown for said portion and one hundred (100) feet beyond.
  
- [ ] [ ] [ ] [ ] Elevations at the corners of all proposed buildings and paved areas and at property corners if new buildings or paved areas are proposed.
  
- [ ] [ ] [ ] [ ] Tentative building floor plans and front, rear and side building elevation drawings for all new buildings or renovation or expansion of existing buildings, showing building materials. Said plans shall be at a scale of not less than one-eighth (1/8) inch equals one (1) foot. Said plans shall be drawn by a licensed architect or professional engineer.
  
- [ ] [ ] [ ] [ ] Specifications for and the location of proposed surface paving and curbing.
  
- [ ] [ ] [ ] [ ] The location of all structures on any abutting property within one hundred (100) feet of the property in question.
  
- [ ] [ ] [ ] [ ] Existing streams, brooks or other natural or man-made drainage facilities when pertinent to any proposed construction on the lot.
  
- [ ] [ ] [ ] [ ] Proposed storm drainage facilities, water mains, sanitary sewer lines, water wells, waste disposal systems and other such proposed construction on the lot, as well as existing facilities of this nature when pertinent to any proposed use or construction.
  
- [ ] [ ] [ ] [ ] All fences, walls, sidewalks or similar features to be provided.
  
- [ ] [ ] [ ] [ ] A generalized plan for proposed landscaping, showing the basic treatment of unpaved areas.
  
- [ ] [ ] [ ] [ ] Applications for development that propose to remove trees shall provide the information required by § 166-110.1B
  
- [ ] [ ] [ ] [ ] The present status and contemplated use of all existing buildings on the property.
  
- [ ] [ ] [ ] [ ] A soil erosion and sediment control plan, if required in accordance with P.L. 1975, c.251.
  
- [ ] [ ] [ ] [ ] A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure, along with drainage tabulations sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.
  
- [ ] [ ] [ ] [ ] The official seal of the licensed professional engineer, land surveyor, architect or planner preparing the plans.
  
- [ ] [ ] [ ] [ ] Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.
  
- [ ] [ ] [ ] [ ] Location of a recycling area on site which will accommodate those recyclable materials required to be recycled in the township's Recycling Ordinance, Ordinance No. 13-88, as amended.

I NA W C

[ ] [ ] [ ] [ ] The applicant for site plan approval for any use in the nonresidential zone districts shall submit with the application an affidavit by the applicant or an officer of the applicant, in the case of a corporation, setting forth the industrial process, operation or other activity proposed to be conducted on the premises in question. Any gases, toxic substances, flammable materials or other dangerous substances that are to be utilized in connection with the proposed use shall be specifically referenced. The applicant shall also describe the effect that this industrial process, operation or other proposed activity will have upon the environment and surrounding properties.

[ ] [ ] [ ] [ ] Filing fees required by S 166-48A of the Land Use Ordinance.

[ ] [ ] [ ] [ ] All technical review escrow deposits required by S 166-48B of the Land Use Ordinance.

[ ] [ ] [ ] [ ] The number of originals, reproducible copies and prints of the plan and any other required documents as required by S 166-58C of the Land Use Ordinance.

[ ] [ ] [ ] [ ] Completed application forms in triplicate.

\* = review by Board Secretary

**Checklist VII  
Final Site Plan**

I NA W C

- The final site plan shall be drawn at a scale of not more than fifty (50) feet to the inch. Any site plan involving any new building or addition thereto or any site improvements shall be drawn by a licensed New Jersey professional engineer, architect or professional planner as set forth in N.J.A.C. 13:40-7.3
- The name and title of the applicant, owner and person preparing the map. If the applicant is a corporation or a partnership, the application form shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class or at least ten percent (10%) of the interest in the partnership, as the case may be.
- A place for the signatures of the Chairman and Secretary of the Planning Board.
- The Tax Map lot and block number.
- The date, scale and North sign.
- The zone district in which the property in question falls and the zone district of adjoining property.
- The location and description of proposed signs and outdoor lighting.
- The entire property in question, even though only a portion of said property is involved in the site plan; provided, however, that where it is physically impossible to show the entire property on the required sheet, a key map is permitted.
- All abutting streets and property lines.
- An indication of the sanitary disposal system.
- The area of the lot and all lot line dimensions.
- The location of all existing and proposed buildings, with building setback, side line and rear yard distances.
- The location of off-street parking areas, showing proposed parking, sidewalks and loading spaces, with dimensions, the width of proposed access drives and aisles and traffic circulation.
- Existing and final contours of the property and for one hundred (100) feet outside the property at two-foot intervals when new buildings or parking areas are proposed. If only a portion of the property is being developed, contours need only be shown for said portion and one hundred (100) feet beyond.
- Final elevations at the corners of all proposed buildings and paved areas and at property corners if new buildings or paved areas are proposed.

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- [ ] [ ] [ ] [ ] Any change in the building floor plans and front, rear and side building elevations which show building materials different from the preliminary plan.
  
- [ ] [ ] [ ] [ ] Specifications for and location of proposed surface paving and curbing.
  
- [ ] [ ] [ ] [ ] The location of all structures on any abutting property within one hundred (100) feet of the property in question.
  
- [ ] [ ] [ ] [ ] Existing streams, brooks or other natural or man-made drainage facilities when pertinent to any proposed construction on the lot.
  
- [ ] [ ] [ ] [ ] Proposed storm drainage facilities, water mains, sanitary sewer lines, water wells, waste disposal systems and other such proposed construction on the lot, as well as existing facilities of this nature when pertinent to any proposed use or construction.
  
- [ ] [ ] [ ] [ ] All fences, walls, sidewalks or similar features to be provided.
  
- [ ] [ ] [ ] [ ] A detailed plan for proposed landscaping, showing the size, species and spacing of trees and plants and other landscaping treatment of unpaved areas.
  
- [ ] [ ] [ ] [ ] Applications for development that propose to remove trees shall provide the information required by § 166-110.1B
  
- [ ] [ ] [ ] [ ] The present status and contemplated use of all existing buildings on the property.
  
- [ ] [ ] [ ] [ ] A soil erosion and sediment control plan, if required in accordance with P.L. 1975, c.251.
  
- [ ] [ ] [ ] [ ] A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure, along with drainage tabulations sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.
  
- [ ] [ ] [ ] [ ] The official seal of the licensed professional engineer, land surveyor, architect or planner preparing the plans.
  
- [ ] [ ] [ ] [ ] Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.
  
- [ ] [ ] [ ] [ ] Location of a recycling area on site which will accommodate those recyclable materials required to be recycled in the township's Recycling Ordinance, Ordinance No. 13-88, as amended.
  
- [ ] [ ] [ ] [ ] The applicant for site plan approval for any use in the nonresidential zone districts shall submit with the application an affidavit by the applicant or an officer of the applicant, in the case of a corporation, setting forth the industrial process, operation or other activity proposed to be conducted on the premises in question. Any gases, toxic substances, flammable materials or other dangerous substances that are to be utilized in connection with the proposed use shall be specifically referenced. The applicant shall also describe the effect that this industrial process, operation or other proposed activity will have upon the environment and surrounding properties.

I NA W C

- [ ] [ ] [ ] [ ] Filing fees required by S 166-48A of the Land Use Ordinance.
- [ ] [ ] [ ] [ ] All technical review escrow deposits required by S 166-48B of the Land Use Ordinance.
- [ ] [ ] [ ] [ ] The number of originals, reproducible copies and prints of the plan and any other required documents as required by S 166-58C of the Land Use Ordinance.
- [ ] [ ] [ ] [ ] Completed application forms in triplicate.
- [ ] [ ] [ ] [ ] Information and/or materials which are sufficient to enable the Board to determine whether any or all of the conditions required for preliminary site plan approval have been complied with.

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**Checklist VIII**  
**Conditional Use Site Plan**

I NA W C

- The plan shall be drawn at a scale of not more than fifty (50) feet to the inch. Any site plan involving any new building or addition thereto or any site improvements shall be drawn by a licensed New Jersey professional engineer, architect or professional planner as set forth in N.J.A.C. 13:40-7.3.
  
- The name and title of the applicant, owner and person preparing the map. If the applicant is a corporation or a partnership, the application form shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class or at least ten percent (10%) of the interest in the partnership, as the case may be.
  
- A place for the signatures of the Chairman and Secretary of the Planning Board.
  
- A place for the signature of the Township Engineer.
  
- The Tax Map lot and block number.
  
- The date, scale and North sign.
  
- The zone district in which the property in question falls and the zone district of adjoining property.
  
- All signs and exterior lighting.
  
- Rights-of-way, easements and all lands to be dedicated to the township.
  
- The entire property in question, even though only a portion of said property is involved in the site plan; provided, however, that where it is physically impossible to show the entire property on the required sheet, a key map is permitted.
  
- All abutting streets and property lines.
  
- An indication of the sanitary disposal system.
  
- The area of the lot and all lot line dimensions.
  
- The location of all existing and proposed buildings, with building setback, side line and rear yard distances.
  
- The location of off-street parking areas, showing proposed parking, sidewalks and loading spaces, with dimensions, the width of proposed access drives and aisles and traffic circulation.

I = Incomplete      NA = Not Applicable      W = Waiver Request      C = Complete

I NA W C

- [ ] [ ] [ ] [ ] Existing and proposed contours of the property and for one hundred (100) feet outside the property at two-foot intervals when new buildings or parking areas are proposed. If only a portion of the property is being developed, contours need only be shown for said portion and one hundred (100) feet beyond.
  
- [ ] [ ] [ ] [ ] Elevations at the corners of all proposed buildings and paved areas and at property corners if new buildings or paved areas are proposed.
  
- [ ] [ ] [ ] [ ] Tentative building floor plans and front, rear and side building elevation drawings for all new buildings or renovation or expansion of existing buildings, showing building materials. Said plans shall be at a scale of not less than one-eighth (1/8) inch equals one (1) foot. Said plans shall be drawn by a licensed architect or professional engineer.
  
- [ ] [ ] [ ] [ ] Specifications for and the location of proposed surface paving and curbing.
  
- [ ] [ ] [ ] [ ] The location of all structures on any abutting property within one hundred (100) feet of the property in question.
  
- [ ] [ ] [ ] [ ] Existing streams, brooks or other natural or man-made drainage facilities when pertinent to any proposed construction on the lot.
  
- [ ] [ ] [ ] [ ] Proposed storm drainage facilities, water mains, sanitary sewer lines, water wells, waste disposal systems and other such proposed construction on the lot, as well as existing facilities of this nature when pertinent to any proposed use or construction.
  
- [ ] [ ] [ ] [ ] All fences, walls, sidewalks or similar features to be provided.
  
- [ ] [ ] [ ] [ ] A generalized plan for proposed landscaping, showing the basic treatment of unpaved areas.
  
- [ ] [ ] [ ] [ ] Applications for development that propose to remove trees shall provide the information required by § 166-110.1B
  
- [ ] [ ] [ ] [ ] The present status and contemplated use of all existing buildings on the property.
  
- [ ] [ ] [ ] [ ] A soil erosion and sediment control plan, if required in accordance with P.L. 1975, c.251.
  
- [ ] [ ] [ ] [ ] A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure, along with drainage tabulations sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.
  
- [ ] [ ] [ ] [ ] Information necessary to determine compliance with Article XXI of this chapter, as applicable to the particular conditional use.
  
- [ ] [ ] [ ] [ ] The official seal of the licensed professional engineer, land surveyor, architect or planner preparing the plans.
  
- [ ] [ ] [ ] [ ] Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.

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[ ] [ ] [ ] [ ] Location of a recycling area on site which will accommodate those recyclable materials required to be recycled in the township's Recycling Ordinance, Ordinance No. 13-88, as amended.

[ ] [ ] [ ] [ ] The applicant for site plan approval for any use in the nonresidential zone districts shall submit with the application an affidavit by the applicant or an officer of the applicant, in the case of a corporation, setting forth the industrial process, operation or other activity proposed to be conducted on the premises in question. Any gases, toxic substances, flammable materials or other dangerous substances that are to be utilized in connection with the proposed use shall be specifically referenced. The applicant shall also describe the effect that this industrial process operation or other proposed activity will have upon the environment and surrounding properties.

[ ] [ ] [ ] [ ] Filing fees required by S 166-48A of the Land Use Ordinance.

[ ] [ ] [ ] [ ] All technical review escrow deposits required by S 166-48B of the Land Use Ordinance.

[ ] [ ] [ ] [ ] The number of originals, reproducible copies and prints of the plan and any other required documents as required by S 166-58C of the Land Use Ordinance.

[ ] [ ] [ ] [ ] Completed application forms in triplicate.

\* = review by Board Secretary

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**Checklist IX**  
**Bifurcated Use Variance Site Plan**

I NA W C

- Key Map, indicating at an appropriate scale the general location of the site.
- Site illustration, indicating with sufficient accuracy all boundaries of the site with natural features of the land and showing all developed, undeveloped and to be developed portions . The illustration shall convey The development scheme, including all buildings, circulation, parking and landscaping, whether existing or proposed.
- Evaluation statement, consisting of a general description of the intended project and an assessment of its anticipated broad impact on the neighborhood, the community and the environment, including but not necessarily limited to considerations of land use, visual qualities, traffic, drainage, utilities and natural resources.
- Applications for development that propose to remove trees shall provide the information required by § 166-110.1B
- Filing fees (if any) required by S 166-48A of the Land Use Ordinance.
- All technical review escrow deposits required by S 166-48B of the Land Use Ordinance.
- The number of originals, reproducible copies and prints of the plan and any other required documents as required by S 166-58C of the Land Use Ordinance.
- Completed application forms in triplicate.
- Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.

\* = review by Board Secretary

**Checklist X**  
**Variance for Single-Family or Two-Family Dwelling**

**Application Form**

I NA W C

- A. For purposes of completeness review only, three copies of the appropriate application form(s). Thereafter, if the application is determined to be complete, the applicant shall submit seventeen (17) additional copies, for a total of twenty (20) copies, of the appropriate application form(s), completed and signed. If any item is not applicable to the application, it shall be indicated on the application form(s) by the words "not applicable", "none" or other appropriate language.

**Supplemental Information**

I NA W C

- B. Applicable fees and initial escrow deposits, as applicable.
- C. Certificate from the Tax Collector indicating that all taxes and assessments for the subject property are paid up to and including the most recent collection period.
- D. Certificate from both the Board of Adjustment and the Planning Board indicating the nature and date of prior actions, if any, by the respective Boards affecting the subject property, as disclosed by the available records of such Boards. If there is a question concerning whether or not such action(s) may affect the proposed development, a copy of the resolution concerning such action shall be submitted.
- E. If the Zoning Officer has issued a letter of denial to the development application, a copy of such letter.
- F. A copy of the most recent survey for the subject property, along with a signed statement (statement form to be provided by Board Secretary with the application form) by the applicant that the survey accurately portrays the current conditions on the property. In the event that the survey does not accurately portray current conditions, an updated survey may be required, as determined by the Township Engineer.
- G. A map of the properties and a list of property owners and utilities located within 200 feet of the property being developed. These documents are to be obtained by the applicant from the Deputy Township Clerk.
- H. In the case of an application to permit a prohibited use, a statement consisting of a general description of the proposed project and an assessment of its anticipated impact on surrounding properties, the neighborhood, the community and the environment, including but not necessarily limited to considerations of land use, visual qualities, traffic, drainage, utilities and natural resources.

## Proposed Plan Information

I NA W C

I. Number of copies. For purposes of completeness review only, three (3) copies of the proposed plan(s). Thereafter, if the application is determined to be complete, the applicant shall submit seventeen (17) additional copies, for a total of twenty (20) copies, of any proposed plan(s).

J. Who may prepare. Any plan submitted as part of an application to a Township agency shall be prepared by an individual pursuant to the regulations in N.J.A.C. 13:27, 13:40, and 13:41, as amended, provided that the owner of a single-family detached or two-family dwelling may prepare the plan for their property involving such dwelling. The plan preparer, whether professional or owner, shall be identified on the plan and the plan preparer's signature included on the plan.

K. Reference/Record Information. Each proposed plan shall contain the following information for reference purposes and for the record:

(1) Name(s) and address(es) of applicant and owner.

(2) Name, address and signature of plan preparer. If prepared by a professional engineer, surveyor, architect or landscape architect, the plan must also contain the professional's license number and seal.

(3) Lot and block numbers of the property, based upon the current Township Tax Map.

(4) Date plan was prepared and date(s) of all plan amendments.

(5) If the plans contain more than one sheet, all sheets shall be numbered consecutively.

(6) A blank rectangular area at least 4 inches wide by 2.25 inches high on the plan, or on the first sheet of the plan set in the case of plans with more than one sheet. This space shall be reserved for the Township's standard signature block for the Chairman and Secretary of the Board.

(7) If the plan is based upon a previous survey or other plan, a reference note indicating the title, date and preparer of the previous survey/plan.

(8) Scale of map. The scale shall not exceed forty (40) feet to the inch.

(9) North arrow.

(10) Zone district within which the property is located.

L. Property Information. **Each proposed plan shall contain the following information concerning the subject property. Certain information, as noted below, may not be required for all applications and may be waived by the Township Engineer.**

(1) Boundaries of the site(s) in question, with bearings and dimensions of same. If more than one lot is part of the application, the number of each lot in accordance with the current Township Tax Map shall be shown.

I = Incomplete

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I N A W C

[] [] [] []

(2) Municipal boundary line(s), if any, crossing or adjacent to the subject property. **(may not be required for all applications)**

[] [] [] []

(3) Location and width of existing and proposed easements or rights-of-way on or abutting the subject property, including but not limited to streets, utility and drainage easements, sight easements and access easements.

[] [] [] []

(4) If improvements (e.g., driveway openings, utility service connections, drainage pipes and other drainage structures) are proposed within the street right-of-way, then the location, dimensions and nature of existing improvements located within the street right-of-way shall be shown. **(may not be required for all applications)**

[] [] [] []

(5) If a new principal building or addition to an existing principal building is proposed, the required building envelope for the lot, showing graphically and by dimension the required minimum front, side and rear yard setbacks for the principal building.

[] [] [] []

(6) If required by the Township Engineer, buildings and paved areas on adjacent properties. **(may not be required for all applications)**

M. Environmental Information. **Each proposed plan shall contain the following environmental information, unless waived by the Township Engineer (may not be required for all applications):**

I N A W C

[] [] [] []

(1) Location of streams, ponds and other water bodies, along with 100-year flood hazard areas on the property, and also on adjacent properties if same may affect the proposed development.

[] [] [] []

(2) When in the opinion of the Township Engineer, wetlands or required wetland transition areas are present on the property, one of the following:

(a) A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying the boundaries of freshwater wetlands, and classifying same by resource value.

(b) A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder.

(c) A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.

(d) Documentation demonstrating that no wetlands exist on the subject property, and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.

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N. Improvements and Related Information. Each proposed plan shall contain the following information concerning existing and proposed improvements. Certain information, as noted below, may not be required for all applications and may be waived by the Township Engineer.

I NA W C  
 [] [] [] []

(1) Location of existing and proposed buildings, with existing and proposed setbacks from property lines dimensioned on the plan.

[] [] [] []

(2) For new buildings and additions to existing buildings, floor plans for existing and proposed buildings, showing the use and layout of internal space, at a scale of not exceeding eight (8) feet per inch. The dimensions of all exterior walls shall be provided on the plan.

[] [] [] []

(3) For new buildings and additions to existing buildings, facade elevations showing the extent and nature of the construction. The vertical height of the new building or addition, measured from the roof peak, above the finished floor elevation of the building shall be provided on the plan.

[] [] [] []

(4) Location of existing and proposed paved areas, including parking areas, driveways, sidewalks, etc., showing the design of such areas. Where appropriate, the Township Engineer may require the dimensions of such areas and their setback from property lines to be shown on the plan(s). **(may not be required for all applications)**

[] [] [] []

(5) The location and nature of existing and proposed utility services, including water supply, sanitary sewers, septic systems, gas, electric, telephone and cable television service. **(may not be required for all applications)**

[] [] [] []

(6) If buildings or impervious areas are proposed, the Township Engineer may require the plan to show the location and nature of existing and proposed storm drainage improvements and may require the submission of drainage calculations. **(may not be required for all applications)**

[] [] [] []

(7) Location and description of existing and proposed street trees, shade trees and other landscaping. Information for proposed plantings shall include plant names, number of plants and planted size. **(may not be required for all applications)**

[] [] [] []

(8) If tree removal or planting approval is required pursuant to §166-110.1 or §166-131, the information required by that §166-110.1B. **(may not be required for all applications)**

[] [] [] []

(9) The location and design of existing and proposed fences, walls, sidewalks and similar improvements. **(may not be required for all applications)**

[] [] [] []

(10) If lighting is proposed, the height and location of the fixture(s), type of fixture(s), pole material, and manufacturer's isocandela diagram or illumination grid superimposed upon the site plan. Original manufacturer's details of the light fixtures, or photocopies of the same, shall be submitted. **(may not be required for all applications)**

[] [] [] []

(11) If a sign or signs are proposed, the number, location, height, area, materials, design and illumination of such sign(s). **(may not be required for all applications)**

I NA W C  
[] [] [] []

(12) If determined to be necessary by the Township Engineer, existing and proposed topographic contours, both for the property and for adjacent areas affecting or affected by the development. Contour intervals shall not exceed the following: up to twenty-five percent (25%) grade, two (2) feet; over twenty-five percent (25%) grade, five (5) feet. Contour elevations shall be referenced to the New Jersey Geodetic Control Survey datum. **(may not be required for all applications)**

[] [] [] []

(13) If regrading near existing buildings or paved areas is proposed, proposed spot grades at the corners of all buildings and in appropriate pavement locations, and finished floor elevations of buildings. **(may not be required for all applications)**

[] [] [] []

(14) If determined to be necessary by the Township Engineer, a soil erosion and sedimentation control plan. **(may not be required for all applications)**

[] [] [] []

(15) Construction details and specifications sufficient to illustrate the nature of proposed site improvements, including but not limited to the following: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design. **(may not be required for all applications)**