

ORDINANCE 2012 – 03

§1516 SUBMISSION CHECKLIST (X = Required)

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
1. Submission of completed application forms. Quantity as specified.	17	17	23	23	25	17	25	17
2. Folded plot/plan submission. Quantity as specified.	17	17	18	18	25	17	25	17
3. Protective covenants/deed restrictions. Quantity as specified.			5	5	5		5	
4. Name, signature, license number, seal, address & telephone, number of plans, preparer, as applicable, involved in preparation of plat.	X	X	X	X	X	X	X	X

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
5. Name, address and telephone number of owner and/or applicant and any stockholders as required by N.J.S.A. 40:55D-48.1.		X	X	X	X	X	X	X
6. Title block denoting type of application, tax map sheet number, county, name of municipality, block and lot, and street location.	X	X	X	X	X	X	X	X
7. A key map not smaller than 1"=200 feet showing location of tract with reference to surrounding properties, streets, municipal boundaries, zoning, etc., within 500'.	X		X	X	X	X	X	X
8. A schedule of required and provided zone district(s) requirements including bulk requirements such as lot area, width, depth, yard setbacks, building coverage, open space, parking, etc.	X		X	X	X	X	X	X
9. Tract boundary - a heavy solid line.	X	X	X	X	X	X	X	X

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
10. North arrow, graphic scale and written scale.	X		X	X	X	X	X	X
11. Proof from the Borough Tax Assessor that taxes are current.	X	X	X	X	X	X	X	X
12. Signature blocks for Chairman, Secretary, Clerk & Municipal Engineer.		X	X	X	X	X	X	X
13. Appropriate certification blocks as required by Map Filing Law.						X		
14. Monuments as specified by Map Filing Law or Borough Ordinance.						X		
15. Date of current property survey.	X		X	X	X	X	X	X
16. Plan submittals in one (1) of three (3) standardized sheets: 30" x 42" - 24" x 36" - 15" x 21"	X		X	X	X	X	X	X

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
17. Subdivision scale requirements: A. Less than .75 acre lots; scale no smaller than 1"=50', by 1"-10' increments X B. .75 or greater 1"=100' NOTE: If more than one sheet is needed for development design, an overall subdivision tract map will be provided on one sheet.	X X		X X		X X	X X	X X	X X
18. Site Plan scale requirement: A. less than 1 acre; scale no smaller than 1"=30', by 1"=10' increments X B. 1 acre and large, scale 1"=50' NOTE: If more than one sheet is needed for development design, an overall site plan map will be provided on one sheet.	X X			X X			X X	X X

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
19. Metes and bounds description showing dimensions, bearings, curve data, radii, arcs, chords and central angles for all centerlines and rights-of-way lines.			X	X	X	X	X	X
20. Affidavit of ownership and owner's certification noted on plans.	X	X	X	X	X	X	X	X
21. Acreage of tract to the nearest tenth of an acre (for informal review/concept plan to nearest acre). Final plans to nearest hundredth of an acre	X		X	X	X	X	X	X
22. Site Photographs (number of photographs to be determined by applicant)				X	X		X	X
23. Date of original and all revisions of each document submitted.	X	X	X	X	X	X	X	X

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
24. Size and location of any existing or proposed structures with all setbacks dimensioned (general location for informal review/concept plan).	X	X	X	X	X	X	X	X
25. Location and dimensions of any existing or proposed streets (general location for informal review/concept plan).	X		X		X	X	X	X
26. All proposed lot lines and area of lots in square feet (informal review/concept plan).	X		X		X	X	X	X
27. Copy of and delineation of any existing or proposed deed restrictions or covenants.	X existing		X	X	X	X	X	X
28. Any existing or proposed easement or land reserved for or dedicated to public or private use.	X	X	X	X	X	X	X	X
29. Development stages or staging plans.	X				X	X	X	X

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
30. List of required regulatory approval or permits.			X		X	X	X	X
31. List of variances required or requested.		X	X	X	X	X	X	X
32. Requested or obtained design waivers or exceptions.			X		X	X	X	X
33. Payment of application/escrow fees.	X	X	X	X	X	X	X	X
34. Property owners and property lines of all parcels within 200' identified on most recent tax map sheet.			X		X	X	X	X

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
35. Indicate existing land uses within 200 feet.		X	X		X	X	X	X
36. All existing streets, water courses, floodways or flood hazard areas, depth to seasonal high water table 0-1', soils, wooded areas with trees measuring 8" or greater caliper (4' above ground), wetlands or other environmentally sensitive areas on and within 200' of site.	X (general)		X	X ¹	X	X	X	X
37. Copy of Letter of Exemption from the Bureau of Flood Plain Management, NJDEP, and documents sent with application for Letter from NJDEP, if issued.			X		X	X	X	X
38. Stream Encroachment Permit from the Bureau of Flood Plain Management, NJDEP, if issued.			X		X	X	X	X

¹ Flood hazard area and existing trees in area of proposed disturbance.

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
39. Map showing the Stream Encroachment area at a scale being used by the applicant for his submission.			X		X	X	X	X
40. Copy of Letter of Interpretation for Wetlands from the Land Use Regulations, NJDEP, and documents sent with application for Letter from NJDEP, if issued.			X		X	X	X	X
41. Map showing wetlands delineation at the same scale as the development plan, if applicable.			X		X	X	X	X
42. Existing rights-of-way and/or easements on and within 200' of tract.	X		X	X ²	X	X	X	X
43. Topographical features of subject property from U.S.G.S. map.	X		X					

² On or adjacent to tract

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
44. Existing and proposed contour intervals based on U.S.C. and G.S. datum. Contours to extend at least 200' beyond subject property as follows: up to 15% grade=2', over 15%=5'. Proposed grading shall overlay existing vegetation.					X		X	X
45. Boundary, limits, nature and extent of wooded areas, specimen trees, and other significant physical features (detail may vary).	X (general)		X	X ³	X		X	X
46. Existing system of drainage of subject site and of any larger tract or basin of which it is a part.					X		X	X
47. Drainage area map.					X		X	X
48. Drainage calculations.			X		X		X	X

³ Within area of disturbance

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
49. Percolation tests (if applicable).			X		X		X	
50. Proposed utility infrastructure plans and profiles and supplier of resources, including sanitary sewer, water, storm water management, telephone, electric and cable TV.			X	X	X		X	X
51. Soil Erosion and Sediment Control Plan (if applicable). (to be submitted as a separate package)			X		X		X	X
52. Environmental Impact Statement					X		X	
53. Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations and general location of buildings.	X			X	X		X	X

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
54. Construction details as required by ordinance for proposed improvements		X			X		X	X
55. Road and paving cross-sections and profiles.					X		X	X
56. Proposed street names.					X	X	X	X
57. New block and lot numbers as assigned by local assessor.			X		X	X		
58. Lighting plan & details for proposed or replacement lighting This shall include location, height, wattage, pattern and footcandles.		X		X	X		X	
59. Landscape plan overlaid on grading plan, with a corresponding plant list, planting details and tree protection details. Plant list should include: botanical name, common name, quantity, size at time of planting, root condition, and spacing.		X		X	X		X	X

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
60. Solid waste management plan. Must include storage location of waste and recycling and proposed screening (if applicable).				X			X	X
61. Site identification signs, traffic control signs, and directional signs. Submit elevations and details including method of illumination.		X		X	X		X	X
62. Sight triangles		X	X	X	X	X	X	X
63. Vehicular and pedestrian circulation patterns including handicap access (less detail necessary for informal review/concept plan/minor site plan).	X (general)			X	X (general)		X	X
64. Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.			X	X	X		X	X

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application			Major Application			
		Sign Plan	Sub- division	Site Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
65. Mounted renderings of site plan/subdivision layout.	X				X	X	X	X
66. Preliminary architectural plans showing the floor plan, front, rear, and side building elevations of all proposed buildings or building additions. Must include the proposed building floor area.				X			X	X
67. Building isometrics.							X	X
68. Traffic Impact Statement.					X		X	
69. A schedule of required sign standards, such as sign area and sign height.		X		X	X	X	X	X
70. A Schedule of the lot size and area of disturbance, to the nearest 1/10 th of an acre, of each existing or proposed lot.			X	X	X	X	X	X

[illegible]