

PLANNING BOARD SUBMISSION CHECKLIST

Applicant: _____ Application Number: _____ Development Name: _____

	Concept Plan	Change of Use, Site Plan Waiver	Minor* Site Plan	Minor* Subdivision	General* Development Plan	Subdivision* Preliminary	Subdivision* Final	Site Plan* Preliminary/ Conditional Use	Site Plan* Final	C	I	N/A	WV
Development review application	+	+	+	+	+	+	+	+	+				
Affidavit of ownership	+	+	+	+	+	+	+	+	+				
Variance application form if applicable			+	+	+	+	+	+	+				
Application and escrow fees	+	+	+	+	+	+	+	+	+				
Proof of current tax payment		+	+	+	+	+	+	+	+				
Name and address of owner and applicant	+	+	+	+	+	+	+	+	+				
Title block denoting type of application, tax map sheet, county, municipality, block and lot and street address, as applicable		+	+	+	+	+	+	+	+				

	Concept Plan	Change of Use, Site Plan Waiver	Minor Site Plan	Minor Subdivision	General Development Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary/ Conditional Use	Site Plan Final	C	I	N/A	W/V
--	--------------	---------------------------------	-----------------	-------------------	--------------------------	-------------------------	-------------------	--	-----------------	---	---	-----	-----

Key map from official tax map showing location of tract to surrounding streets, municipal boundaries, and the like, within 1,000 feet	+	+	+	+	general +	+	+	+	+				
Schedule of required and proposed zones) requirements for lot area, frontage, setbacks, impervious coverage, parking, and the like		+	+	+	general	+	+	+	+				
North arrow to top of sheet, scale and graphic and scale		+	+	+	+	+	+	+	+				
Signature block for Board Chairperson, Secretary, Engineer and Municipal Clerk		+	+	+	+	+	+	+	+				

Concept Plan	Change of Use, Site Plan Waiver	Minor Site Plan	Minor Subdivision	General Development Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary/Conditional Use	Site Plan Final	C	I	N/A	W/V
--------------	---------------------------------	-----------------	-------------------	--------------------------	-------------------------	-------------------	---------------------------------------	-----------------	---	---	-----	-----

Certification block as required by map filing law			+		+							
Monumentation as required by map filing law			+									
Date of property survey	+	+	+	+	+	+	+	+				
One of four standard sheet sizes as required by map filing law	+	+	+	+	+	+	+	+				
Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerlines and rights-of-way and centerline curves on streets	+		+			+		+				

	Concept Plan	Change of Use, Site Plan Waiver	Minor Site Plan	Minor Subdivision	General Development Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary/Conditional Use	Site Plan Final	C	I	N/A	W/V
--	--------------	---------------------------------	-----------------	-------------------	--------------------------	-------------------------	-------------------	---------------------------------------	-----------------	---	---	-----	-----

Acreage of tract to nearest tenth		+	+	+	+ nearest acre	+	+	+	+				
Date original/all revisions	+	+	+	+	+	+	+	+	+				
Size and location of existing or proposed structures and their dimensioned setbacks	general +	+	+	+	general +	+	+	+	+				
Minimum zoning setback lines and lot frontage dimensions for principal buildings to be shown on all lots	+	+	+	+		+	+	+	+				
Location and dimensions of any existing or proposed rights-of-way and cartways	general +	+	+	+	general +	+	+	+	+				
All proposed lot lines and area of lots in square feet			+	+	general +	+	+	+	+				

	Concept Plan	Change of Use, Site Plan Waiver	Minor Site Plan	Minor Subdivision	General Development Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary/ Conditional Use	Site Plan Final	C	I	N/A	W/W
--	--------------	---------------------------------	-----------------	-------------------	--------------------------	-------------------------	-------------------	--	-----------------	---	---	-----	-----

Copy and plan delineation of any existing or proposed deed restriction	existing +	+	+	+	existing +	+	+	+	+				
Any existing or proposed easement or land reserved or dedicated for public use	+	+	+	+	+	+	+	+	+				
Plan delineation of any proposed development phasing					general +	+	+	+	+				
Property owners and lot lines within 200 feet and in correct reference to subject parcel		+	+	+	+	+	+	+	+				

	Concept Plan	Change of Use, Site Plan Waiver	Minor Site Plan	Minor Subdivision	General Development Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary/ Conditional Use	Site Plan Final	C	I	N/A	W/V
--	--------------	---------------------------------	-----------------	-------------------	--------------------------	-------------------------	-------------------	--	-----------------	---	---	-----	-----

Existing streets, other rights-of-way or easements, watercourse s, wetlands, soils, floodplains or other environment ally sensitive area within 200-foot of tract	general +	+	(within 50 feet) +	+	general +	+	+	+	+				
Topographic al features of subject property from USGS 7.5 minute maps					+								
The proposed clearing limits along with existing and proposed contours based on USGS datum, to extend 200 feet beyond subject tract	general +	+	(50-foot extension) +	+	general +	+	+	+	+				

	Concept Plan	Change of Use, Site Plan Waiver	Minor Site Plan	Minor Subdivision	General Development Plan	Subdivision Preliminary	Subdivision Final	Site Plan Preliminary/ Conditional Use	Site Plan Final	C	I	N/A	W/V
--	--------------	---------------------------------	-----------------	-------------------	--------------------------	-------------------------	-------------------	--	-----------------	---	---	-----	-----

Boundary limits, nature and extent of wooded area, trees 5-inch dbh or greater within clearing limits and other significant physical features	general +		+	+	general +	+	+	+	+				
Existing draining system, including any larger tract of which the site is a part and a drainage divide map		+				+	+	+	+				
Draining calculations for all existing and proposed inlets, piping, swales, detention and retention basins		+	+		(basic basin sizing: SCS TR-55 method)	+	+	+	+				

	Concept Plan	Change of Use, Site Plan Waiver	Minor Site Plan	Minor Subdivision	General Development Plan	Subdivision* Preliminary	Subdivision* Final	Site Plan* Preliminary/ Conditional Use	Site Plan* Final	C	I	N/A	W/W
--	-----------------	---	-----------------------	----------------------	--------------------------------	-----------------------------	-----------------------	--	---------------------	---	---	-----	-----

Existing and proposed utilities: sanitary sewer, water, stormwater management, telephone, cable television and electric		+	+	+	(general availability) +	(no cable or telephone required) +	(no cable or telephone required) +	(no cable or telephone required) +	(no cable or telephone required) +				
Soil erosion and sediment control plan			5,000 square feet or more of disturbance			+	+	+	+				
Spot and finished elevations at all property corners, corners of all structures, paved areas, existing or proposed first floor elevations		+	+		general +	+	+	+	+				
Construction details, road and paving cross-sections and profiles		+	(no profiles needed)			+	+	+	+				
Proposed street names		+				+	+	+	+				

	Concept Plan	Change of Use, Site Plan Waiver	Minor* Site Plan	Minor* Subdivision	General* Development Plan	Subdivision* Preliminary	Subdivision* Final	Site Plan* Preliminary/ Conditional Use	Site Plan* Final	C	I	N/A	WV
--	--------------	---------------------------------	------------------	--------------------	---------------------------	--------------------------	--------------------	---	------------------	---	---	-----	----

New block and lot numbers confirmed by tax assessor				+									
Lighting plan and details		+	+			+	+	+	+				
Landscape plan and details		+	+		general +	+	+	+	+				
Solid waste management & recycling		+	+					+	+				
Locations and details of site		+	+			+	+	+	+				
Identification signs, traffic control signs and directional signs													
Sight triangles		+	+			+	+	+	+				
Vehicular and pedestrian circulation patterns	general +	+	+		general +	+	+	+	+				

	Concept Plan	Change of Use, Site Plan Waiver	Minor* Site Plan	Minor* Subdivision	General* Development Plan	Subdivision* Preliminary	Subdivision* Final	Site Plan* Preliminary/ Conditional Use	Site Plan* Final	C	I	N/A	WV
--	--------------	---------------------------------	------------------	--------------------	---------------------------	--------------------------	--------------------	---	------------------	---	---	-----	----

Parking plan indicating spaces, size and type, aisle width, internal collectors, curb cuts, drives and driveways and all ingress and egress areas with dimensions in accordance with federal accessibility standards, if applicable		+	+					+	+				
Preliminary architectural plans and elevations		+	+					+					
Environmental impact report; parcels five acres or larger or those in an environmentally sensitive area			+			+		+					

	Concept Plan	Change of Use, Site Plan Waiver	Minor* Site Plan	Minor* Subdivision	General* Development Plan	Subdivision* Preliminary	Subdivision* Final	Site Plan* Preliminary/ Conditional Use	Site Plan* Final	C	I	N/A	W/V
--	--------------	---------------------------------	------------------	--------------------	---------------------------	--------------------------	--------------------	---	------------------	---	---	-----	-----

<p>All applicable outside agency approvals, including but not limited to County Planning Board, NJDEP, County Soil Conservation District</p> <p>Public Notice required note: any application which requires a variance must provide public notice. Variances are not granted at time of final application. If a variance is needed you must submit a preliminary application, including amended plans</p>	9	+	+	+			+		+				
		+	+	(when requesting a variance) +	(variances for disclosure only) +	+							

	Concept Plan	Change of Use, Site Plan Waiver	Minor* Site Plan	Minor* Subdivision	General* Development Plan	Subdivision* Preliminary	Subdivision* Final	Site Plan* Preliminary/ Conditional Use	Site Plan* Final	C	I	N/A	W/V
--	--------------	---------------------------------	------------------	--------------------	---------------------------	--------------------------	--------------------	---	------------------	---	---	-----	-----

Traffic impact study						+		+					
Existing and proposed signs and/or fences, details, sign areas and locations must be shown	+	+	+	+	+	+	+	+	+				
"Submission of TWA Permit Application as set forth by NJDEP Regulations"							+		+				
"Payment of Township Sewer Connection Fees"			+	+			+		+				

* Including amended plans

** The plan showing wooded areas, significant trees and significant physical features should be superimposed on the grading plan.

+ Required.

(Am. Ord. 3-02, passed 1-28-02; Am. Ord. 124-08, passed 4-14-08)