

FORM NO. 14

CHECK LIST FOR SUBMISSIONS

Each board and each municipality is free to set up their requirements as to specific things which must be submitted at time of submission of an application for development. The following check-lists are arranged as samples, which may be adapted by boards as desired. Items which a board does not deem necessary can simply be deleted by wiping out the "x" mark. Bear in mind that these check-lists must be adopted by ordinance.

Schedule "A" is applicable to all submissions to either board. Schedule "B" is applicable to minor and major subdivisions, preliminary and final site plans and preliminary and final major subdivisions regardless of which board may have jurisdiction. Schedule "C" covers applications made under paragraphs a, b, c and d of N.J.S. 40:55D-70 and applications for conditional uses and planning variances and is applicable regardless of which board the application is made to. Of course, "d" variance applications are always before the zoning board of adjustment and conditional use applications are always before the planning board unless all conditions of the ordinance cannot be met in which case they are treated as "d" variances before the zoning board of adjustment.

The checklist has been provided through the courtesy of Glen C. Kienz, Esq., of Sparta.

Schedule "A" — **General Requirements.**1. (Twelve)* copies of the appropriate application form(s), completely filled in. If any item is not applicable to the Applicant, it should so be indicated on the application form(s).

2. Certificate from Collector as to taxes due.

3. Receipt indicating that fees are paid.

4. (Twelve)* copies of any required plot plan, site plan, or subdivision plan.

5. Affidavit of ownership. If Applicant is not the owner, Applicant's interest in land; e.g., tenant, contract/purchaser, lienholder, etc.

6. 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 delineation of the boundaries of freshwater wetlands, or,

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

(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.

The Planning Board may waive the above requirements where it can be established by applicant and verified by the board and its professionals that no wetlands exist on site or on contiguous property owned by the applicant.

7. If lots are proposed to be subdivided fronting on or requiring access directly to a State Highway, Applicant shall submit copies of any permits issued by N.J. DOT pursuant to N.J.A.C. 16:47-1 et. seq.

8. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S. 40:55D-48.1 et seq.

9. Number of witnesses and their expertise, if any.

10. Statement as to any requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.

*Number to be determined by requirements of local ordinance.

CHECK LIST

SCHEDULE "B"

Minor Site Plan	Minor Sub division	Prelimi- nary Site Plan	Prelimi- nary Major Subdivision	Final Site Plan	Final Major Subdivision
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PLAT SPECIFICATIONS

1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet.	x	x	x	x	x	x
2. Sheet size either 15 x 21, 24 x 36, or 30 x 42.	x	x	x	x	x	x
3. Plans shall be prepared by an architect or engineer if application involves only the location of proposed buildings and their relationship to the site and the immediate environs.	x	x	x	x	x	x

4. Plans shall be prepared by an architect, planner or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress.	x	x	x	x	x	x
5. Plans shall be prepared by an engineer if application involves only drainage facilities for site plans of ten acres or more; or involving stormwater detention facilities; or traversed by a water course.	x	x	x	x	x	x
6. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency. (Concept discussion only)						

GENERAL INFORMATION

7. Metes and bounds description of parcel in question based upon current land survey information.	x	x	x	x	x	x
8. Property line shown, length in feet and hundredths, bearings in degree, minutes and seconds.	x	x	x	x	x	x
9. Key map showing location of tract to be considered in relation to surrounding area, within _____ feet.	x	x	x	x	x	x
10. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.	x	x	x	x	x	x
11. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.	x	x	x	x	x	x
12. Scale of map, both written and graphic.	x	x	x	x	x	x
13. North arrow giving reference meridian.	x	x	x	x	x	x
14. Space for signatures of Chairman and Secretary of the Municipal Agency.	x	x	x	x	x	x
15. Names of all property owners within 200 feet of subject property.	x	x	x	x	x	x
16. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	x	x	x	x	x	x
	Minor Site Plan	Minor Sub division	Prelimi- nary Site Plan	Prelimi- nary Major Subdivision	Final Site Plan	Final Major Subdivision
17. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.	x	x	x	x	x	x
18. Acreage of affected parcel to the nearest hundredth of an acre.	x	x	x	x	x	x
19. Number of lots following subdivision including areas in acres if one acre or over or in square feet if under one acre.		x		x		x
20. Provide a polaroid or other similar photograph of the premises in question taken from the opposite side of the street.	x	x	x	x	x	x
21. Constraints provision calculations.		x		x		

NATURAL FEATURES

(Topography)

Topography of the site and within 200 feet thereof.						
22. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2 feet; over 10% grade-5 feet.	x	x	x	x		
23. Cliffs and rock outcroppings.	x	x	x	x		
24. Flood plains.	x	x	x	x	x	x

25. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.	X	X	X	X	X	X
26. Aquifer recharge areas, including safe sustained ground water yield.	X	X	X	X		
27. Wooded areas indicating predominant species and size.	X	X	X	X		
28. Location of trees 6 inches or more in diameter, as measured four feet above ground level, outside of wooded area, designating species of each.			X	X		
29. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X	X	X	X		
30. All areas to be disturbed by grading or construction.	X	X	X	X		

MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF

31. Location of existing structures and their setbacks from existing and proposed property lines.	X	X	X	X	X	X
32. Location of existing easements or rights of way including power lines.	X	X	X	X	X	X
33. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.	X	X	X	X	X	X
34. Location of existing wells and septic systems.	X	X	X	X		
	Minor Site Plan	Minor Sub division	Prelimi- nary Site Plan	Prelimi- nary Major Subdivision	Final Site Plan	Final Major Subdivision
35. When Applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.	X	X	X	X		
36. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas, communications and electric, showing feasible connections to existing or proposed utility systems.			X	X	X	X
37. Location and description of monuments whether set or to be set.	X	X			X	X
38. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.	X	X	X	X	X	X
39. Required road dedication.	X	X	X	X	X	X
40. Road orientation (as it relates to energy conservation).	X	X	X	X	X	X
41. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.			X	X		

MISCELLANEOUS

42. Proposed sight easements where required.	X	X	X	X	X	X
43. Proposed drainage easements where required.	X	X	X	X	X	X
44. Natural resource inventory information including:						
a. Soil types as shown by the current Soil Conservation Survey Maps.			X	X		
b. Soil depth to restrictive layers of soil.			X	X		
c. Soil depth to bedrock.			X	X		
d. Permeability of the soil by layers.			X	X		
e. Height of soil water table and type of water table.			X	X		
f. Flood plain soil (status).			X	X		
g. Limitation for foundation.			X	X		

h. Limitation for septic tank absorption field (only where septic tank is proposed to be used).			x	x		
i. Limitation for local road and streets.			x	x		
j. Agricultural capacity classifications.			x	x		
k. Erosion hazard.			x	x		
45. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.			x	x		
46. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.	x	x	x	x		
47. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.			x	x		
	Minor Site Plan	Minor Sub division	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
48. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	x	x	x	x	x	x
49. Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.	x	x	x	x	x	x

CHECK LIST

SCHEDULE “C”

	“B” Interpretation Or Special					
	“A” Appeal	Question	“C” Variance	“D” Variance	“Condi- tional” Use	Planning Variance
PLAT SPECIFICATIONS						
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet.			x	x	x	x
2. Sheet size either 15 x 21, 24 x 36, or 30 x 42.			x	x	x	x
3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the Applicant, where appropriate.			x	x	x	x
4. Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Municipal Agency.			x	x	x	x
GENERAL INFORMATION						
5. Metes and bounds description of parcel in question based upon current land survey information.			x	x	x	x
6. Property line shown in degree, minutes and seconds.			x	x	x	x
7. Key map showing location of tract to be considered in relation to surrounding area.			x	x	x	x
8. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.			x	x	x	x
9. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.			x	x	x	x
10. Scale of map, both written and graphic.			x	x	x	x
11. North arrow giving reference meridian.			x	x	x	x
12. Space for signatures of Chairman and Secretary of the Municipal Agency.					x	x
13. Names of all property owners within 200 feet of subject property.	x	x	x	x	x	x
14. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.			x	x	x	x
15. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.			x	x	x	x
“B” Interpretation Or Special						
“A” Appeal						
Question						
“C” Variance						
“D” Variance						
“Condi- tional” Use						
Planning Variance						
16. Zone requirements per Ordinance and per application.			x	x	x	x
17. Acreage of affected parcel to the nearest hundredth of an acre.			x	x	x	x

18. Provide a polaroid or other similar photograph of the premises in question taken from the opposite side of the street.

X X X X

NATURAL FEATURES

(Topography)

Topography of the site and within 200 feet thereof.

19. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2 feet; over 10% grade-5 feet.

X X

20. Cliffs and rock outcroppings.

X X

21. Flood plains.

X X

22. Natural and artificial water-courses, streams, shorelines and water boundaries and encroachment lines.

X X

23. Aquifer recharge areas, including safe sustained ground water yield.

X X

24. Wooded areas indicating predominant species and size.

X X

25. Location of trees 6 inches or more in diameter, as measured one foot above ground level, outside of wooded area, designating species of each.

X X

26. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.

X X

27. All areas to be disturbed by grading or construction.

X X

MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF

8. Location of existing structures and their setbacks from existing and proposed property lines.

X X X

29. Location and type of existing easements or rights of way including power lines.

X X X

30. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.

X X X

31. Location of existing wells and septic systems.

X X X

“B”

Interpretation

Or

“Condi-

“A”
Appeal

Special
Question

“C”
Variance

“D”
Variance

tional”
Use

Planning
Variance

32. When Applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.

X X X X

33. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.

X X X

34. Location and description of monuments whether set or to be set.

X X X

STREETS

35. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.	X		
36. Required road dedication.	X	X	X
37. Road orientation (as it relates to energy conservation).		X	X
38. Plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets.	X	X	X