

SITE & SUBDIVISION PLAN CHECKLIST

APPLICATION NO.: _____ BLOCK(s): _____ LOT(s): _____ ELECTRONIC SUBMISSION

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
1	Original, Completed Application, double-sided copy.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
2	Fees & Escrow with original, completed Escrow Agmt & W-9.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
3	Two (2) Completed Checklists, double-sided copy.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
4	Three (3) copies of Traffic Impact Study (see §817).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
5	Three (3) copies of Environmental Impact Report (see §818).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
6	Three (3) copies of Environmental Assessment (see §819).	X		X	X				<input type="checkbox"/>	<input type="checkbox"/>
7	Three (3) copies of Drainage Calculations.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
8	Three (3) copies of Stormwater Management Report.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
9	Three (3) copies of Basin Maintenance Manual.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
10	Three (3) copies of Recycling Report (see §807.B.15).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
11	Three (3) copies of any additional reports.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
12	Three (3) copies of Development Plans, clearly and legibly drawn in accordance with §802-J.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
13	Three (3) copies of Half-Size Plans, no smaller than 11"x 17" (see 18.). More may be required once deemed complete.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
14	Photographs of the site showing area in question.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
15	Required Approvals. List and provide applications and permits of regulatory agencies (NJDOT, NJDEP, CCSC, etc.).	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
16	Summary. A written description of the proposed use(s) and operation(s) of the building(s), i.e., the number of employee or users of non-residential buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, expected truck traffic, noise, glare, radiation, heat, odor, safety hazards, air and water pollution.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
17	Plan Title appropriately as follows:									
a	"Minor Site Plan for [name of development]"	X							<input type="checkbox"/>	<input type="checkbox"/>
b	"Minor Subdivision Plan for [name of development]"		X						<input type="checkbox"/>	<input type="checkbox"/>
c	"Preliminary Site Plan for [name of development]"			X					<input type="checkbox"/>	<input type="checkbox"/>
d	"Preliminary Subdivision Plan for [name of development]"				X				<input type="checkbox"/>	<input type="checkbox"/>
e	"Final Site Plan for [name of development]"					X			<input type="checkbox"/>	<input type="checkbox"/>
f	"Final Subdivision Plan for [name of development]"						X		<input type="checkbox"/>	<input type="checkbox"/>
18	Plan Size. Plans shall be presented on sheets of one of the following dimensions: 30"x48", 30"x42", 24"x36", 15"x21" or 11"x17". If site is larger than one acre, 15" x 21" reduced size required.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

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19	<i>Key Map.</i> If more than one sheet is required to show the entire development, a separate composite map shall be drawn showing the entire development on the sheets of which various sections are shown, and each detail sheet shall include a key map showing its relationship.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
20	<i>Survey.</i> Three (3) copies of a survey by a licensed NJ Land Surveyor (PLS), certified on a date within six (6) months of the date of submission.		X				X		<input type="checkbox"/>	<input type="checkbox"/>
21	<i>Title Block</i> containing block and lot number for the tract and the name of the Township.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
22	<i>North Arrow.</i>	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
23	<i>Name & Address</i> of applicant and owner, with signed consent of latter, if different from applicant.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
24	<i>Preparer.</i> Name, address, telephone number, email, website, and signature and seal of the Plan preparer.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
25	<i>Scale</i> not less than 1"=50' with graphic and written scales shown.		X					X	<input type="checkbox"/>	
26	<i>Scale</i> not less than 1"=100' with graphic and written scales shown.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
27	<i>Date</i> of original drawing with subsequent revision dates.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
28	<i>Area Map</i> with north arrow showing the entire development and its relation to surrounding areas at a scale of not less than 1"=2,000'.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
29	<i>Surrounding Properties.</i> The names, addresses, block and lot numbers of all property owners within 200 feet of the development.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
30	<i>Existing Structures.</i> Locations of all existing structures and their uses within 200 feet of the tract.	X		X	X				<input type="checkbox"/>	<input type="checkbox"/>
31	<i>Zones</i> in which property in question falls, zones of adjoining properties and all property within a 200' the property.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
32	<i>Zoning Schedule</i> showing required, existing, and proposed lot & yard requirements for relevant zone(s) including, area, frontage, depth, setbacks, height, etc.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
33	<i>Building Cover.</i> Existing and proposed building coverage in square feet and as a percentage of lot area.	X	X	X			X		<input type="checkbox"/>	<input type="checkbox"/>
34	<i>Open Space.</i> Existing and proposed open space in acres of square feet and as a percentage of lot area.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
35	<i>Building Plans.</i> Proposed structures and uses on the tract, i.e., size, height, location, arrangement, an architect's scaled elevation of the front, side and rear of any structure to be modified, with building lighting details and attached signs.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>

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36	<i>Floor Plans</i> where multiple dwelling units or more than one use is proposed that have different parking standards.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
37	<i>Signs.</i> Existing and proposed signs, including the location, size, height and necessary measurements and a Sign Location Plan.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
38	<i>Streets.</i> Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
39	<i>Easements & ROW.</i> Name, width, and location of existing and proposed easements, right-of-ways, deed restrictions or covenants with reference source. The plans should note if none exist.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
40	<i>Monuments.</i> Location and descriptions of all existing or proposed boundary control monuments and pipes.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
41	Area of original tract to the nearest one hundredth of an acre.	X	X		X				<input type="checkbox"/>	<input type="checkbox"/>
42	Existing lot lines to be eliminated.		X		X				<input type="checkbox"/>	<input type="checkbox"/>
43	Number of lots being created.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
44	<i>Lot Area</i> of each proposed lot correct to one-tenth of an acre.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
45	<i>Tax Map.</i> Each block and each lot shall be numbered, as approved by the Tax Assessor.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
46	<i>Existing Structures & Uses</i> on the tract to include the shortest distance between any existing building and proposed or existing lot line, and as indication of those to be removed.	X	X	X	X	X			<input type="checkbox"/>	<input type="checkbox"/>
47	<i>Setbacks.</i> All side, rear, and front setback lines with dimensions.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
48	<i>Phasing Plan</i> of staging of overall development.			X		X				
49	<i>Signatures.</i> Appropriate places for the signature of the Chair, Secretary, and various Professionals of the subject Board, the dates of the official Board actions, and dates of signatures.	X	X			X	X		<input type="checkbox"/>	<input type="checkbox"/>
50	Existing elevations and contour lines over the entire area of the proposed development and two (2) permanent bench marks based upon U.S.G.S. datum.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
51	Contours shall be shown at not more than two (2) foot intervals for areas with less than twenty (20%) percent slope, five (5) foot intervals for areas in excess of twenty (20%) percent slope.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
52	Proposed grades in sufficient numbers to illustrate the proposed grading scheme.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
53	Locations and dimensions of artificial and/or natural features such as railroad rights-of-way, bridges, dams, soil types, wooded areas, etc.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>

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54	<i>Tree Location.</i> Location, species, and size of trees eight (8") inches or more at breast height diameter.		X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
55	Locations of all existing and proposed water courses (i.e. lakes, streams, ponds, swamps or marsh areas, or underdrain) within 500 feet of the development, show the location and water level elevations.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
56	<i>Flood Plain</i> limits as determined by most recent FEMA FIRM maps and onsite evaluations by a licensed professional engineer.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
57	<i>Freshwater Wetlands &</i> transition area boundaries, and stream buffer with NJDEP or accepted reference.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
58	<i>Landscaping Plan</i> showing number, size, species, and location.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
59	<i>Design Calculations</i> showing proposed drainage facilities in accordance with the appropriate drainage runoff requirements. Calculations must be accompanied by pre- and post-development drainage shed maps, and soil types as shown by Soil Conservation Survey Map.				X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
60	<i>Soil Borings.</i> Test boring, percolation rates and water levels shall be obtained by a licensed engineer.				X	X			<input type="checkbox"/>	<input type="checkbox"/>
61	<i>Utilities.</i> Plans and profiles for all storm lines, underdrains and ditches whether onsite or off-tract, affected by the development including:	X			X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
a	Location of each inlet, manhole or other appurtenance.	X			X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
b	Slope of line.	X			X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
c	Pipe material type.	X			X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
d	Strength, class or thickness.	X			X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
e	Erosion control and soil stabilization methods.	X			X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
62	Septic System infrastructure.	X	X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
63	Names, locations and dimensions of all existing streets and existing driveways, and any connections by the development to existing streets, sidewalks, bike routes, water, sewer, or gas mains within 200'	X	X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
64	Streets. Plans for all proposed streets or road improvements, whether onsite or off-tract, showing:					X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
a	Acceleration/deceleration lanes.				X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
b	Traffic channelization.				X				<input type="checkbox"/>	<input type="checkbox"/>
c	Fire lanes.	X			X		X		<input type="checkbox"/>	<input type="checkbox"/>
d	Driveway aisle widths and dimensions.	X			X		X		<input type="checkbox"/>	<input type="checkbox"/>
e	Parking spaces with size, number, location, and ADA spaces.	X			X		X		<input type="checkbox"/>	<input type="checkbox"/>

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f	Loading areas.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
g	Curbs.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
h	Radii of curb line.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
i	ADA ramps, signage, striping, etc.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
j	Sidewalks and bicycle routes.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
k	Any related facility for the movement and storage of goods, vehicles, persons, etc.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
l	Directional and traffic signs with scaled drawings.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
m	Sight triangle easements at intersections and driveways.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
n	Location of street names and signs.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
o	Traffic control devices.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
p	Street lights.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
q	Fencing, railroad ties, bollards, and parking bumpers.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
r	Cross sections.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
s	Proposed grades.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
t	Center line profiles at horizontal scale not less than 1"=50' for all existing adjoining streets and proposed streets.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
u	Standard details for curbing, sidewalks, bike paths, paving, stoned or graveled surfaces, bollards, railroad ties and fences.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
65	Lighting Plan showing photometric patterns, isolux, footcandles, etc.	X		X					<input type="checkbox"/>	<input type="checkbox"/>
66	Sewer & Water. Plans and profiles of water, and sewer layouts whether onsite, offsite or off-tract showing:			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
a	Size and types of pipes and mains.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
b	Slope.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
c	Pumping Stations.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
d	Fire hydrants.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
e	Standard details.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
f	Trench repair details for street crossings.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
67	If service is to be provided by an existing water or sewer utility company, a letter from that company shall be submitted, indicating that service shall be available before occupancy of any proposed structures.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
68	Soil Erosion & Sediment Control Plan, per County Soil Conservation.			X	X				<input type="checkbox"/>	<input type="checkbox"/>