

Hopewell Township Land Use Board

Development Application Checklists

Instructions:

Fill in the name of the Applicant and Block and Lot(s) Number below. Then within the columns at the left, place the appropriate letter that corresponds to the status of the item requested. An application shall not be considered complete until this checklist has been completed and all the materials and information specified below have been submitted and determined to be complete by the Land Use Board. Please note the GENERAL CHECKLIST is required for ALL applications followed by the checklist pertaining to the proposed application.

Name of Applicant: _____

Block: _____ Lot(s): _____

Use the Following Codes:

X – Complete I – Incomplete N/A: Not Applicable WR – Waiver Requested

General Checklist (to be completed for ALL applications):

Applicant's Response	Item	Official Use Only
	Original + 15 copies of the application and this checklist completed and signed by the Applicant	
	A statement from the Township Tax Collector's Office indicating tax status for property in question	
	Application Fee Paid	
	Escrow Fee Paid	
	Original + 15 copies of all plans (folded) and any other application materials required by the application	
	Digital copy of all plans/maps must be emailed to the Land Use Board Secretary	
	A copy of the deed of record confirming the current ownership of the subject property, an affidavit confirming the applicant's ownership or other interest in the subject property (e.g. owner, tenant, contact purchaser, lien holder) and, for non-owner applicants, a copy of the document creating the applicant's interest in the subject property including recording information.	
	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.A. 40:55D-48.2 et seq. A legal representative is required for corporations or partnerships at Board hearings.	
	Statement as to any application, requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.	

	A list of all other requirements or standards of the Township Development Regulations Ordinance that are not met by the application and for which a waiver or variance are sought.	
	<p>A letter of interpretation from the New Jersey Department of Environmental Protection stating that there is no freshwater wetland or freshwater wetland transition area within the subject property or, in the alternative, a New Jersey Department of Environmental Protection verification of the freshwater wetland and freshwater wetland transition area boundary delineations on the subject property. An applicant may request a waiver from this submission requirement by providing a signed certification by a New-Jersey-licensed professional surveyor confirming that:</p> <ul style="list-style-type: none"> • The certifying New Jersey-licensed professional surveyor has personally visited the subject property and conducted a site investigation as necessary to determine that there are no freshwater wetlands or transition areas on the subject property. • The certifying New Jersey-licensed professional surveyor has examined the subject property on the national wetlands inventory map. • The certifying New Jersey-licensed professional surveyor has reviewed the soils on the subject property as set forth in the Salem County Soil Survey Map as issued by the United States Department of Agriculture. • The certifying New Jersey-licensed professional surveyor has certified that there are no freshwater wetlands or freshwater wetland transition areas on the subject property. 	
	Complete copies of all recorded easements, covenants and restrictions affecting the property, including recording information (recording dates and book and page numbers).	
	Complete copies of all resolutions of prior Hopewell Township Land Use Board approvals or denials relating to the property.	

Checklist to be completed for Variance Applications:

Applicant's Response	Item	Official Use Only
	A key map with North arrow showing the entire development and its relation to surrounding areas at a scale of not less than one-inch equals 2,000 feet.	
	The Township Tax Map sheet, block and lot numbers for the tract and all adjacent lots, title, graphic scale, date of original drawing and the date and substance of each revision.	
	Name and address of the owner and person preparing the plat or plan. If the owner is not the applicant, then the interest of the applicant and owner's signed consent to the filing of the application.	
	The names of all adjoining property owners and property owners within 200 feet of the property involved as disclosed by the most recent tax records.	
	The classification of the zoning district in which the property is located. If the property is in more than one zoning district, the plat shall indicate all the zoning district lines. All front, side and rear setback lines shall be shown.	
	The legal description and street address, if any, of the subject property, its entire acreage and the acreage of the area(s) involved in the variance application.	
	all existing and proposed on-tract buildings, structures, and other facilities and improvements (including fences, sheds, bridges, sidewalks and drainage facilities) or parts thereof, with notations as to their respective existing and proposed uses; all existing off-tract buildings, structures, and other facilities and improvements (including fences, sheds, bridges, sidewalks and drainage facilities) or parts thereof within 200 feet of the tract or tracts that are the subject of the application; all on-tract wooded areas; all off-tract wooded areas within 200 feet of the tract or tracts that are the subject of the application;	

	and all on-tract trees having a diameter of 15 inches or more measured three feet above ground level.	
	All existing streets, roads, easements and rights-of-way within and adjoining the property involved, with existing right-of-way widths clearly indicated and as proposed in the Township Master Plan. Existing and proposed driveways or other entrances onto a public street. Street names, existing sight triangles or other easements and their purpose shall be shown.	
	The location of any municipal boundary lines within 200 feet of the property.	
	Copy of and plan delineation of any existing or proposed deed restriction(s).	
	Copy of and plan delineation of any existing or proposed easements or lands reserved or dedicated to public use or protective covenants.	
	The identification of all abutting land that is currently assessed as qualified farmland under the New Jersey Farmland Assessment Act.	
	A statement as to all requirements for which variance relief is being sought, together with a statement of reasons why each variance should be granted pursuant to N.J.S.A. 40:55D-70 or other applicable statute.	

Checklist to be completed for **Minor Subdivision Approval:**

Applicant's Response	Item	Official Use Only
	<p>Fifteen (15) copies of the minor subdivision plan separately folded with the title block showing. The plat shall be clearly and legibly drawn and shall be based on a field survey. The plat shall conform to the requirements, as set forth herein, as to form, content and accompanying information as well as the provisions of N.J.S.A. 46:23-9.9 et seq.</p> <p>The plat shall be drawn at a suitable scale to enable the entire tract to be shown on one (1) sheet and shall show the following items:</p> <ul style="list-style-type: none"> • A key map with North arrow showing the entire development and its relation to surrounding areas at a scale of not less than one (1) inch equals two thousand (2,000) feet. • The Township Tax Map sheet, block and lot numbers for the tract and all adjacent lots, title, graphic scale, date of original drawing and the date and substance of each revision. • Name and address of the owner, subdivider and person preparing the plat. If the owner is not the applicant, then the interest of the applicant and owner's signed consent to the filing of the application. • The signature and seal of a New Jersey licensed land surveyor. 	
	The classification of the zoning district in which the proposed subdivision is located. If the property lies in more than one (1) zoning district, the plat shall indicate all the zoning district lines. All front, side and rear setback lines shall be shown conforming to the Ordinance.	
	The legal description and street address, if any, of the subject property, its entire acreage and the acreage of the area(s) being subdivided.	
	All existing and proposed lot lines and any existing lot lines to be eliminated with said lines certified by a New Jersey licensed land surveyor.	
	All existing structures, uses and wooded areas within the portion to be subdivided and within two hundred (200) feet of the subject property; also, any isolated trees with a diameter of six (6) inches or more measured 4.5 feet (DBH) above ground level on the property involved.	
	All streams, lakes and drainage rights-of-way within the limits of the tract(s) being subdivided and within two hundred (200) feet thereof, including the location, width and direction of flow of all streams, brooks and drainage structures; existing natural or manmade features to be removed or relocated; flood hazard area and floodway lines, steep slopes in excess of five percent (5%).	
	All existing and proposed streets, roads, easements and rights-of-way within and adjoining the proposed subdivision, with existing right-of-way widths clearly indicated	

	and as proposed in the Township Master Plan. Existing and proposed driveways or other entrances onto a public street. Street names, existing or proposed sight triangles or other easements and their purposes shall be shown. New streets, and their names, require Township approval.	
	The location and width of all existing or proposed utility easements in the area to be subdivided.	
	The location of any existing or proposed open space or recreational areas within or adjacent to the lots involved in the subdivision.	
	For any application having a reserve parcel resulting from a subdivision which is capable of being subdivided later and which will have insufficient road frontage as a result of the proposed subdivision, or which will require the installation of a new street to allow for subdivision, the subdivision plat shall show a rough indication of an acceptable layout of the remainder of the tract to assure that there is no adverse effect upon the development or provision of access to the remainder of the tract.	
	Copy of and plan delineation of any existing or proposed deed restrictions.	
	Copy of and plan delineation of any existing or proposed easements or lands reserved or dedicated to public use or protective covenants.	
	Signature block for Chairperson, Secretary and Engineer.	
	List of all required outside agency approvals and evidence of application for same.	

Checklist to be completed for Minor Site Plan Approval:

Applicant's Response	Item	Official Use Only
	Fifteen (15) copies of the minor subdivision plan separately folded with the title block showing. The plat shall be clearly and legibly drawn and shall be based on a field survey. The plat shall conform to the requirements, as set forth herein, as to form, content and accompanying information as well as the provisions of N.J.S.A. 46:23-9.9 et seq.	
	A minor site plan shall be drawn at a graphic scale of not less than fifty (50) feet to the inch. All distances shall be decimals of a foot, and all bearings shall be given to the nearest ten (10) seconds. The error of closure shall not exceed one (1) in ten thousand (10,000). In addition to the aforementioned data required, the minor site plan shall also show:	
	A key map with North arrow showing the entire development and its relation to surrounding areas at a scale of not less than one (1) inch equals two thousand (2,000) feet.	
	The Township Tax Map sheet, block and lot numbers for the tract and all adjacent lots, title, graphic scale, date of original drawing and the date and substance of each revision.	
	Name and address of the applicant, subdivider and person preparing the site plan. If the owner is not the applicant, then the interest of the applicant and owner's signed consent to the filing of the application.	
	The names of all adjoining property owners and property owners within two hundred (200) feet of the property involved as disclosed by the most recent tax records.	
	The signature and seal of a New Jersey Licensed Engineer and Land Surveyor or Architect as allowed by law	
	The classification of the zoning district in which the proposed development is located. If the property lies in more than one (1) zoning district, the site plan shall indicate all the zoning district lines. All front, side and rear setback lines shall be shown conforming to the Ordinance.	
	The legal description and street address, if any, of the subject property, its entire acreage and the acreage of the area(s) being developed.	
	All existing structures, uses and wooded areas within the proposed site plan and within two hundred (200) feet of the subject property; also, any isolated trees with a diameter of six (6) inches or more measured 4.5 feet above ground level (DBH) on the property involved.	
	All streams, lakes and drainage rights-of-way within the limits of the proposed site plan and within two hundred (200) feet thereof, including the location, width and direction of flow of all streams, brooks and drainage structures; existing natural or man-made features to be removed or relocated; flood hazard area and floodway lines, steep slopes in excess of five percent (5%).	

	A copy of the applicable wetlands map and soils map of the site involved, as well as a calculation of the acreage of wetlands and uplands for each existing and proposed lot shall be submitted in the event wetlands are located on the site.	
	All existing and proposed streets, roads, easements and rights-of-way within and adjoining the proposed development, with existing right-of-way widths clearly indicated and as proposed in the Township Master Plan. Existing and proposed driveways or other entrances onto a public street. Street names, existing or proposed sight triangles or other easements and their purposes shall be shown. New roads, and their names, require Township approval.	
	Existing schools, special districts and areas proposed for dedication for public use.	
	Location of all proposed buildings and all other structures, such as but not limited to, walks, fences, culverts, bridges and sidewalks, with spot elevations of such structures.	
	The proposed use or uses of land and buildings and the location of the proposed buildings or individual sites, such as in the case of campgrounds, industrial parks, or office complexes. Such buildings, uses or sites shall include proposed grades.	
	The location and design of any off-street parking and loading areas, showing size and locations of spaces, bays, aisles, islands and barriers, and the number of parking and loading spaces. In addition, the plan shall contain information and calculations showing the square footage of each building, total number of employees and of employees in the largest working shift and where applicable, seating capacity of structures, or any other applicable information used to determine the number of parking or loading spaces to be provided for the proposed use as required by the Township Land Development Regulations Ordinance.	
	If a sign or signs are to be erected, attached or otherwise located on the site, the site plan shall be accompanied by details and information on the number, size, design and content of any sign or signs as permitted for said site in the Township Land Development Regulations Ordinance.	
	The location of existing or proposed use of potable water and sanitary sewer facilities for the site and their suitability for the use proposed and such other details as may apply to the proposed improvements or change of use as necessary to reasonably determine the suitability of the site for the use proposed and the requirements of the Township Land Development Regulations Ordinance	
	The location and width of all existing or proposed utility easements in the area to be developed.	
	The location of any existing or proposed open space or recreational areas within or adjacent to the property involved in the proposed development.	
	For any application having a reserve parcel resulting from a subdivision which is capable of being subdivided later and which will have insufficient road frontage as a result of the proposed subdivision, or which will require the installation of a new street to allow for subdivision, the subdivision plat shall show a rough indication of an acceptable layout of the remainder of the tract to assure that there is no adverse effect upon the development or provision of access to the remainder of the tract	
	The location of any municipal boundary lines within two hundred (200) feet of the proposed development.	
	Copy of any plan delineation of any existing or proposed deed restriction(s).	
	Copy of plan delineation of any existing or proposed easements or lands reserved or dedicated to public use or protective covenants.	
	Signature block for Chairperson, Secretary and Engineer.	
	List of all required outside agency approvals and evidence of application for same.	

Checklist to be completed for Major Subdivision Approval:

Applicant's Response	Item	Official Use Only
	Fifteen (15) copies of the minor subdivision plan separately folded with the title block showing. The plat shall be clearly and legibly drawn and shall be based on a field survey.	

	The plat shall conform to the requirements, as set forth herein, as to form, content and accompanying information as well as the provisions of N.J.S.A. 46:23-9.9 et seq.	
	The preliminary plat shall be clearly and accurately drawn or reproduced at a suitable scale. The preliminary plats shall be designed in accordance with the provisions of the Township Land Development Regulations Ordinance and shall show or be accompanied by the following information:	
	The plat shall have a graphic scale of not less than one (1) inch equals one hundred (100) feet and be based on a certified boundary study and drawn by a New Jersey Licensed Land Surveyor with design improvements drawn by a New Jersey Licensed Professional Engineer. Sheet sizes shall be of thirty by forty-two (30 x 42) inches; twenty-four by thirty-six (24 x 36) inches, fifteen by twenty-one (15 x 21) inches, or eight and one-half by thirteen (8 ½ x 13) inches. If more than one (1) sheet is required to show the entire subdivision, a separate composite map shall be drawn showing the entire subdivision and listing the sheets on which the various sections thereof are shown.	
	The plat shall have a key map with North arrow, showing the entire subdivision in relation to the surrounding area, including the names of principal roads, and at a scale of not less than one (1) inch equals two thousand (2,000) feet.	
	Title block with the name of the subdivision; any development names previously associated with the applicant; the name of the municipality; township tax map sheet, block and lot numbers; date of preparation and most recent revision; meridian; graphic scale: the names, addresses and telephone numbers and signatures of the owner, subdivider and person(s) who prepared the plat(s), including the seal(s) of the latter affixed to the applicable plat sheets. If the subdivider is not the owner of the subject property, the plat shall be accompanied by a statement indicating the interest of the applicant and consent of the owner to the application.	
	The names of property owners within two hundred (200) feet of the extreme limits of the subdivision as disclosed by the most recent tax records.	
	Tract acreage to the nearest one hundredth (0.01) of an acre; the number of new lots, each lot line dimension, and each lot area, to the nearest square foot.	
	Zoning districts and zoning district lines in which the subdivision is located and/or abuts.	
	Existing and proposed contours at one (1) foot intervals. All elevations shall be related to a bench mark noted on the plan and wherever possible shall be based on U.S.G.S. mean sea level datum or approved local datum. Contours should show existing ground elevations and proposed elevations in areas to be re-graded.	
	Location of existing natural features, such as soil types, slopes exceeding five percent (5%), wooded areas, scenic views within the development, and the location of the individual trees outside wooded areas having a diameter of six (6) inches or more measured 4.5 feet (DBH) above the current ground level.	
	Existing and proposed streams, lakes, ponds and bog or marsh areas accompanied by the following data: a. When a running stream with a drainage area of one half (1/2) square mile or greater is proposed for alteration, improvement or relocation, or when a structure or fill is proposed over, under, in or along such running stream, evidence of approval, required alterations, lack of jurisdiction by the New Jersey Department of Environmental Protection, Bureau of Flood Plain Management, Division of Coastal Resources, shall accompany the plat. b. Cross-sections and profiles of watercourses at an appropriate scale showing the extent of the flood fringe area, top of bank, normal water level and bottom elevations at the following locations: (1) All watercourses within or adjacent to the development and at any point where a watercourse crosses a boundary of the development (profile and cross-section). (2) At fifty (50) foot intervals for a distance of three hundred (300) feet upstream and downstream of any existing or proposed culvert or bridge within the development (cross-section and profile).	

	<p>(3) At a maximum of one hundred (100) foot intervals, but at not less than two (2) locations, along each watercourse which runs through or adjacent to the development (cross-section and profile).</p> <p>(4) When ditches, streams, brooks or watercourses are to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and siltation during construction as well as typical ditch sections and profiles shall be shown on the plan or accompany it.</p> <p>c. The total upstream acreage in the drainage basin of any watercourse running through or adjacent to the development. For flowing streams, small-scale watershed maps developed from the U.S.G.S. sheets shall be submitted.</p> <p>d. The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage in that portion of the development which drains to the structure. e. The location and extent of all existing and proposed drainage and conservation easements and flood hazard areas and floodway lines.</p> <p>e. The location and extent of all existing and proposed drainage and conservation easements and flood hazard areas and floodway lines.</p> <p>f. The location, extent and water level elevation of all existing or proposed lakes or ponds on or within three hundred (300) feet of the development.</p>	
	<p>Plans and computations for any storm drainage systems, with compliance to the Township's Storm Water Management Plan Ordinances, including the following:</p> <p>a. All existing and proposed storm sewer lines within or in lands or roads adjacent to the development and for all required off-site or off-tract drainage improvements showing size, profile and slope of lines, direction of flow and the location of each catch basin, inlet, manhole, culvert and head wall.</p> <p>b. The location and extent of any proposed dry wells, groundwater recharge basins, retention basins, flood control devices, sedimentation basins, or other water conservation devices.</p>	
	<p>The names, locations and dimensions, including cartway and right-of-way widths, of all existing streets within a distance of two hundred (200) feet of the boundaries of the development, existing driveways and any connections from proposed streets, sidewalks and bike routes in the development to any adjoining street(s), sidewalk(s) or bike route(s) and what off-site extensions, if any, will be made to nearby arterial and collection streets as those streets are shown on the adopted Township Master Plan. New streets, and their names, require Township approval.</p>	
	<p>The names, locations, paved widths, rights-of-way widths and purpose(s) of existing and proposed easements, driveways and other rights-of-way in the proposed subdivision. The text of any deed restrictions and the description of all existing and tentatively proposed easements shall accompany the plat. A copy of any existing or proposed protective covenants or deed restrictions applying to the land being subdivided</p>	
	<p>All proposed lot lines, and all existing lot lines to remain and those to be eliminated. All setback lines required by this Ordinance with the dimensions thereof and any municipal boundary line where the boundary is within the tract or within two hundred (200) feet of the tract. All lot(s) to be reserved or dedicated to public use shall be identified. Each block shall be numbered, and the lots within each block shall be numbered consecutively beginning with the number "1".</p>	
	<p>Locations of all existing structures and their use(s) in the tract and within two hundred (200) feet thereof, showing existing and proposed front, side and rear yard setback distances, structures of potential historic significance and an identification of all existing structures and uses to be retained and those to be removed.</p>	
	<p>Plans and profiles of all existing streets immediately adjacent to the subdivision, along with all proposed streets within the subdivision.</p>	

	Plans and profiles of proposed improvements and utility layouts (sanitary sewers, storm sewers, erosion control, excavation, etc.) showing location, size, slope, pumping stations and other details as well as feasible connections to any existing or proposed utility systems. If private utilities are proposed, they shall comply fully with all municipal, county and state regulations. If service will be provided by an existing utility, a letter from that utility, shall be submitted stating that the service will be available before occupancy of any proposed structures requiring such service. When on-site water or sewage disposal is proposed, the proposed location of the well, and the location and results of permeability tests, and sufficient information to assure that the grading plan for the major subdivision will be maintained as a result of such onsite utility location. In a case where the exact location of such on-site utilities is not known, the preliminary plat shall contain a note stipulating that the integrity of the final grading plan for the major subdivision shall be maintained.	
	Identification of any area to be reserved for public use and acceptable for Township recreational purposes, approved by the Land Use Board.	
	A landscaping and buffering plan showing any existing or proposed buffer areas and the proposed landscaping to be undertaken within the subdivision including the planting of shade trees and typical lot landscaping. The plan shall show what existing or natural vegetation will remain and what will be planted including shade trees, indicating names of plants and trees with dimensions, appropriate time of planting and method of planting in detail.	
	A lighting plan indicating any existing or proposed street lighting to be installed as well as the location and design of proposed lighting for buildings, signs or grounds. The location of poles, distances from intersections and illumination factors for all street lighting shall be provided.	
	An itemization of all improvements to be made to the site and such other improvements on-site, off-site and off-tract as the public interest may require, together with a listing of the work and materials to be used in installing such improvements, including estimated quantities so that the Municipal Engineer may formulate a performance guaranty estimate.	
	Details, locations and information on any proposed signs to be erected, constructed or to be placed anywhere on the property involved.	
	In the case of a cluster development, the preliminary plat shall be accompanied by a set of detailed development plans showing density patterns, site design, open land designations, building locations, utilities and other improvements and landscaping proposals.	
	Traffic impact study prepared, signed and sealed by a professional engineer licensed in the State of New Jersey	
	An environmental impact statement which shall address the existing conditions at the site and the effect of the proposed development upon those conditions, including any adverse environmental impacts on existing conditions that will occur as a result of the proposed development either on-site or off-site and the way the applicant proposes to eliminate, reduce or offset such adverse impacts. The conditions to be addressed in the impact statement shall include, but are not limited to, the following: topography, geology, hydrology, soils, vegetation and wildlife and their habitats and including endangered and/or threatened, archaeological, historic, cultural significant areas or structures, scenic vistas, groundwater supply and quality, surface water supply and quality, air quality, and any other conditions required to be addressed by the Land Use Board. An environmental impact statement shall have the content as shown on the attached Schedule C "Content of Environmental Impact Statement". The Land Use Board may at its discretion, when deemed appropriate, reduce the conditions to be included in any environmental impact statement for a particular development application where such information is not deemed necessary.	
	Provision of information on waste management requirements.	
	For any application having a reserve parcel resulting from a subdivision which is capable of being subdivided later and which will have insufficient road frontage as a result of the proposed subdivision, or which will require the installation of a new street to allow for subdivision, the subdivision plat shall show a rough indication of an acceptable layout of	

	the remainder of the tract to assure that there is no adverse effect upon the development or provision of access to the remainder of the tract.	
	<p>In the case of a development for which a homeowner's association is required, the site plan shall be accompanied by such information as will permit the Land Use Board to make detailed findings concerning the ability of the association to adequately perform the functions for which it is designed. Information to be submitted by the applicant in this regard and subject to approval or revision is as follows:</p> <p>a. The time when the association is to be created in relation to the project's timetable.</p> <p>b. Mandatory or automatic nature of membership in the organization by a resident and his/her successor(s) as well as the Township.</p> <p>c. Permanency of common, buffer, open space, recreational areas and drainage improvement areas protective covenants.</p> <p>d. Liability of the organization for insurance, taxes and maintenance of all facilities.</p> <p>e. Provisions made for pro rata sharing of costs and assessments.</p> <p>f. Capacity of the organization to administer common facilities and preserve the benefits of the common, buffer, open space, recreational areas and drainage improvement facilities.</p> <p>g. The restrictions, covenants and other devices establishing the automatic membership in the association and the responsibilities of that membership.</p> <p>h. Such other information as necessary to assure that the provisions of the Township Land Development Regulations Ordinance is satisfied.</p>	
	A certification of the Township Tax Assessor certifying the identification of all abutting land that is assessed as qualified farmland under the New Jersey Farmland Assessment Act.	
	A list of waivers requested from the site plan details listed herein this subsection and/or any waivers from the design standards.	
	Signature block for Land Use Board Chairperson, Secretary and Township Engineer.	
	List of all required outside agency approvals and evidence of application for same.	
ADDITIONAL REQUIREMENTS FOR FINAL PLAT PLANS		
Applicant's Response	Item	Official Use Only
	The final plat shall be drawn in ink on tracing cloth or its equivalent, at a scale of not less than one (1) inch equals fifty (50) feet and in compliance with all the provisions of the Map Filing Law. The final plat shall be submitted in the following form: the original or equivalent duplicate, one (1) translucent tracing cloth or its equivalent copy, and fourteen (14) black-on-white prints.	
	Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way land to be reserved or dedicated to public use, all lot lines and other site lines, with accurate dimensions, bearings or deflection angles, and radii arcs and central angles of all curves.	
	The purpose of any easement or land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.	
	New blocks and lots shall be numbered so as to conform with the Township Tax Map.	
	Minimum building setback lines on all lots and other sites.	
	Certification from Tax Assessor that all taxes are paid to date.	
	Signature blocks for the Land Use Board Chairperson and Secretary, Township Engineer and all other endorsements required by law.	

	The location and description of all monuments as required by the Township Development Regulations Ordinance and the New Jersey Map Filing Law.	
	Map Filing Law certification block.	
	Map Filing Law monumentation details.	
	For phased or staged development, only those portions for which approval is being requested and have been granted preliminary approval shall be shown on the final plat.	

Checklist to be completed for Major Site Plan Approval:

Applicant's Response	Item	Official Use Only
	Fifteen (15) copies of the minor subdivision plan separately folded with the title block showing. The plat shall be clearly and legibly drawn and shall be based on a field survey. The plat shall conform to the requirements, as set forth herein, as to form, content and accompanying information as well as the provisions of N.J.S.A. 46:23-9.9 et seq.	
	The major site plan shall be clearly and accurately drawn or reproduced at a suitable scale and shall be based on a field survey. The site plan shall contain the following information.	
	Every preliminary site plan shall be at a minimum of one (1) of the following graphic scales: one (1) inch equals ten (10) feet, twenty (20) feet, thirty (30) feet, forty (40) feet or fifty (50) feet.	
	The preliminary and final site plan shall be certified by a New Jersey licensed engineer or architect as law allows and be submitted on one of the four following standard sheet sizes: eight and one-half by thirteen (8 ½ x 13) inches; fifteen by twenty-one (15 x 21) inches; twenty-four by thirty-six (24 x 36) inches, or thirty by forty-two (30 x 42) inches. If one sheet is not sufficient to contain the entire territory, a separate composite map shall be drawn showing the entire development and listing the sheets on which the various sections are shown.	
	All lot lines and the exterior boundaries of the tract, and if applicable, delineation of that portion of the tract which is the subject of the development and site plan review.	
	North arrow.	
	Zone district(s) in which the lot(s) involved is located or is adjacent.	
	Date of the original drawing and each subsequent revision or amendment thereto.	
	Existing and proposed street(s) and street name(s).	
	Existing and proposed contours at one (1) foot intervals throughout the tract involved and within one hundred (100) feet of any building or paved area under review.	
	A Title block on each sheet indicating the name of the tract, municipality and county; name and address of owner and applicant, name, address and license number of the plan preparer; date of survey; date of original and all revisions to the site plan; tax map sheet, block and lot number(s); and the street address of the tract.	
	Watercourse locations on or adjacent to the tract involved.	
	Total area in acres to the nearest hundredth (0.01) of an acre.	
	Total number of off-street parking and loading spaces to be provided.	
	All dimensions, areas and distances needed to conform with this Ordinance such as, but not limited to, building lengths, building coverage, lot lines, parking spaces, loading spaces, setbacks and yard dimensions, and buffer areas.	
	A key map showing the site in relation to all remaining lands in the present owner's ownership and identifying all roads adjacent to or within fifty (50) feet of the tract, and any municipal boundary within one hundred (100) feet of the tract.	
	The names of all adjoining property owners and property owners within two hundred (200) feet of the property involved as disclosed by the most recent tax records.	
	Each site plan shall contain all site improvements as drawn by a New Jersey licensed professional engineer and shall have the following information shown thereon or annexed thereto to comply with the applicable provisions of this Ordinance:	
	Building and use plan shown to the extent necessary to appraise the Land Use Board of the scope of the proposed work shall be shown and include: The size, height, location, arrangement and use of all existing or proposed buildings or structures, including a New Jersey licensed architect's sealed elevations of the front, side and rear of any structures.	

	All signs, with dimensions and content shown, to be erected, constructed, placed on-site or modified.	
	Any existing structures shall be identified either as to remain or be removed.	
	A written description of the proposed use(s) and the operation(s) or activities to be conducted in non-residential structure(s), including the number of shifts to be worked and the maximum number of employees on each shift; seating capacity, expected truck and tractor-trailer traffic.	
	Floor plans for all buildings shall be included or attached	
	<p>Circulation plan detailing access to and from the site, circulation within the site for pedestrians and vehicles and including the following information:</p> <p>a. This plan shall show access streets and street names, existing or proposed acceleration/deceleration lanes, curbs, aisles and lanes, access points to public streets, sight triangle easements, traffic channelization, easements, fire lanes, driveways, number and location of off-street parking and loading spaces, berths and/or docks, pedestrian walkways, customer service areas and all other related facilities for the movement and storage of goods, vehicles and persons to, from and on the site.</p> <p>b. All improvements related thereto including lights, lighting standards, signs, driveways, curbing and street furniture within the tract and within one hundred (100) feet of the tract.</p> <p>c. Sidewalks shall be shown from each entrance/exit along expected paths of pedestrian travel, such as, but not limited to access to parking areas, driveways, streets, other buildings on the site and across common yard areas between buildings.</p> <p>d. Any expansion plans for the proposed use shall show feasible off-street parking and loading area expansion commensurate with building and/or site use expansion.</p>	
	Traffic Impact Study prepared, signed, and sealed by a professional engineer licensed in New Jersey.	
	<p>Natural resource plan showing existing natural features of the site and proposed landscaping or activities which will affect said existing natural conditions and including:</p> <p>a. The locations, details and method of planting and maintaining existing and proposed wooded areas including limits of all wooded areas with two hundred (200) feet of the site, and indicating the genus and species of all isolated and significant trees outside of the wooded area six (6) inches or greater in diameter measured at 4.5 feet (DBH) above ground.</p> <p>b. Buffer areas, including the intended screening devices and buffers.</p> <p>c. Grading at one (1) foot intervals inside the tract and within fifty (50) feet of its boundaries.</p>	
	<p>A landscaping plan for the site including:</p> <p>a. All areas to be seeded or covered with sod, ground cover, retaining walls, fencing, signs, recreational or open space areas, shrubbery and trees to be planted with details on method of planting and specifications for the vegetation to be used, means of protecting existing vegetation to be retained on-site during construction, and any other landscaping items including yard furniture and lighting.</p> <p>b. The landscaping plans shall show the location and type of man-made improvements and the location, species and caliper of plant material and trees utilized on the tract and identify any species tree located on the tract.</p> <p>c. All portions of the tract not utilized by building or impervious surfaces shall be landscaped using combinations of landscaped fencing, shrubbery, trees, lawn, ground cover, existing and proposed.</p>	
	Facilities plan dealing with all utilities servicing the proposed development and shall show the following:	

	<p>a. Existing and proposed location of all drainage and storm water runoff facilities.</p> <p>b. Open space or buffer areas; common property.</p> <p>c. Fire protection facilities including fire hydrants.</p> <p>d. The method of sewage treatment and solid waste disposal proposed for the site shall be shown. Permeability and soil boring tests shall be provided and their location shown on the plan from sufficient locations on the site to allow a determination of the adequacy for the drainage and sewage treatment systems proposed on-site.</p> <p>e. Gas, electric, telephone, cable television.</p> <p>f. Solid waste collection and disposal methods.</p> <p>g. Provisions for potable water servicing site, indicating placement any proposed well(s).</p> <p>h. All such information detailed above shall include proposed grades, sizes, capacities and materials and/or equipment to be used for said facilities or areas installed by the developer. Installations by utility companies need only show their locations on the plan. All utilities shall be installed underground.</p>	
	<p>All easements acquired or required on the tract or across adjacent properties shall be shown, and copies of legal documentation that support the granting of the easement(s) by an adjoining property owner shall be included.</p>	
	<p>All proposed lighting for the entire tract shall be shown, including the direction, angle, height and reflection of each source of light.</p>	
	<p>All required state and federal approvals for environmental consideration shall be submitted prior to preliminary approval or be a condition of final approval.</p>	
	<p>Drainage facilities shall include facilities to comply with the Township's Storm Water Management Ordinances.</p>	
	<p>Environmental Impact Statement. An environmental impact statement which shall address the following:</p> <p>The Land Use Board may at its discretion when deemed appropriate, reduce the conditions to be included in any environmental impact statement for a particular development application where such information is not deemed necessary. Unless specifically waived by the Land Use Board, Environmental impact statement. shall include and address all items set forth herein.</p> <p>a. The existing conditions at the site and the effect of the proposed development upon those conditions, including any adverse environmental impacts on existing conditions that will occur as a result of the proposed development either on-site or off-site and the way the applicant proposes to eliminate, reduce or offset such adverse impacts. The conditions to be addressed in the impact statement shall include, but are not limited to, the following: topography, geology, hydrology, soils, vegetation and wildlife and their habitats and including endangered and/or threatened, archaeological, historic, cultural significant areas or structures, scenic vistas, groundwater supply and quality, surface water supply and quality, air quality, and any other conditions required to be addressed by the Land Use Board. An environmental impact statement shall have the content as shown on the attached Schedule C "Content of Environmental Impact Statement".</p> <p>b. In addition, the environmental impact statement shall contain the location of any and all wetlands' areas and required wetlands transition areas or buffers within the proposed development as required under the "Fresh Water Wetlands Protection Act Rules" – N.J.A.C. 7:7A, New Jersey Department of Environmental Protection; or letter of interpretation from the NJ DEP indicating that the proposed activity within the development requires no wetlands permit or delineation. The Land Use Board may waive this application requirement upon the recommendation of the Township Engineer, if the applicant submits a signed statement by a New Jersey licensed engineer or land surveyor that:</p>	

	<p>(1) He/She has personally visited the subject property and concluded a site investigation as necessary to determine that there are no wetlands or transition areas on the subject property.</p> <p>(2) He/She has examined the subject property on a national wetlands inventory map.</p> <p>(3) He/She has reviewed the soils on the subject property as set forth in the Cumberland County Soil Survey Map as issued by the United States Department of Agriculture.</p> <p>(4) He/She has certified that there are no wetlands or wetland transition areas on the subject property.</p> <p>c. A copy of the applicable wetlands map and soils map of the site involved, as well as a calculation of the acreage of wetlands and uplands for each existing and proposed lot shall be submitted in the event wetlands are located on the site.</p>	
	<p>In the case of a townhouse, apartment or multi-family development, five (5) copies of a housing market analysis which shall describe and demonstrate the need for said proposed project in terms of the regional housing market shall be submitted. Said analysis shall include data and information on vacancy rates, cost, type and location of housing within the Township and the region. Such analysis shall clearly indicate how it will meet a need reasonably shown to exist by the analysis submitted for the type and cost of housing proposed.</p>	
	<p>In the case of a development for which a homeowner's association is required, the site plan shall be accompanied by such information as will permit the Land Use Board to make detailed findings concerning the ability of the association to adequately perform the functions for which it is designed. Information to be submitted by the applicant in this regard and subject to approval or revision is as follows:</p> <p>a. The time when the association is to be created in relation to the project's timetable.</p> <p>b. Mandatory or automatic nature of membership in the organization by a resident and his/her successor(s).</p> <p>c. Permanency of common, buffer, open space, recreational areas and drainage improvement areas protective covenants.</p> <p>d. Liability of the organization for insurance, taxes and maintenance of all facilities.</p> <p>e. Provisions made for pro rata sharing of costs and assessments.</p> <p>f. Capacity of the organization to administer common facilities and preserve the benefits of the common, buffer, open space, recreational areas and drainage improvement facilities.</p> <p>g. The restrictions, covenants and other devices establishing the automatic membership in the association and the responsibilities of that membership.</p> <p>h. Such other information as necessary to assure that the provisions of the Township Land Development Regulations Ordinance is satisfied.</p>	
	<p>A survey of the subject property certified by a New Jersey licensed land surveyor.</p>	
	<p>A list of waivers and reasons therefore requested from the preliminary site plan details listed herein this subsection and/or any waivers from the design standards as provided in the Township Land Development Regulations Ordinance.</p>	
	<p>Indicate any proposed on-site recreational improvements.</p>	
	<p>Signature block for Land Use Board Chairperson, Secretary and Township Engineer.</p>	
	<p>List of all required outside agency approvals and evidence of application for same.</p>	