

**APPENDIX B, ARTICLE III**

**Checklist**

**Application for Preliminary Approval of a Major Subdivision or Site Plan (See Article VII for Details)**

\*Important: Each item must be marked Submitted, Not Applicable or Waiver Requested\*

No.	Item	Submitted	Not Applicable	Waiver Requested
1	A completed application form and checklist(s). If the application involves a wireless telecommunications tower and/or antennas, all items listed on the Wireless Telecommunications Facilities Checklist must be also be submitted.			
2	A certificate from the tax collector indicating that taxes are paid.			
3	All required application and escrow deposit fees.			
4	Names and addresses of property owners within 200' of the subject property, as disclosed by current tax records and identified by block & lot numbers.			
5	Title block indicating:			
	a. Name of development and street location.			
	b. Name and address of applicant, owner and authorized agent, if any.			
	c. Name and address of professional(s) preparing plans including signature, date, license number and seal.			
	d. Tax map block and lot numbers.			
	e. Date of plan preparation and revision box with date of each revision.			
	f. Development application number.			
	g. Written and graphic scale.			
6	Signature of applicant and, if applicant is not owner, signed consent of the owner.			
7	Name and address of the attorney representing parties, if any, and the name of each client represented.			
8	Signature blocks as required by the Map Filing Law.			
9	North arrow giving reference meridian.			
10	Copies of any protective covenants or deed restrictions applying to the subject property, including a statement as to whether such covenants or deeds are of record. A copy or abstract of the deed or deeds or other instruments by which title is derived with the names of all owners must also be provided.			
11	A key map showing the entire tract and its relation to the surrounding areas, including all roads, zone boundaries and municipal boundaries within one-half (1/2) mile of the subject property at a scale of one (1) inch equals not more than two thousand (2,000) feet.			
12	A zoning schedule indicating the zone(s) within which the property is located and required, existing & proposed conditions relative to lot area, width, frontage, yard setbacks, lot coverage, height, floor area, floor area ratio, density, open space, parking, loading, signs, etc.			
13	A list of required and obtained regulatory approvals and permits.			
14	A list of requested variances and exceptions.			
15	The location and dimensions of existing & proposed property lines, existing streets, streets shown on the Township's official map or master plan, structures (indicating the use of each structure and whether existing structures will remain or be removed), building setbacks, rights-of-way, easements, parking & loading areas, driveways, railroads, bridges, culverts, drain pipes, gas transmission lines, overhead utilities, historic sites/structures, wooded areas, watercourses, flood plains, wetlands or other environmentally sensitive areas on and within 200' of the subject property.			
16	A wetlands delineation or wetlands absence determination prepared by a qualified consultant and verified by a letter of interpretation from the New Jersey Department of Environmental Protection, if required pursuant to § 21-14.1.a.			

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17	Plans & profiles of proposed utility layouts, including water supply, sewage disposal, stormwater drainage, gas, telephone and electricity, showing feasible connections to existing or proposed systems. Plans for individual on-site water supply and/or sewage disposal systems shall be accompanied by the necessary local, county and/or state agency approvals. If service will be provided by an existing utility company, a letter from that company stating that service will be available before occupancy is required.			
18	The locations of percolation tests on each existing/proposed lot and a copy of the written approval of the tests and locations from the Bernards Township Health Department, if sewage disposal is to be handled by individual septic system(s). For each lot, the applicant shall submit test locations and written approvals from the Health Department for both a primary and secondary septic disposal field. The applicant must show on the development plan the locations and dimensions of both septic disposal fields.			
19	All means of vehicular and pedestrian access to the site from public streets, including locations and dimensions of driveways and curbcuts and any traffic signs, signals, channelization, acceleration and deceleration lanes or other traffic control devices.			
20	Site identification sign and street sign locations and details.			
21	Existing & proposed topographic contour intervals based on U.S.C. & G.S. datum on and within 200' of the subject property as follows: - up to 3% grade = 1' intervals                      - over 3% grade = 2' intervals			
22	A steep slope map in accordance with § 21-14.2.b, if the property contains any existing slopes of 15% or greater.			
23	Spot and finished elevations at all property corners.			
24	A landscaping plan showing shade trees, screening, buffering, existing vegetation and limits of clearing, a planting schedule, details of plantings, landscape treatments and other amenities, etc. (see § 21-54.4 for detailed requirements).			
25	A tree identification plan and an application for tree removal permit including the following (see § 21-45.3 for detailed requirements):			
	a. Location of existing tree canopy and labeling of the canopy areas to be removed and to be preserved.			
	b. Location of individual trees with a DBH equal to or greater than six inches identified by size and species within the limit of disturbance and 30 feet beyond the limit of disturbance, labeled to be removed or to be preserved.			
	c. Location of individual trees with a DBH equal to or greater than ten inches identified by size and species within the property boundaries, labeled to be removed or to be preserved.			
	d. Tree protection details.			
26	A lighting plan in accordance with Section 21-41, including the location, type, height, graphic details and specifications of all existing & proposed lighting. The plan shall show the proposed illumination in footcandle values throughout the site and shall identify the average maintained horizontal illumination in vehicular areas and in sidewalk areas.			
27	A soil erosion and sediment control plan, if required pursuant to Section 21-27.			
28	A solid waste management plan and a recycling plan, including locations and details of outdoor refuse and recycling storage areas and means of screening, in accordance with Sections 21-40 and 21-40A.			

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29	Plans and profiles of proposed driveways.			
30	Plans, typical cross-sections, centerline profiles, tentative grades, curb radii and details of all streets on the site or off the site which are proposed to be improved, including curbing, sidewalks and drainage structures.			
31	Construction details in accordance with Township standards.			
32	Existing & proposed easements or land reserved for or dedicated to public use, utility use or for the common use of property owners in the development, including a statement of the limits and purpose of the easement rights or dedicated land.			
33	Existing & proposed sight triangles.			
34	Development staging plans.			
35	Existing & proposed block and lot numbers.			
36	The area in square feet and to the nearest tenth of an acre of all existing and proposed lots.			
37	A sketch of the proposed or possible layout or disposition of remaining lands, if any.			
38	General soil information including soil logs.			
39	Source and date of the current property survey and a copy of the survey showing all existing tract boundary or lot lines with lengths of courses to hundredths of a foot and bearings to half minutes, the error of closure not to exceed one (1) to ten thousand (10,000). The tract boundary or lot lines shall be clearly delineated. All bearings shall be in the New Jersey Plane Coordinate System, with coordinates shown on at least three (3) corners.			
40	Appropriate certification blocks as required by the Map Filing Law			
41	Monumentation as specified by the Map Filing Law.			
42	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.			
43	Plans and computations for any storm drainage systems, including locations, details and specifications of all storm sewer lines, catch basins, inlets, manholes, culverts, headwalls, dry wells, ground water recharge basins, detention basins, etc. and existing and proposed drainage area maps.			
44	When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, intermittent stream, swale or drainageway, evidence of approval or of the request for approval, required modifications or lack of jurisdiction over the improvement by the New Jersey Department of Environmental Protection shall accompany the application (see § 21-54.4 for additional required details).			
45	When ditches, streams or watercourses are to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and siltation, as well as typical ditch sections and profiles, shall be shown.			
46	For a site plan, preliminary elevations and plans of all buildings and structures, showing windows, doors, architectural treatment, roof treatment, roof appurtenances and screening, floor elevations and proposed methods of energy conservation and the locations, dimension and legend(s) of all proposed signs. For a subdivision, the approximate basement and first floor elevation for each house.			
47	A list of names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be.			

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48	<p>A Project Report, which may be submitted separately or as part of the Environmental Impact Assessment, including the following (see § 21-54.6 for details). Where individual maps or exhibits are submitted separately to satisfy other checklist requirements, they may be referenced in the Project Report.</p> <p>a. Project Description and Statistics Report.</p> <p>b. Land Classification Map and Report.</p> <p>c. Natural Features Report.</p> <p>d. Open Space Plan and Report.</p> <p>e. Land Coverage and Drainage Plan and Report.</p> <p>f. Soil Erosion and Sedimentation Control Plan and Report.</p> <p>g. Sewer and Water Plan and Report.</p> <p>h. Circulation Plan and Traffic Report.</p> <p>i. Utilities Plan and Report.</p> <p>j. Development Schedule Plan.</p> <p>k. Variances and Exceptions Report.</p> <p>l. Easements and Covenants Report.</p>			
49	<p>An Environmental Impact Assessment, including the following (see § 21-54.6.m for details).</p> <p>a. Plan and description of the development plan.</p> <p>b. Inventory of existing natural resources.</p> <p>c. Assessment of environmental impacts.</p> <p>d. Unavoidable adverse environmental impacts.</p> <p>e. Steps to minimize environmental damage.</p> <p>f. Alternatives.</p> <p>g. Details and matters to be evaluated:</p> <p>(1) Sewerage facilities.</p> <p>(2) Water supply.</p> <p>(3) Storm water.</p> <p>(4) Stream encroachments.</p> <p>(5) Floodplains.</p> <p>(6) Solid waste disposal.</p> <p>(7) Air pollution.</p> <p>(8) Traffic.</p> <p>(9) Social/economic factors.</p> <p>(10) Aesthetics.</p> <p>(11) Licenses, permits, etc.</p> <p>(12) A copy of the development plan and application form.</p>			
50	Delineations of existing and proposed stream buffer conservation areas and stream buffer management plans, if required pursuant to Section 21-14.4.b.			
51	Contribution Disclosure Statement, if required pursuant to Section 21-7A.			
52	A plan showing all the details required in the procedures of Table 401-A, entitled Maximum Permitted Lot Yield & Minimum Improvable Lot Area Standards, Residential Development, R-1 Through R-7 Zones.			
53	For each proposed dwelling, cross sections shall be provided from the center of the road to the rear of the house in existing and proposed conditions; cross sections shall be provided perpendicular to the road through the center of the dwelling to a point 50' to the rear of the dwelling; the cross section shall be provided at a scale of 1" = 10' horizontal and 1" = 10' vertical.			
54	A fire service plan, showing on a separate plan sheet(s) information relating to fire safety and emergency response, including: existing and proposed water lines, fire department connections, hydrants and cisterns; widths and turning radii of streets, driveways, parking aisles, emergency access roads and fire lanes; public building entrances; parking spaces; and stormwater drainage basins.			