

Minor Subdivision Checklist

CASE #: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 PROPERTY ADDRESS: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_  
 OWNER: \_\_\_\_\_

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Originally signed and sealed maps as described: A) One when initial application is filed. B) Review agent sets (when instructed by Staff) C) Fourteen for planning Board (when complete) D) Eleven for Zoning Board (when complete) (1) Signature and seal of map preparer; Licensed Engineer, Architect or Land Surveyor in New Jersey on all pages. (2) A key map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning district, streets and lots involved in the application. To be located on the first numbered drawing sheet. (3) The scale shall be a minimum of 1"=20' for tracts up to 40 acres and 1"=50' for tracts over 40 acres. (4) The subdivision plat size shall be one of the following: 8.5x13"; 15x21"; 24x36"; or 30x42". (5) Zoning table (6) Plat Details (a) A definite point of beginning, referenced by adjacent lines. (b) Each boundary of the survey, shown by metes, bounds and bearings, indicated by magnetic, true north or relative bearing. (c) The area(s) of both the original and proposed lots. (d) Any right-of-way or other permanent easement existing on the property. (e) Any building line restrictions of record. (f) All property lines not to change shall be indicated by heavy solid lines. (g) All property lines to be changed shall be indicated by broken lines. (h) All new property lines shall be shown in heavy broken lines. (i) Tax block, lot number(s) and street addresses (j) Dates of drawings and revisions, if any. (k) Graphic scale (l) Project title (m) North arrow: to be designed so that the north is facing the top of the page.					

	Waiver requested *	Remarks (for staff only)
3. Affidavit of Performance		
4. Affidavit of Ownership		
5. 10% disclosure, if applicable		
6. Application Fee		
7. Certificate of tax and water bills paid		
8. Current color site photo and photo including adjacent properties, where applicable.		
9. Digital Submission - the following shall be submitted at least 14 days prior to the scheduled hearing:		
A) One (1) digital PDF of the full plan representing an exact copy of the application to be presented at the scheduled hearing.		
(1) The PDF shall be a direct export from AutoCAD or similar program. Scanned copies are not acceptable.		
(2) The PDF file shall include all of the following, if applicable:		
(a) general development application with case number		
(b) architectural and engineering plans preferably 24" x36"		
(c) subdivision plats and survey preferably 24" x 36"		
(d) renderings and other visual project representations		
(e) professional reports (i.e. stormwater management)		
(3) The PDF file shall be labeled (named) as follows: Case number - Block.lot - Address - Application Type.pdf (as assigned by the Division of City Planning). Example: P00-001 - 12101.1 - 555 Planning St. - Minor Site		

\* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

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Preliminary and Final Major Subdivision Checklist

CASE #: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 PROPERTY ADDRESS: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_  
 OWNER: \_\_\_\_\_

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Ownership					
3. Affidavit of Performance					
4. The following number of maps as described, and metes and bounds description bearing original signature and seal of the New Jersey licensed surveyor preparing them, shall be submitted: A) One when initial application is filed. B) Review agent sets (when instructed by Staff) C) Fourteen for planning Board (when complete) D) Eleven for Zoning Board (when complete) (1) Signature and seal of map preparer; Licensed Engineer, Architect or Land Surveyor in New Jersey on all pages. (2) A key map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning district, streets and lots involved in the application. To be located on the first numbered drawing sheet. (3) The scale shall be a minimum of 1"=20' for tracts up to 40 acres and 1"=50' for tracts over 40 acres. (4) The subdivision plat size shall be one of the following: 8.5x13"; 15x21"; 24x36"; or 30x42". (5) Zoning table (6) Plat Details (a) A definite point of beginning, referenced by adjacent lines. (b) Each boundary of the survey, shown by metes, bounds and bearings, indicated by magnetic, true north or relative bearing. (c) The area(s) of both the original and proposed lots. (d) Any right-of-way or other permanent easement existing on the property. (e) Any building line restrictions of record. (f) All property lines not to change shall be indicated by heavy solid lines. (g) All property lines to be changed shall be indicated by broken lines. (h) All new property lines shall be shown in heavy broken lines. (i) Tax block, lot number(s) and street addresses address: (j) Dates of drawings and revisions, if any. (k) Graphic scale (l) Project title (m) North arrow: to be designed so that the north is facing the top of the page.					

Submitted      Waiver  
Yes No N/A requested \* Remarks (for staff only)

5. Certified list and block diagram of all property owners within 200'.					
6. 10% disclosure, if applicable					
7. Application Fee					
8. Certificate of tax and water bills paid					
9. Current color site photo and photo including adjacent properties, where applicable.					
10. Review agent signature sheet, if applicable					
11. Digital Submission - the following shall be submitted at least 14 days prior to the scheduled hearing:					
A) One (1) digital PDF of the full plan representing an exact copy of the application to be presented at the scheduled hearing.					
(1) The PDF shall be a direct export from AutoCAD or similar program. Scanned copies are not acceptable.					
(2) The PDF file shall include all of the following, if applicable:					
(a) general development application with case number					
(b) architectural and engineering plans preferably 24" x36"					
(c) subdivision plats and survey preferably 24" x 36"					
(d) renderings and other visual project representations					
(e) professional reports (i.e. stormwater management)					
(3) The PDF file shall be labeled (named) as follows: Case number - Block.lot - Address - Application Type.pdf (as assigned by the Division of City Planning). Example: P00-001 - 12101.1 - 555 Planning St. - Minor Site Plan.pdf					

\* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

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Minor Site Plan Checklist

CASE #: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 PROPERTY ADDRESS: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_  
 OWNER: \_\_\_\_\_

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Plan drawn, signed, and sealed by a P.E., L.S., P.P., or R.A. as permitted by law and based on a current survey.					
3. The scale shall be a minimum of 1"=20' or as required by the planning staff. No 15' scale.					
4. The plan size shall be one of the following: 8.5x13"; 15x21"; 24x36"; or 30x42".					
5. Current survey upon which plan is based.					
6. A key map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning district, streets and lots involved in the application. To be located on the first numbered drawing sheet.					
7. Title block and basic information: A) Project Title B) Date of Original Preparation and Date(s) of revision C) North arrow to be designed so that north is facing the top of the page. D) Graphic Scale E) Tax block, lot numbers and street addresses F) Name, address and license number of person preparing plan					
8. Zoning table, located on first numbered page					
9. Site plan, including all proposed structures and building footprints, paved areas, curb cuts, and egress points. Site plans shall not include existing conditions to be removed.					
10. GAR details needed to calculate ratio, if applicable					
11. For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.					
12. Affidavit of Performance					
13. Affidavit of Ownership					
14. 10% disclosure, if applicable					
15. Letter of Rejection from Zoning Officer, if available					
16. Application Fee					
17. Certificate of tax and water bills paid					
18. Current color site photo and photo including adjacent properties, where applicable					
19. Elevations of all applicable façades, including window dimensions					
20. Roof plan, if applicable					
21. Application filed with the Historic Preservation Commission, if applicable.					
22. Completed Green Area Ratio (GAR) Excel Sheet, if applicable					
23. Digital Submission - the following shall be submitted at least 14 days prior to the scheduled hearing: A) One (1) digital PDF of the full plan representing					

an exact copy of the application to be presented at the scheduled hearing.

- (1) The PDF shall be a direct export from AutoCAD or similar program. Scanned copies are not acceptable.
- (2) The PDF file shall include all of the following, if applicable:
  - (a) general development application with case number
  - (b) architectural and engineering plans preferably 24" x36"
  - (c) subdivision plats and survey preferably 24" x 36"
  - (d) renderings and other visual project representations
  - (e) professional reports (i.e. stormwater management)
- (3) The PDF file shall be labeled (named) as follows: Case number - Block.lot - Address - Application Type.pdf (as assigned by the Division of City Planning). Example: P00-001 - 12101.1 - 555 Planning St. - Minor Site Plan.pdf


\* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

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Preliminary and Final Major Site Plan Checklist

CASE #: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

OWNER: \_\_\_\_\_

Planning Completeness	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Ownership					
3. Affidavit of Performance					
4. 10% disclosure, if applicable					
5. Letter of Rejection from Zoning Officer, if available					
6. Current color site photo and photo including adjacent properties, where applicable.					
7. Application Fee					
8. Certificate of tax and water bills paid					
9. The following number of plans shall be submitted: A) One when initial application is filed. B) Review agent sets (when instructed by Staff) C) Fourteen for planning Board (when complete) D) Eleven for Zoning Board (when complete)					
10. All plans shall include: A) A key map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning district, streets and lots involved in the application. To be located on the first numbered drawing sheet.  B) Signature and seal of map preparer; Licensed Engineer, Architect or Land Surveyor in New Jersey on all pages. C) Zoning comparison chart (contrasting existing standards in the use zone or general zoning requirements with proposed site details as listed below with variance or design standard waiver request, if any, clearly noted). One table per plan set, to be located on the first numbered drawing sheet.  (1) Density (2) Height (3) Floor Area Ratio (4) Setbacks (5) Vehicle parking (# of spaces, dimensions) (6) Bike parking (# of spaces) (7) Loading (# of berths, dimensions) (8) Access (circulation, driveway width, curbcut dimensions) (9) Signage (10) Landscaping (11) Bonus provisions (12) Building coverage for each structure, if more than one is part of the development parcel. (13) Lot Dimensions (14) Lot size in square feet (15) Buffer areas (16) Gross floor area (17) lot coverage (18) Design standards (list all for which a waiver is requested)					
11. The scale shall be a minimum of 1"=20' for tracts up to 40 acres or 1"=50' for tracts over 40 acres. (No 15' scale)					

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
12. Map size: 8.5x13"; 15x21"; 24x36"; or 30x42".					
13. The following details shall be on all site plans:					
A) Tax block, lot numbers and street address of site					
B) Dates of drawings and revisions, if any					
C) Graphic Scale					
D) Project title					
E) North arrow					
F) Landscaping					
(1) Type					
(2) Caliper					
(3) Square Footage					
(4) Height					
(5) Planting Schedule					
(6) Maintenance procedures and guarantees					
G) GAR details needed to calculate ratio, if applicable					
H) Survey showing block and lot numbers with metes and bounds description; existing and proposed easements, and size and location of any existing or proposed structures with setbacks dimensions.					
I) Demolition Plan, if applicable					
J) Site plan, including all proposed structures and building footprints, paved areas, curb cuts, and egress points. Site plans shall not include existing conditions to be removed.					
K) Floor plans with all room dimensions including basement plan and roof plan.					
L) Locations of all mechanical and other equipment					
M) Materials used in paved areas and walks and all other surface treatments.					
N) Lighting; wattage, location, height, attachment details, areas of diffusion					
O) Fences/walls: height, materials, width of internal details (e.g.: pickets), spacing of internal details.					
P) Refuse: location of dumpster, etc., screening height, materials, details of removal path.					
Q) Signage: Lettering, dimensions, location, materials equipment, and lighting.					
R) Recreation areas: location, square footage, materials, equipment and lighting					
S) Elevations of all façades indicating colors and materials and window dimensions					
T) Enlarged elevations of the first two floors, including details of windows, doors, signs, lighting, façade materials, etc. at 1/4" scale where appropriate					
U) Enlarged details of typical upper story windows, including dimensions, glazing details, sills and headers, projections, etc. at 1/4" scale where appropriate					
V) For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.					
W) Elevation of roof indicating heating, ventilation and air-conditioning equipment, communication equipment, and antennae specifying screening height, colors and materials.					
X) Utility connection points into proposed structures (eg: façade conduits, transformers) to be detailed on site plans and façade elevations.					
Y) One illustrative site plan depicting details using the following color scheme:					
(1) Asphalt paved areas: gray concrete					
(2) Paved areas: beige					
(3) Buildings: dark brown					
(4) Landscaped areas: light green					
(5) Trees and shrubs: dark green					
(6) Water: light blue					
(7) Signs: red					
(8) Lighting fixtures: black					
Z) Circulation: parking spaces, dimensions, aisle widths, location of accessible bike racks/storage, car sharing, sidewalk details, etc.					
AA) Shadow study, if applicable					
BB) Visual assessment, if required					



**Engineering Completeness**

<p>1.</p> <p>The following engineering details shall be included on Plans. Plans will be forwarded to the Division of Engineering and/or other appropriate municipal review agents for comment:</p> <ul style="list-style-type: none"> <li>A) Survey, signed and sealed by a licensed surveyor, showing block and lot numbers with metes and bounds description; existing and proposed easements, and size and location of any existing or proposed structures with setbacks dimensions.</li> <li>B) Location of project relative to adjacent properties and improvements, including encroachments</li> <li>C) Topographic data with existing and proposed elevations.</li> <li>D) Existing public rights-of-way with the existing and proposed utilities and service connections to the project showing pipe sizes, materials, lengths, rim and invert elevations for sewers, valves and other relevant information.</li> </ul> <p>Also, all existing conditions and structures in the adjacent public right-of-way, including but not limited to signposts, hydrants, street trees and tree pits, bus</p> <ul style="list-style-type: none"> <li>E) Proposed and exact location of above and below-ground utilities and amenities, including but not limited to traffic control poles, hydrants, street furniture, and signal boxes.</li> <li>F) Entrance to the project from public streets with curbs, drop curbs, aprons, and sidewalks.</li> <li>G) Storm system demand, strategy and design with drainage calculations and impact on existing drainage detailed in an Engineering Report, in compliance with the Stormwater Control Ordinance.</li> <li>H) Standards and details for curbs, wheel stops, walks, catch basins, trenches, street grade and intersections, pavement cross sections and profiles, traffic control and directional signs.</li> <li>I) Parking lot drainage</li> <li>J) Water service connections including valves, hydrants</li> <li>K) Proposed erosion control plan and method of control</li> <li>L) Water supply system demand, strategy and design</li> <li>M) Sanitary sewer system demand, strategy and design</li> <li>N) Traffic study, if required by Planning Director, showing existing and proposed traffic flows and volumes. (Per §345-17)</li> </ul>					
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\* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

Deviation Checklist

CASE #: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 PROPERTY ADDRESS: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_  
 OWNER: \_\_\_\_\_

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Performance.					
3. Affidavit of Ownership					
4. One copy of the application for Building Permits or Certificate of Occupancy, if available.					
5. Current survey upon which plan is based.					
6. A statement of Principal Points relative to the Variance as per NJSA-40:55D-70(c) and (d)					
7. Original certified list and block diagram of all property owners within 200 feet.					
8. Notice to property owners (Must be submitted at least 14 days prior to the hearing for staff review)					
9. Affidavit of Vacant and Nonconforming Use indicating length of time property has been vacant, if applicable.					
10. Fourteen sets of folded plans (once complete) of proposed buildings or alterations with the following information: A) All pages must bear an original signature and seal of an engineer or architect licensed in New Jersey. B) A Key Map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning districts, streets and lots involved in the application. To be located on the first numbered drawing sheet. C) Zoning comparison chart (contrasting existing standards in the use zone or general zoning requirements with proposed site details as listed below with variances, deviations, or design standard waiver requests. If any, clearly noted. One table per plan set, to be located on the first numbered drawing sheet. (1) Density (2) Height (3) Floor Area Ratio (4) Setbacks (5) Vehicle Parking (# of spaces, dimensions) (6) Bike Parking (# of spaces) (7) Loading (# of berths, dimensions) (8) Access (circulation, driveway width, curbcut dimensions) (9) Signage (10) Landscaping (11) Bonus provisions (12) Building coverage for each structure, if more than one is part of the development parcel.					

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
(13) Lot Dimensions (14) Lot size in square feet (15) Buffer areas (16) Gross floor area (17) lot coverage (18) Design standards (list all for which a waiver is requested) D) The scale shall be a minimum of: 1"=20' for tracts up to 40 acres or 1"=50" for tracts over 40 acres. (No 15' scale) E) Site plan, including all proposed structures and building footprints, paved areas, curb cuts, and egress points. Site plans shall not include existing conditions to be removed. F) Demolition Plan, if applicable G) Floor plans with all room dimensions, including basement plan and roof plan H) GAR details needed to calculate ratio, if applicable I) Elevations, with details of materials and colors, for all applicable facades and window dimensions. J) For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison. K) Sign details, if applicable L) North arrow, designated so that the north arrow is facing the top of the page. M) Street addresses and block number(s) N) Dates of drawings and revisions, if any O) Graphic Scale P) Project title					
11. Notice of Rejection which has been signed by the Zoning Officer, if available					
12. Current color site photo and photo including adjacent properties, where applicable.					
13. Application Fee					
14. Certificate of tax and water bills paid					
15. 10% disclosure statement, if applicable					
16. Application filed with the Historic Preservation Commission, if applicable.					
17. Completed Green Area Ratio (GAR) Excel Sheet, if applicable					
18. The following must be submitted at least 2 days prior to the hearing: A) Certified Mail Receipts (1) Mounted on 8.5x11 bound paper (2) Six to a page (3) Arranged in the same order as indicated on the certified list of property owners (a properly certified US Postal from 3877 will be accepted in lieu of the mounted receipts, provided that the addresses are arranged in the same order as indicated on the certified list). RETURN RECEIPT POSTCARDS WILL NOT BE ACCEPTED B) Affidavit of Proof of Service C) Affidavit of Publication					

\* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

