

LAND DEVELOPMENT

148 Attachment 4

CHECKLIST

Minor Subdivision Plats and Minor Site Plans

[Amended 3-5-2007 by Ord. No. 4-2007; 2-17-2009 by Ord. No. 04-2009; 7-15-2013 by Ord. No. 14-2013]

The documents, details and information contained herein are required for approval of a minor subdivision or site plan, unless specifically waived by the approving authority.

Note: See § 148-101 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. ___ Application forms and checklists (20 completed copies).
2. ___ Application fees and escrow fees in accordance with Article XI, Fees, Guaranties Inspections and Off-Tract Improvements.
3. ___ Plats or plans (20 folded copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded with title block revealed.
4. ___ Architectural floor plans and elevations prepared by a New Jersey certified architect (site plans only) (20 copies).
5. ___ Copies of any protective covenants, deed restrictions and easements (20 copies).
6. ___ Certification by the tax collector indicating that all taxes and assessments are paid to date.
7. ___ Identification of all waivers sought (20 copies).
8. ___ Scale of not less than 1" = 100'; one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
9. ___ Key map at less than 1" = 2000'.
10. ___ Title block:
 - a. ___ Name of subdivision or development, Readington Township and Hunterdon County;
 - b. ___ Name, title, address and license number of the professional or professionals who prepared the plot or plan;
 - c. ___ Scale (written and graphic); and,
 - d. ___ Date of original preparation and of each subsequent revision thereof and a list

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of specific revisions entered on each sheet.

11. ___ Name, title, address and telephone number of the applicant, owner or owners of record and the name, title and address of the professional staff for the application (i.e., attorney, planner, traffic engineer).
12. ___ Acreage figures (both with and without areas within public right-of-way) and North arrow.
13. ___ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map.
14. ___ Subdivision or development boundary line (heavy solid line).
15. ___ The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as treed areas, and any historic features such as family burial grounds and buildings more than 50 years old, both within the tract and within 350 feet of its boundary.
16. ___ The location and width of all existing and proposed utility easements.
17. ___ Zoning districts affecting the tract, including district names and requirements, with proposed variance requests noted on the plat or plan.
18. ___ Proposed buffer and landscaped areas (site plans only).
19. ___ Delineation of floodplains, including both floodway and flood fringe areas, and lands with a topographic slope 15% or greater.
20. ___ Wetlands and wetland transition areas, including a letter of interpretation or a letter of exemption from the Department of Environmental Protection (or proof of application) and copies of prepared wetlands report. The location of marshes, ponds, and hydric soil lands within the tract and within 350 feet.
21. ___ Contours as shown on the USGS topographic sheets.
22. ___ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Township Tax Assessor.
23. ___ Sight triangle easements, as applicable.
24. ___ Concerning minor subdivisions only, existing and proposed monuments.
25. ___ Road right-of-way dedication and improvement, as applicable.

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- 26. ___ Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.
- 27. ___ Proposals for soil erosion and sedimentation control as required by the Readington Township Soil Erosion and Sedimentation Control Ordinance.
- 28. ___ Hunterdon County Planning Board application proof of filing.
- 29. ___ Evidence of compliance with the Readington Township Recycling Ordinance and proof of arrangements for garbage collection where applicable.
- 30. ___ Three copies of storm drainage calculations and plans as required by ordinance.
- 31. ___ Certification of ownership or authorization to file application.
- 32. ___ Certification by surveyor:

I certify that, to the best of my knowledge and belief this (subdivision plat) (site plan) is based on a field survey made on (INSERT DATE) under my direct supervision, in accordance with rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors. The information shown hereon correctly represents the conditions found as the date of the field survey, except such improvements or easements, if any, below the surface and not visible.

(Affix Seal)

- 33. ___ A preliminary grading plan showing existing and final contours for each lot.
- 34. ___ Results and locations of soil profile pits, soil borings, soil suitability classes and permeability tests in accordance with the requirements of N.J.A.C. 7:9A-1.1 et seq., including a reserve area in accordance with § 268-16B(20), certified by a licensed professional engineer, for each proposed lot and development site.
- 35. ___ The location of potable water wells within 350 feet of the tract boundary.

NOTE: The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order for the Board to make an informed decision and/or unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared checklist.

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CHECKLIST

**Preliminary Major Subdivision Plats
and Preliminary Major Site Plans**
[Amended 3-5-2007 by Ord. No. 4-2007; 2-17-2009 by Ord. No. 04-2009; 7-15-2013 by
Ord. No. 14-2013]

The documents, details and information contained herein are required for approval of a preliminary major subdivision or site plan, unless specifically waived by the approving authority.

Note: See § 148-102 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. ___ Application forms and checklists (20 completed copies).
2. ___ Application fees and escrow fees in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements.
3. ___ Plats or plans (20 folded copies) signed and sealed by a N.J. professional engineer and folded with title block revealed.
4. ___ Architectural floor plans and elevations (20 folded copies) prepared by an architect certified in New Jersey (site plans only).
5. ___ Protective covenants or deed restrictions (20 copies).
6. ___ Certification by the tax collector indicating that all taxes and assessments are paid to date.
7. ___ Identification of all waivers sought (20 copies).
8. ___ Environmental impact statement (20 copies) in accordance with § 148-102.
9. ___ Scale of not less than 1" = 100'; one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
10. ___ Key map at less than 1" = 2000'.
11. Title block:
 - a. ___ Name of subdivision or development, Readington Township and Hunterdon County;
 - b. ___ Name, title, address and license number of the professional or professionals who prepared the plot or plan;
 - c. ___ Scale (written and graphic); and

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- d. ___ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
12. ___ Name, title, address and telephone number of the applicant, owner or owners of record and the name, title and address of the professional staff for the application (i.e., attorney, planner, traffic engineer).
13. ___ North arrow.
14. ___ Certification of ownership or authorization to file application.
15. ___ Acreage to the nearest hundredth of an acre and a computation of the area of the tract to be disturbed.
16. ___ The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Code Enforcement Office.
17. ___ Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request.
18. ___ Tract boundary line (heavy solid line).
19. ___ Zoning districts affecting the tract, including district names and requirements, and a comparison to the application.
20. ___ The locations and dimensions of existing and proposed bridges and the location of natural features, such as wooded areas, water bodies (streams, lakes, ponds, rivers), and any extensive rock formations, both within the tract and within 350 feet of its boundaries.
21. ___ The location and species associations of all existing individual trees or groups of trees having a caliper of six inches or more measured four feet above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development.
22. ___ A plan showing the proposed location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planting, the total quantity of each plant, and the location of each plant keyed to the plan or plat.
23. ___ Delineation of floodplains, including both floodway and flood fringe areas, and hydric soil lands; within the tract and within 350 feet thereof.
24. ___ Wetland and wetland transition areas, including a letter of interpretation or a letter of exemption from the Department of Environmental Protection and copies of prepared wetlands reports.

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25. ___ Location of wells on site and within 350 feet of the site and the status of wells on site and testing in accordance with Article VII, Subdivision and Site Plan Design Standards.
26. ___ Existing and proposed watercourses (including lakes and ponds) with required information:
 - a. ___ 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, a report on the status of review by the New Jersey Department of Environmental Protection Division of Land Use Regulation or equivalent successor at the time application is made shall accompany the application submission;
 - b. ___ Cross-sections of watercourses and/or drainage swales at an appropriate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at the locations specified in the Ordinance;
 - c. ___ The total acreage of the drainage basin of any watercourse running through or adjacent to the tract;
 - d. ___ The location and extent of drainage and conservation easements and stream encroachment lines;
 - e. ___ The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within 350 feet of the tract.
27. ___ Topography within 350 feet of the site based on NAD 88 with two-foot contour intervals and reference to monuments and identification of benchmarks established on or near the site and as required elsewhere in this chapter.
28. ___ Proposals for soil erosion and sediment control as required by the Readington Township Soil Erosion and Sediment Control Ordinance.
29. ___ Locations of all existing structures as required by Ordinance.
30. ___ Size, height and location of all proposed buildings, structures, signs and lighting facilities.
31. ___ All dimensions necessary to confirm conformity to the Ordinance requirements.
32. ___ The proposed location, direction of illumination, power and type of proposed outdoor lighting including details, luminaires and hours of operation.
33. ___ The proposed screening, buffering and landscaping plan, with the information required by Ordinance.
34. ___ The location and design of any off-street parking area, showing size and location of

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bays, aisles and barriers.

35. ___ All means of vehicular access or egress to and from the site onto public streets, with the information required by Ordinance.
36. ___ Plans and computations for any storm drainage systems as required by Ordinance.
37. ___ The location of existing utility structures on the tract and within 350 feet of its boundaries.
38. ___ Plans of proposed improvements and utility layouts as required by Ordinance.
39. ___ In developments served by public water, certification that hydrants and fire flows are adequate. In developments not served by water, certification of the minimum size of water storage tank required for fire-fighting purposes.
40. ___ Plans, cross sections at fifty-foot intervals for new and existing roads and construction details, horizontal and vertical alignment of the center line of all proposed streets and of existing streets abutting the tract as required by Ordinance.
41. ___ Sight triangles, the radius of curblines and street sign locations.
42. ___ Location, area (acres and square feet), use(s), ownership and manner of control of all easements, rights-of-way, open space, conservation areas.
43. ___ Proposed permanent monuments.
44. ___ Proof of compliance with the Readington Township Recycling Ordinance and proof of arrangements for garbage collection if applicable.
45. ___ In the case of any subdivision or site plan submission of a planned development, all of the required information for all of the properties comprising the planned development.
46. ___ For site plan applications, an estimate of construction costs for all on site improvements exclusive of buildings.
47. ___ Variance application if required.
48. ___ Proof of sewer capacity, if applicable.
49. ___ Hunterdon County Planning Board application or proof of filing with the county.
50. ___ Certification by surveyor:

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I certify that, to the best of my knowledge and belief this (subdivision plat) (site plan) is based on a field survey made on (INSERT DATE) under my direct supervision, in accordance with rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors. The information shown hereon correctly represents the conditions found as of the date of the field survey, except such improvements or easements, if any, below the surface and not visible. (Affix Seal) _____

51. ___ A preliminary grading plan showing existing and final contours for each lot.
52. ___ Results and locations of soil profile pits, soil borings, soil suitability classes, and permeability tests in accordance with the requirements of N.J.A.C. 7:9A-1.1 et seq., including a reserve area in accordance with § 268-16B(20), certified by a licensed professional engineer, for each proposed lot and development site.
53. ___ Applicable "Standard Construction Specifications for Development Projects" included in Article VII, Subdivision and Site Plan Design Standards, of this chapter.

NOTE: The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order for the Board to make an informed decision and/or unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared checklist.

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CHECKLIST

**Final and Amended Major Subdivision Plats
and Final and Amended Major Site Plans
[Amended 3-5-2007 by Ord. No. 4-2007; 7-15-2013 by Ord. No. 14-2013]**

The documents, details and information contained herein are required for approval of a final major subdivision or site plan, unless specifically waived by the approving authority.

Note: See § 148-103 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. ___ Application Form (20 completed copies).
2. ___ Application fees and escrow fees in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements.
3. ___ Plats or plans (20 folded copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded with title block revealed.
4. ___ Architectural floor plans and elevations (20 folded copies) prepared by an architect certified in New Jersey (site plans only).
5. ___ Scale of not less than 1" = 100'; one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
6. ___ All details stipulated in § 148-103B of the Ordinance.
7. ___ All additional details required at the time of preliminary approval.
8. ___ For final subdivision plats, plat details and certifications required by the Map Filing Law.
9. ___ A section or staging plan, if proposed.
10. ___ Detailed architectural and engineering data as required by Ordinance.
11. ___ Certification from the Township Tax Collector that all taxes are paid up to date.
12. ___ Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by Ordinance.
13. ___ Certification of ownership or authorization to file application.
14. ___ Certification, in writing, from the applicant to the Board that the applicant has:
 - a. ___ Installed all improvements in accordance with the requirements of the Ordinance; and/or

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- b. ___ Posted a performance guaranty in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements, of the Ordinance.
 - c. ___ Letter from applicant's engineer regarding conformance with preliminary plat.
15. ___ A statement from the Township Engineer that all improvements installed prior to application have been inspected as provided in Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements, of the ordinance, and that such improvements installed prior to application for final approval that do not meet or exceed Township standards shall be factored into the required performance guaranty.

NOTE: The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order to the Board to make an informed decision and/or unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared checklist.

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CHECKLIST

**Variance or Conditional Use Applications
Related to Single-Family Homes
[Amended 7-15-2013 by Ord. No. 14-2013]**

The documents, details and information contained herein are required for approval of a variance or conditional use related to a single-family home, unless specifically waived by the approving authority.

Note: See § 148-100 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. ___ Application forms and checklist (20 completed copies).
2. ___ Application fees and escrow fees in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements.
3. ___ Plats or plans (20 copies) clearly and legibly drawn accurately showing conditions.
4. ___ Scale of not less than 1" = 100'.
5. ___ Copies of any covenants, restrictions and easements related to the deed or property (20 copies).
6. ___ Certification by the tax collector that all taxes are paid to date.
7. ___ Identification of all waivers sought (20 copies).
8. ___ Certification of ownership or authorization to file application.

NOTE: The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order for the Board to make an informed decision and/or unique circumstances affect the property and/or when the application for development poses special problems for the property and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared checklist.

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**Variance or Conditional Use Applications
That Are Not Related to Single-Family Homes
[Amended 2-17-2009 by Ord. No. 04-2009; 7-15-2013 by Ord. No. 14-2013]**

The documents, details and information contained herein are required for approval of a variance or conditional use not related to a single-family home, unless specifically waived by the approving authority.

Note: See § 148-100 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. ___ Application forms and checklist (20 completed copies).
2. ___ Application fees and escrow fees in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements.
3. ___ Plats or plans (20 folded copies) clearly and legibly drawn accurately showing conditions.
4. ___ Scale of not less than 1" = 100'.
5. ___ Copies of any covenants, restrictions and easements related to the deed or property (20 copies).
6. ___ Certification by the tax collector that all taxes are paid to date.
7. ___ Identification of all waivers sought.
8. ___ Key map at less than 1" = 2,000'.
9. ___ Title block.
 - a. ___ Name of application, Readington Township and Hunterdon County;
 - b. ___ Name, title, address of person who prepared the plot or plan;
 - c. ___ Scale (written and graphic); and
 - d. ___ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
10. ___ Name, title, address and telephone number of the applicant, owner or owners of record and the name, title and address of the professional staff for the application (i.e., attorney, planner, traffic engineer).
11. ___ Acreage figures (both with and without areas within public right-of-way).

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12. ___ North arrow.
13. ___ Existing block and lot number(s) of the lot(s) of the parcel as they appear on the Township Tax Map.
14. ___ The location of existing property lines (with bearings and distances), streets, structures (with their numerical dimensions), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, existing and proposed wells (including the depth, capacity and quality of on-site wells), any natural features, such as treed areas, and any historic features, such as family burial grounds and buildings more than 50 years old, both within the tract and within 350 feet of its boundary.
15. ___ The location and width of all existing and proposed utility easements.
16. ___ Zoning districts affecting the tract, including district names and requirements, with proposed variance requests noted on the plat or plan.
17. ___ Proposed or existing buffer and landscaped areas.
18. ___ Delineation of floodplains, including both floodway and flood fringe areas, and lands with a topographic slope of 15% or greater.
19. ___ Wetland and wetland transition areas on the subject property, including proof of application for a letter of interpretation or letter of exemption from the Department of Environmental Protection and copies of a prepared wetlands report.
20. ___ Contours as shown on the U.S.G.S. topographic sheets.
21. ___ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Code Enforcement Officer.
22. ___ Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
23. ___ Sight triangle easements, as applicable.
24. ___ Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.
25. ___ Evidence of compliance with the Readington Township Recycling Ordinance and proof of arrangements for garbage collection where applicable.
26. ___ Certification of ownership or authorization to file application.

NOTE. The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order for the Board to make an informed decision and/or unique circumstances affect the tract and/or when the application for

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development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations, environmental impact statement and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared checklist.

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**CHECKLIST FOR ENVIRONMENTAL IMPACT STATEMENT (EIS)
[Amended 7-16-2001 by Ord. No. 13-2001; 7-15-2013 by Ord. No. 14-2013]**

Required pursuant to § 148-102C(1)(e) of the Land Development Ordinance.

The documents, details and information contained herein are required for approval of an application for development for which an Environmental Impact Statement (EIS) is required, unless specifically waived by the approving authority.

1. This checklist shall be completed, and 20 copies submitted, for any application that is required to submit an environmental impact statement (EIS). An EIS that is found to be incomplete may result in a finding that the application for which it has been prepared is incomplete.
2. Although some checklist items may be provided elsewhere within the application all pertinent information required by the EIS shall be included within the EIS document.
3. Applicant should indicate **X** under status column if information is provided.
4. Applicant should indicate **W** under status column if a waiver is requested.
5. Applicant should indicate **N/A** under status column if a requirement is not applicable.
6. If N/A or W is indicated, a written explanation should be included with the checklist. Failure to provide rationale will result in the EIS being deemed incomplete pursuant to Checklist item 53.

No.	Description of Required Information	Status	Reviewer Remarks
Project Description			
Applicant's Name & Address:			
Type of Application:			
Site Location:			
1	Name and qualifications of person(s) who prepared EIS.		
2	Description of proposed development, including purpose, scope and any public benefits.		
3	Address and describe the consistency of the proposal with the Readington Township Master Plan, Readington Township Natural Resources Inventory, Hunterdon County Master Plan, Master Plan of Adjacent Municipalities, Regional and State Planning Documents.		
Existing Conditions			
4	Inventory and description of soil types on site.		
5	Mapping of all areas with soil types having moderate and severe limitations.		
6	Description of the topography and the geologic formations and features associated with the site, including depth to		

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No.	Description of Required Information	Status	Reviewer Remarks
	bedrock conditions.		
7	Mapping of areas where bedrock may be within 2 feet of the surface as well as major rock outcroppings.		
8	Description of existing vegetation on site.		
9	Mapping of major vegetative groupings, including woodlands, open fields, wetlands, and trees 6 inches in diameter and larger measured at 4 feet above ground.		
10	Mapping of flora & fauna habitats on, and within 350 feet of, the subject property; an inventory of on-site flora & fauna; identification of threatened and endangered species, and their habitats, sighted on the subject property and within Hunterdon County.		
11	The locations of natural features such as wooded areas and any extensive rock formations, both within the tract and within 350 feet of its boundaries.		
12	Description of the surface/subsurface water conditions on the site in terms of depth to groundwater and water supply capabilities both on tract and within 350 feet of its boundaries.		
13	Mapping and classification of wetland areas on the subject property, including any transition areas, and copies of reports or correspondence to the NJDEP.		
14	Mapping of critical areas (steep slopes, stream corridors, wetlands) within 350 feet of the site.		
15	Mapping and description of streams on site and within 350 feet, including steep banks, springs, and streamside vegetation located on property.		
16	Mapping of 100-year floodplain.		
17	Identification of the location, depth, capacity and water quality of all existing wells on the site. Location of all properties within 350 feet of the site that are served by potable water wells.		
18	Identification of any existing sources of groundwater pollution on site and within 350 feet of the subject property.		
19	Description and mapping of distinctive scenic features and portions of site located within a historic district.		
20	Description of existing cultural features on site, i.e., roads, driveway accesses, housing units, accessory structures, utility lines, etc.		
21	Description of the existing land uses of the site and the region that will be significantly affected by the proposed project.		
22	Analysis of existing noise levels, on site and in the surrounding area, relative to NJDEP standards.		
23	Determination of present traffic volume and capacity of road(s) serving project and nearest major intersection(s).		

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No.	Description of Required Information	Status	Reviewer Remarks
Assessment of Impacts			
24	Estimate of the expected quantity and type of wastewater generated from the proposed project.		
	On-site disposal:		
25	a. Description of the relationship between the on-site disposal system and topography, soils, wetlands, underlying geology, water table, aquifer recharge areas, and all wells within 350 feet of the disposal areas.		
	b. Results of soil profile pits and permeability tests.		
	Public/private sewer disposal facility (clearly indicate ultimate intended owner):		
26	a. Identification of facility, owner's name, location of plant and location of collection point to which proposed project would be connected.		
	b. Documentation from the facility indicating that the expected flows from the proposed project can be accepted and adequately treated.		
	On-site water:		
	a. Description of the water demand for proposed development.		
27	b. Documentation of aquifer yield to support water demand.		
	c. Provide an assessment of the development's impact on existing wells and surface water within the geologic formation.		
	d. NJDEP certification of adequacy for proposed water supply and sewerage facilities for plans including 50 or more dwelling units.		
	Public/private water supply facility (clearly indicate ultimate intended owner):		
28	a. Identification of facility, owner's name, location of plant and location of distribution point to which proposed project would be connected.		
	b. Documentation from the facility indicating that the plant has sufficient capacity for the proposed project.		
29	Description of surface drainage and stormwater management plan.		
30	Copies of resource information provided to NJDEP in support of applications for any stream encroachment permits.		
31	Estimate of volume and types of solid waste expected to be generated by proposed project during construction and operation.		

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No.	Description of Required Information	Status	Reviewer Remarks
32	Identification of location(s) type(s), and owner(s) of facility(ies) to receive solid waste.		
33	Description of plans for collection, storage, transportation and disposal of solid waste.		
34	Description of the manner in which the proposal complies with state-wide Mandatory Source Separation and Recycling Act.		
35	Description of sources, locations, quantities and nature of materials to be emitted from furnaces or other devices in which combustible materials will be burned.		
36	Description of any other sources of air pollutants expected to be present on the site during or after construction.		
37	Copies of all resource data submitted with applications for any required state or federal emission permits.		
38	Statement of anticipated effects of noise and vibration levels, including magnitude and characteristics related to on-site activities and proposed method(s) of control.		
39	Documentation by nonresidential applicants of noise produced by the proposed business operation relative to the NJDEP noise regulations.		
40	Calculation of traffic generated by the proposed development.		
41	Analysis of factors affecting finances of the township, including taxes, jobs, school enrollment and municipal services.		
42	Description of the proposed project's impact on the natural or cultural character of the area.		
43	Description of the proposed project's anticipated effects on light, including the magnitude and characteristics of lighting and proposed methods of spill control.		
44	Analysis of the proposed project's impact on critical areas, including stream corridors, wetlands, steep slopes, wildlife habitat, highly erodible soils, areas of high water table, mature stands of native vegetation, aquifer recharge and discharge areas and any other environmentally sensitive feature not addressed elsewhere in the EIS.		
45	Listing of all environmentally protective measures which will be utilized should the proposed project be implemented.		
46	Listing of potential adverse environmental impacts, which cannot be avoided, should the proposed project be implemented. Include differentiation between short-term impacts and irreversible impacts.		
47	Listing and descriptions of measures to be implemented to mitigate unavoidable adverse impacts.		
48	Summary of environmental impact assessment for the proposed project that evaluates adverse and positive		

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No.	Description of Required Information	Status	Reviewer Remarks
	environmental effects and public benefits, if any, expected to arise from the proposed project.		
49	Listing of any permits required for project from federal, state, local or other governmental agencies.		
50	Listing of all written sources of information consulted in preparation of EIS.		
51	Listing of all agencies and individuals from which pertinent information was obtained orally or by letter.		
52	Log indicating the dates, times, weather conditions, and specific site locations of the on-site inspections required by this section.		
53	For all items that the applicant has requested a waiver or that applicant believes to be not applicable, a written explanation (attach additional pages as necessary). <i>Failure to provide this information will result in the application being deemed incomplete.</i>		

Qualifications of experts preparing reports and testifying with respect the environmental impact statement will be subject to careful scrutiny during the process of application review. It is recommended that applicants engage experts whose credentials will carry sufficient weight with the Environmental Commission and the approving authority

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SITE PLAN WAIVER CHECKLIST
[Added 6-7-2021 by Ord. No. 14-2021]

ADMINISTRATIVE WAIVER OF SITE PLAN – The applicant must meet the following requirements:

- (a) The proposed development does not increase the degree of noncompliance or create a new noncompliance with respect to any bulk regulations; and
- (b) The proposed development, alteration, construction or placement has received approval from the Township’s Historical Preservation Commission when applicable, prior to the application for Administrative Waiver.

Name of Applicant:

The following checklist is designed to assist applicants in preparing a complete application for Administrative Waiver consideration. This checklist must be fully completed and included with your application documents. **Please be aware that failure to include required checklist items can result in the application being deemed incomplete and ineligible for review.** Applications that include a waiver request for any of the checklist items shall be accompanied by a written statement in support of each waiver request.

<u>Office Use</u>	<u>Applicant Use</u>	Included	N/A or Waiver Requested
(a) General Requirements:			
			1. Completed application (1 paper copy + 1 digital file) of all items in checklist below. Note: Submitted plans, min. 1" - 50' (plans are not to exceed 24" x 36", all sheets must be the same size and all plans must be folded and collated)
			2. Written description of, and grounds for, waiver request
			3. Application fee
			4. Plot plan of property showing location of all existing and proposed structures, with relationship to surrounding building(s) on adjoining properties, zoning setback, driveways(s), and existing and proposed utilities
			Plan to include the following items as applicable:
			[a] all structures
			[b] all impervious surfaces (stone, paved, etc.), including delineation of parking stalls
			[c] existing and proposed landscaping
			[d] lighting
			[e] existing and proposed floor plans, with the area(s) subject to change clearly defined.

LAND DEVELOPMENT

			[f] if changes to the HVAC are proposed, applicant is to provide information regarding noise and odors as it pertains to the adjacent properties.
			[g] bulk zoning regulations for districts in schedule form (showing required, existing & proposed conditions
			[h] photographs showing existing conditions
			[i] Copy of Historical Preservation Approval (if applicable)
			(j) Product specifications, where appropriate
			(k) Elevations and details for proposed new construction
			(l) Floor plans

(b) Application Review: (Township Use)															
Approved	Denied*	Approved With Conditions*													
			Reviewed by the Administrative Review Committee pursuant to Section 148-97D.												
			<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 70%; text-align: right;">_____</td> <td style="border: none; text-align: center;">Date</td> </tr> <tr> <td style="border: none; text-align: right;">Municipal Zoning Officer</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none; text-align: right;">_____</td> <td style="border: none; text-align: center;">Date</td> </tr> <tr> <td style="border: none; text-align: right;">Municipal Construction Official</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none; text-align: right;">_____</td> <td style="border: none; text-align: center;">Date</td> </tr> <tr> <td style="border: none; text-align: right;">Municipal Administrative Officer</td> <td style="border: none;"></td> </tr> </table>	_____	Date	Municipal Zoning Officer		_____	Date	Municipal Construction Official		_____	Date	Municipal Administrative Officer	
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Municipal Construction Official															
_____	Date														
Municipal Administrative Officer															

(*See attached memorandum with additional information)

The undersigned, hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

Print applicant name

Date:

Applicant Signature

Print owners name

Owner Signature