

DEVELOPMENT REGULATIONS

*DR Attachment 6*

**Township of Medford**

**Checklists**

**Checklist**

**Details Required for Variance Applications**

Note: See § 802.C of the Medford Township Land Development Ordinance for further details of submission requirements and procedures.

1. \_\_\_\_\_ Application Form(s) and Checklist(s) (1 copy).
2. \_\_\_\_\_ Escrow fees in accordance with § 901 of the Land Development Ordinance.
3. \_\_\_\_\_ Signed escrow agreement.
4. \_\_\_\_\_ Sketch plats or plans (17 copies) outlining the location, nature and extent of any variance(s) requested.
5. \_\_\_\_\_ Key map at less than 1" = 2,000'.
6. \_\_\_\_\_ Title block:
  - \_\_\_\_\_ Name, title, address and telephone number of applicant; Name, title, address and license number of the professional or professionals who prepared the plot or plan if applicable;
  - \_\_\_\_\_ Name, title and address of the owner or owners of record;
  - \_\_\_\_\_ North arrow;
  - \_\_\_\_\_ Scale (written and graphic);
  - \_\_\_\_\_ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet; and
  - \_\_\_\_\_ Names and addresses of partners or stockholders as required by Ordinance.
7. \_\_\_\_\_ Acreage figures (both with and without areas within public rights-of-way).
8. \_\_\_\_\_ Approval signature lines.
9. \_\_\_\_\_ Existing block and lot number(s) of the lot(s) as they appear on the Township Tax Map.
10. \_\_\_\_\_ Tract boundary line (heavy solid line).
11. \_\_\_\_\_ The location of existing and proposed property lines, 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 wetlands and treed areas, both within the tract and within 50 feet of its boundary.

MEDFORD CODE

- 12. \_\_\_\_\_ The location and width of all existing utility easements.
- 13. \_\_\_\_\_ Zoning districts affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
- 14. \_\_\_\_\_ Proposed buffer and landscaped areas.
- 15. \_\_\_\_\_ Delineation of floodplains, including both floodway and flood fringe areas.
- 16. \_\_\_\_\_ Wetlands, marshes, ponds and land subject to flooding.
- 17. \_\_\_\_\_ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Secretary of the Planning Board or Secretary of the Zoning Board of Adjustment, as the case may be.
- 18. \_\_\_\_\_ Certification from the Township Tax Collector that all taxes and assessments are paid to date.

For applications for bulk variance or use variances with subsequent minor subdivision or site plan review:

- 19. \_\_\_\_\_ A sketch of the proposed addition or new construction for which a variance is sought, demonstrating how same is architecturally consistent with the existing structure or an improvement thereof.
- 20. \_\_\_\_\_ Evidence of notification of the Pinelands Commission of the application where the application includes a request for development approval in addition to the request for a bulk variance.
- 21. \_\_\_\_\_ A written statement delineating the exact proposed use requested, for use variance applications only.

For applications for use variances with subsequent major subdivision and/or major site plan review:

- 22. \_\_\_\_\_ Architectural renderings and a sketch plat, including at a minimum, the data required under § 802.D which the applicant will accept as binding as a condition of approval of any subsequent application for major site plan and/or major subdivision approval.
- 23. \_\_\_\_\_ An Environmental Impact Statement.
- 24. \_\_\_\_\_ A Traffic Impact Statement.
- 25. \_\_\_\_\_ A written statement delineating the exact proposed use requested.

\_\_\_\_\_  
Signature and Title of person who prepared checklist.

\_\_\_\_\_  
Date

## DEVELOPMENT REGULATIONS

### Checklist

#### Details Required for Informal Review Applications

Note: See § 802.D of the Medford Township Land Development Ordinance for further details of submission requirements and procedures.

1. \_\_\_\_\_ Application Form(s) and Checklist(s) (7 copies).
2. \_\_\_\_\_ Escrow fees, if applicable, in accordance with § 901 of this ordinance.
3. \_\_\_\_\_ A letter from the applicant to the Township Planning Board outlining the development plans.
4. \_\_\_\_\_ Plats or Plans (7 copies) clearly and legibly drawn.
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. \_\_\_\_\_ Key map at less than 1" = 2,000'.
7. \_\_\_\_\_ Title block:
  - \_\_\_\_\_ Name of subdivision or development, Township of Medford, Burlington County, with each sheet specifically titled with appropriately descriptive words and titled as "Informal Plat for Review";
  - \_\_\_\_\_ Name, title, address and telephone number of subdivider or developer;
  - \_\_\_\_\_ Name, title, address, telephone number and signature of the person who prepared the plot or plan;
  - \_\_\_\_\_ Name and address of the owner or owners of record;
  - \_\_\_\_\_ North arrow;
  - \_\_\_\_\_ Scale (written and graphic); and
  - \_\_\_\_\_ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet;
8. \_\_\_\_\_ Acreage figures (both with and without areas within public rights-of-way).
9. \_\_\_\_\_ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map.
10. \_\_\_\_\_ Tract boundary line (heavy solid line).
11. \_\_\_\_\_ All adjacent block and lot numbers.
12. \_\_\_\_\_ Zoning district(s).
13. \_\_\_\_\_ Key map with North arrow showing the entire development and its relation to surrounding areas.
14. \_\_\_\_\_ Existing lot lines to be eliminated.

MEDFORD CODE

- 15. \_\_\_\_\_ Existing and proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.
- 16. \_\_\_\_\_ Area of each proposed lot.
- 17. \_\_\_\_\_ Existing structures and uses, including the shortest distance between any existing building and proposed or existing lot lines.
- 18. \_\_\_\_\_ All setback lines.
- 19. \_\_\_\_\_ Intent for water supply and sewage treatment.
- 20. \_\_\_\_\_ Existing contours based on United States Geological Survey datum where appropriate.
- 21. \_\_\_\_\_ Approximate location of wooded areas, floodplains, wetlands and buffers.
- 22. \_\_\_\_\_ Existing and proposed rights-of-way and easements within and adjoining the tract.
- 23. \_\_\_\_\_ Proposed access points and parking area on site plans.
- 24. \_\_\_\_\_ All streams, lakes and floodplains, based on Soil Conservation Service data, including:
  - \_\_\_\_\_ Direction of flow.
  - \_\_\_\_\_ Location of all drainage structures.
  - \_\_\_\_\_ Floodplain limits.
  - \_\_\_\_\_ Wetlands.
  - \_\_\_\_\_ Swamps.

\_\_\_\_\_  
Signature and Title of person who prepared checklist.

\_\_\_\_\_  
Date

DEVELOPMENT REGULATIONS

**Checklist**

**Details Required for Minor Subdivision Plats and Minor Site Plans**

Note: See § 803 of the Medford Township Land Development Ordinance for further details of submission requirements and procedures.

1. \_\_\_\_\_ Applicant
2. \_\_\_\_\_ Application Form(s) and Checklist(s) (15 copies).
3. \_\_\_\_\_ Escrow fees required pursuant to § 901 of the Land Development Ordinance.
4. \_\_\_\_\_ Signed escrow agreement.
5. \_\_\_\_\_ Plats or Plans (15 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
6. \_\_\_\_\_ Protective Covenants, Easements and/or Deed Restrictions (five copies).
7. \_\_\_\_\_ Scale of not less than 1" = 100' on one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
8. \_\_\_\_\_ Key map at not more than 1" = 2,000'.
9. \_\_\_\_\_ Title block in accordance with the rules governing title blocks for professional engineers (N.J.S.A. 45:8-36), including:
  10. \_\_\_\_\_ Name of subdivision or development, Township of Medford and Burlington County, with each sheet specifically titled with appropriately descriptive words;
  - \_\_\_\_\_ Name, title, address and telephone number of subdivider or developer;
  - \_\_\_\_\_ Name, title, address, telephone number, signature and license number of the professional or professionals who prepared the plat or plan;
  - \_\_\_\_\_ Name, title and address of the owner or owners of record;
  - \_\_\_\_\_ North arrow;
  - \_\_\_\_\_ Scale (written and graphic); and
  - \_\_\_\_\_ Date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.
11. \_\_\_\_\_ Certification that the applicant is the owner of the land or his/her properly authorized agent, or that the owner has given his/her consent under an option agreement.
12. \_\_\_\_\_ If the applicant is a corporation or a partnership, the names and addresses of all partners, or the names and addresses of all stockholders owning 10% or more of any class of stock of the corporation.

MEDFORD CODE

- 13. \_\_\_\_\_ Approval signature and date lines for the Chairman and Secretary in all cases and the Township Engineer in the case of a minor subdivision plat to be filed, with the signature block as required by the Map Filing Law and with the location for signature placed such that the professional seal may be placed over the signature when requested.
- 14. \_\_\_\_\_ Acreage figures to the nearest tenth of an acre (both with and without areas within public rights-of-way).
- 15. \_\_\_\_\_ 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.
- 16. \_\_\_\_\_ Tract boundary line (heavy solid line).
- 17. \_\_\_\_\_ Zoning districts affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
- 18. \_\_\_\_\_ Certification from the Township Tax Collector that all taxes and assessments are paid to date.
- 19. \_\_\_\_\_ The location of existing and proposed property lines (with bearings, distances, and area and setback lines), streets, structures (with their numerical dimensions, shortest distance measurement between any existing and proposed buildings and existing or proposed lot lines, 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 wetlands and treed areas, both within the tract and within 100 feet of its boundary.
- 20. \_\_\_\_\_ The location and width of all existing and proposed utility easements, the uses for which they are intended to be limited, and the manner in which the easements will be controlled.
- 21. \_\_\_\_\_ Proposed buffer and landscaped areas including any deed restricted buffer, if required.  
\_\_\_\_\_ If the tract is located within the Pinelands Area of the Township, the location and character of existing vegetation, including predominant vegetation types and all wetlands should be shown.  
\_\_\_\_\_ For minor site plans only, the location and identifications of existing vegetation outside of wooded areas and an indication as to whether existing vegetation is to remain or to be removed and a planting schedule of proposed landscaping.
- 22. \_\_\_\_\_ All streams, lakes and floodways, based on Soil Conservation Service data, including:  
\_\_\_\_\_ Direction of flow.  
\_\_\_\_\_ Location of all drainage structures.  
\_\_\_\_\_ Floodplain limits.  
\_\_\_\_\_ Wetlands.  
\_\_\_\_\_ Swamps.

## DEVELOPMENT REGULATIONS

23. \_\_\_\_\_ Contours as shown on the U.S.G.S. topographic sheets and proposed grades.
24. \_\_\_\_\_ Marshes, ponds and lands subject to flooding within the tract and within 100 feet thereof.
25. \_\_\_\_\_ The name of all adjacent property owners and adjacent block and lot numbers as they appear on the most recent tax list prepared by the Secretary of the Planning Board or Secretary of the Zoning Board of Adjustment, as the case may be.
26. \_\_\_\_\_ For minor site plans only:
- \_\_\_\_\_ Lighting details in accordance with the standards of this ordinance.
- \_\_\_\_\_ Freestanding sign details showing location and dimensions.
- \_\_\_\_\_ Circulation and parking details in accordance with the standards of this ordinance including sight triangles at intersections, driveways and aisles, parking spaces, ingress and egress, loading, sidewalks, curbs, railroad ties, handicapped parking and curb cuts, and improvement details for the above.
- \_\_\_\_\_ Drainage calculations and any proposed drainage improvements, including full details.
27. \_\_\_\_\_ When a common drive is proposed, the applicant shall show:
- \_\_\_\_\_ Sight triangle easements.
- \_\_\_\_\_ Limits for cross easements.
- \_\_\_\_\_ Materials to be used for construction of the common drive.
28. \_\_\_\_\_ Concerning minor subdivisions only, existing and proposed monuments.
29. \_\_\_\_\_ Soil tests as required by Ordinance.
30. \_\_\_\_\_ All minor subdivision applications shall be accompanied by an Environmental Impact Statement in accordance with the provisions of § 804.C of this ordinance. The applicant may request a waiver of this requirement, either in whole or in part, provided that the applicant states in writing the basis for the waiver request. The Board shall act upon the requested waiver.
31. \_\_\_\_\_ No minor subdivision or minor site plan involving any street(s) additional right-of-way width as specified in the Master Plan or Official Map and the street requirements of this ordinance shall be approved unless such additional right-of-way, either along one or both sides of said streets, as applicable, shall be granted to the Township or other appropriate governmental agency.
32. \_\_\_\_\_ Plans of proposed improvements and utility layouts including sewers, storm drains and water lines, and feasible connections to gas, telephone and electrical utility systems. If private utilities are proposed, they shall comply fully with all Township, County, State and Federal regulations. If service will be provided by an existing utility company, in lieu of detailed plans, a letter from that company stating that service will be available before occupancy will be sufficient. Additionally, letters from the appropriate County and State

MEDFORD CODE

agencies granting approval for the extension of utility service(s) under their respective jurisdiction shall be submitted with the application.

- 33. \_\_\_\_\_ The applicant shall show any existing wells and/or septic systems.
- 34. \_\_\_\_\_ The applicant shall show proposed septic system and/or well locations.
- 35. \_\_\_\_\_ In the Pinelands Area, the location, size, type and capacity of the sanitary facility shall be shown and the results of soil boring and percolation tests in accordance with N.J.S.A. 58:11-23 et seq.  
\_\_\_\_\_ The applicant shall show proposed public water and/or sewer connections.  
\_\_\_\_\_ When septic systems are proposed, the applicant shall supply boring and percolation test results for each lot, taken in accordance with the standards as established in this ordinance to establish seasonal high water. In the Pinelands Area, the location, size, type and capacity of the sanitary facility shall be shown and the results of test boring and percolation tests in accordance with N.J.S.A. 58:11-23 et seq.  
\_\_\_\_\_ When public sewer is proposed, the applicant shall supply one boring for each lot if soil maps indicate that the seasonal high-water table may exceed Ordinance standards for a buildable lot.
- 36. \_\_\_\_\_ No minor subdivision or minor site plan involving any corner lot shall be approved unless a sight triangle easement shall be granted as specified in this ordinance.
- 37. \_\_\_\_\_ Deed descriptions (including metes and bounds), easements, covenants, restrictions and roadway dedications shall be submitted for approval and required signatures as required by the Map Filing Law prior to filing with the County Recording Officer. Locations for signatures must be placed such that seals may be placed over signatures where required.
- 38. \_\_\_\_\_ Evidence that a duplicate copy(ies) of the application for minor development has been filed with any other agency (including but not limited to the Burlington County Planning Board, Burlington County Board of Health, and Burlington County Soil Conservation District) having jurisdiction over any aspect of the proposed development. A Certificate of Filing from the Pinelands Commission is required for completeness of any application within the Pinelands Area.
- 39. \_\_\_\_\_ A “Certificate of Completeness” form signed by the applicant’s engineer/architect/land surveyor.
- 40. \_\_\_\_\_ If applicable, a certification from the Director of Municipal Utilities that public water and/or public sewer service is available.

\_\_\_\_\_  
Signature and Title of person who prepared checklist.

\_\_\_\_\_  
Date

DEVELOPMENT REGULATIONS  
**Checklist**  
**Details Required for Preliminary Major Subdivision Plats**  
**and Preliminary Major Site Plans**

Note: See § 804 of the Medford Township Land Development Ordinance for further details of submission requirements and procedures.

1. \_\_\_\_\_ Application Form(s) and Checklist(s) (15 copies).
2. \_\_\_\_\_ Escrow fees required pursuant to § 901 of the Land Development Ordinance.
3. \_\_\_\_\_ Signed escrow agreement.
4. \_\_\_\_\_ Plats or Plans (15 copies) signed and sealed by a N.J. Professional Engineer and folded into eighths with title block revealed.
5. \_\_\_\_\_ Protective Covenants, Easements and/or Deed Restrictions (15 copies).
6. \_\_\_\_\_ 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").
7. \_\_\_\_\_ Key map at not more than 1" = 2,000'.
8. \_\_\_\_\_ Title block:  
  
\_\_\_\_\_ Name of subdivision or development, Township of Medford, Burlington County, with each sheet specifically titled with appropriately descriptive words;  
  
\_\_\_\_\_ Name, title, address and telephone number of subdivider or developer;  
  
\_\_\_\_\_ Name, title, address, telephone number, signature, seal, and license number of the professional or professionals who prepared the plat or plan;  
  
\_\_\_\_\_ Name, title and address of the owner or owners of record;  
  
\_\_\_\_\_ North arrow;  
  
\_\_\_\_\_ Scale (written and graphic);  
  
\_\_\_\_\_ Date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet; and  
  
\_\_\_\_\_ Space for the application number.
9. \_\_\_\_\_ Certification that the applicant is the owner of the land or his/her properly authorized agent, or that the owner has given his/her consent under an option agreement.
10. \_\_\_\_\_ If the applicant is a corporation or a partnership, the names and addresses of all partners, or the names and addresses of all stockholders owning 10% or more of any class of stock of the corporation.

MEDFORD CODE

11. \_\_\_\_\_ Approval signature and date lines for the Chairman and Secretary in all cases and the Township Engineer in the case of a major subdivision plat to be filed, with the signature block as required by the Map Filing Law and with the location for signature placed such that the professional seal may be placed over the signature when requested.
12. \_\_\_\_\_ Acreage to the nearest tenth of an acre (both with and without areas within public rights-of-way).
13. \_\_\_\_\_ The names, addresses 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 Secretary of the Planning Board or Secretary of the Zoning Board of Adjustment, as the case may be.
14. \_\_\_\_\_ 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.
15. \_\_\_\_\_ Tract boundary line (heavy solid line).
16. \_\_\_\_\_ Zoning districts and lines affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
17. \_\_\_\_\_ Certification from the Township Tax Collector that all taxes and assessments are paid to date.
18. \_\_\_\_\_ The location of natural and man-made features and improvements such as wetlands, rock outcroppings, bridges, dams, and treed areas, both within the tract and within 100 feet of its boundary.
19. \_\_\_\_\_ The proposed location of all proposed plantings, with a legend listing the botanical and common names, the sizes at the time of planting, the total quantity of each plant, and the location of each plant keyed to the plan or plat.
20. \_\_\_\_\_ The location and water level of all existing and proposed water courses within 500 feet of the property, including lakes, streams, ponds, swamp or marsh areas and underdrains, shall be shown and accompanied by the following information:

\_\_\_\_\_ When a running stream is proposed for alteration, improvement or relocation or when a structure or fill is proposed over, under, in or along such a running stream, evidence of the result of a preapplication meeting with the New Jersey Division of Water Resources or such agency having jurisdiction shall accompany the application;

## DEVELOPMENT REGULATIONS

\_\_\_\_\_ Cross-sections of water courses and/or drainage swales at an approximate scale showing the extent of the floodplain, top of bank, normal water levels and bottom elevations at the locations required by the Board Engineer;

\_\_\_\_\_ The location and extent of drainage and conservation easements and stream encroachment lines;

\_\_\_\_\_ The location, construction details, and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage;

\_\_\_\_\_ The total upstream acreage in the drainage basin of any watercourse running through or adjacent to a subdivision, including the distance and average slope upstream to the basin ridgeline, where applicable;

\_\_\_\_\_ The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage of that portion of the subdivision which drains to the structure, including the distance and average slope downstream to the structure and final disposition of the surface waters; and

\_\_\_\_\_ When the property to be subdivided or developed is located along a stream or lake, the applicant shall submit stream and water quality test results as specified in Subsection 521.M of this ordinance.

21. \_\_\_\_\_ Existing and proposed contours as required by Ordinance.
22. \_\_\_\_\_ Soil tests as required by Ordinance.
23. \_\_\_\_\_ Existing and proposed street and lot layout with dimensions correct to scale accuracy, showing that portion proposed for development in relation to the entire tract, and existing lot lines to be eliminated.
24. \_\_\_\_\_ The location of all existing structures and their uses, both within the tract and within 200 feet of its boundary, with an indication of existing and proposed front, rear, side yard and building setback distances and lines and whether the existing structures and uses will be retained or removed.
25. \_\_\_\_\_ Size, height and location of all proposed structures including, but not limited to, signs, fences and lighting facilities, and of all proposed buildings.
26. \_\_\_\_\_ All dimensions necessary to confirm conformity to the ordinance, such as the size of the tract to the nearest 0.01 of an acre and any proposed lot(s) to the nearest 0.1 of an acre, the number of lots being created, structure setbacks, structure heights, yard areas, existing and proposed building coverage and impervious lot coverage (both in sq. ft. and as a percentage of the lot area) and floor area ratios. All tract and lot sizes shall be expressed in acres and square feet and shall include bearings and distances.

MEDFORD CODE

- 27. \_\_\_\_\_ The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details of lighting poles and luminaries, which information shall be shown on the plat or plan for each light (See Subsection 517.H of this ordinance).
  
- 28. \_\_\_\_\_ The existing and proposed screening, buffering and landscaping, including a landscaping plan, a planting schedule, areas to be seeded or sodded and existing individual trees in excess of 10 inches in diameter at breast height outside of wooded areas.
  
- 29. \_\_\_\_\_ The location and design of any off-street parking and loading area, showing size and location of bays, spaces, aisles and barriers, curbing and paving specifications.
  
- 30. \_\_\_\_\_ All means of vehicular access and egress to and from the site onto public streets, showing the site and the dimension and location of streets, fire lanes, driveways and curb cuts within 200 feet, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, sight triangle easements, additional width and other proposed devices necessary to prevent a difficult traffic situation.
  
- 31. \_\_\_\_\_ The application shall include plans and computations for any storm drainage system including the following as may be required by the Board Engineer:
  - \_\_\_\_\_ All existing or proposed storm sewer lines, with plans and profiles, within or adjacent to the tract showing size and slope of the lines, the pipe material type, the strength class or thickness, direction of flow and the location of each catch basin, inlet, manhole, culvert and headwall.
  
  - \_\_\_\_\_ A map drawn to scale (minimum scale 1" = 100') showing the contributing area to each inlet or cross drain.
  
  - \_\_\_\_\_ Computations.
  
- 32. \_\_\_\_\_ The location of existing utility structures such as water and sewer mains, utility structures, gas transmission lines and high tension power lines on the tract and within 200 feet of its boundaries.
  
- 33. \_\_\_\_\_ Plans and profiles of proposed improvements and utility layouts as required by Ordinance and required letters from the appropriate County and State agencies granting approval for the extension of utility service(s).
  
- 34. \_\_\_\_\_ Plans, typical cross sections, grades, and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract within 200 feet as required by Ordinance.

## DEVELOPMENT REGULATIONS

35. \_\_\_\_\_ Any protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plat or plan.
36. \_\_\_\_\_ The names, location and width of all existing and proposed rights-of-way and easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.
37. \_\_\_\_\_ The proposed permanent monuments shall be shown, in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9 with two permanent benchmarks based on U.S.G.S. datum, all elevations to relate to benchmarks.
38. \_\_\_\_\_ Concerning site plans only, a written description of the proposed use(s) and operation(s) of the buildings, including emission of noise, glare, vibration, heat, odor, air and water pollution, safety hazards, expected truck and tractor trailer traffic and the proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation.
39. \_\_\_\_\_ Identification of any lot or area to be reserved or dedicated to public use, showing all improvements such as landscaping, grading, walkways, bicycle paths and recreational facilities.
40. \_\_\_\_\_ Recreational facilities in accordance with § 609 of this ordinance, including full specifications of any paving, fencing, seeding and equipment.
41. \_\_\_\_\_ A boundary survey by a licensed New Jersey land surveyor, certified on a date within six months of the date of submission.
42. \_\_\_\_\_ A Traffic Impact Statement in accordance with the provisions of § 804.D of this ordinance.
43. \_\_\_\_\_ A Municipal Services and Utilities Impact Statement analyzing the probable impact on municipal services as required by Ordinance.
44. \_\_\_\_\_ Composite environmental constraints map at the same scale as the preliminary plat as required by Ordinance.
45. \_\_\_\_\_ All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by an Environmental Impact Statement in accordance with the provisions of § 804.C of this ordinance. The applicant may request a waiver of this requirement, either in whole or in part, provided that the applicant states in writing the basis for the waiver request. The Board shall act upon the requested waiver.
46. \_\_\_\_\_ Concerning site plans only, signed and sealed, scaled elevations by a licensed New Jersey architect of the front, side and rear of any structure to be erected or modified, floor plans and expansion plans incorporated into the building design.

MEDFORD CODE

- 47. \_\_\_\_\_ A Cultural Resource Inventory for all sites within the Pinelands as required by Ordinance.
- 48. \_\_\_\_\_ In the case of any subdivision or site plan submission of a planned development, the applicant shall be required to submit all of the required information for all of the properties comprising the planned development.
- 49. \_\_\_\_\_ Evidence that a duplicate copy(ies) of the application for major development has been filed with any other agency (including but not limited to the Burlington County Planning Board) having jurisdiction over any aspect of the proposed development. A Certificate of Filing from the Pinelands Commission is required for completeness of any application within the Pinelands Area.
- 50. \_\_\_\_\_ A Township “Certificate of Completeness” form signed by the applicant’s engineer/architect/land surveyor.
- 51. \_\_\_\_\_ If applicable, a certification from the Director of Municipal Utilities that public water and/or public sewer service is available.
- 52. \_\_\_\_\_ An Historic Impact Statement, if applicable, in accordance with § 806.E of this ordinance.
- 53. \_\_\_\_\_ The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information shall include, but not be limited to, drainage calculations and traffic analyses, provided however, that no application shall be declared incomplete for the lack of such additional information.

\_\_\_\_\_  
Signature and Title of person who prepared checklist.

\_\_\_\_\_  
Date

## DEVELOPMENT REGULATIONS

### Checklist

#### Details Required for Final Major Subdivision Plats and Final Major Site Plans

Note: See § 805 of the Medford Township Land Development Ordinance for further details of submission requirements and procedures.

1. \_\_\_\_\_ Application Form(s) and Checklist(s) (15 copies).
2. \_\_\_\_\_ Application and escrow fees required pursuant to § 901 of the Land Development Ordinance.
3. \_\_\_\_\_ Signed escrow agreement.
4. \_\_\_\_\_ Plats or Plans (15 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
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 Subsection 804.B of the ordinance.
7. \_\_\_\_\_ All additional details required at the time of preliminary approval.
8. \_\_\_\_\_ A section or staging plan, if proposed.
9. \_\_\_\_\_ Detailed architectural and engineering data as required by Ordinance.
10. \_\_\_\_\_ A copy of the signed preliminary plat or plan in conformance with the resolution of approval.
11. \_\_\_\_\_ Notification of Pinelands Commission review of the preliminary plat.
12. \_\_\_\_\_ Evidence that a duplicate copy(ies) of the application for development has been filed with any other agency (including but not limited to the Burlington County Board of Health and Burlington County Soil Conservation District) having jurisdiction over any aspect of the proposed development.
13. \_\_\_\_\_ Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.
14. \_\_\_\_\_ Certification from the Township Tax Collector that all taxes and assessments are paid up-to-date.
15. \_\_\_\_\_ 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.
16. \_\_\_\_\_ A street numbering plan.
17. \_\_\_\_\_ Certification in writing from the applicant to the Board that the applicant has:

MEDFORD CODE

- (a) Installed all improvements in accordance with the requirements of the ordinance; and/or
- (b) Posted a performance guarantee in accordance with § 902 of the ordinance; and
- (c) Provided a construction schedule for all improvements yet to be installed.

18. \_\_\_\_\_ A statement from the Township Engineer that all installed improvements have been inspected.

\_\_\_\_\_  
Signature and Title of person who prepared checklist.

\_\_\_\_\_  
Date

DEVELOPMENT REGULATIONS

**Checklist**

**In-Ground Pool Grading Plan**

[Added 3-10-2009 by Ord. No. 2009-4]

All in-ground pools which involve grading or disturbing of surface dirt of more than 4,500 square feet shall require a review of a grading plan. Applications shall be accompanied by a grading plan, submitted in triplicate, conforming to the standards as follows:

Applicants will be notified if their Grading Plan submission is found deficient and will be requested to provide additional information within 10 working days.

**1. Grading Plans:**

\_\_\_\_\_ Must have a title block indicating the address of the site, lot and block designation and be titled "GRADING PLAN." The title block must contain the name, address and telephone number of the preparer. The plan must also contain the name and address of the applicant.

\_\_\_\_\_ Must be signed and sealed (embossed) by a *Professional Land Surveyor, Professional Engineer, Certified Landscape Architect or Registered Architect* licensed in the State of New Jersey, *if deemed necessary by the Zoning Officer or Township Engineer.*

\_\_\_\_\_ Must have note on the plan specifying the vertical datum year. If an assumed datum is used, a conversion equation must be indicated on the plan.

**2. Property Lines, Easements and Setbacks:**

\_\_\_\_\_ Must be shown on the plan. Abutting properties must be identified by Lot and Block Numbers.

\_\_\_\_\_ Must have bearings and dimensions of property lines, building setback lines and purpose of any easements in accordance with the Zoning Ordinance.

**3. Plan Requirements**

\_\_\_\_\_ The lot shall be graded to direct surface runoff toward the frontage road or other defined drainage paths. Finish deck elevations shall be set above the natural grade occurring on the lot to prevent surface water from flowing into the pool.

\_\_\_\_\_ Plan must have pertinent information related to elevations of the existing/proposed site improvements such as proposed pool deck, finish floor of the dwelling, finished grades at all building openings and corners, top of curb and gutter, sidewalk and driveway.

\_\_\_\_\_ Plan must show limits of fill and land disturbance. In no case shall fill be placed so as to interrupt existing drainage patterns or within five feet of the property line. In no case shall fill be placed within an easement.

\_\_\_\_\_ In no case shall an in-ground pool or pool decking be placed within the required accessory setback. In no case shall an in-ground pool or pool decking be placed

## MEDFORD CODE

within an easement. The grading plan shall ensure that the proposed swimming pool will not cause an increase in runoff to adjacent property owners.

\_\_\_\_\_ Must show lot layout including all structures and other site improvements with overall dimensions of structures, offset distances from property lines and location of driveways, fences, pools, decks, retaining walls, etc.

\_\_\_\_\_ Based on site inspection, conditions presented on the plan must be consistent with actual field conditions.

#### **4. Where Retaining Structures or Other Site Details are Needed:**

\_\_\_\_\_ Retaining structures which must retain more than four feet of material must have calculations prepared by a licensed professional engineer certifying the stability of the structure.

\_\_\_\_\_ Details of all proposed site improvements, such as landscape or retaining structures, drainage facilities, etc., shall be submitted with and become part of this application. All proposed site improvements, which are subject to building codes, shall be submitted for review to determine compliance with applicable standards.

DEVELOPMENT REGULATIONS  
**Checklist**  
**Submission of a Nonresidential Zoning Permit**  
**[Added 3-10-2009 by Ord. No. 2009-4]**

- \_\_\_\_\_ Completed zoning permit application. The application shall be completely filled out.
- \_\_\_\_\_ Three sealed site plans/surveys.
- \_\_\_\_\_ If approval has been granted by the Planning or Zoning Board, submit copy of resolution.
- \_\_\_\_\_ Submit an existing floor plan and a proposed floor plan for a change of tenant.
  - a) A letter must be submitted identifying the type of proposed business use. The letter shall *describe the existing use*.
- \_\_\_\_\_ Three copies of Architectural if change in building exterior is proposed.



DEVELOPMENT REGULATIONS  
**Checklist**  
**Submission of a Residential Zoning Permit**  
**[Added 3-10-2009 by Ord. No. 2009-4]**

- \_\_\_\_\_ Completed zoning permit application. The application shall be completely filled out.
- \_\_\_\_\_ Original sealed survey.
- \_\_\_\_\_ Three copies of the survey/plot plan with proposal drawn to scale with the distances marked to the property lines and the house. Note: The survey must be a true and accurate representation of what currently exists and what is proposed. Homeowner must sign an affidavit on survey.
- \_\_\_\_\_ Three copies of the fence brochure. Construction permit will be required if fence surrounds a pool or acts as a pool barrier. (See Construction for details.)
- \_\_\_\_\_ Completed Homeowners' Association Courtesy Notice.
- \_\_\_\_\_ Completed Building and Lot Coverage Worksheet.
- \_\_\_\_\_ Three copies of Brochure/Construction drawings for shed.
- \_\_\_\_\_ If approval has been granted by the Planning or Zoning Board, submit copy of resolution.
- \_\_\_\_\_ Three sets of architectural drawings and floor plans.
- \_\_\_\_\_ Three sets of grading plans must be submitted for in-ground pool applications.