

LAND DEVELOPMENT

500 Attachment 1

Township of Bordentown

Appendix

Land Development Application Checklist

[Amended 7-8-2002 by Ord. No. 2002-13; 3-22-2004 by Ord. No. 2004-8]

This CHECKLIST has been adopted in accordance with § 500-807 of the Land Development Ordinance of the Township of Bordentown and will be used to determine whether an application filed with the Bordentown Township Planning Board is complete. Failure to provide the items listed will result in the application being declared incomplete, unless the Board, pursuant to § 500-802, waives the deficiency.

Applicant _____ Application No. _____

Date Filed _____ Block _____ Lot _____

General Requirements for all Applications

All applicants are advised to review the provisions of the Land Development Ordinance before submitting an application.

1. _____ Completed application form with completed checklist and copies of all documents, reports and plans relating to the application (original and 17 copies) filed with the Administrative Officer at least 15 business days, but not more than 20 business days prior to the regularly scheduled meeting of the Planning Board at which the application is to be considered.

2. _____ One copy of the completed application form and the completed checklist and copies of all documents, reports and plans related to the application delivered to each of the following members of the Township’s professional staff at least 15 business days, but not more than 20 business days prior to the regularly scheduled meeting of the Planning Board. [Addresses are provided on the last page of the Application Form]:
 - _____ a. Township Engineer
 - _____ b. Township Planning Consultant
 - _____ c. Township Traffic Consultant
 - _____ d. Attorney for the Planning Board
 - _____ e. Sewerage Authority
 - _____ f. Fire Marshal

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3. _____ Certification from the Bordentown Township Tax Collector that all taxes and assessments are paid as of the date the application is filed.
4. _____ Application Fee and Escrow Deposit, as required by § 500-901.
5. _____ Proof that there are no outstanding uncollected fees and escrows resulting from past applications or prior submissions by this applicant or involving this property or any part thereof.
6. _____ Statement as to any request for a waiver from any of the filing or submission requirements, together with a statement of the reasons offered in support of the request for the waiver or waivers.
7. _____ List of any requests for waivers from the development standards, together with a statement of reasons offered in support of the request.
8. _____ Proof that any conditions attached to any prior approval granted for the subject property have been fulfilled.
9. _____ List of the names and addresses of all expert witnesses proposed together with a statement of their area of expertise.
10. _____ In any instance where a formal subdivision or site plan is not required to be submitted, a survey or sketch of the property which is the subject of the application showing all structures located on the property.

NOTE Proof of Notice and Proof of Publication of Notice. These items may be filed at the time of the hearing on the application. They are not required to be filed with the application, since notice cannot be given until the date of the hearing is fixed. The hearing cannot proceed, however, until the proof of notice and of publication have been filed.

Details required for minor subdivision plats and minor site plans

11. _____ Plats or plans signed and sealed by a New Jersey licensed land surveyor or professional engineer, as required, and folded into eighths with title block revealed, bearing the signature, seal, license number and telephone number.
12. _____ A completed application for a soil-removal permit filed with the Office of Community Development and accompanied by the appropriate fees and escrow.
13. _____ Scale of not less than 1" equals 100' and submitted 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"). If one sheet is not sufficient to contain the entire territory, the map may be divided into sections shown on separate sheets of equal size, with reference on each sheet to the adjoining sheets.

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14. _____ Key map at less than one inch equals 2,000 feet.
15. _____ Title Block:
 - _____ a. Name of subdivision or development, Bordentown Township and Burlington County;
 - _____ b. Name, address and telephone number of subdivider or developer;
 - _____ c. Name, title, address and license number of the professional or professionals who prepared the plot or plan;
 - _____ d. Name, address and telephone number of the owner or owners of record;
 - _____ e. Scale in inches to feet and bar scale; and,
 - _____ f. Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
16. _____ Acreage figures (both with and without areas within public rights-of-way) and north arrow.
17. _____ Approval signature lines.
 - _____ a. Chairman
 - _____ b. Secretary
 - _____ c. Township Engineer
18. _____ 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.
19. _____ Subdivision or development boundary line (heavy solid line).
20. _____ The location of existing and proposed property lines (with bearings and distances), streets, buildings (with their numerical dimensions and an indication as to whether existing buildings 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, and any historic features such as family burial grounds and buildings more than 60 years old, both within the tract and within 200 feet of its boundary.
21. _____ The location and width of all existing and proposed utility easements.
22. _____ Zoning districts affecting the tract, including district names and requirements.

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- 23. _____ Proposed buffer and landscaped areas.
- 24. _____ Delineation of floodplains, including both floodway and flood fringe areas.
- 25. _____ Contours as shown on the U.S.G.S. topographic sheets.
- 26. _____ Marshes, ponds and land subject to flooding within the tract and within 100 feet thereof.
- 27. _____ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Township Administrative Officer.
- 28. _____ Concerning minor subdivisions only, existing and proposed iron or copper pins and/or monuments.
- 29. _____ Concerning minor subdivisions applications only, and if the proposed lot(s) is (are) not served by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system and a copy of any written review and report by the Township Board of Health.

The location(s) of the test hole(s), test results and compliance with the “Individual Sewage Disposal Code of New Jersey” shall be shown on the plat and certified by a licensed professional engineer.

- 30. _____ Road right-of-way dedication and improvement, as applicable.
- 31. _____ Sight triangle easements, as applicable.
- 32. _____ Deed descriptions, including metes and bounds description, copies of all easements, covenants, restrictions now affecting the property or to be recorded, and roadway and sight triangle dedications.

The requirement for copies includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by-laws of any homeowner’s or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body. It is a requirement of the Township of Bordentown that any of the instruments specified above must be written in clear and understandable English language and the instruments will be reviewed on that basis prior to any approval.

- 33. _____ Impact Statement
 - _____ a. Environmental Impact Statement (see § 500-804C.)
 - _____ b. Traffic Impact Statement (see § 500-804D.)

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_____ c. Community Impact Statement (see § 500-804E.)

Any application for subdivision approval where 10 lots or less are involved and all applications for minor site plan approval to the Planning Board may require an Impact Statement, depending upon the nature of the particular development proposal and the subject land area. The Planning Board shall inform the applicant regarding any additional information that may be required.

Details required for preliminary major subdivision plats and preliminary major site plans

- 34. _____ Plats or plans signed and sealed by a New Jersey licensed land surveyor or professional engineer, as required, and folded into eighths with title block revealed, bearing the signature, seal, license number and telephone number.
- 35. _____ Protective Covenants or Deed Restrictions [Note the requirement of § 500-606E that all covenants and restrictions must be written in easily understandable English.]
- 36. _____ Scale of not less than one inch equals 100 feet and submitted 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"). If one sheet is not sufficient to contain the entire territory, the map may be divided into sections shown on separate sheets of equal size, with reference on each sheet to the adjoining sheets.
- 37. _____ Key map at less than one inch equals 2,000 feet.
- 38. _____ Title Block:
 - _____ a. Name of subdivision or development, Bordentown Township and Burlington County;
 - _____ b. Name, address and telephone number of subdivider or developer;
 - _____ c. Name, title, address and license number of the professional or professionals who prepared the plot or plan;
 - _____ d. Name, address and telephone number of the owner or owners of record;
 - _____ e. Scale in inches to feet and bar scale; and,
 - _____ f. Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- 39. _____ Acreage figures (both with and without areas within public rights-of-way) and north arrow.

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40. _____ Approval signature lines.
- _____ a. Chairman
- _____ b. Secretary
- _____ c. Township Engineer
41. _____ Acreage to the nearest tenth of an acre and a computation of the area of the tract to be disturbed.
42. _____ 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 Township Administrative Officer.
43. _____ 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.
44. _____ Tract boundary line (heavy solid line).
45. _____ Zoning districts, including district names and requirements.
46. _____ The locations and dimensions of existing and proposed bridges and the location of natural features, such as wooded areas and any extensive rock formations, both within the tract and within 200 feet of its boundaries.
47. _____ The location and species associations of all individual trees or groups of trees having a caliper of eight inches or more measured three 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. 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.
48. _____ Existing and proposed watercourses (including lakes and ponds) with the following information as may be required by the Township Engineer:
- _____ 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 Water Policy and Supply is required;
- _____ b. Cross-sections of watercourses and/or drainage swales at an appropriate scale showing the extent of flood plain, top of bank, normal water levels and bottom elevations at the locations specified in the Ordinance;

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- _____ 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 200 feet of the tract.
49. _____ Existing and proposed contours with intervals of one foot where slopes are less than 2%, with intervals of two feet where slopes are between 2% and 10%, and with intervals of five feet where slopes exceed 10%. Existing contours shall be shown as a dashed line, and finished grades shall be shown as a solid line.
50. _____ Proposals for soil erosion and sediment control.
51. _____ Locations of all existing structures showing existing and proposed front, rear and side yard setback distances, an indication of whether the existing structures and uses will be retained or removed, and a specific identification of any family burial grounds and buildings more than 60 years old, both within the tract and within 200 feet of its boundary.
52. _____ Size, height and location of all proposed buildings, structures, signs and lighting facilities. Architectural drawings and elevations of any proposed buildings shall be included with the application. These renderings shall be considered part of any approvals granted and shall not be substantially changed.
53. _____ All dimensions necessary in order to confirm compliance with all requirements of the Land Development Ordinance.
54. _____ The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details and luminaries.
55. _____ The proposed screening, buffering and landscaping plan.
56. _____ The location and design of any off-street parking area, showing size and location of bays, aisles and barriers.
57. _____ All means of vehicular access to or egress from the site onto public streets, with the information required by ordinance.
58. _____ Plans and computations for any storm drainage systems.
59. _____ The location of existing utility structures on the tract and within 200 feet of its boundaries.
60. _____ Plans of proposed improvements and utility layouts.

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- 61. _____ Plans, typical cross sections and construction details, horizontal and vertical alignment of the centerline of all proposed streets and of existing streets abutting the tract.
- 62. _____ A copy of any proposed easements, protective covenants or deed restrictions applying to the land being developed and an indication of the location of them on the submitted plat or plan.

The requirement for copies includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by-laws of any homeowner's or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body. It is a requirement of the Township of Bordentown that any of the instruments specified above must be written in clear and understandable language and the instruments will be reviewed on that basis prior to any approval.

- 63. _____ Proposed permanent monuments.
- 64. _____ 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.
- 65. _____ Environmental Impact Statement including all information specified in § 500-804C. All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by an Environmental Impact Statement, unless specifically waived by the Board.
- 66. _____ Traffic Impact Statement including all information specified in § 500-804ED. All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by an Traffic Impact Statement, unless specifically waived by the Board.
- 67. _____ Community Impact Statement including all information specified in § 500-804E. All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by a Community Impact Statement, unless specifically waived by the Board.

Note: The Board reserves the right to require additional information before granting preliminary approval, provided however that no application shall be declared incomplete for lack of the additional information.

Details required for Final Major Subdivision Plats and Final Major Site Plans

- 68. _____ Plats or plans 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.

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- 69. _____ Scale of not less than 1" equals 100' and submitted 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"). If one sheet is not sufficient to contain the entire territory, the map may be divided into sections shown on separate sheets of equal size, with reference on each sheet to the adjoining sheets.
- 70. _____ All details stipulated in Items 33 through 66 of this Checklist.
- 71. _____ All additional details required at the time of preliminary approval.
- 72. _____ A section or staging plan, if proposed.
- 73. _____ Detailed architectural and engineering data as required by Ordinance.
- 74. _____ Letters directed to the Board Chairman and signed by a responsible official of all utility companies, such as, but not limited to water, sewer, electric, gas, telephone, and cable television, that service will be provided to the tract.
- 75. _____ Certification in writing from the applicant to the Board that the applicant has:
 - _____ a. Installed all improvements in accordance with the requirements of the Land Development Ordinance; and/or,
 - _____ b. Posted a performance guarantee in accordance with § 500-902 of the Land Development Ordinance.

Signature and Title of person completing checklist.

Date: _____