

LAND DEVELOPMENT AND PROCEDURES

163 Attachment 10

**Borough of Chester  
Land Use Board Checklist**  
[Added 5-1-2018 by Ord. No. 2018-06]

Tract No.	Minor			Major				Variance			Description	Status	Date	Notes	
				Prelim		Final		40:55D-70							
1	•	•	•	•	•	•	•	•	•	•	•	Application form along with filing and escrow fees, checklist and waiver justification.	COMPLIES		
												N/A			
												WAIVER			
2	•	•	•	•	•	•	•	•	•	•	•	Certification of ownership or authorization to file application.	COMPLIES		
												N/A			
												WAIVER			
3	•	•	•	•	•	•	•	•	•	•	•	Certificate from the Borough Tax Collector that all taxes and assessments are paid to date.	COMPLIES		
												N/A			
												WAIVER			
4	•	•		•	•	•	•		•	•		Site inspection form.	COMPLIES		
												N/A			
												WAIVER			
5				•	•							Proof of submission to Shade Tree Commission.	COMPLIES		
												N/A			
												WAIVER			
6	•	•	•	•	•	•	•	•	•	•	•	The names and lot/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 Borough Tax Assessor.	COMPLIES		
												N/A			
												WAIVER			
7	•	•		•	•	•	•					Copies of applications to the Morris County Planning Board, Morris County Soil Conservation District, and/or NJDOT, if applicable, or letter of non-jurisdiction.	COMPLIES		
												N/A			
												WAIVER			
8	•	•	•	•	•	•	•		•	•		Survey prepared by a licensed surveyor of the State of New Jersey depicting: existing features, property boundaries, street lines, setback lines, lots, reservations, easements, dedications, ROW's.	COMPLIES		
												N/A			
												WAIVER			

CHESTER CODE

House Number	Minor		Major				Variance		Description	Status	Remarks	Notes		
			Prelim		Final		40:55D-70							
9	•	•			•	•	•	•	•	•	Plans signed and sealed by a N.J. professional engineer and certified by a licensed land surveyor as to existing features and boundaries, folded into eighths with title block revealed.	COMPLIES		
												N/A		
												WAIVER		
10		•				•				•	Architectural data, including floor plans, elevations for at least four sides of all proposed buildings and depiction of proposed building materials and external finishes.	COMPLIES		
												N/A		
												WAIVER		
11	•	•			•	•	•	•	•	•	When approval by another municipality is required, such approval shall be certified on the plat, or evidence shall be submitted that an application has been made for approval.	COMPLIES		
												N/A		
												WAIVER		
12	•	•	•	•	•	•	•	•	•	•	Scale of not less than one inch equals 50 feet on final subdivision plats, and one inch equals 100 feet on minor site plans. Site plans of one acre or less shall utilize a scale not less than one inch equals 20 feet. Drawings shall be one of following standard sheet sizes: 8 1/2"x13"; 11"x17"; 24"x36", 30"x42".	COMPLIES		
												N/A		
												WAIVER		
13	•	•	•	•	•	•	•	•	•	•	Key Map showing the location of the tract with reference to the surrounding properties, existing streets and streams within 1,000 feet of the site. Scale not less than 1"=500'.	COMPLIES		
												N/A		
												WAIVER		
14	•	•			•	•	•	•	•	•	Name of subdivision or development, Borough of Chester Morris County.	COMPLIES		
												N/A		
												WAIVER		
15	•	•	•	•	•	•	•	•	•	•	Name, title, address and telephone number or subdivider or developer.	COMPLIES		
												N/A		
												WAIVER		

LAND DEVELOPMENT AND PROCEDURES

House Number	Minor		Major				Variance		Title Block	Status	Remarks	Notes
			Prelim		Final		40:55D-70					
16	•	•	•	•	•	•	•	•	Title block conform to N.J.S.A. 45:8-36, N.J.A.C. 13:40-1, N.J.A.C. 13:40-2, including name, title, address and license number of the professionals who prepared the plot or plan.	COMPLIES		
										N/A		
										WAIVER		
17	•	•	•	•	•	•	•	•	Name, title and address of the owner or owners of record. If owner is a corporation, the list of corporate owners shall be submitted.	COMPLIES		
										N/A		
										WAIVER		
18	•	•	•	•	•	•	•	•	North arrow with reference meridian. Scale (written and graphic).	COMPLIES		
										N/A		
										WAIVER		
19	•	•	•	•	•	•	•	•	Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.	COMPLIES		
										N/A		
										WAIVER		
20	•	•	•	•	•	•	•	•	Signature blocks containing spaces for signatures of Chairman and Secretary of the Board, and Borough Engineer.	COMPLIES		
										N/A		
										WAIVER		
21	•	•	•	•	•	•	•	•	Acreage to the nearest hundredth of an acre; distances in feet to the nearest two decimal places for all property lines, bearings given to the nearest 10 seconds. Radii, arcs, central angles and chord bearings and distances of all curves.	COMPLIES		
										N/A		
										WAIVER		
22	•	•	•	•	•	•	•	•	Existing tax map sheet not and existing block and lot not of the lots to be subdivided or developed as they appear on the Borough Tax Map. Distance, measured along ROW lines of abutting streets, to the nearest intersection with other public streets.	COMPLIES		
										N/A		
										WAIVER		

CHESTER CODE

House Number	Minor			Major				Variance			Notes	Status	Demolish Month
				Prelim		Final		40:55D-70					
23	•	•	•	•	•	•	•	•	•	•	Zoning districts affecting the tract and within 200 feet. District names and tabular schedule of requirements and proposed conditions as required by the ordinance, including variance and waiver requests noted on the plat or plan.	COMPLIES	
												N/A	
												WAIVER	
24	•	•	•	•	•	•	•	•	•	•	The locations and dimensions of all existing improvements. Indication of structures to remain and to be removed with spot elevations and setbacks of such structures. Location of all existing structures including railroads, bridges, culverts, drain pipes and other man-made installations and wooded areas within 200 feet of the property boundary.	COMPLIES	
												N/A	
												WAIVER	
25	•	•		•	•		•				The location of all existing and proposed storm drainage structures and utility lines whether public or privately owned, with pipe sizes, inverts, grades and direction of flow, location of inlets, manholes and other appurtenances within 200 feet of the site.	COMPLIES	
												N/A	
												WAIVER	
26	•	•		•	•		•				Separate landscape plan drawn to scale of not more than 1"=20'. The landscape plan shall include the requirements at § 163-47A(33) and § 163-49G.	COMPLIES	
												N/A	
												WAIVER	
27	•	•		•	•		•		•	•	Delineation of watercourses and streams, floodplains and delineation of all wetlands and wetland transition areas within 200 feet of the tract.	COMPLIES	
												N/A	
												WAIVER	

LAND DEVELOPMENT AND PROCEDURES

House Number	Minor		Major				Variance		Status	Default Month	Notes			
			Prelim		Final		40:55D-70							
28					•	•	•	•			Off-tract improvements as may be required in accordance with § 163-30.	COMPLIES		
												N/A		
												WAIVER		
29	•	•			•	•	•	•			Existing contours, based on USGS datum with a contour interval of two feet for slopes less than 10%, and five feet for slopes 10% or more, to be indicated by a dashed line. Where any changes in contours are proposed, finished grades should be shown as solid lines.	COMPLIES		
												N/A		
												WAIVER		
30	•	•			•	•	•	•	•	•	Property boundaries, lines of existing streets, lots, reservations, easements and areas dedicated to public use, including grants, restrictions, and rights-of-way, as applicable.	COMPLIES		
												N/A		
												WAIVER		
31	•	•					•	•			Deed descriptions, including metes and bounds, easements, covenants, restrictions, exceptions and roadway and sight triangle dedications.	COMPLIES		
												N/A		
												WAIVER		
32	•	•			•	•		•			Soil types as per the County Soil Conservation District. Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.	COMPLIES		
												N/A		
												WAIVER		
33	•	•			•	•		•			Locations of existing rock outcrops, high points, watercourses, ponds depressions, marshes, wooded areas, single trees not in wooded areas with a diameter of six inches or more as measured three feet above the base of the trunk, and other significant existing features, including previous flood elevations of watercourses, ponds and marsh areas as determined by survey.	COMPLIES		
												N/A		
												WAIVER		

CHESTER CODE

House Number	Minor		Major				Variance		Description	Status	Remarks	Notes		
			Prelim		Final		40:55D-70							
34	•	•	•	•	•	•	•	•	•	•	Required front, side and rear setback lines for property and within 200 feet.	COMPLIES		
												N/A		
												WAIVER		
35	•	•		•	•		•		•	•	The proposed use of land and the size, height and location and use of all proposed buildings, including all proposed floor elevations and proposed grades.	COMPLIES		
												N/A		
												WAIVER		
36	•	•			•		•			•	Location and size of all proposed signage including design and lighting details. If no signage is proposed, a statement to that effect shall be added to the plan.	COMPLIES		
												N/A		
												WAIVER		
37		•		•	•		•				The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details, intensity in foot-candles on ground and hours of operation. Site lighting to be designed in accordance with § 163-47A(41).	COMPLIES		
												N/A		
												WAIVER		
38		•		•	•		•				The location and design of any off-street parking and loading areas, showing size and location of bays, aisles and barriers.	COMPLIES		
												N/A		
												WAIVER		
39	•	•		•	•		•			•	All means of vehicular and pedestrian access for ingress and egress to and from the site onto public streets, showing the size and location of driveways and curb cuts, including the possible utilization of traffic channels, channelization, acceleration and deceleration lanes, additional width and any other device necessary to prevent difficult traffic situations.	COMPLIES		
												N/A		
												WAIVER		

LAND DEVELOPMENT AND PROCEDURES

House Number	Minor		Major				Variance		Description	Status	Remarks	Notes
			Prelim		Final		40:55D-70					
40	•	•		•	•		•		Plans showing all existing drainage within 500 feet of any boundary. Stormwater management calculations depicting compliance with all state and local codes [See § 163-47A(34)].	COMPLIES		
								N/A				
								WAIVER				
41	•	•	•	•	•		•		The location of all existing and proposed waterlines, valves and hydrants, and all sewer lines or alternative means of sewerage and sewage disposal and treatment in conformance with the applicable standards of the Borough and for the appropriate utility company. Location of all fire protection systems in accordance with § 163-47A(31).	COMPLIES		
								N/A				
								WAIVER				
42				•	•		•		All proposed easements, and public and community areas. All proposed streets and contiguous streets with profiles, indicating grading; and cross sections showing width of roadway, curbs, location and width of sidewalks and location and size of any utility lines conforming to Borough standards and specifications.	COMPLIES		
								N/A				
								WAIVER				
43				•			•		Location and description of existing and proposed permanent monuments, whether set or to be set.	COMPLIES		
								N/A				
								WAIVER				
44	•			•			•		Lot block and street numbers as approved by the Borough Tax Assessor of the Borough of Chester, including lot and block numbers and owners of the abutting properties.	COMPLIES		
								N/A				
								WAIVER				

CHESTER CODE

House Number	Minor		Major				Variance		Description	Status	Remarks	Notes
			Prelim		Final		40:55D-70					
45	•	•		•	•	•			All areas disturbed by grading or construction with total amount of disturbance in square feet. Soil Erosion and Sediment Control plan including location and details in accordance with State and local codes.	COMPLIES		
								N/A				
								WAIVER				
46		•			•	•			Existing and proposed off street loading areas and trash and recycling locations.	COMPLIES		
								N/A				
								WAIVER				
47	•	•		•	•	•			A Letter of Interpretation or Presence or Absence Determination from the NJDEP concerning freshwater wetlands.	COMPLIES		
								N/A				
								WAIVER				
48	•	•		•	•	•			For each lot not served by public sewer, approval by the Borough Board of Health indicating that the proposed lot(s) can adequately accommodate a septic system in compliance with all state and local regulations. When when a new connection or increased flow to the Borough sanitary system is proposed, an adopted resolution of the Borough Council approving the application.	COMPLIES		
								N/A				
								WAIVER				
49	•		•	•		•			The location of the portion of the tract which is to be subdivided in relation to the entire tract and in relation to all properties adjoining the tract.	COMPLIES		
								N/A				
								WAIVER				
50			•	•		•			The proposed pattern of any street layouts within the subdivided plat.	COMPLIES		
								N/A				
								WAIVER				
51			•	•		•			All streets or roads proposed, mapped or built and streams within 500 feet of the	COMPLIES		
								N/A				

LAND DEVELOPMENT AND PROCEDURES

House Number	Minor		Major				Variance			Description	Status	Decision Made	Notes
			Prelim		Final		40:55D-70						
													WAIVER
52	•	•	•	•	•	•	•	•	•	•	•	Financial disclosure in accordance with § 163-61C(12) and business experience and history in accordance with § 163-61C(13).	COMPLIES
													N/A
													WAIVER
53													COMPLIES
													N/A
													WAIVER
54													COMPLIES
													N/A
													WAIVER
55	•	•	•	•	•	•	•	•	•	•	•	Certification by the applicant's surveyor and engineer as to the accuracy of the details of the plat. Certification of compliance with RSIS, or provide a list of exceptions proposed.	COMPLIES
													N/A
													WAIVER
56													COMPLIES
													N/A
													WAIVER
57													COMPLIES
													N/A
													WAIVER
58													COMPLIES
													N/A
													WAIVER
59	•												COMPLIES
													N/A
60													COMPLIES

CHESTER CODE

House Number	Minor		Major				Variance			Description	Status	Decision Made	Notes	
			Prelim		Final		40:55D-70							
											N/A			
											WAIVER			
61										•	Submission of Traffic Impact Study.	•	COMPLIES	
													N/A	
													WAIVER	
62	•	•									Submission of Land Disturbance Permit Application and a Soil Moving Permit Application pursuant to Chapter 197.		COMPLIES	
													N/A	
													WAIVER	

NOTE 1: Board may require and ask for additional information.  
 NOTE 2: Shaded boxes only required for single family residential bulk variances.