

LAND DEVELOPMENT

13 Attachment 1

**ROXBURY TOWNSHIP
SCHEDULE A
COMPLETENESS CHECKLIST**

Applicant: _____

Date Submitted: _____

Project Name: _____

Complete: _____

Incomplete: _____

	Minor Site Plan	Minor Sub-division	Prelim Major Sub-division	Final Major Sub-division	Prelim Site Plan	Final Site Plan
Certification of Township Tax Collector that all taxes and assessments have been paid to date.	X	X	X	X	X	X
Copies of applications to Morris County Planning Board, Morris County Soil Conservation District, and/or NJDOT, if applicable.	X	X	X	X	X	X
Maps drawn, signed & sealed by RA, PE, LS, or PP, as required by law, and supporting documents should show:	X	X	X	X	X	X
Scale to be not less than:	X	X	X	X	X	X
1" = 50' for Subdivisions						
1" = 30' for Site Plans						
Map Sizes:	X	X	X	X	X	X
8 1/2" x 13"						
15" x 21"						
24" x 36"						
30" x 42"						

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Key Map: showing the subject property and all lands with lot & block numbers within 500 feet thereof with existing streets and zone boundaries	X	X	X	X	X	X
The plan should contain the following:	X	X	X	X	X	X
A. Name of Development						
B. Name and Address of Owner						
C. Name and Address of Developer						
D. Date of Preparation						
E. Block and Lot(s) to be developed						
F. Name & Address, signature, seal, and license number of person(s) preparing the map						
Graphic and written scale, north arrow	X	X	X	X	X	X
Revision box & date of each revision	X	X	X	X	X	X
A survey of the entire tract or property, prepared by a New Jersey Licensed Surveyor, showing the location of the portion to be divided therefrom, giving all distances and showing all roads abutting or transversing the property. Development boundaries shall be clearly delineated. At a minimum, two (2) corners of the proposed plan or plat shall have horizontal coordinates and vertical values shown, based upon municipal monumentation. Municipal monumentation is based upon horizontal coordinates of the New Jersey System of Plane Coordinates (NJSPC NAD, 83) and vertical values of the North American Vertical Datum (NAVD, 88). If municipal monumentation is not available, other monumentation having values of these datums can be used. Monument identification and associated values, must be noted on the plan or plat. The plan or plat shall be prepared in a .DWG electronic format having horizontal and vertical values as outlined above suitable for import of the drawing files into the Township of Roxbury's GIS and the Morris County GIS systems.	X	X	X	X	X	X
Proposed permanent monuments			X	X		
A listing of all property owners within 200' as disclosed by the most recent tax record	X	X	X		X	
Any municipal limits within 200' of the development and the names of the adjoining municipalities	X	X	X		X	
The location, dimensions and distances to property lines (existing & proposed):						
A. Property lines (metes and bounds)	X	X	X	X	X	X

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B. Streets (including width of traveled way and ROW)	X	X	X	X	X	X
C. Structures with dimensions and setbacks to all property lines	X	X	X		X	X
D. Parking spaces	X	X	X		X	X
E. Sidewalks	X	X	X	X	X	X
F. Loading & trash/recycling areas	X					X
G. Driveways	X	X	X		X	X
H. Water courses & flood plains	X	X	X	X	X	X
I. Railroads	X	X	X	X	X	X
J. Bridges	X	X	X	X	X	X
K. Culverts	X	X	X	X	X	X
L. Drain pipes	X	X	X	X	X	X
M. Natural features & treed areas both within the tract and within 100' of its boundary	X	X	X	X	X	X
N. The location, use & width of all existing utilities, drainage and other public easements or reservations	X	X	X	X	X	X
Depict critical areas, excess slope areas and historic preservation districts	X	X	X		X	
Locate any public or non-public community well, including block and lot, within 500 feet of the property line	X	X	X		X	
Area in square feet and acres of all existing and proposed lots	X	X	X	X	X	X
Sufficient elevations or contours onsite and up to 50 feet beyond the property limits based on U.S.G.S. datum at:	X	X	X	X	X	X
2' intervals for grades up to 25%						
5' intervals for grades over 25%						
Zone Data Box showing:	X	X	X	X	X	X
A. Zone Districts						
B. Required and proposed:						
1. Area						

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2. Lot width																																																
3. Height																																																
4. Lot coverage																																																
5. Parking requirements																																																
6. Other applicable zone requirements																																																
All existing and proposed streets within the development or within 200' of its limits	X	X	X	X	X	X																																										
Location of all structures within 200 feet of the property	X	X	X		X																																											
Percolation or permeability test(s) results witnessed by the Township	X	X	X		X																																											
Wetland areas and proposed transition areas, delineated by a qualified professional or a statement indicating no wetlands exist on the property	X	X	X	X	X	X																																										
For plats involving a corner lot or lots, the required sight triangle easements	X	X	X	X	X	X																																										
Setback lines based on zone requirements	X	X	X	X	X	X																																										
The elevation of the first floor of any existing and proposed building(s)	X				X	X																																										
Appropriate certification blocks. The plans shall include signature block for either the Planning Board or Zoning Board of Adjustment:	X	X	X	X	X	X																																										
APPROVED BY THE ROXBURY TOWNSHIP BOARD																																																
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Plans & computations for any storm drainage systems including drainage area map and the following:		X	X		X																																											
A. The size, profile and direction of flow of all existing and proposed storm sewer lines within or adjacent to the tract and the location of each catch basin, inlet, manhole, culvert and headwall with the invert elevations of each																																																

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B. The location and extent of any proposed dry wells, ground water recharge basins, detention basins or other water or soil conservation devices						
Proposed grading plan at 2' contours with spot elevations and top and bottom of wall elevations. Include earthwork calculations and location of temporary soil stockpiles	X		X	X	X	X
Evidence of submission of an application for a soil moving permit	X		X		X	
Conceptual development plans for individual lots within subdivisions		X	X			
Erosion and sedimentation control plan			X		X	
For public sewer and water, DPW or private utility letter verifying hook-up availability, for onsite sewer and water, soil and/or well logs.	X	X				
Plans and profiles for existing and proposed:						
A. Water mains			X		X	
B. Sanitary sewers			X		X	
C. Storm sewers			X		X	
D. Drainage swales			X		X	
Where the development will require public sewer and/or water capacity, copies of letters from the DPW or appropriate private utility verifying capacity availability.			X		X	
Plans cross sections, 50' o.c., centerline profiles, tentative grades & details of all public streets proposed to be improved, both within, abutting, and off the tract, including curbing, sidewalks, storm drains, and drainage structures. Sight triangles, the radius of curb lines and street sign locations shall be clearly indicated at intersections. Provide curb line profiles at intersections and cul-de-sacs.			X		X	
Signage plan	X		X		X	
Impact Statements where required by Ordinance	X	X	X		X	
A copy of all existing protective covenants or deed restrictions of every nature affecting the premises sought to be developed or any part thereof and including a statement as to whether such deeds or covenants are of record	X	X	X	X	X	X
All public property and property proposed to be dedicated in the tract, accurately outlined and described with existing or proposed uses designated	X	X	X	X	X	X

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The location and use of all property to be reserved by covenant in the deed for the common use of all property owners or otherwise	X	X	X	X	X	X
Location of existing and proposed utilities onsite and within 100 feet of the site including:						
A. Sanitary sewers or septic systems	X	X	X	X	X	X
B. Storm drains	X	X	X	X	X	X
C. Public water or wells	X	X	X	X	X	X
D. Gas	X	X	X	X	X	X
E. Telephone	X	X	X	X	X	X
F. Electricity	X	X	X	X	X	X
G. Cable TV	X	X	X	X	X	X
Circulation plan showing:						
A. Location & design of off-street parking areas	X		X		X	X
B. Loading and unloading bays	X				X	X
C. Proposed vehicular access including curb cuts, if known	X		X		X	X
D. Traffic improvements, i.e.: signals and channelization			X	X	X	X
E. Plan and profiles of driveways			X		X	X
F. Pedestrian circulation	X		X		X	X
Landscaping plan showing:	X		X	X	X	X
A. Proposed shade trees & landscaping including type and size of plant materials						
B. Buffering plan showing berms, vegetation, fences, all details						
Lighting plan showing:						
A. Location	X		X	X	X	X
B. Direction of illumination power	X		X		X	
C. Height	X		X		X	
D. Type of proposed outdoor lighting	X		X		X	
E. Isolux lines drawn on plan	X		X		X	

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Preliminary elevations & plans of all buildings & structures showing:	X				X	
A. Windows & doors						
B. Architectural treatment						
C. Roof treatment						
D. Roof appurtenances & screening						
E. Floor elevations & proposed methods of energy conservation						
F. Locations, dimension & legend(s) of all proposed signs						
G. The approximate basement & first floor elevation for each house						
Public improvement construction plans & specifications at a scale of 1" = 50 feet. The plans should show sufficient detail to allow a thorough engineering review		X	X		X	
Construction details	X		X		X	
Centerline geometry of existing & proposed roads	X	X	X		X	
Organization documents, including:			X	X	X	X
A. Article of Incorporation for any Homeowners Assoc., Condominium Association, or other organization to maintain the common open space or community facilities						
B. By-Laws and Membership Rules and Regulations of any such organization, defining its rights						
C. A copy of the Master Deed detailing the rights and privileges of individual owners of common property						
D. A copy of all materials submitted to the Dept. Of Community Affairs as required by the N.J. Planned Real Estate Development Full Disclosure Act. Regulations and evidence of the status of acceptance of and/or approval by the Dept. Of Community Affairs.						
E. Covenants or easements restricting the use of the common open space element						
F. Covenants or agreements requiring homeowners or residents to pay the organization for the maintenance of the common open space and/or community facilities. This shall include a proposed schedule of membership fees for at least the first three years of operation						

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G. Evidence of the payment of off-tract/off-site pro rata share contributions				X		X
Comparison reports, stating any differences between the final plan and the plan receiving preliminary approval				X		X
Maintenance agreements. If there is to be no Homeowners Association, Condominium Association, open space organization, or similar arrangement for the maintenance of common facilities, the developer shall furnish an agreement under which private roads and other facilities will be maintained, refuse collected and other supplementary services provided		X		X		X
Location of temporary sales, office, construction and storage trailers, including temporary facilities for parking, landscaping, drainage, fencing and lighting			X	X	X	
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, evidence of approval, the request for approval, or lack of jurisdiction over the improvement by the New Jersey Dept. of Environmental Protection shall be provided along with the following information:	X	X	X		X	
A. Delineation of the floodway, flood hazard area, and stream encroachment line						
B. Appropriate construction details for the improvements, including any discharge structure into the stream						
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, and when the N.J.D.E.P. does not have jurisdiction, the following information shall be submitted:	X	X	X		X	
A. Acreage of the drainage basin of any water course running through the property						
B. Delineation of the floodway, flood hazard area, and stream encroachment line, within the subject tract						
C. Hydraulic and hydrologic calculations supporting the determination of the floodway, flood hazard area and stream encroachment line including stream profiles, cross-sections of the affected stream All information and calculations submitted shall be in accordance with the requirements of the N.J.D.E.P.						
Evidence of submission of an application for a tree removal permit	X		X		X	

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If the application proposes residential development, or non-residential development requiring an NJDEP-LURP permit, and the proposed development involves either (a) disturbance of one (1) or more acres of land, or (b) increase of impervious coverage by one-quarter (1/4) acre or more, then applicant shall submit information demonstrating that the proposed development will comply with the NJDEP Stormwater Management Rules, N.J.A.C. 7:8. (Ord. No. 14-04 §1)	X	X	X	X	X	X

(Ord. No. 16-09 §1)