

LAND USE AND DEVELOPMENT

165 Attachment 4

Borough of Wharton

**Appendix A
Application Checklist**

General Requirements for All Development Applications

Applicant's Name _____

Application # _____

Items Required:

	Yes	No
1. Application Form	()	()
2. Fees and Escrow	()	()
3. Certification of Taxes Paid	()	()
4. Sixteen (16) copies of Proposed Plan	()	()
5. Affidavit of Ownership	()	()
6. Complete checklist provided for one of the following development proposals (Applicant check one or more as required)		
Form 1 – Sketch and Minor Subdivision		_____
Form 2 – Preliminary Plat		_____
Form 3 – Site Plan		_____

Your application has been scheduled for the Planning Board Meeting at 7:30 p.m. in the Borough of Wharton Municipal Building on _____.

Comments:

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**Appendix A
Form 1**

Concept Plan, Sketch Plat and Minor Subdivision Plat Details and Requirements

PLAN ACCURACY AND LEGIBILITY SUFFICIENT FOR REVIEW: Yes () No ()

PLAT SIZE Satisfactory () Unsatisfactory ()

SCALE: Satisfactory () Unsatisfactory ()

Yes No

- () () 1. Location of tract to be subdivided in relation to entire tract
- () () 2. Key map at 1" = 200' scale
- () () 3. Tax map sheet, block/lot number
- () () 4. Name of owner and adjoining owners by most recent tax records
- () () 5. Dimensions and bearings of all lot lines, square footage of each lot
- () () 6. All existing structures on tract to be subdivided and within 200' of entire tract
- () () 7. All streets, existing/proposed easements and restrictions of each easement, text of restrictions, streams, watercourses in or contiguous to property and within 500 feet of the subdivision
- () () 8. Zoning districts and locations of zoning boundaries within subdivision
- () () 9. Front, rear, side yard setback lines
- () () 10. Name, address and license number of person preparing map (N.J.L.S.)
- () () 11. Date or original preparation/date of revision, tract, name, North arrow, reference meridian, graphic scale
- () () 12. Road profiles and traffic sight distances (where required by Board)
- () () 13. Appropriate place for the signature of the Chairman and Secretary of the Planning Board, and the Borough Engineer
- () () 14. Existence and location of any utility lines and utility easements which affect the land being subdivided
- () () 15. Residential cluster details

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Appendix A
Form 2
Preliminary Plat Details and Requirements

Applicant's Name _____

Application # _____ Date Received _____

PREPARED BY P.E. OR L.S.

- | Yes | No | |
|------------|-----------|--|
| () | () | 1. Plat drawn to scale, with all revisions noted and dated |
| () | () | 2. Key map showing the location of the tract with references to the surrounding properties, existing streets and streams within five hundred (500) feet of the subdivision |
| () | () | 3. Tract name, tax map sheet, block/lot number, date reference, meridian, graphic scale
a) Name/address of record owner or owners
b) Name/address of subdivider
c) Name/address of person who prepared map |
| () | () | 4. The names, as shown on current tax records, of all owners of property within two hundred (200) feet of the subdivision, together with the block and lot numbers of the said property |
| () | () | 5. Total acreage of tract to nearest 1/10 of an acre |
| () | () | 6. Contours at five-foot intervals for slopes averaging 10% or more: two-foot intervals for land of lesser slope: high/low points for new streets. Sea level datum only. Existing contours are to be identified by dashed lines and proposed contours are to be indicated by solid lines. |
| () | () | 7. Typical cross sections, center-line profiles, tentative grades of proposed streets and traffic sight distances at intersections |
| () | () | 8. Location of existing/proposed property lines showing dimensions/bearings |
| () | () | 9. Existing structures on tract to be subdivided and within 200 feet |
| () | () | 10. Location of existing/proposed streets, easements, water courses, railroads, bridges, culverts, drain pipes/natural features, wetlands, wooded areas/rock formation in/within 200 feet of the entire tract owned by the subdivider and all street names with copies of existing easements of record |
| () | () | 11. Proposed utility layouts, plans and profiles |
| () | () | 12. Detailed plans of off-site/off-tract improvements |

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- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 13. The zoning district in which parcel is located, together with the zone boundaries within two hundred (200) feet of the extreme limits of the property in question |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. All setback lines |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Reference to any existing or proposed covenants, deed restrictions, exceptions or easements covering any part of the parcel |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Location of open spaces to be dedicated for public parks, playgrounds, detention or retention basins or other public uses |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Individual lot areas to the nearest 1/100 of an acre and in square feet |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Preliminary grading and drainage system, soil erosion and sedimentation requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Landscape Plan, including existing wooded areas; existing and proposed topography; location, species and sizes of all proposed shade trees, ornamental trees, evergreen trees and areas for lawns or any other ground cover; a plant schedule indicating botanical name, common name, size at time of planting, quantity and any special remarks for all plant material proposed; planting and construction details and specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Stormwater Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Traffic Study (where required by Board) |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Environmental Impact Study (where required by Board) |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Accurate metes and bounds description of each new lot to be created |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Plans, profiles and cross sections of all proposed sheets |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Percolation tests or sewer hookup authorization |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Geotechnical exploration (where required by Board) |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Appropriate signature blocks |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Residential cluster details. |

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Appendix A
Form 3
Site Plan Submission Details and Requirements

Applicant's Name _____

Application # _____

All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. **A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing board with the site plan submission.**

SCALE: 1" = 10:20:30:40:50

PLAN LEGIBILITY: Satisfactory () Unsatisfactory ()

REQUIRED INFORMATION

All site plans shall comply with the requirements hereinafter set forth and shall contain the following information and data where applicable:

- | Yes | No | |
|------------|-----------|---|
| () | () | 1. A title block shall be indicated in the lower right-hand corner of the plan and shall include the name and address of the record owner, including the block and lot number of the site; the title of the development; and the name, address, license number and seal of the person preparing the plan. If the owner is a corporation, the name and address of the president and secretary shall be submitted with the application. |
| () | () | 2. A date block of the site plan adjacent to the title block containing the date of preparation. All subsequent revisions shall be clearly noted and dated |
| () | () | 3. A key map showing the location of the tract with reference to surrounding areas and existing street intersections within five hundred (500) feet of the boundaries of the subject premises |
| () | () | 4. A place for the signatures of the Chairman of the Board, Secretary of the Board and the Borough Engineer |
| () | () | 5. A scale of not less than fifty (50) feet to the inch shall be used and a graphic representation of the scale shall be displayed and a North arrow. All distances and dimensions shall be in feet and decimals of a foot and all bearings shall be given to the nearest ten (10) seconds. In the case of an exceptionally large tract of land, a scale of not less than one hundred (100) feet to the inch may be employed. |
| () | () | 6. The names of all owners of adjacent property within two hundred (200) feet of the subject premises, together with the block and lot numbers of |

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Yes No

- the said property, as shown on the current municipal tax records
- () () 7. Zone boundaries shall be shown on the site plan as they affect the parcel. Adjacent zone districts within two hundred (200) feet shall also be indicated. Such features may be shown on a separate map or as a key on the detail map itself.
- () () 8. Survey data showing boundaries of the property, required building or setback lines from existing and proposed streets, lots and areas dedicated to public use, including grants, restrictions and rights-of-way, lot area
- () () 9. Reference to any existing covenants, deed restrictions, easements or exceptions that are in effect or are intended to cover all or any of the tract. A copy of such covenant, deed restriction, easement or exception shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the site, a notation to that effect shall be indicated on the site plan map.
- () () 10. Location of existing buildings on the site which shall remain, including all existing setback dimensions and all other structures such as walls, fences, culverts, bridges, roadways, etc. with spot elevations of such structures. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.
- () () 11. All distances as measured along the right-of-way lines of existing streets abutting the property to the nearest intersection with any other street
- () () 12. Location plans and elevations of all proposed buildings and other structures, including required yard and setback areas, building height in feet and stories, lot coverage and improved lot coverage calculations
- () () 13. Location, height, dimensions and details of all signs, either freestanding or affixed to a building. Where signs are not to be provided, a notation to that effect shall be indicated on the site plan.
- () () 14. Location of all storm drainage structures, soil erosion and sediment control devices and utility lines, whether publicly or privately owned, with pipe sizes, grades and direction of flow. The estimated location of the said existing underground utility lines shall be shown.
- () () 15. Existing and proposed contours, referred to United States Coast and Geodetic Survey datum, with a contour interval of one (1) foot for slopes of three percent (3%) or less, an interval of two (2) feet for slopes of more than three percent (3%) but less than fifteen (15%) percent and an interval of five (5) feet for slopes of fifteen (15%) percent or more. Existing contours are to be identified by dashed lines and proposed contours are to be identified by solid lines.
- () () 16. Location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wetlands, wooded areas and other significant existing features, including previous flood elevations of watercourses, where available, and ponds and marsh areas, as may be

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Yes **No**

- determined by survey. Unusual major conditions affecting the subject property or surrounding areas shall be indicated.
- () () 17. All proposed streets with profiles indicating grading, and cross sections showing width of roadway, location and width of sidewalks, where required, and location and size of utility lines, according to community standards and specifications.
 - () () 18. The proposed use or uses of land and buildings and proposed location of buildings, including proposed grades. Floor plans and area of all buildings and estimated number of employees, housing units and other capacity measurements, where required, shall also be indicated. If the precise use of the building is unknown at the time of application, an amended plan showing the proposed use shall be required prior to a certificate of occupancy.
 - () () 19. All means of vehicular ingress and egress to and from the site onto public or private streets, showing the size and location of driveways and curb cuts, including the possible organization of traffic channels, acceleration and deceleration lanes, additional width and other traffic controls which may be required. Improvements such as roads, curbs, sidewalks and other design details shall be indicated, including dimensions of parking stalls, access aisles, curb radii, direction of traffic flow and other conditions as may be required in the Zoning Ordinance or this Code.
 - () () 20. The location and design of any off-street parking areas or loading areas showing size and location of bays, aisles and barriers
 - () () 21. The location of all proposed waterlines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment in conformance with the municipal standards and appropriate utility companies, where applicable
 - () () 22. The proposed location, direction of illumination, power and time of proposed outdoor lighting, including type of standards to be employed, radius of light and intensity in footcandles
 - () () 23. The proposed screening, landscaping and planting plan indicating natural vegetation to remain and areas to be planted. A plant schedule indicating botanical name, common name, size at time of planting, quantity and any special remarks for all plant material proposed. Planting and construction details and specifications.
 - () () 24. The proposed refuse and recycling collection facility, including location, dimensions and screening elements
 - () () 25. The proposed rooftop appurtenances, including total area, height and screening elements
 - () () 26. The proposed stormwater drainage system as to conform with designs based on a fifty-year storm, using a one-hour intensity of two (2.0) inches. All site plans shall be accompanied by a plan sketch showing all

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Yes **No**

existing drainage within five hundred (500) feet of any boundary, and all areas, wooded areas and any other surface area contributing to the calculations and methods used in the determination.

- 27. Complete building elevation drawings of proposed structure(s)
- 28. Location, size and nature of contiguous property owned by the applicant or in which the applicant has direct or indirect interest
- 29. Soil Erosion and Sediment Control Plan
- 30. Traffic Study (where required by the Board)
- 31. Environment Impact Study (where required by the Board)
- 32. Any other information deemed necessary by the Board