

LAND DEVELOPMENT

250 Attachment 1

Township of Old Bridge

Appendix A  
 Completeness Checklist  
 [Amended 3-15-2010 by Ord. No. 2010-03]

General Information **Includes Conditional Uses	Subdivision			Site Plan			Miscellaneous		
	Minor	Major Preliminary	Major Final	Minor	Major Preliminary	Major Final	G.D.P.	D Var.** *	C Var.
1. Copies of completed application (four each)	X	X	X	X	X	X	X	X	X
2. Plat/plans (folded) number of sets required	8	12	12	8	12	12	12	12	8
3. Reports:									
A. Environmental impact statement		X			X		X	X	
B. Community impact statement		X			X		X	X	
C. Traffic impact		X			X		X	X	
D. Aquifer recharge assessment		X			X		X	X	
4. Name, address, telephone number, signature and seal of professional preparing various elements of the plans	X	X	X	X	X	X	X	X	
5. Name and address of the owner and applicant	X	X	X	X	X	X	X	X	X
6. Title block, containing title of map, type of application, tax map sheet,	X	X	X	X	X	X	X		

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block, lot, municipality, county, scale, date of original and box for revisions									
7. Corporate head and persons having 10% or more interest in corporation		X	X	X	X	X	X	X	
8. A key map at a scale of 1 inch = 800 feet, showing the relation of the project to its surrounding neighborhood for 1,000 feet minimum	X	X	X	X	X	X	X	X	
9. Property survey and plot plan showing existing and proposed structures and dimensions of front, side, and rear yards	X	X	X	X	X	X			X
10. Names of all landowners within 200 feet of the property (list or label on plans)		X	X		X	X	X	X	X
11. Calculation of required and number of proposed parking spaces		X			X		X		
12. Schedule of required and provided zoning (bulk) requirements	X	X	X	X	X	X	X	X	X
13. North point, written and graphic scales	X	X	X	X	X	X	X	X	X
14. Number of existing and proposed lots, residential density, and		X	X		X	X	X	X	

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percent of open space									
15. Area of tract and area to be developed to the nearest tenth acre	X	X	X	X	X	X	X	X	
16. All tract data: bearings, distances, radii, curve data, areas (square feet) of lots	X	X	X	X	X	X		X	
17. Location on setback lines, subdivision lines, wooded areas, and rights-of-way	X	X	X	X	X	X			
18. A map for filing, conforming to the Map Filing Law (map or deed for minor subdivision)	X		X						
19. Dimensions of all lot lines and the area of all lots in square feet	X	X	X	X	X	X			
20. Location and disposition of existing structures	X	X	X	X	X	X	X	X	
21. Location, elevation and description of benchmark (NGVD) used	X	X	X	X	X	X			
22. Proof of payment of taxes	X	X	X	X	X	X	X	X	X
23. Symbols for existing and proposed items (hydrants, monuments, utilities, plantings, signs, walkways, elevations, etc.)	X	X	X	X	X	X		X	
24. Affidavit of ownership	X	X	X	X	X	X	X	X	X

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25. A true copy of any covenants or deed restrictions	X	X	X	X	X		X	X	X
26. Statement as to the status of other approvals	X	X	X	X	X	X			
27. List of any restriction on the property	X	X	X	X	X	X	X	X	X
28. An original instrument covering easements and fee simple interest in lands to be conveyed to the municipality	X		X	X		X			
29. Homeowners'/open space association documents			X			X			
30. A plan extending 200 feet beyond the tract boundary showing:									
A. Block and lot numbers and property lines of all parcels	X	X	X	X	X	X	X	X	
B. Existing zones and land uses	X	X	X	X	X	X	X	X	
C. Location and width of all streets and railroads	X	X	X	X	X	X	X	X	
D. Existing buildings, watercourses, bridges, wooded lines	X	X	X	X	X	X	X	X	
31. New block and lot numbers (as assigned by the Municipal	X		X						

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Engineer)									
32. Drawing size (a) not larger than 24" x 36" (b) not larger than 30" x 42"	A	A	A	A	A	A	B	A	A
33. Permitted scales (must be divisible by 10)									
A. Not smaller than 1" = 50'	X			X					X
B. Not smaller than 1" = 100'		X	X		X	X		X	
C. Not smaller than 1" = 200'							X		
34. Signature blocks and certification (per ordinance or Map Filing Law)									
A. Owner			X						
B. Board Chairman		X	X		X	X	X		
C. Board Secretary		X	X		X	X	X		
D. Township Clerk	X		X						
E. Township Engineer	X	X	X		X	X	X		
F. Land Surveyor	X		X						
G. Minor Subdivision/Minor Site Plan Committee	X			X					
<b>Project classification and special plans</b>									
35. Minor site qualifying criteria:									

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A. Does not create more than three lots									
B. Does not involve a planned development, the extension of any street or utility main or off-tract improvement	X								
C. Has not been subdivided within the past 18 months	X								
36. Minor subdivision plan qualifying criteria:									
A. Does not add more than 1,000 square feet of gross floor area				X					
B. Does not add more than 4,000 square feet of impervious surface				X					
C. Does not involve a planned development, the extension of any street or utility main, or off-tract improvement				X					
D. Has not received site plan approval (minor or major) within the past 18 months				X					
37. Grading:									
A. Existing and proposed contours – one-foot interval		X	X		X	X			

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(NGVD datum)									
B. Finished floor elevations of all buildings	X	X	X	X	X	X			
C. Spot elevations at all building corners, curbs, and impervious surfaces	X	X	X	X	X	X			
38. Drainage:									
A. Complete drainage calculations		X			X				
B. Drainage area map showing areas tributary to each inlet or structure		X			X				
C. Plan of existing and proposed facilities		X	X		X	X			
D. Profiles of all storm sewers		X	X		X	X			
E. Map depicting upland drainage areas		X							
F. Analysis of downstream drainage facilities		X			X				
G. Soil borings		X			X				
39. Streets:									
A. Profiles of proposed streets		X	X		X	X			

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B. Profiles of all streets adjoining the project		X	X		X	X			
C. Plan of all pavement improvements		X	X		X	X			
D. Name of all streets			X			X			
E. Designation of whether streets as private or public		X	X		X	X			
40. Landscape plan showing:									
A. Existing and proposed trees, shrubs, and decorative items such as landscape ties, mulches, and stone		X	X		X	X			
B. The common and botanical names, sizes, planting schedule, and detailed planting method of trees and shrubs		X	X		X	X			
C. Location of existing wooded areas and the general size and type of the predominant trees	X	X	X	X	X	X	X	X	
D. The limit of clearing and any areas to be protected or preserved		X	X		X	X			
41. Utilities:									
A. Water mains and services	X	X	X	X	X	X			

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B. Sanitary sewer mains and laterals	X	X	X	X	X	X			
C. Profiles of sanitary sewers		X	X		X	X			
D. Existing and proposed on-site sanitary disposal systems (if applicable)	X	X	X	X	X	X			
42. Construction details:									
A. Storm drainage facilities		X	X		X	X			
B. Pavement section, curbs and sidewalk			X			X			
C. Water and sanitary sewer utility structures		X	X		X	X			
D. Existing and proposed signs		X	X	X	X	X			
E. Soil erosion and sediment control		X	X		X	X			
F. Refuse disposal facilities					X	X			
G. Lighting facilities					X	X			
H. Mailboxes and other street furniture			X			X			
43. Soil erosion and sediment control plan		X	X		X	X			

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44. Lighting plan, including location and illumination coverage					X	X			
45. Location and dimensions for sidewalks, disposal facilities, signs, parking areas, and loading/unloading spaces		X	X	X	X	X			
46. Traffic patterns, pavement markings, signage, access aisles, curb radii, etc.		X	X	X	X	X			
47. Architectural drawings, floor plans and elevations (single-family detached dwellings may be excluded)		X	X	X	X	X			
48. Recreation facilities: plan and details (if applicable)		X	X		X	X			
49. Statement indicating that the plans agree with the signed preliminary plans; or if unsigned, a letter addressing the outstanding items of preliminary approval			X			X			
50. General development and special plans and reports:									
A. Site characteristics map showing topography and physical features							X		

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B. Land use plan							X		
C. Traffic and circulation plan							X		
D. Open space and recreation plan							X		
E. Community facilities plan							X		
F. Utilities plan							X		
G. Drainage plan							X		
H. Fiscal impact report							X		
I. Project phasing and extended vesting report							X		
51. Payment of escrow fees	X	X	X	X	X	X	X	X	

**NOTE:**

\* Information to be submitted for a floor area ratio (d5) variance on an existing fee-simple residential lot shall be the same as required for a C variance.