

LAND DEVELOPMENT

120 Attachment 1

Borough of Spotswood

CHECKLIST

Details Required For Variance Applications

Note: See § 120-802C of Chapter 120, Land Development, of the Code of the Borough of Spotswood for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
1				Application form(s) and checklist(s) (15 copies).
2				Escrow fees in accordance with § 120-901.
3				Sketch plats or plans (15 copies) or related material outlining the location, nature and extent of any variance(s) requested.
4				Key map at 1" equal not more than 400'.
5				Title block:
6				Name, title, address and telephone number of applicant;
7				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan, if applicable;
8				Name, title and address of the owner or owners of record;
9				Scale (written and graphic); and
10				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
11				North arrow.
12				Names and addresses of partners or stockholders as required by ordinance.
13				Affidavit of ownership.
14				Acreage figures (both with and without areas within public rights-of-way).
15				Approval signature lines.
16				Existing block and lot number(s) of the lot(s) as they appear on the Borough Tax Map.
17				Tract boundary line (heavy solid line).
18				The location of existing and proposed property lines, streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as treed areas, both within the tract and within 50 feet of its boundary.
19				The location and width of all existing easements and rights-of-way.
20				Zoning district(s) affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
21				Proposed buffer and landscaped areas.
22				Delineation of floodplains, including both floodway and flood-fringe areas, flood zone, flood elevation and elevation of lowest floor level.

SPOTSWOOD CODE

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
23				Wetlands, marshes, ponds and land subject to flooding.
24				The names of all adjacent property owners and adjacent block and lot numbers as they appear on the most recent tax list prepared by the Borough Tax Assessor.
25				Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
26				A sketch of the proposed addition or new construction for which a variance is sought, demonstrating how same is architecturally consistent with the existing structure or an improvement thereof.
27				A written statement delineating the exact proposed use requested, for use variance applications only.

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECKLIST.

DATE.

LAND DEVELOPMENT

CHECKLIST

Details Required For Informal Review Applications

Note: See § 120-802D of Chapter 120, Land Development, of the Code of the Borough of Spotswood for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
1				Application form(s) and checklist(s) (15 copies).
2				Escrow fees, if applicable, in accordance with § 120-901.
3				A letter from the applicant to the Borough Planning Board outlining the proposed development plans.
4				Sketch plats or plans (15 copies), clearly and legibly drawn.
5				Scale of 1" equals not more than 50' on one of the four following standard sheet sizes (8 ½" x 14", 12" x 18", 18" x 24" or 24" x 36"), each with a clear perimeter boarder at least ½" wide.
6				Key map at 1" equals not more than 400'.
7				Title block:
8				Name of the development, Borough of Spotswood, Middlesex County, N.J., with each sheet specifically titled with appropriately descriptive words, with a notation reading, "Informal Plat (or Plan) For Review;"
9				Name, title, address and telephone number of applicant;
10				Name, title, address, telephone number and signature of the person who prepared the plat or plan;
11				Name, title and address of the owner or owners of record;
12				Scale (written and graphic); and
13				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
14				North arrow, including reference.
15				Acreage figures (both with and without areas within public rights-of-way).
16				Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map.
17				Tract boundary line (heavy solid line).
18				All adjacent block and lot number(s).
19				Zoning districts(s).
20				Existing lot lines to be eliminated.
21				Existing and proposed street and lot layout, with dimensions, showing that portion of the tract proposed for development in relationship to the entire tract.
22				Area of each proposed lot.

SPOTSWOOD CODE

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
23				Existing structures and uses, including the shortest distance between any existing building and proposed or existing lot lines.
24				All setback lines.
25				Intent for water supply and sewage treatment.
26				Existing topographic contours based on United States Geological Survey datum where appropriate.
27				Approximate location of wooded areas, floodplains, wetlands and buffers.
28				Existing and proposed rights-of-way and easements within and adjoining the tract.
29				Proposed vehicular access points and parking areas, as applicable.
30				All streams, lakes, rivers and brooks.

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECKLIST.

DATE.

LAND DEVELOPMENT

CHECKLIST

Details Required For Minor Subdivision Plats and Minor Site Plans

Note: See Subsection 120-803 of the Spotswood Borough Land Development Ordinance for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
1				Application form(s) and checklist(s) (18 copies).
2				Application and escrow fees in accordance with § 120-901.
3				Plats or plans (18 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eights with the Title block revealed in accordance with § 120-803B.
4				Protective covenants, easements and/or deed restrictions (18 copies).
5				Scale of 1" equals not more than 20' on one of the following four standard sheet sizes (8 ½" x 14", 12" x 18", 18" x 24" or 24" x 36"), with all sheets submitted of the same size, and each with a clear perimeter border at least ½" wide..
6				Key map at 1" equals not more than 400'.
7				Title block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including:
8				Name of the development, Borough of Spotswood, Middlesex County, N.J., with each sheet specifically titled with appropriately descriptive words;
9				Name, title, address and telephone number of applicant;
10				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan.
11				Name, title and address of the owner or owners of record;
12				Scale (written and graphic); and
13				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
14				North arrow, including reference.
15				Acreage to the nearest tenth of an acre (both within and without areas within public rights-of-way).
16				Certification that the applicant is the owner of the land or his/her properly authorized agent, or that the owner has given his/her consent under an option agreement.

SPOTSWOOD CODE

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
17				If the applicant is a partnership or a corporation, the names and addresses of all partners, or the names and addresses of all stockholders owning 10% or more of any class of stock of the corporation in accordance with N.J.S.A. 40:55D-48.1 et seq.
18				Approval signature and date lines for the Chairman and Secretary of the Board.
19				Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map, and proposed block and lot number(s) as provided by the Borough Tax Assessor upon written request.
20				Tract boundary line (heavy solid line), any existing and proposed subdivision or property line(s) within the tract, and the existing and proposed number of lots.
21				Zoning districts(s) affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
22				The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as treed areas, both within the tract and within 100 feet of its boundary.
23				The location and width of all existing and proposed utility easements and rights-of-way, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.
24				All dimensions necessary to confirm conformity to the ordinance such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards and building and lot coverages.
25				Proposed buffer and landscaped areas and the location and identification of existing vegetation with an indication as to whether it is to remain or be removed.
26				Delineation of streams, ponds, floodplains, marshes, wetlands, wetland buffers and lands subject to flooding within the tract and within 100 feet thereof.
27				Existing topographic contours on U.S.G.S. datum and proposed grades.
28				The name of all adjacent property owners and adjacent block and lot numbers as they appear on the most recent tax list prepared by the Borough Tax Assessor.

LAND DEVELOPMENT

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
29				Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
30				Concerning minor subdivisions only, existing and proposed monuments.
31				Concerning minor site plans only, lighting details, sign details, circulation and parking details and drainage calculations and proposed drainage improvements and details.
32				Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Middlesex County Soil Conservation District.
33				No minor subdivision or minor site plan involving any street(s) additional right-of-way width as specified in the Master Plan or Official Map and the street requirements of this chapter shall be approved unless such additional right-of-way, either along one or both sides of said street(s), as applicable, shall be granted to the Borough of Spotswood or other appropriate governmental agency.
34				Plans of proposed improvements and utility layouts and letters from utility companies and appropriate county and state agencies as required by ordinance.
35				No minor subdivision or minor site plan involving any corner lot shall be approved unless a sight triangle easement shall be granted as specified in this chapter.
36				Deed descriptions including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications shall be submitted for approval and required signatures prior to filing with the county recording officer.
37				A list of all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project. The list shall include approvals required by the Borough, as well as agencies of the county, state and federal government. Where approvals have been granted, copies of said approvals shall be submitted.

NOTE: The Board reserves the right to require additional information before granting minor approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information may include, but not be limited to, an environmental impact statement and/or traffic impact statement, provided, however, that no application shall be declared incomplete for the lack of such additional information.

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECKLIST.

DATE.

SPOTSWOOD CODE

CHECKLIST

Details Required For Preliminary Major Subdivision Plats and Preliminary Major Site Plans

Note: See § 120-802D of Chapter 120, Land Development, of the Code of the Borough of Spotswood for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
1				Application form(s) and checklist(s) (18 copies).
2				Application and escrow fees in accordance with § 120-901.
3				Plats or plans (18 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eights with the Title block revealed in accordance with § 120-804B.
4				Protective covenants, easements and/or deed restrictions (18 copies).
5				Scale of 1" equals not more than 100' for major subdivision plats or 1" equals not more than 50' for major site plans on one of the following five standard sheet sizes (8 1/2" x 14", 12" x 18", 18" x 24", 24" x 36" or 30" x 42"), each with a clear perimeter border at least 1/2" wide.
6				Key map at 1" equals not more than 1,000'.
7				Title block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including:
8				Name of the development, Borough of Spotswood, Middlesex County, N.J., with each sheet specifically titled with appropriately descriptive words;
9				Name, title, address and telephone number of applicant;
10				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan.
11				Name, title and address of the owner or owners of record;
12				Scale (written and graphic); and
13				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
14				North arrow, including reference.
15				Certification that the applicant is the owner of the land or his/her properly authorized agent, or that the owner has given his/her consent under an option agreement.

LAND DEVELOPMENT

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
16				If the applicant is a partnership or a corporation, the names and addresses of all partners, or the names and addresses of all stockholders owning 10% or more of any class of stock of the corporation as required by N.J.S.A. 40:55D-48.1 et seq.
17				Approval signature and date lines for the Chairman and Secretary of the Board.
18				Acreage figures to the nearest tenth of an acre (both with and without areas within public rights-of-way) and a computation of the area of the tract to be disturbed.
19				The name(s) and block and lot number(s) 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.
20				Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map, and proposed block and lot number(s) as provided by the Borough Tax Assessor upon written request.
21				Tract boundary line (heavy solid line), any existing and proposed subdivision or property line(s) within the tract, and the existing and proposed number of lots.
22				Zoning districts(s) affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development, and all zoning district(s) within 200 feet of the tract.
23				The location of man-made and natural features such as bridges, wetlands, treed areas, high points, marshes and depressions, both within the tract and within 100 feet of its boundaries. A Letter of Interpretation (LOI) from the New Jersey State Department of Environmental Protection shall be submitted for all delineated wetlands.
24				The location and species of all existing individual trees or groups of trees having a caliper of six 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, indicating which trees are to remain and which are to be removed.

SPOTSWOOD CODE

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
25				A landscape plan showing the proposed location of all proposed plantings, screening and buffering, a legend listing the botanical and common names, the sizes at the time of planting, a planting schedule, method of irrigation, the total quantity of each plant, and the location of each plant keyed to the plat or plan.
26				Where a septic system is proposed, the date of approval by the Township Board of Health of site evaluation tests, certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the test hole(s) and borings, soil logs, proposed location of the septic disposal areas, test results, soil types and percolation rates and compliance with the Individual Sewage Disposal Code of New Jersey or applicable Borough Board of Health ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.
27				All existing and proposed watercourses within the tract and within 200 feet of the tract shall be shown and be accompanied by the following information:
28				When a stream is proposed for alteration, improvement or relocation or where a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the State Department of Environmental Protection, Division of Water Resources, shall accompany the submission;
29				Cross sections of watercourses and/or drainage swales at an approximate scale showing the extent of the floodplain, top of bank, normal water levels and bottom elevations at the locations required by the Borough Engineer;
30				The location and extent of drainage and conservation easements and stream encroachment lines; and
31				The location, size, direction of flow and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.
32				Existing and proposed contours as required by ordinance.
33				Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Middlesex County Soil Conservation District.

LAND DEVELOPMENT

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
34				Locations of all existing structures and their uses, both within the tract and within 100 feet of its boundary, showing existing and proposed front, rear and side yard setback distances and an indication of whether the existing structures and uses will be retained or removed.
35				Size, height and location of all proposed buildings (including grades), structures, signs and fences, including details for any signs, fences and trash enclosures.
36				All dimensions necessary to confirm conformity to the ordinance such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards and building and lot coverages. All tract and lot sizes shall be expressed in acres and square feet and shall include bearings and distances.
37				The proposed location, height, direction of illumination, power and type of proposed outdoor lighting, including details of lighting poles, luminaries and the hours and time of lighting.
38				Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract, and existing lot lines to be eliminated.
39				The location and design of any off-street parking or loading area, showing size and location of bays, aisles and barriers, curbing and paving specifications.
40				All means of vehicular access and egress to and from the site onto public streets, showing the size and the location of driveways, sidewalks, fire lanes and curb cuts, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, sight triangle easements, additional width and other proposed devices necessary to prevent a difficult traffic situation.
41				The application shall include plans and computations for any storm drainage system, including the following as may be required by the Borough Engineer:
42				All existing or proposed storm sewer lines within or adjacent to the tract showing profile, size and slope of the lines, direction of flow and the location of each catch basin, inlet, manhole, culvert, headwall and utility lines including pipe size and grades;

SPOTSWOOD CODE

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
43				The location and extent of any proposed ground water recharge basins, detention basins or other water or soil conservation or drainage devices, with cross-sections every 50 feet at right angles to the long access of the basin, each extending 75 feet beyond the top of the rim of the basin on each side;
44				A drainage area map drawn to scale (minimum scale 1" = 100') showing the contributing area to each inlet or cross drain;
45				A weighted run-off coefficient for each drainage area shall be determined for use in the computations; and
46				A report by the design engineer containing the criteria used, alternates considered, reasons for selection and design calculations.
47				The location and size of existing structures such as valves, hydrants, utility structures, gas transmission lines and high tension power lines on the tract and within 200 feet of its boundaries.
48				Plans, inverts, profiles and details of proposed improvements and utility layouts, as required by ordinance, and required letters from the appropriate county and state agencies granting approval for the extension of utility service.
49				Plans, typical cross sections and construction details, horizontal and vertical alignments of the center line of all proposed streets and of all existing streets abutting the tract including street names as required by ordinance.
50				Any protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plat or plan.
51				The names, location and width of all existing and proposed easements and rights-of-way, the use(s) for which they are intended to be limited, the manner in which the easements will be controlled, and to whom they are granted.
52				The proposed permanent monuments shall be shown in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
53				Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
54				An environmental impact statement in accordance with § 120-804C of this chapter.

LAND DEVELOPMENT

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
55				A traffic impact statement in accordance with Subsection 120-804D of this chapter.
56				Evidence of the submission of the application(s) for other agency approvals having jurisdiction over the application and/or required by the Borough Engineer.
57				Concerning site plans only, the proposed use and operations of the buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation open to public use.
58				Concerning major site plans only, detailed floor plans and signed and sealed, scaled architectural elevations as required by ordinance.

NOTE: The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area, provided, however, that no application shall be declared incomplete for the lack of such additional information.

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECKLIST.

DATE.

SPOTSWOOD CODE

CHECKLIST

Details Required For Final Major Subdivision Plats and Final Major Site Plans

Note: See § 120-802D of Chapter 120, Land Development, of the Code of the Borough of Spotswood for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
1				Application form(s) and checklist(s) (18 copies).
2				Application and escrow fees in accordance with § 120-901.
3				Plats or plans (18 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eights with the title block revealed in accordance with § 120-804B.
4				Scale of 1" equals not more than 100' for major subdivision plats or 1" equals not more than 50' for major site plans on one of the following five standard sheet sizes (8 ½" x 14", 12" x 18", 18" x 24", 24" x 36" or 30" x 42"), each with a clear perimeter border at least ½" wide.
5				All details stipulated in § 120-804B.
6				All additional details required at the time of preliminary approval.
7				A copy of the signed preliminary plat or plan in conformance with the resolution of approval.
8				A section or staging plan, if proposed.
9				Detailed architectural and engineering data as required by ordinance including:
10				An architect's design drawing of each building and sign;
11				Cross sections, plans, profiles and established grades of all streets, aisles, lanes and driveways, including center-line geometry and horizontal alignments with bearings, radii and tangents;
12				Plans and profiles of all storm and sanitary sewers and water mains; and
13				All dimensions of the exterior boundaries of any subdivision shall be balanced and closed.
14				Evidence that a duplicate copy(ies) of the application for development has/have been filed with any other agency having jurisdiction over any aspect of the proposed development.
15				Certification from the Borough Tax Collector that all taxes and assessments are paid up-to-date.
16				Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by ordinance.

LAND DEVELOPMENT

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
17				Certification in writing from the applicant to the Board that the applicant has:
				(a) Installed all improvements in accordance with the requirements of the chapter and the preliminary approval; and/or
				(b) Posted a performance guarantee in accordance with § 120-902 of the chapter.
18				A statement from the Borough Engineer that:
				(a) All installed improvements have been inspected and as-built drawings have been submitted, and
				(b) Those installed improvements that do not meet or exceed Borough standards shall be factored into the required performance guarantee.
19				Concerning major subdivisions only, a Sales Map in accordance with § 120-805B(6)(e).

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECKLIST.

DATE.