

LAND DEVELOPMENT

28 Attachment 5

Borough of Watchung

**APPENDIX D-2
CHECKLISTS**

Borough of Watchung

A. Variance Application Checklist – Details Required for Variance Application

Note: See the Watchung Borough Land Development Ordinance for further details of submission requirements and procedures. (Section 28-802C)

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
1				Application form(s) and checklist(s) (20 copies)
2				Application and escrow fees
3				Sketch plats or plans (20 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).
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 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 fifty (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

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
				names and all area and bulk requirements, with a comparison to the proposed development.
21				Proposed buffer and landscaped areas.
22				Delineation of flood plains including both floodway and flood fringe areas, flood zone, flood elevation and elevation of lowest floor level.
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.
28				Digital submission of land use applications consistent with Article 28-800, Section 28-808. (Ord. No. 2017-03)

Signature and title of person preparing the checklist

Date

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B. Informal Application Checklist – Details Required for Informal Review Applications

Note: See the Watchung Borough Land Development Ordinance for further details of submission requirements and procedures. (Section 28-802D)

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
1				Application form(s) and checklist(s) (15 copies)
2				Application and escrow fees
3				A letter from the applicant to the Borough Planning Board outlining the proposed development plans.
4				Certification that property tax payments are current.
5				Current property boundary survey.
6				Sketch Plat or Plan(s) (15 copies), clearly and legibly drawn at a scale appropriate for informal review on 24"x36" standard sheet sizes with a clear perimeter border at least 1/2" wide.
7				Title block with name of the project/development, Borough of Watchung, Somerset County, NJ, with each sheet specifically titled with appropriately descriptive words, with a notation reading, "Informal Plat (or Plan) for Review."
8				Scale (written and graphic).
9				Tax map sheet and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map.
10				Tract boundary line (heavy solid line).
11				All adjacent block and lot number(s).
12				Intent for water supply and sewage treatment.
13				Key map at scale of 1" equals not more than 400' showing location of the project site with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500'.
14				Total acreage of project site with and without area to be dedicated as public rights-of-way.
15				Name, title, address, telephone number and signature of the owner(s) of record.
16				Name, title, address and telephone number of applicant(s).
17				North arrow with deed or filed map reference.
18				General location of all existing and proposed streets, structures, driveways, parking areas and sidewalks.
19				Existing property site contours based on United States Geological Survey datum where appropriate.
20				General location of all existing and proposed rights-of-way and easements within and adjoining the tract.
21				Delineation of any existing deed restrictions or covenants.
22				General location of all watercourses, ponds, lakes, rivers, streams, brooks, wetlands, wetland transition areas and buffers, flood hazard areas, steep slopes over 30%, wooded areas and other environmentally sensitive areas on and within 200' of the project site.

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
23				Location and acreage of all land, rights-of-way and/or easements reserved for or to be dedicated to public use and/or all open space areas.
24				Zoning districts and location of zoning boundaries; table of bulk requirements including lot area, width at street line and setback, front, rear and side yard setbacks, building and lot impervious surface coverage and variances and/or waivers required.
25				Digital submission of land use applications consistent with Article 28-800, Section 28-808. (Ord. No. 2017-03)

Signature and title of person preparing the checklist

Date

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C. Minor Application Checklist – Details Required for Minor Subdivision Plats and Minor Site Plans (Section 28-803)

Note: See the Watchung Borough Land Development Ordinance for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
1				Land Use Application form(s) and checklist(s) (18 copies).
2				Required Use or Bulk Variance Application form(s) and checklist(s) (18 copies).
3				Application and escrow fees.
4				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.
5				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 ten percent (10%) or more of any class of stock of the corporation as required by N.J.S.A. 40:55D-48.1 et seq.
6				Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
7				Proof of Public Sanitary Sewer and Public Water utility capacity to the subdivision and/or site plan from the approving Authority. A sanitary sewer capacity allocation and connection or collection system extension approval Resolution to serve the proposed development must be obtained from the Borough of Watchung governing body. A Water Main Extension Agreement or Will Serve Letter must be obtained from the Water Utility Company. (Where the need for off-tract public sanitary sewer and/or water utility service improvements are created by the proposed subdivision or site plan, the Applicant shall, as a condition of Application completeness and at the Applicant's sole expense, obtain all lands and/or easements located outside the development property boundaries. Such lands and/or easements, upon completion and acceptance of the off-tract utility improvements shall be dedicated to the Borough of Watchung and/or Water Utility Company.)
8				Required Use or Bulk Variance Applications
9				Current Property Boundary Survey.
10				Copy of Property Deed and all protective covenants, easements and/or deed restriction (18 copies).
11				Soil Movement Application and fee submitted to Department of Engineering.
12				Tree Removal/Tree Replacement Application and fee submitted to the Department of Engineering.
13				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 eighths with the title block revealed.

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
14				Scale of 1" equals not more than 30' for minor subdivision plats or 1" equals not more than 20' for minor site plans on 24"x36" standard sheet sizes with a clear perimeter border at least 1/2" wide.
15				Key map at scale of 1" equals not more than 400' showing location of the project site with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500'.
16				Title block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including items 17-19 below.
17				Name of the project/development, Borough of Watchung, Somerset County, NJ, with each sheet specifically titled with appropriately descriptive words.
18				Name, license number, signature, seal, address, telephone number and fax number of the engineer, land surveyor, planner and/or landscape architect, as applicable, who prepared the subdivision or site plan.
19				Date of original preparation and date of each subsequent revision on each sheet.
20				Name, title, address telephone number and signature of the owner(s) of record.
21				Name, title, address and telephone number of applicant(s).
22				Scale (written and graphic).
23				An Index Sheet showing each sheet's location in relation to the overall project and a list of attached drawings.
24				North arrow with deed or filed map reference.
25				Approval Block: signature and date lines for the Chairman and Secretary of the Board and the Borough Engineer.
26				Acreage figures to the nearest tenth of an acre (both with and without areas within public rights-of-way).
27				The names(s) and block and lot number(s) of all property owners within two hundred feet (200') of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.
28				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.
29				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.
30				Zoning districts(s), including district names and location of zoning boundaries within 200' of the tract; table of bulk requirements including existing and proposed lot area, width at street line and setback, front, rear and side yard setbacks, building and lot impervious surface coverage and variances and/or waivers requested.

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
31				Location of all watercourses, ponds, lakes, rivers, streams, brooks, wetlands, wetland transition areas and buffers, flood hazard areas, steep slopes over 30%, wooded areas and other environmentally sensitive areas on and within 200' of the project site. A Letter of Interpretation (LOI) from the New Jersey State Department of Environmental Protection shall be submitted for all delineated wetlands. If there are no delineated wetlands, the applicant shall provide a wetlands site evaluation prepared by a qualified individual or firm.
32				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. The location and species of all existing individual trees or groups of trees having a caliper of four inches (4") or more measured four and one-half feet (4'-6") 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.
33				Where a septic system is proposed, the date of approval by the Borough 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.
34				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.
35				Cross-sections every 50' of water courses and/or drainage swales at an approximate scale showing the extent of the flood plain, top of bank, normal water levels and bottom elevations.
36				The location and extent of drainage and conservation easements and stream encroachment lines.
37				The location, size, direction of flow and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.
38				Existing and proposed contours at two-foot intervals.
39				Soil Erosion and Sediment Control Plan as required by N.J.S.A. 4:24-39 et seq.; in accordance with the Somerset County Soil Conservation District.

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
40				Location of all existing/proposed principal and accessory structures and their uses, both within the tract and within one hundred feet (100') 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.
41				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, bridges, culverts, drain pipes, any natural features such as treed areas, both within the tract and within one hundred feet (100') of its boundary.
42				Concerning minor site plans only, lighting details, sign details, circulation and parking details and drainage calculations and proposed drainage improvements and details.
43				All dimensions necessary to confirm conformity to the Land Development 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.
44				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 Ordinance shall be approved unless such additional right-of-way, either along one (1) or both sides of said street(s), as applicable, shall be granted to the Borough of Watchung or other appropriate governmental agency.
45				Stormwater Management Plan containing the existing system of drainage and the delineation of any larger tract or basin of which it is a part. The location, type, size of all existing and proposed stormwater inlets, stormwater facilities, stormwater lines and any additional information as may be required by Section 28-604. Include drainage area map, calculations and written narrative.
46				The location and size of existing structures such as water and sewer mains, valves, hydrants, utility structures, gas transmission lines and high tension power lines on the tract and within two hundred feet (200') of its boundaries.
47				No minor subdivision or minor site plan involving any corner lot shall be approved unless a sight triangle easement shall be granted.
48				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 on and within 200' of the tract.

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
49				Proposed permanent monuments shall be shown in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9. (Minor Subdivision only)
50				Steep Slope Analysis; Steep slope categories on site shall be delineated through the use of diagonal and cross hatched lines with a key provided on the appropriate sheet and a calculation of the permitted total impervious surface coverage.
51				List of municipal, County, State or Federal approvals or permits required.
52				Spot and finish elevations at all property corners and corners of all structures, existing or proposed.
53				Digital submission of land use applications consistent with Article 28-800, Section 28-808. (Ord. No. 2017-03)

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 preparing the checklist

Date

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D. Preliminary Major Application Checklist – Details Required for Preliminary Major Subdivision Plats and Preliminary Major Site Plans (Section 28-804)

Note: See the Watchung Borough Land Development Ordinance for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
1				Land Use Application form(s) and checklist(s) (18 copies).
2				Required Use or Bulk Variance Application form(s) and checklist(s) (18 copies).
3				Application and escrow fees.
4				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.
5				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 ten percent (10%) or more of any class of stock of the corporation as required by N.J.S.A. 40:55D-48.1 et seq.
6				Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
7				Proof of Public Sanitary Sewer and Public Water utility capacity to the subdivision and/or site plan from the approving Authority. A sanitary sewer capacity allocation and connection or collection system extension approval Resolution to serve the proposed development must be obtained from the Borough of Watchung governing body. A Water Main Extension Agreement or Will Serve Letter must be obtained from the Water Utility Company. (Where the need for off-tract public sanitary sewer and/or water utility service improvements are created by the proposed subdivision or site plan, the Applicant shall, as a condition of Application completeness and at the Applicant's sole expense, obtain all lands and/or easements located outside the development property boundaries. Such lands and/or easements, upon completion and acceptance of the off-tract utility improvements shall be dedicated to the Borough of Watchung and/or Water Utility Company.)
8				Required Use or Bulk Variance Applications.
9				Current Property Boundary Survey.
10				Copy of Property Deed and all protective covenants, easements and/or deed restrictions (18 copies).
11				Soil Movement Application and fee submitted to Department of Engineering.
12				Tree Removal/Tree Replacement Application and fee submitted to the Department of Engineering.
13				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 eighths with the title block revealed.

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
14				Scale of 1" equals not more than 100' for minor subdivision plats or 1" equals not more than 50' for minor site plans on 24"x36" standard sheet sizes with a clear perimeter border at least 1/2" wide.
15				Key map at scale of 1" equals not more than 400' showing location of the project site with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500'.
16				Title block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including items 17-19 below.
17				Name of the project/development, Borough of Watchung, Somerset County, NJ, with each sheet specifically titled with appropriately descriptive words.
18				Name, license number, signature, seal, address, telephone number and fax number of the engineer, land surveyor, planner and/or landscape architect, as applicable, who prepared the subdivision or site plan.
19				Date of original preparation and date of each subsequent revision on each sheet.
20				Name, title, address, telephone number and signature of the owner(s) of record.
21				Name, title, address and telephone number of applicant(s).
22				Scale (written and graphic).
23				An Index Sheet showing each sheet's location in relation to the overall project and a list of attached drawings.
24				North arrow with deed or filed map reference.
25				Approval Block; signature and date lines for the Chairman and Secretary of the Board and the Borough Engineer.
26				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.
27				The names(s) and block and lot number(s) of all property owners within two hundred feet (200') of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.
28				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.
29				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.
30				Zoning districts(s), including district names and location of zoning boundaries within 200' of the tract; table of bulk requirements including existing and proposed lot area, width at street line and setback, front, rear and side yard setbacks, building and lot impervious surface coverage and variances and/or waivers requested.

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
31				Location of all watercourses, ponds, lakes, rivers, streams, brooks, wetlands, wetland transition areas and buffers, flood hazard areas, steep slopes over 30%, wooded areas and other environmentally sensitive areas on and within 200' of the project site. A Letter of Interpretation (LOI) from the New Jersey State Department of Environmental Protection shall be submitted for all delineated wetlands. If there are no delineated wetlands, the Applicant shall provide a wetlands site evaluation prepared by a qualified individual or firm.
32				The location and species of all existing individual trees or groups of trees having a caliper of four inches (4") or more measured four and one-half feet (4'-6") above the ground level shall be shown within the portions(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.
33				Landscape plan at a scale no less than one inch equals one hundred feet (1"=100') for major subdivision and no less than one inch equals thirty feet (1"=30') for major site plans. Important detail landscape areas within major subdivision may be requested at a scale of no less than one inch equals thirty feet (1"=30'). The scale shall be in both written and graphic form. The landscape plan shall show: Location, species and sizes of all proposed shade trees, ornamental trees, evergreen trees, shrubs and areas for lawns or any other ground cover; different graphic symbols shall be used to show the location and spacing of shade trees, ornamental trees, evergreen trees, shrubs and ground cover; a plant schedule indicating botanical name, common name, size at time of planting (caliper, height and spread), quantity, root condition and any special remarks (spacing, substitutions, fall planting hazards, etc.) for all plant material proposed with plants within the plant schedule be keyed to the landscape plan utilizing the first letter of the genus and species of the botanical plant name; planting details and specifications; additional information required by Section 28-609B.
34				Where a septic system is proposed, the date of approval by the Borough 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.

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
35				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.
36				Cross-sections every 50' of watercourses and/or drainage swales at an approximate scale showing the extent of the flood plain, top of bank, normal water levels and bottom elevations.
37				The location and extent of drainage and conservation easements and stream encroachment lines.
38				The location, size, direction of flow and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.
39				Existing and proposed contours at two foot intervals.
40				Soil Erosion and Sediment Control Plan as required by N.J.S.A. 4:24-39 et seq.; in accordance with the Somerset County Soil Conservation District.
41				Location of all existing/proposed principal and accessory structures and their uses, both within the tract and within one hundred feet (100') 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.
42				The location, type and size of all existing/proposed buildings, structures, signs, fences, outdoor storage areas, trash receptacle and recycling areas including details.
43				Sign details, showing existing and proposed signs, location on site, size, type of construction, lettering detail, proposed illumination, if any, and proposed colors. Provide calculations and design specifications to demonstrate compliance.
44				All dimensions necessary to confirm conformity to the Land Development 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.
45				Lighting Plan showing the existing and proposed location, height, direction of illumination, power and type of proposed outdoor lighting, including wall mounted lighting fixtures. Provide separate building security lighting plan. Cut Sheet details of lighting poles, luminaries and the hours and time of lighting shall be provided on all lighting plans. Show the proposed light intensity at ground level, measured in footcandles. Dimensioned manufacturers lighting details and specifications including footcandle distributions shall be provided.

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
46				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.
47				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, including schedules and parking and loading calculations.
48				All means of vehicular ingress 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.
49				Proposed on-site vehicular and pedestrian circulation patterns.
50				Stormwater Management Plan containing the existing system of drainage and the delineation of any larger tract or basin of which it is a part. The location, type, size of all existing and proposed stormwater inlets, stormwater facilities, stormwater lines, and any additional information as may be required by Section 28-604. Include drainage area map, calculations and written narrative.
51				The location and size of existing structures such as water and sewer mains, valves, hydrants, utility structures, gas transmission lines and high tension power lines on the tract and within two hundred feet (200') of its boundaries.
52				Plans, typical cross sections and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract including street names as required by Ordinance. Road plans and profiles shall be submitted. The horizontal scale for plan and profile shall be 1"=20'. The vertical scale of the profile shall be 1"=5'. The profile shall be shown directly under the plan and if the space on the sheet permits it, two sections of plan and profile may be shown on the same sheet. Drawings are to be on 24" x 36" or 30" x 42" sheets. The plans of the road shall show the center line, right-of-way lines, stations of beginnings and ends of curves, curve data, 50 feet station points, equations of stationing, streams, culverts, roads and driveways on or near the right-of-way, utility poles, trees, buildings and other obstructions within the right-of-way, houses, and buildings within 50 feet of the right-of-way, property division lines and names of adjoining property owners. All construction under streets such as water lines, gas, electric and cable lines, sanitary sewers and storm sewers, shall be shown on both plan and profile.

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Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
53				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 on and within 200' of the tract.
54				The proposed permanent monuments shall be shown in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
55				Environmental Impact Statement (when required by Board).
56				Traffic Impact Statement (when required by Board).
58				Steep Slope Analysis; Steep slope categories on site shall be delineated through the use of diagonal and cross hatched lines with a key provided on the appropriate sheet and a calculation of the permitted total impervious surface coverage.
59				List of municipal, County, State or Federal approvals or permits required.
60				Spot and finish elevations at all property corners and corners of all structures, existing or proposed.
61				Location and acreage of all land reserved for or dedicated to public use.
62				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.
63				Concerning major site plans only, provide building floor plans and scaled architectural elevations defining the exterior materials, colors and textures; signed and sealed by a licensed NJ Registered Architect.
64				Digital submission of land use applications consistent with Article 28-800, Section 28-808. (Ord. No. 2017-03)

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 preparing the checklist

Date

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E. Final Major Application Checklist – Details Required for Final Major Subdivision Plats and Final Major Site Plan Applications (Section 28-805)

Note: See Watchung Borough Land Development Ordinance for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
1				Application form(s) and checklist(s) (18 copies).
2				Application and escrow fees.
3				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.
4				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 ten percent (10%) or more of any class of stock of the corporation as required by N.J.S.A. 40:55D-48.1 et seq.
5				Certification from the Borough Tax Collector that all taxes and assessments are paid up-to-date.
6				Subdivision Plat and Subdivision Site Improvement Design Drawings or Final Major Site Plan Site Improvement Design Drawings (18 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with the title block revealed. Site Improvement Design Drawings shall include information required for preliminary approval, revised as necessary to incorporate the resolution of the conditions of the Preliminary Resolution of Approval.
7				Scale of 1" equals not more than 100' for major subdivision plats or 1" equals not more than 50' for major site plans on 24"x36" standard sheet sizes each with a clear perimeter border at least 1/2" wide.
8				A section or staging plan, if proposed.
9				Detailed architectural and/or engineering calculation/data as required by Ordinance including:
9a				An architect's design drawing of each building and sign;
9b				Cross sections, plans, profiles and established grades of all streets, aisles, lanes and driveways, including centerline geometry and horizontal alignments with bearings, radii and tangents.
9c				Plans and profiles of all storm and sanitary sewers and water mains.
9d				For retaining walls in excess of four feet in height.
9e				All dimensions of the exterior boundaries of any subdivision shall be balanced and closed.
10				Record "As-built" drawings for all constructed site improvements built under Preliminary approval, including as-built Plans and profiles of all storm and sanitary sewers and water mains and as-built cross sections, plans, profiles and established grades of all streets, aisles, lanes and driveways, including centerline geometry and horizontal alignments with bearings, radii and tangents.

LAND DEVELOPMENT

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
11				Certification in writing from the applicant to the Board that the applicant has: (a) Installed all improvements with the requirements of the Ordinance and the preliminary approval; and/or (b) Posted a performance guarantee in accordance with the requirements of this Ordinance based upon provision of site improvement quantity and cost estimate from applicant for all site improvements not installed.
12				Metes and Bounds descriptions for all proposed deed(s) of dedication and deed(s) of easement.
13				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.
13				Evidence that a duplicate copy (copies) of the application for development has/have been filed with any other agency having jurisdiction over any aspect of the proposed development.
14				Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing utility service to the tract as required by Ordinance.
15				Stormwater Management Agreement approved by the Governing Body.
16				Borough of Watchung Tax Assessor determination of new Lot and Block and house number designations.
17				Certification that all tract outbound monuments have been set.
18				Concerning major subdivisions only a "Sales Map" in accordance with the Ordinance.
19				Digital submission of land use applications consistent with Article 28-800, Section 28-808. (Ord. No. 2017-03)

Signature and title of person preparing the checklist

Date