

COMPREHENSIVE LAND MANAGEMENT CODE

18 Attachment 2

APPENDIX B
CHECKLISTS
(Subsection 18-3.4j)

TOWNSHIP OF SPARTA
FORM 1
CHECKLIST-MINOR SUBDIVISION

APPLICANT _____

APPLICATION NUMBER _____ BLOCK(S) _____ LOT(S) _____

ADJACENT ROAD(S) _____

DATE OF SUBMISSION _____

Legend: ✓ = submitted N/A = not applicable
 w = waiver requested I = incomplete

	Applicant	Township Review
1. Plans legibly drawn. Prepared and sealed by a licensed land surveyor	_____	_____
2. Name and address of person who prepared plat	_____	_____
3. Conforms to definition of minor subdivision as per Section 18-2	_____	_____
4. Key map showing entire tract and relation to surrounding areas within 1,000 feet of tract	_____	_____
5. Tax Map sheet number	_____	_____
6. Block and lot number(s)	_____	_____
7. Date map prepared and subsequent revision dates	_____	_____
8. North arrow and reference meridian	_____	_____
9. Graphic and numerical scales	_____	_____
10. Record owner(s) name and address	_____	_____
11. Applicant's name, address and phone number	_____	_____
12. Names of adjoining property owners within 200 feet of site as shown on municipal tax records along with their respective lot and block numbers	_____	_____
13. Acreage of entire tract to nearest 0.01 acre with and without public right-of-way	_____	_____
14. Area of each proposed lot to nearest 0.01 acre	_____	_____
15. Area of each proposed lot to the nearest square foot	_____	_____
16. Proposed lot area(s) calculated exclusive of rights-of-way	_____	_____
17. Bearings of all existing and proposed lot lines to nearest second	_____	_____
18. Distance of all property lines to nearest 0.01 foot	_____	_____
19. Building envelopes shown. Setback distances shown to any existing structure(s)	_____	_____
20. Zone district boundaries shown. Zoning date schedule listing zone requirements, comparing proposed subdivision with these requirements and indicating variances needed	_____	_____
21. Any existing and proposed easements	_____	_____
22. Any existing and proposed rights-of-way	_____	_____
23. Location of all buildings, roads, and rights-of-way within 200 feet of portion to be subdivided	_____	_____
24. Location of all telephone poles and identification of poles to be relocated, if necessary	_____	_____

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| 25. | Location of all drains and drainage structures within 200 feet of property to be subdivided | _____ | _____ |
| 26. | Location of all streams, lakes, or ponds | _____ | _____ |
| 27. | Location of all existing wells and septic systems within 200 feet of the site | _____ | _____ |
| 28. | Location and delineation of all wetlands on the plans and in the field.
Wetlands shown on the plans shall be defined by bearings and distances | _____ | _____ |
| 29. | Location of all wooded areas, cliffs, rock outcroppings | _____ | _____ |
| 30. | Slopes of greater than 15% indicated on plans | _____ | _____ |
| 31. | Any other significant natural features | _____ | _____ |
| 32. | Location and limits of 100-year flood plain of any stream or river within or adjacent to property | _____ | _____ |
| 33. | Calculations supporting location of flood plain limits | _____ | _____ |
| 34. | Constraint calculations for the proposed lot(s) and remainder. (For properties in the RR zone) | _____ | _____ |
| 35. | Certification from the Tax Collector that all taxes are paid to date | _____ | _____ |
| 36. | Certification from the Municipal Clerk that all assessments are paid to date | _____ | _____ |
| 37. | Results and location of soil log tests taken on each of the proposed lots and remainder, together with name of inspector who witnessed same | _____ | _____ |
| 38. | Lot numbers indicated. New numbers to be assigned by Tax Assessor | _____ | _____ |
| 39. | Location of proposed driveway on municipal roads together with sight distance profiles conforming to Township standards | _____ | _____ |
| 40. | If a corporation, names and addresses of officers and stockholders | _____ | _____ |
| 41. | In the White Deer Plaza Historical District, written confirmation from the Lake Mohawk Association that the plan complies with the Lake Mohawk design approval deed restrictions | _____ | _____ |

COMPREHENSIVE LAND MANAGEMENT CODE

FORM 2

CHECKLIST-PRELIMINARY MAJOR SUBDIVISION

APPLICANT _____

PROJECT NAME _____

APPLICATION NUMBER _____ BLOCK(S) _____ LOT(S) _____

ADJACENT ROAD(S) _____

Legend: ✓ = submitted N/A = not applicable
 w = waiver requested I = incomplete

	Applicant	Township Review
1. Plans clearly and legibly drawn	_____	_____
2. Plans prepared and sealed by licensed land surveyor and N.J. professional engineer	_____	_____
3. Key map showing entire tract and relation to surrounding areas within 1,000 feet of tract	_____	_____
4. Tax Map sheet(s)	_____	_____
5. Block and lot number(s)	_____	_____
6. Date map prepared and subsequent revision dates	_____	_____
7. North arrow and reference meridian	_____	_____
8. Graphic and numerical scales	_____	_____
9. Record owner(s) name and address	_____	_____
10. Applicant's name, address and phone number	_____	_____
11. Name and address of person(s) who prepared plans	_____	_____
12. Names of adjoining property owners within 200 feet of site as shown on municipal tax records along with their respective lot and block numbers	_____	_____
13. Acreage of entire tract to nearest 0.01 acre with and without right-of-way	_____	_____
14. Area of each proposed lot to nearest 0.01 acre	_____	_____
15. Area of each proposed lot to nearest square foot	_____	_____
16. Lot area calculated exclusive of rights-of-way	_____	_____
17. Bearings of all existing and proposed property lines to nearest second	_____	_____
18. Distance of all property lines to nearest 0.01 foot	_____	_____
19. Building envelopes shown. Setback distances shown to any existing structures	_____	_____
20. Zone district boundaries shown. Zoning data schedule listing the zone requirements with comparison to proposed subdivision, indicating variances needed	_____	_____
21. Any existing and proposed easements	_____	_____
22. Any existing and proposed rights-of-way	_____	_____
23. Location of all buildings and structures within 200 feet of property to be subdivided	_____	_____
24. Location of all roads and rights-of-way within 200 feet of property to be subdivided	_____	_____
25. Locations of all drains and drainage structures within 200 feet of the property to be subdivided	_____	_____
26. Location of all streams, lakes and ponds	_____	_____
27. Locations of all existing wells and septic systems within 200 feet of the property	_____	_____
28. Location and delineation of all wetlands on the plans and in the field. Wetlands shown on the plans shall be defined by bearings and distances	_____	_____
29. Location of all wooded areas, rock outcrops and cliffs	_____	_____

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| 30. | Location of all slopes greater than 15% but less than 25% and all slopes greater than 25% | _____ | _____ |
| 31. | Any other significant natural features | _____ | _____ |
| 32. | Location and limits of 100-year floodplain of any stream or river within or adjacent to property to be subdivided | _____ | _____ |
| 33. | Calculations supporting location of floodplain limits | _____ | _____ |
| 34. | Constraint calculations for the proposed lot(s) and remainder. (For properties in RR zone) | _____ | _____ |
| 35. | Certification from Tax Collector that all taxes have been paid | _____ | _____ |
| 36. | Certification from Municipal Clerk that all assessments are paid to date | _____ | _____ |
| 37. | Results and location of soil log tests taken on each of the proposed lots and remainder, together with name of inspector who witnessed same | _____ | _____ |
| 38. | Lot and block numbers shown. New numbers to be assigned by the Tax Assessor | _____ | _____ |
| 39. | Contours, existing and proposed, at 2-foot contour intervals | _____ | _____ |
| 40. | Location and dimensions of all existing and proposed drainage facilities | _____ | _____ |
| 41. | Supporting calculations for proposed drainage system | _____ | _____ |
| 42. | Centerline profiles of all proposed streets showing: | _____ | _____ |
| | a. Existing grades at 50-foot intervals | | |
| | b. Proposed grades at 50-foot intervals | | |
| | c. Existing storm drainage | | |
| | d. Proposed storm drainage | | |
| | e. Vertical curve data | | |
| 43. | Cross sections of proposed streets at 50 foot intervals showing: | _____ | _____ |
| | a. Existing grade | | |
| | b. Proposed grade at centerline | | |
| | c. Topsoil depth | | |
| | d. Side slopes | | |
| | e. Earth berm | | |
| | f. Cut, fill, stripping in cut, stripping in fill and topsoiling quantities | | |
| | g. Drainage facilities | | |
| | h. Depth of base and pavement | | |
| | i. Guiderail | | |
| 44. | Sign distance profiles at all proposed intersections, conforming to Township standards | _____ | _____ |
| 45. | Location of proposed driveways on existing municipal roads and sight distance profiles conforming to Township standards | _____ | _____ |
| 46. | Profiles around returns: | | |
| | a. Existing grades to nearest 0.1 foot at 10 foot intervals | | |
| | b. Proposed grades to nearest 0.01 foot at 10 foot intervals | _____ | _____ |
| 47. | Typical roadway section(s) | _____ | _____ |
| 48. | Toes and tops of slopes on both sides of all proposed streets | _____ | _____ |
| 49. | Soil data: | | |
| | a. Soil series | | |
| | b. Suitability for septic effluent disposal | | |
| | c. Depth to seasonal and high water table | | |
| | d. Depth to bedrock | _____ | _____ |
| 50. | Geologic data showing: | | |
| | a. Significant rock formation types located within 1,000 feet of proposed subdivision | | |
| | b. Faults within 1,000 feet of proposed subdivision | | |
| | c. Wells within 1,000 feet of proposed subdivision | | |
| | d. Depth | | |
| | e. Yield | | |
| | f. Year drilled | | |
| | g. Static water level | | |

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FORM 3
CHECKLIST-FINAL MAJOR SUBDIVISION

APPLICANT _____

PROJECT NAME _____

APPLICATION NUMBER _____ BLOCK(S) _____ LOT(S) _____

ADJACENT ROAD(S) _____

Legend: ✓ = submitted N/A = not applicable
 w = waiver requested I = incomplete

	Applicant	Township Review
1. Plans drawn at a scale of not less than 1 inch equals 100 feet	_____	_____
2. Plans drawn to comply with the Map Filing Law	_____	_____
3. 3 original tracings on mylar, 2 of which will be retained by the County, 1 by the Township	_____	_____
4. Prepared and sealed by N.J. licensed land surveyor	_____	_____
5. Names and addresses of person who prepared plat	_____	_____
6. Certification of a N.J. licensed land surveyor as to the accuracy of the plat details	_____	_____
7. Certification from a N.J. license land surveyor that the final plat is drawn in conformance with the approved set of preliminary subdivision plans	_____	_____
8. Key map showing entire tract and relation to surrounding areas within 1,000 feet of tract	_____	_____
9. Adjoining properties, lot and block numbers and owner	_____	_____
10. Tax Map sheet(s)	_____	_____
11. Block and lot number(s) and deed reference	_____	_____
12. Date map prepared and subsequent revisions	_____	_____
13. North arrow and reference meridian	_____	_____
14. Graphic and numerical scales	_____	_____
15. Record owner(s) name and address	_____	_____
16. Applicant's name, address and phone number	_____	_____
17. Acreage of entire tract to nearest 0.01 acre with and without public right-of-way	_____	_____
18. Area of each proposed lot to nearest 0.01 acre	_____	_____
19. Area of each proposed lot to nearest square foot	_____	_____
20. Lot area calculated exclusive of rights-of-way	_____	_____
21. Bearings of all existing and proposed property lines to nearest second	_____	_____
22. Distance of property lines to nearest 0.01 foot	_____	_____
23. Setback distances to all existing structures	_____	_____
24. Any existing and proposed easements	_____	_____
25. Any existing and proposed rights-of-way	_____	_____
26. Location of road and rights-of-way within 200 feet of the property to be subdivided	_____	_____
27. Location of all streams, lakes and ponds	_____	_____
28. Location and delineation of all wetlands on the plans and in the field. Wetlands shown on the plans shall be defined by bearings and distances	_____	_____
29. Location and limits of 100-year flood plain of any stream or river within or adjacent to the property to be subdivided	_____	_____
30. Certification from the Tax Collector that all taxes have been paid	_____	_____
31. Certification from the Municipal Clerk that all assessments have been paid	_____	_____
32. Lot and block numbers to be assigned by the Tax Assessor	_____	_____

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- 33. Location of all existing drainage facilities _____
- 34. Copy of any protective covenants or deed restrictions applying to land to be subdivided _____
- 35. Lands to be reserved for common use _____
- 36. Lands to be dedicated for public use _____
- 37. Location of all proposed and existing monuments _____
- 38. If a corporation, names and addresses of all officers and stockholders _____
- 39. Minimum front, side, and rear setback lines on all lots _____
- 40. Certification and any approvals as required by other units of government or agencies thereof _____
- 41. As-built profiles of streets, storm mains, sanitary sewer mains and water mains _____
- 42. Letter containing a list of all items to be covered by a performance guarantee _____
- 43. Engineer's estimate of quantities of each item to be covered by a performance guarantee _____
- 44. Statement on final plat:
 "I certify that _____ (name of street(s)) are approved roads by the Planning Board of the Township of Sparta. Approval of this map shall not constitute acceptance of said roadways indicated herein, nor shall such approval obligate the Township of Sparta to maintain or exercise jurisdiction on said road or street until such time said road(s) may be accepted by the Township of Sparta."
- 45. In the White Deer Plaza Historical District, written conformation from the Lake Mohawk Association that the plan complies with the Lake Mohawk design approval deed restrictions _____

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FORM 4
CHECKLIST-PRELIMINARY SITE PLAN

APPLICANT _____

PROJECT NAME _____

APPLICATION NUMBER _____ BLOCK(S) _____ LOT(S) _____

ADJACENT ROAD(S) _____

Legend: ✓ = submitted N/A = not applicable
 w = waiver requested I = incomplete

	Applicant	Township Review
1. Plans legibly drawn, prepared and sealed by licensed land surveyor and N.J. professional engineer	_____	_____
2. Plans drawn at a scale not less than 1 inch equals 50 feet	_____	_____
3. Key map showing entire tract and relation to surrounding areas within 1,000 feet of site	_____	_____
4. Tax Map sheet(s)	_____	_____
5. Block and lot number(s)	_____	_____
6. Date map prepared and subsequent revisions	_____	_____
7. North arrow and reference meridian	_____	_____
8. Graphic and numerical scales	_____	_____
9. Record owner(s) name and address	_____	_____
10. Applicant's name, address and phone number	_____	_____
11. Name and address of person who prepared plat	_____	_____
12. Names of adjoining property owners within 200 feet of site as shown on municipal tax records with their respective lot and block numbers	_____	_____
13. Acreage of lot(s) to nearest 0.01 acre and to nearest square foot	_____	_____
14. Distance of all property lines to nearest 0.01 foot	_____	_____
15. Location of all existing:		
a. Watercourses and bodies of water		
b. Wooded areas		
c. Easements		
d. Rights-of-way		
e. Streets		
f. Buildings and structures		
g. Drainage facilities	_____	_____
16. Site Analysis information or map showing the following soils and geologic data:		
a. Soil series		
b. Suitability for septic effluent disposal		
c. Depth to seasonal high water table		
d. Depth to bedrock		
e. Significant rock formation types located within 1,000 feet of site		
f. Faults within 1,000 feet of site		
g. Wells within 1,000 feet of site		
h. Year(s) drilled and yield(s)		
i. Static water level		
j. Pumping level		
k. Depth to bedrock		
l. Type of rock formation well drilled into	_____	_____
17. Any other significant natural features	_____	_____

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|-----|---|-------|-------|
| 18. | Location of all existing and proposed structures with building setback distances | _____ | _____ |
| 19. | Use of existing and proposed building(s) | _____ | _____ |
| 20. | Existing and proposed contours at 2 foot intervals | _____ | _____ |
| 21. | Ground floor area of all existing and proposed buildings | _____ | _____ |
| 22. | Elevations at corners of all proposed buildings | _____ | _____ |
| 23. | Elevations at all critical points (i.e. curb returns, inlets, high and low points, etc.) | _____ | _____ |
| 24. | Zone district boundaries on property and within 200 feet along with district names. Zoning data schedule listing requirements and a comparison to application | _____ | _____ |
| 25. | Any existing and proposed easements | _____ | _____ |
| 26. | Any existing and proposed rights-of-way | _____ | _____ |
| 27. | Location and use of all buildings and structures within 100 feet of site | _____ | _____ |
| 28. | Location and width of all roads and rights-of-way within 100 feet of site | _____ | _____ |
| 29. | Typical detail for proposed surface paving and curbing | _____ | _____ |
| 30. | Location of proposed off-street parking areas with dimensions. Calculations of number of parking spaces required and proposed | _____ | _____ |
| 31. | Location of loading and unloading facilities with dimensions | _____ | _____ |
| 32. | Location and dimensions of existing and proposed storm drainage facilities | _____ | _____ |
| 33. | Design data supporting adequacy of existing and proposed facilities to handle future storm flows | _____ | _____ |
| 34. | Details of proposed devices for stormwater management | _____ | _____ |
| 35. | Proposed sanitary disposal facilities including soil log and percolation test results | _____ | _____ |
| 36. | Location and delineation of all wetlands on the plans and in the field. Wetlands shown on the plans shall be defined by bearings and distances | _____ | _____ |
| 37. | Landscaping plan with buffer areas shown | _____ | _____ |
| 38. | Elevation drawings of proposed building(s) | _____ | _____ |
| 39. | Soil erosion and sediment control plan | _____ | _____ |
| 40. | Location and limits of 100-year floodplain of any stream or river within or adjacent to property | _____ | _____ |
| 41. | Calculations supporting location of floodplain limits | _____ | _____ |
| 42. | Location of existing trees of 12 inches or more in diameter (measured at breast height) | _____ | _____ |
| 43. | Location of all sidewalks, crosswalks and areas devoted to pedestrian use | _____ | _____ |
| 44. | Location of all traffic islands | _____ | _____ |
| 45. | Location of all private and public utilities | _____ | _____ |
| 46. | Location/method of solid waste disposal | _____ | _____ |
| 47. | Location of storage facilities | _____ | _____ |
| 48. | Certification from Tax Collector that all taxes have been paid | _____ | _____ |
| 49. | Proposed sign(s) and details thereof | _____ | _____ |
| 50. | Certification from Municipal Clerk that all taxes have been paid | _____ | _____ |
| 51. | Location and details of traffic control devices | _____ | _____ |
| 52. | Location and details of all lighting fixtures. Isolux lines shown on plans | _____ | _____ |
| 53. | Environmental Impact Statement (E.I.S.) | _____ | _____ |
| | a. Traffic Impact Study | _____ | _____ |
| | b. Community Impact Study | _____ | _____ |
| 54. | Location of proposed driveways on existing municipal roads and sight distance profiles conforming to Township standards | _____ | _____ |
| 55. | Roadway, curb returns and cul-de-sac turn-around profiles shall be drawn with existing grades to nearest 0.1 foot and proposed grades to nearest 0.01 foot | _____ | _____ |
| 56. | Typical roadway section(s) | _____ | _____ |
| 57. | Toes and tops of slopes on both sides of all proposed streets | _____ | _____ |
| 58. | Copy of any protective covenants or deed restrictions upon land | _____ | _____ |

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- 59. Construction details for all structures and improvements _____
- 60. Lands to be reserved for common use _____
- 61. Lands to be reserved for public use _____
- 62. If a corporation, names and addresses of stockholders _____
- 63. In the White Deer Plaza Historical District, written confirmation from the
Lake Mohawk Association that the plan complies with the Lake Mohawk
design approval deed restrictions _____

The Planning Board may require additional information necessary to ascertain compliances with provisions.

COMPREHENSIVE LAND MANAGEMENT CODE

FORM 5
CHECKLIST-MINOR SITE PLAN

APPLICANT _____

PROJECT NAME _____

APPLICATION NUMBER _____ BLOCK(S) _____ LOT(S) _____

ADJACENT ROAD(S) _____

Legend: ✓ = submitted N/A = not applicable
 w = waiver requested I = incomplete

	Applicant	Township Review
1. Plans legibly drawn	_____	_____
2. Plans drawn at a scale not less than 1" = 50 feet	_____	_____
3. Block and lot number(s)	_____	_____
4. Date map prepared and subsequent revisions	_____	_____
5. North arrow and reference meridian	_____	_____
6. Graphic and numerical scales	_____	_____
7. Record owner(s) name and address	_____	_____
8. Applicant's name, address and phone number	_____	_____
9. Name and address of person who prepared plat	_____	_____
10. Acreage of lot(s) per tax map	_____	_____
11. Length of all property lines per tax map or survey	_____	_____
12. Identification of all existing:		
a. Watercourses and bodies of water		
b. Wooded areas		
c. Easements		
d. Rights-of-way		
e. Streets		
f. Buildings and structures		
g. Drainage facilities	_____	_____
13. Location of all existing and proposed structures	_____	_____
14. Use of existing and proposed building(s)	_____	_____
15. Location of all sidewalks, crosswalks and areas devoted to pedestrian use	_____	_____
16. Location/method of solid waste disposal	_____	_____
17. Location of storage facilities	_____	_____
18. Certification from Tax Collector that all taxes have been paid	_____	_____
19. Proposed sign(s) and details thereof	_____	_____
20. Certification from Municipal Clerk that all assessments are paid to date	_____	_____
21. Location and details of traffic control devices	_____	_____
22. Location and details of all lighting fixtures	_____	_____
23. Location of driveways on existing municipal roads and sight distance profiles conforming to Township standards	_____	_____
24. Roadway, curb returns and cul-de-sac turn-around profiles shall be drawn with existing grades to nearest 0.1 foot and proposed grades to nearest 0.01 foot	_____	_____
25. Copy of any protective covenants or deed restrictions upon land	_____	_____
26. Construction details for all structures and improvements	_____	_____
27. Lands to be reserved for public use	_____	_____
28. If a corporation, names and addresses of stockholders	_____	_____
29. In the White Deer Plaza Historical District, written confirmation from the Lake Mohawk Association that the plan complies with the Lake Mohawk	_____	_____

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design approval deed restrictions

The Planning Board may require additional information necessary to ascertain compliances with provisions.