

LAND USE REGULATIONS

30 Attachment 1

APPLICATION CHECKLIST
GREEN TOWNSHIP
SUSSEX COUNTY, NEW JERSEY
(Subsection 30-5.7)

Applicant's Name & Address: _____	_____
Application No. _____	Date Received _____
Tax Block(s) _____	Tax Lot(s) _____
Adjacent Roads _____	_____
Present Zoning _____	Proposed Use _____

GREEN CODE

(Ord. No. 2017-02)

Complete	Incomplete	Waiver	NA	Administrative	Minor Subdivision	Minor Site Plan	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision	Variance Request ("C" & "D")	Appeal Zoning Interpretation
				1. A copy of this application checklist form completely filled in.	X	X	X	X	X	X	X	X
				2. A Certificate from the Tax Collector that taxes are paid. (FORM #1)	X	X	X	X	X	X	X	X
				3. A Certificate from the Municipal Clerk that all assessments are paid to date	X	X	X	X	X	X	X	X
				4. A receipt indicating that application and escrow fees are paid	X	X	X	X	X	X	X	
				5. Affidavit of ownership. If applicant is not owner, applicant's interest in land	X	X	X	X	X	X	X	X
				6. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning	X	X	X	X	X	X	X	X

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				at least 10% of its stock of any class as required by N.J.S.A. 40.55D-48.1 et seq.								
				7. Statement as to any requirements for which waivers are sought, together with a statement of reasons why waivers should be granted	X	X	X	X	X	X	X	X
				8. One of the following (Note: The Planning Board may waive the below requirements where it can be established by applicant and verified by the Board and its professionals that wetlands exist on site or on contiguous property owned by the applicant):								
				a. A letter of interpretation from the N.J.D.E.P., indicating the	X	X	X	X	X	X	X	X

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				absence of freshwater wetlands, or indicating the presence and verifying delineation of the freshwater wetlands, or,								
				b. A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated there under, or,								
				c. A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands								
				9. Copy of the letter of transmittal indicating documents which have been	X	X	X	X	X	X	X	X

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				submitted to the Sussex County Planning Board for its consideration								
				10. Copy of prior resolutions of approval related to the property in question	X	X	X	X	X	X	X	X
				11. 20 copies of all information, plans, calculations and other documentation submitted; collated into 20 individual packets	X	X	X	X	X	X	X	X
				12. A survey map is required and shall be prepared and sealed by a New Jersey licensed Professional Land Surveyor with the name, address, signature and embossed seal of the preparer	X	X	X	X	X	X	X	X
				13. All plan/plats, including buildings or site improvements, shall be prepared	X	X	X	X	X	X	X	X

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				and sealed by a New Jersey licensed Professional Engineer with the name, address, signature and embossed seal of the preparer								
				14. All plan/plat maps clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 30 feet for site plans, or 1 inch equals 100 feet for major subdivisions. All plans shall have both written and graphic scales of the map	X	X	X	X	X	X	X	
				15. 20 full size plans, plats and drawings shall be of standard size 30 inch by 42 inches or 24 inches by 36 inches. Plans/Plats may be 15 inch by 21 inches for a minor subdivision	X	X	X	X	X	X	X	X

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				or site plan only								
				16. Key map, drawn at a minimum scale of 1 inch equals 800 feet; showing the entire subject property in relation to the surrounding area and all features within 500 feet of the tract boundaries (or 800 feet for a major subdivision) including the following: existing roadways and railroads, existing waterways and drainage ways, existing zone and municipal boundaries and existing block and lot numbers and boundaries	X	X	X	X	X	X	X	
				17. Title block containing name and address of the applicant, name and address of the owner, preparer,	X	X	X	X	X	X	X	

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				tax map sheet(s), block and lot numbers of subject property, date prepared, date of all revisions, and name of the development (if any)								
				18. All plans to include a North Arrow giving the reference meridian	X	X	X	X	X	X	X	
				19. All plans shall show the Zone district in which the tract is located and indicate all required zoning criteria for the particular district, including proposed information for each lot or the project, both written or graphically	X	X	X	X	X	X	X	X
				20. All plans shall show lot area, in square feet and acres for the entire tract, for	X	X	X	X	X	X	X	X

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				each existing lot, proposed lot(s) and all remaining lands								
				21. All plans/plats shall include a tax map sheet that shows existing and proposed lot and block numbers for all lots	X	X	X	X	X	X	X	X
				22. All minimum and actual setback distances from property lines to existing and proposed structures shall be clearly shown	X	X	X	X	X		X	X
				23. Total building and impervious coverage in square feet, acres and percentage of lot area	X	X	X	X	X		X	X
				24. Adjoining tax lots and the names of property owners within 200 feet of property shall be shown	X	X	X	X			X	X
				25. All existing and required monuments shall be shown	X	X	X	X		X		

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				according to the map filing law								
				26. The location and results of soil logs, percolation tests or other permeability tests	X	X	X	X			X	
				27. Existing and proposed property line bearings (to the nearest second) and distances (to the nearest 0.01 feet) for all lots in development	X	X	X	X	X	X	X	
				28. Location of existing man-made and natural features within 200 feet of the property including: buildings and structures, drainage features and pipes, bridges, waterways, wetlands, wooded areas and tree lines, rock outcroppings or cliffs, slopes of 15% or greater, flood hazard	X	X	X	X	X	X	X	

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				areas based on NJDEP and FEMA mapping, and any other features								
				29. Topography within 200 feet of the subject property, based upon sea level datum with a 2-foot contour interval, and reference to monuments utilized to establish datum, including the identification of at least 2 permanent bench marks set adjacent to the property	X	X	X	X			X	
				30. Identification of all soils on the subject property as designated on the Sussex County Soil Survey, including boundaries, soil types and specific characteristics of each soil type (including the	X	X	X	X			X	

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				following: suitability for septic disposal, depth to seasonal high water table, depth of bedrock, erosion hazard(s), limitations for foundations/footi ngs, and limitations for roads and streets								
				31. Environmental Impact Statement	X	X	X	X				
				32. Residential cluster details (if applicable) including the following: amount and location of common open space to be provided, description and location of any common facilities and description of the organization to be established for the ownership of any common open space or facilities	X	X	X	X				
				33. Existing and proposed	X	X	X	X	X	X	X	

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				easements labeled by use, including the following: sight easements, utility easements, conservation easements, drainage easements, slope easements, and any other appropriate easements								
				34. Proposed lot numbering as assigned by the Township Tax Assessor	X	X	X	X				
				35. Plans, profiles and cross sections at 50-foot intervals of all proposed streets and improvements to existing public roads. Plans and Profiles of all proposed drainage facilities. Scales for plans and profile not less than: 1 inch equals 50 feet horizontal, 1 inch	X	X	X	X				

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				equals 5 feet vertical and 1 inch equals 5 feet cross section scale horizontal and vertical								
				36. Construction details of all proposed improvements	X	X	X	X			X	
				37. Stormwater management plan provisions, including calculations, profiles, watershed map, and a general description of the proposed future maintenance of the storm water facilities	X	X	X	X			X	
				38. Soil erosion and Sediment Control Plan	X	X	X	X			X	
				39. Plans for all proposed street intersections drawn at a scale of 1 inch equals 20 feet indicating proposed spot grades along all road returns and proposed	X	X	X	X				

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				contours at 1 foot intervals								
				40. Sight profiles for all proposed driveways and intersections	X	X	X	X			X	
				41. Buffer zones and landscaping plan including the size, location, species and quantity of any trees and shrubs, and all other grass areas and/or plant materials	X	X	X	X				
				42. Prior to submission of a preliminary plat or application for a subdivision approval, all proposed lots shall be marked with corner stakes and flags and elsewhere as necessary to determine the boundaries of all lots by visual inspection	X	X	X	X				
				43. After final approval, 2 drawings shall be filed with		X	X	X	X			

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				Township Clerk and 1 drawing in electronic format (for updating tax maps)								
				44. Size, height, location, etc. of all existing and proposed streets, curbs, aisles, lanes, driveways, fire lanes, parking spaces, loading areas, walks, landscaping and lighting, indicating dimensions and types of materials					X	X		
				45. Proposed Lighting Plan including information and intensity limits on the map					X	X		
				46. Plans and profiles of proposed water and sanitary sewer showing feasible connections to existing connections and facilities or any proposed, new drainage,					X	X		

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				sewerage, water and solid waste facilities								
				47. Construction details and information of all pavement, curbing, structures, lighting fixtures, landscaping, etc.					X	X		
				48. A grading plan showing proposed and final site contours, including spot grades at building corners, intersections in pavement areas and at appropriate other locations			X		X	X	X	
				49. Location of any existing or proposed above or below grade petroleum storage tanks			X	X	X	X	X	
				50. Written description of proposed project, indicating use, nature of operations, number of			X	X	X		X	X

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				proposed employees, number and timing of shifts, anticipated traffic and future expansion plans								
			51.	Lot dimensions of whole tract and each proposed lot and easement, including gross and net area to the nearest 0.01 acre and in square feet, bearings, distances, to the nearest 0.01 foot, and complete curve data, including radius, length of curve, subtended angle and chord bearing and distance	X			X		X		
			52.	Metes and bound on all proposed new easements and any existing easements. The plat shall contain descriptive language concerning each specific type of easement (i.e.						X		

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				sight, future, roadway, drainage, utility, etc.) including the applicable restrictions or purposes thereof								
				53. Right-of-way widths of all existing and proposed streets	X	X	X	X	X	X		
				54. All municipal boundary lines crossing or adjacent to the territory intended to be shown	X	X	X	X	X	X		
				55. Identification of all outbound property corners located or set by the surveyor of record (i.e., pipes, iron pin set, planted stone found, railroad spikes, etc.) All unmarked tract comers along the original boundary will be set and a certification contained on the map						X		
				56. 2 copies of as-built or					X	X		

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				constructed drawings showing location of all utilities and site improvements in their exact location and elevation for signature								
				57. An Engineer's estimate of the cost improvements which are required to be covered by a performance guarantee					X	X		
				58. Performance guarantee (if any), in an amount satisfactory to the Township Engineer and in a form satisfactory to the Township Attorney, to be posted with Township Clerk						X		
				66. A letter from the applicant's surveyor stating that the final plat conforms to the						X		

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				preliminary plat, as submitted and approved								
				67. Plat certifications as required by New Jersey Map Filling Law						X		
				68. A well-reasoned statement or legal brief which clarifies why the "C" or "D" variance should be granted and the special reasons or hardship that pertain to the subject property. Particular attention should be paid to relevant Township Ordinances, Master Plan, applicable case law and other New Jersey Statutes						X	X	X
				69. A description of the alternative uses for the property that were considered						X	X	X
				70. Any evidence in							X	X

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				form of documentation, forms, or correspondence which explain the nature of the appeal or interpretation								
				71. In case of an appeal from the decision of the zoning or other administrative officer, all documents that were submitted and considered to reach the decision							X	X
				72. Architectural drawings of the proposed structure sufficient to determine the dimensions, style, and layout of the proposed property development. All plans must be signed and sealed by an architect			X	X			X	
				73. A buy-sell letter (Form 5) of the Application Package for							X	

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				undersized lot variances only								