

ZONING

240 Attachment 3

Township of Byram

Checklists for Applications

All applications pursuant to Township Codes and the Municipal Land Use Law shall comply with the attached checklists which are incorporated herein by reference.

ZONING

**Byram Township
Minor Subdivision Checklist
[Amended 2-16-2016 by Ord. No. 6-2016]**

Applicant's Name: _____

Application No. _____

THE FOLLOWING ITEMS ARE REQUIRED TO PROVIDE A COMPLETE APPLICATION FOR A MINOR SUBDIVISION:

1. _____ North arrow and plan scale not less than one inch equals 50 feet
2. _____ Title block
3. _____ Name of subdivision

Name, address, and certification of:

4. _____ Licensed preparer
5. _____ Owner
6. _____ Subdivider
7. _____ Existing tract block and lot numbers and tax sheet(s)
8. _____ Date of preparation and of each subsequent revision Key map including:
9. _____ North arrow and map scale not less than one inch equals 200 feet
10. _____ Portion of tract to be subdivided
11. _____ Fronting street and at least two closest intersections
12. _____ Adjoining properties, lot and block numbers, and owners
13. _____ Metes and bounds of proposed lot(s)
14. _____ Area of entire tract
15. _____ Area and frontage of proposed lot(s)
16. _____ Frontage of remaining tract
17. _____ Property lines to the nearest hundredth
18. _____ Bearings to the nearest second
19. _____ Lot acreage to the nearest tenth

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- 20. _____ Existing road locations, type, size, width of R.O.W., paving materials, edge of pavement, curbs, sidewalks, catch basins, and existing buildings within 500 feet
 - 21. _____ Drainage structures, all utilities, R.O.W.s, easements and connections within 500 feet
 - 22. _____ Natural features, including existing vegetation, wet areas, watercourses, floodplain limits, rock outcroppings, steep slopes, and certification with respect to critical areas
 - 23. _____ One soil log and one perc test per proposed lot
 - 24. _____ Septic disposal areas on proposed lot and adjoining lots
 - 25. _____ Zone and zone yard requirements
 - 26. _____ List of variances, if required
 - 27. _____ Certification as to whether property is or is not in a designated flood zone
 - 28. _____ Lot number assigned by Tax Assessor
 - 29. _____ Highlands Council Consistency Determination unless project is exempt, excluded, or eligible for a waiver, each as provided pursuant to § 240-11.1 of the Township Code
- C Complete
I Incomplete
W Waiver requested
NA Not applicable

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**Byram Township
Preliminary Major Subdivision Checklist
[Amended 2-16-2016 by Ord. No. 6-2016]**

Applicant's Name _____

Application No. _____

THE FOLLOWING ITEMS ARE REQUIRED TO PROVIDE A COMPLETE APPLICATION FOR A PRELIMINARY MAJOR SUBDIVISION:

1. _____ North arrow, reference meridian and plan scale not less than one inch equals 50 feet

2. _____ Title block

3. _____ Name of subdivision

Name, address and certification of:

4. _____ Licensed preparer

5. _____ Owner

6. _____ Subdivider

7. _____ Existing tract block and lot numbers and tax sheet(s)

8. _____ Date of preparation and of each subsequent revision

Key map including:

9. _____ North arrow and map scale not less than one inch equals 200 feet

10. _____ Zone district(s) and boundaries within 500 feet

11. _____ Portion of tract to be subdivided

12. _____ Fronting street and at least two closest intersections

13. _____ Adjoining properties, lot and block numbers and owner

14. _____ Metes and bounds of proposed lot(s)

15. _____ Area of entire tract to 0.1 acre

16. _____ Area and frontage of proposed lot(s)

17. _____ Frontage of remaining tract

18. _____ Existing and proposed contours at five feet intervals for slopes 15% or greater, two feet intervals for lesser slopes

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Preliminary Major Subdivision Checklist

19. _____ Property lines to the nearest hundredth
20. _____ Bearings to the nearest second
21. _____ Lot acreage to the nearest tenth
22. _____ Building envelope
23. _____ Plan and profiles of road locations, type, size, width of R.O.W., paving materials, edge of pavement, curbs, sidewalks, catch basins, drainage structures, and all utilities, R.O.W.s easements, existing buildings or other structures within 200 feet. Profile shall be at a scale of one inch equals five feet vertical, one inch equals 50 feet horizontal
24. _____ Natural features, including existing vegetation, wet areas, watercourses, floodplain limits, rock outcroppings
25. _____ Certification as to location of critical areas
26. _____ Certification as to the designated flood areas
27. _____ Open space, buffer zones, recreation areas, municipal and public areas, and lands to be conveyed to the Township if applicable
28. _____ Cut and fill limits
29. _____ Road cross sections every 50 feet along center line at a scale of 1":5' horizontal and vertical
30. _____ Earthwork summary
31. _____ Existing and proposed contours
32. _____ Location of proposed drainage structures, curbs, swales, berms, guide rails, edge of pavement, sidewalks
33. _____ Construction details for drainage structures, curbs, guide rails, pavement design, sidewalks
34. _____ Soil erosion and sediment control plan
35. _____ Fire protection details — include number of proposed units, available water supply, water main site, flow, hydrant location
36. _____ Environmental impact statement
37. _____ Tract landscape and lighting plan
38. _____ Drainage plan, including runoff calculations and a map showing drainage areas

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Preliminary Major Subdivision Checklist

- 39. _____ Copies of stream encroachment permit applications, if applicable
- 40. _____ One soil log and one perc test per proposed lot
- 41. _____ Copies of protective covenants, deed restrictions, or homeowners' association documents
- 42. _____ List of variances, if required
- 43. _____ Lot number assigned by Tax Assessor
- 44. _____ Constraints calculation
- 45. _____ Highlands Council Consistency Determination unless project is exempt, excluded, or eligible for a waiver, each as provided pursuant to § 240-11.1 of the Township Code

C Complete
I Incomplete
W Waived
NA Not applicable

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**Byram Township
Final Major Subdivision Checklist**

Applicant's Name _____

Application No. _____

THE FOLLOWING ITEMS ARE REQUIRED TO PROVIDE A COMPLETE
APPLICATION FOR A FINAL MAJOR SUBDIVISION

1. _____ Two original tracings on mylar
2. _____ North arrow and scale not less than 1":50'
3. _____ Title block including:
4. _____ Name of subdivision
Name, address and certification of:
5. _____ Licensed preparer (P.E., P.P., L.S., A.I.A.)
6. _____ Owner
7. _____ Subdivider
8. _____ Date of preparation and of each subsequent revision
Key map including:
9. _____ North arrow and scale not less than 1":2000'
10. _____ Entire tract and its relationship to surrounding areas
11. _____ Portion of tract to be subdivided
12. _____ Fronting streets and at least two closest intersections
13. _____ Adjoining properties, lot & block number, & owner
14. _____ Metes and bounds of proposed lot(s)
15. _____ Area of entire tract
16. _____ Area and frontage of proposed lot(s)
17. _____ Frontage of remaining tract
18. _____ Property lines to the nearest hundredth
19. _____ Bearings to the nearest tenth
20. _____ Lot acreage to the nearest tenth

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Final Major Subdivision Checklist

- 21. _____ Road locations, names, widths of R.O.W.
- 22. _____ Minimum building setback lines
- 23. _____ Location and description of all monuments
- 24. _____ Sight triangle, drainage, utility, driveway or other easements
- 25. _____ Open space areas, municipal and public areas, and lands to be conveyed to the Township
- 26. _____ Provisions for certification and approvals
- 27. _____ Letter itemizing all elements covered under performance bond
- 28. _____ Letter certifying conformance to preliminary plat by applicant's engineer
- 29. _____ Final map statements included on plat:

"The Byram Township Planning Board approved this plat at a meeting held on _____ . Said Board being of proper authority, does hereby certify that this plat complies with the provisions of Chapter 46:23-9.14 known as the "Map Filing Act." This plat to be filed on or before _____ .

Chairman

Secretary

"I certify that _____ are approved road/s by the Planning Board of Byram Township. Approval of this map shall not be construed as acceptance of said roadways indicated herein, nor shall such approval obligate Byram Township to maintain or exercise jurisdiction on said road or street until such time said road may be accepted by Byram Township."

Signature of _____
Township Clerk

- 30. _____ State, county, and/or local health agency approval for individual water supply or sewage disposal
- 31. _____ Copies of protective covenants, deed restrictions, or homeowner association documents
- 32. _____ Note: An "as-built" of all improvements and utilities shall be submitted prior to release of any performance bonds related thereto
- 33. _____ Lot number assigned by Tax Assessor

C	Complete	I	Incomplete
W	Waived	NA	Not applicable

ZONING

**Byram Township
Site Plan and Conditional Use Checklist
[Amended 2-16-2016 by Ord. No. 6-2016]**

THE FOLLOWING ITEMS ARE REQUIRED TO PROVIDE A COMPLETE APPLICATION FOR A SITE PLAN OR CONDITIONAL USE

Application Name _____

Application No. _____

1. _____ North arrow and plan scale not less than one inch equals 50 feet

2. _____ Title block including:

3. _____ Name of development

Names, addresses, and certifications of:

4. _____ Licensed preparers

5. _____ Owner

6. _____ Applicant

7. _____ Site block and lot numbers and tax sheet number

8. _____ Date of preparation and of each subsequent revision

Key map including:

9. _____ North arrow and map scale not less than one inch equals 200 feet

10. _____ Entire site and its relationship to surrounding areas

11. _____ Zone districts and boundaries within 500 feet

12. _____ Adjoining properties

13. _____ Area of entire site

14. _____ Mete(s) and bound(s) of lot(s)

15. _____ Area and frontage of lot(s)

16. _____ Existing and proposed contours at five feet intervals for slopes 10% or greater, two feet intervals for lesser slopes

17. _____ Property lines to the nearest hundredth

18. _____ Lot acreage to the nearest tenth

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Site Plan Conditional Use Checklist

- 19. _____ Plan and profile, road locations, type, size, width of R.O.W., paving materials, curbs, sidewalks, catch basins, numbered parking spaces and loading areas, buildings, structures, all utilities, drainage, R.O.W.s, and easements. Profile shall be to a scale of one inch equals five feet vertical and one inch equals 50 feet horizontal.
- 20. _____ Natural features, including existing vegetation, water bodies, etc.
- 21. _____ Open space, buffer zones, recreation areas, municipal and public areas, and lands to be conveyed to the Township
- 22. _____ Building floor plan, elevation views, and first floor elevation
- 23. _____ Cut and fill limits
- 24. _____ Earthwork summary
- 25. _____ Existing and proposed contours, curb returns and spot elevations, location of proposed drainage structures, curbs, swales, berms, guide rails, edge of pavement, sidewalks, parking and loading areas, and handicap accommodations
- 26. _____ Construction details for drainage structures, curbs, guide rails, lighting, pavement design, sidewalks, and septic systems
- 27. _____ Soil erosion and sediment control plan
- 28. _____ Fire protection details, including building occupancy, total structure size by volume, height of structure from basement to attic, available water supply, water main size, flow, hydrant location, distance, proposed fire protection plan, fire lanes, type of occupancy and process
- 29. _____ Environmental impact statement
- 30. _____ Landscape and lighting plan
- 31. _____ Drainage plan, including runoff calculations and a map showing drainage areas
- 32. _____ Copies of stream encroachment permit applications, if applicable
- 33. _____ One soil log and one perc test for each lot
- 34. _____ Copies of protective covenants, deed restrictions, or homeowners' association documents
- 35. _____ Disclosure statement
- 36. _____ List of variances if required
- 37. _____ Highlands Council Consistency Determination unless project is exempt, excluded, or eligible for a waiver, each as provided pursuant to § 240-11.1 of the Township Code.

ZONING

Byram Township Land Use Board Application for a Variance/Lot Line Adjustment [Amended 2-16-2016 by Ord. No. 6-2016]

CHECKLIST

- Application filled out completely
- Application fee
- Escrow fee
- Tax Certification (includes sewer if applicable)
- Completed W-9 form (only one copy needed, include with the original)
- Completed Fulton Bank account request form (only one copy needed, include with the original)
- JCP&L utilities letter
- Copy of property survey

The following information must be provided on survey. This information must be legible and present an adequate picture of existing and proposed conditions and drawn to scale.

- Existing structures/driveways located on subject property
- Proposed structures
- Existing and proposed wells and septic locations
- Existing yard setback lines of entire site area
- Distance of dwellings/structures on adjoining lots from subject property line
- Road locations, width of right-of-way, curbs, sidewalks, catch basins, parking and loading areas, drainage easements, swales, berms, guide rails and existing and proposed grades. (Some of the previous items may be waived if not applicable.)
- Copy of applicable Tax Map page
- Elevations and floor plans of existing and proposed construction
- Photographs of property
- If this application involves a lot line adjustment (minor subdivision), you must file an application with the Sussex County Division of Planning
- Highlands Council Consistency Determination unless project is exempt, excluded, or eligible for a waiver, each as provided pursuant to § 240-11.1 of the Township Code
- One original and 16 copies of all application materials (only pages 2 through 5, plans, and the property survey should be included with the 16 copies)