

LAND DEVELOPMENT

161 Attachment 1

BOROUGH OF FRANKLIN CHECKLIST

C = Complete W = Waiver Requested I = Incomplete N/A = Not Applicable To This Application

Application Status	Administrative Materials	Minor Subdivision	Minor Site Plan	Preliminary Major Subdivision	Preliminary Major Site Plan	Final Major Subdivision	Final Major Site Plan	Variance
	For any waiver requested, reasons shall be indicated in writing in a separate submission.	X	X	X	X	X	X	X
	1. The applicant must submit the original and 16 additional copies of the application, properly completed, and 17 folded copies of the plan	X	X	X	X	X	X	X
	2. Fees and escrow deposits	X	X	X	X	X	X	X
	3. Site inspection authorization	X	X	X	X	X	X	X
	4. Copy of certified list from Tax Assessor	X	X	X	X	X	X	X
	5. Proof of publication	X	X	X	X	X	X	X
	6. Proof that taxes are current	X	X	X	X	X	X	X
	7. Affidavit of service	X	X	X	X	X	X	X
	8. A corporation or partnership shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be. If a corporation or	X	X	X	X	X	X	X

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	<p>partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, subject to disclosure pursuant to the previous sentence, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, as the case may be, and this requirement shall be followed by every corporate stockholder or partner in a partnership until the names and addresses of the noncorporate stockholders and individual partners exceeding the ten-percent ownership criterion have been listed.</p>							
	<p>9. A written list of all variances or design standard waivers requested and reason they should be granted</p>	X	X	X	X	X	X	X
	<p>10. Signature of the applicant, and, if the applicant is not the owner, the signed consent of the owner</p>	X	X	X	X	X	X	X

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	11. Copies of all relevant documents from the Zoning Officer	X	X	X	X			X
	12. A copy of any protective covenants or deed restrictions applying to the lands being subdivided or developed	X	X	X	X	X	X	
	Plans and Reports	X						
	13. Scale: 1 inch = 50 feet or as approved by Board Engineer	X	X	X	X	X	X	X
	14. The location and width of all existing and proposed utility, drainage and other easements, including sight triangle easements	X	X	X	X	X	X	X
	15. Front, side and rear setback lines for the existing and proposed lots	X	X	X	X	X	X	X
	16. Delineation of floodplain and wetlands areas	X	X	X	X	X	x	X
	17. The first sheet shall contain the following: a. A key map at a scale of not less than 1 inch = 400 feet showing zone boundaries b. The names and addresses, lot and block numbers of all property owners within 200 feet of the tract boundary	X		X	X	X	X	X

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	line, including adjoining municipalities c. Signature blocks for the Board Chairperson, Board Secretary and Board Engineer d. Chart of the zoning requirements for the zone, what is proposed, and with necessary variances indicated							
	18. Existing and proposed contours at five-foot intervals for slopes greater than 15% and two-foot intervals for lesser slopes based on NAVD 1988 extend 100 feet beyond property			X	X	X	X	
	19. A grading plan at a scale of 1 inch = 30 feet showing two-foot contour intervals, existing and proposed contours and spot elevations			x	X	x	x	
	20. The location of existing watercourses and any natural features, including floodplains, wetlands and soil types on the site and within 50 feet	X	X	X	X	X	X	X
	21. The area of the tract to be subdivided or developed in square footage and acres and	X	X	X	X	X	X	X

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	the location, lot area, width and depth of any existing lot or lots proposed to be subdivided							
	22. Location of all existing and proposed buildings and subsurface structures, with building setbacks, front, side and rear yard distances	X	X	X	X	X	X	X
	23. Location survey, prepared by a New Jersey licensed land surveyor, of all structures within 200 feet of the property	X		X	X	X	X	X
	24. A stormwater management plan, including construction details, showing the location, type and size of any existing and proposed bridges, culverts, drainpipes, catch basins and other storm drainage facilities, including stormwater analysis report. Storm sewer profiles shall be shown at scale of 5 feet vertical and 50 feet horizontal			X	X	X	X	
	25. A soil erosion and sediment control plan			X	X			
	26. Tree save plan showing trees 10 inches or more in caliper, dbh			X	X			
	27. A circulation plan			X	X	X	X	

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	showing proposed vehicle, bicycle and pedestrian circulation systems. The plan shall include the locations, typical cross-sections, center line profiles, width of right-of-way, edge of pavement, curbs, sidewalks and type of paving for all proposed new streets and paths. Road cross-sections shall be every 50 feet along center line at 1 inch equals 5 feet horizontal and vertical. Profile shall be at a scale of 1 inch equals 5 feet vertical and 1 inch equals 50 feet horizontal							
	28. Plans and profiles of proposed potable water and sanitary sewer utility systems showing feasible connections to existing or any proposed system. If a public water supply or sanitary sewer system is available, the owner shall show appropriate connections thereto on the plat or plan. Profile shall be at a scale of 1 inch equals 5 feet vertical and 1 inch equals 50 feet horizontal			X	X	X	X	
	29. Location of any proposed			X	X	X	X	

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	off-street parking areas and driveways with sight distance profiles with dimensions showing parking spaces, loading docks and access drives and a traffic circulation pattern showing all ingress and egress to the site							
	30. Location and description of all proposed signs and exterior lighting, including details			X	X	X	X	
	31. Provision for storage of solid wastes for collection				X		X	
	33. For site plans, preliminary floor plans and preliminary building elevations showing all sides of any proposed building or buildings, prepared by a New Jersey licensed architect				X			
	32. A staging plan for projects greater than 10 acres in area			X	X	X	X	
	33. All proposed buffers, landscaping, fences, walls, hedges or similar facilities. The landscaping plan shall show in detail the location, size and type of all plant material, including ground cover, to be used on the site.			X	X	X	X	

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	Common and Latin names of all landscaping material shall be indicated							
	34. Cut and fill limits			X	X			
	35. A copy of any protective covenants or deed restrictions applying to the land and being subdivided or developed and a notation on the plat or plan of any easements required by the Board, such as, but not limited to, sight triangle easements. Said easements may also include utility lines, public improvements and ingress and egress for emergency vehicles			X	X	X	X	
	36. A copy of such guarantees, covenants, master deed or other document which shall satisfy the requirements of the Board for the construction and maintenance of any proposed common areas, landscaping, recreational areas, public improvements and buildings							
	37. A list of all licenses, permits or other approvals required by law, including proof of application.			X	X	X		

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	38. An environmental impact statement as part of preliminary approval			X	X			
	39. The Board may require the applicant to submit a traffic impact statement as part of preliminary approval if, in the opinion of the Board, the development could have an adverse effect on off-site traffic and circulation			X	X			
	40. For subdivisions, if the applicant intends to perfect the approved subdivision with a filed map, the plat shall be prepared in compliance with the "Map Filing Act" P.L. 1960, c.141 (N.J.S.A. 46:23-9.9 et seq.) and bear the signature block					X		
	41. The purpose of any easement or land reserved or dedicated to public use such as, but not limited to, sight triangle easements, and the proposed use of sites other than residential	X		X	X	X	X	X
	42. The front, side and rear building setback lines	X	X	X	X	X	X	X
	43. Statement that final plan or plat is consistent with preliminary plan or plat, and					X	X	

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	if not, how and why they differ							
	44. All additional information, changes or modifications required by the Board at the time of preliminary approval					X	X	
	45. A statement from the Borough Engineer that all improvements required by the Board for preliminary approval have been installed in compliance with all applicable laws					X	X	
	46. If improvements have not been installed, then a statement from the Borough Clerk shall accompany the application for final approval stating that: a. A recordable developer's agreement with the Borough has been executed b. A satisfactory performance guarantee has been posted c. That the Borough has received all escrow and inspection fees					X	X	
	47. If the required improvements have been installed, the application for					X	X	

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	final approval shall be accompanied by a statement from the Borough Clerk that a satisfactory maintenance bond has been posted							
	48. If the survey is more than one year old, attach certification of the applicant or owner that the survey accurately represents the status of the premises and all improvements at the time of filing for the variance	X	X	X	X	X	X	X
	49. A statement containing the following information: a. Date of acquisition of property, and from whom b. The number of dwelling units in existing building(s) c. State whether the applicant or owners own or are under contract to purchase any adjoining lands. Set forth lot and block number(s) d. State whether the application is or is not to be accompanied by a separate application for subdivision, site plan or conditional use approval							X

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	Checklist completed by: _____ Date: _____ Checklist reviewed by Borough: _____ Date: _____ Application found complete on: _____ Application found incomplete on: _____							