

LAND DEVELOPMENT

16 Attachment 1

CHECKLIST

Details Required For Variance Applications

[Amended 12-17-2020 by Ord. No. 20-1646; 4-18-2024 by Ord. No. 24-1722]

EXHIBIT A

CHECKLIST

Details Required  
for  
Variance Applications

Note: See subsection 16-8.2c of the Montgomery Township Land Development Ordinance for further details of submission requirements and procedures.

Applicant \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
1				Application Form(s) and Checklist(s) (8 copies) and electronic portable document format (PDF) or other formats as requested.
2				Application and Escrow Fees in accordance with subsection 16-9.1
3				Sketch plats or plans (8 copies and PDFs) or other formats as requested or related materials outlining the location, nature and extent of any variance(s) requested, which may be provided on a signed and sealed survey of the property prepared by a licensed land surveyor
4				Title Block:
5				Name, title, address and telephone number of the applicant;
6				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat, plan, and/or survey;
7				Name, title and address of the owner or owners of record;
8				Plan scale; and
9				Date of original preparation and of each revision
10				Acreage figures (both with and without areas within the public rights-of-way)
11				North Arrow

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Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
12				Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement, either on the plat or plan or in the application
13				Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement, either on the plat or plan or in the application
14				The location of existing property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication of whether existing structures will be retained or removed), parking spaces, loading area(s), driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features, and any historical features such as family burial grounds and buildings more than 50 years old, both within the tract and within 200 feet of its boundary
15				Approval signature lines for “d” variance applications only
16				Existing block and lot number(s) of the lot(s) as they appear on the Township Tax Map
17				The location and width of all existing and proposed easements and rights-of-way, the use(s) for which they are intended, and to whom they will be granted
18				Zoning district(s) applicable to the tract, including district names and all area and bulk requirements, with a comparison to the proposed development
19				A tree removal, planting and landscape plan conforming to the requirements of 14-3 of Chapter 14 and 16-4 of Chapter 16.
20				Delineation of any flood plains and Township stream corridors
21				Wetlands and wetland transition areas

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Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
22				Designation of topographic slopes 15% or greater+
23				Designation of any hydric soils, as noted in subsection 16-6.4g.
24				The names and addresses of all property owners within 200 feet of the subject property, including block and lot numbers as they appear on the most recent tax list prepared by the Township Tax Assessor
25				Certification from the Township Tax Collector that all taxes and assessments are paid to date and certification from the CFO or his/her designee that all prior escrow fees have been posted
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 describing the exact proposed use requested, for “use” variance applications only. The statement should include hours of operation, number of employees, and other pertinent information to aid the Board in a full understanding of the proposed use
28				Environmental Impact Statement, for “d” variances only (see subsection 16-8.4c).
29				Stormwater management methods for Minor Developments (see subsections 16-5.2c3 and 16-5.2f).

\_\_\_\_\_  
 SIGNATURE AND TITLE OF PERSON  
 WHO PREPARED THE  
 CHECKLIST [Ord. #20-1646, S11]

\_\_\_\_\_  
 DATE

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CHECKLIST

**Details Required for Minor Subdivision Plats and Minor Site Plans  
[Amended 12-17-2020 by Ord. No. 20-1646; 4-18-2024 by Ord. No. 24-1722]**

CHECKLIST

Details Required for Minor Subdivision Plats and Minor Site Plans

**Note:** See subsection 16-8.3 of the Montgomery Township Land Development Ordinance for further details of submission requirements and procedures.

**Applicant** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Address** \_\_\_\_\_

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
1				Application Form(s) and Checklist(s) (8 copies) and electronic portable document format (PDF) or other formats as requested
2				Application and Escrow Fees in accordance with subsection 16-9.1.
3				Plats or Plans signed and sealed by a NJ PLS or NJ PE, as required, and folded into eighths with the Title Block revealed in accordance with subsection 16-8.3b of this chapter (8 copies and PDFs) or other formats as requested
4				Existing protective covenants, easements and/or deed restrictions (8 copies and PDFs) or other formats as requested
5				Scale of 1" equals not more than 100' for minor subdivision plats or 1" equals not more than 50' for minor site or subdivision plans on one of the following 4 standard sheet sizes (8 1/2" x 13", 15" x 21", 24" x 36" or 30" x 42"), each with a clear perimeter border at least 1" wide
6				Key Map at 1" equals not more than 2,000'
7				Title Block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including:
8				Name of the development, Township of Montgomery, Somerset County, NJ;
9				Name, title, address and telephone number of applicant;
10				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan;
11				Name, title and address of the owner or owners of record;
12				Scale (written and graphic); and

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Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
13				Date of original preparation and date of each subsequent revision thereof and a list of specific revisions entered on each sheet
14				North Arrow
15				Certification that the applicant is the owner of the land or his/her properly authorized agent, or certification from the owner that he or she has given his/her consent under an option agreement
16				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 10% or more of any class of stock of the corporation in accordance with N.J.S.A. 40:55D-48.1 et seq.
17				Acreage of the existing lot and, in the case of minor subdivisions only, acreage of the proposed lot(s) to the nearest tenth of an acre (both within and without areas within the public rights-of-way) and a computation of the area of the tract to be disturbed
18				"Approved" and "Date" lines for the signatures of the Chairperson, Secretary of the Board, and Township Engineer.
19				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 Township Tax Map, and proposed block and lot number(s).
20				The name(s) and block and lot number(s) of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor.
21				Tract boundary line (heavy solid line), any existing or proposed subdivision or property line(s) within the tract, and any property line(s) to be removed clearly delineated.
22				Zoning district(s) affecting the tract, including the district names and all requirements, with a comparison to the proposed development.

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Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
23				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, railroads, bridges, culverts, drain pipes, natural features such as treed areas, and any historic features such as family burial grounds and buildings more than 50 years old, both within the tract and within 200 feet of its boundary.
24				The names and 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, to whom they will be granted.
25				All dimensions necessary to confirm conformity to the chapter, such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards floor area ratios, building and lot coverages, the amount of contiguous net useable acreage, the delineation of all "critical areas," and the inscription of a 205-foot diameter circle, where required for residential use.
26				A tree removal, planting and landscape plan conforming to the requirements of 14-3 of Chapter 14 and 16-4 of Chapter 16.
27				Delineation of flood plains, including both floodway and flood fringe areas, and Township stream corridors, both within the tract and within 100 feet of its boundary, and the source and date of the flood plain information.
28				Delineation of ponds, marshes, wetlands, wetland transition areas, hydric soils, and lands subject to flooding within the tract and within 100 feet thereof. For delineated wetlands, a copy of the applicant's request for a Letter Of Interpretation (LOI) from the New Jersey Department of Environmental Protection (NJDEP) and the accompanying plan, or where an LOI has been received, a copy of the NJDEP LOI and stamped approved plan shall be submitted.

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<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item of Information Required by the Land Development Ordinance</b>
29				Existing and proposed contours with intervals of 2 feet, except where 1-foot contours are required in subsection 16-5.2r of this chapter to be shown in the area of disturbance, and an indication of steep sloped areas.
30				Plans of proposed improvements and utility layouts, if applicable.
31				If the project meets the stormwater management applicability requirements of subsection 16-5.2c, the application submission shall include, but is not limited to, the items listed in 16-5.2r and as otherwise required by the Township Engineer. The minimum requirements are briefly outlined as follows:
31A				Topographic Base Map;
31B				Environmental Site Analysis included in the Stormwater Management Report;
31C				Geology and hydrogeology information from the NRCS maps and Township soil maps;
31D				Groundwater recharge map;
31E				Project Description in the Stormwater Management Report and Site Plan;
31F				Land Use Planning and Source Control Plan, including narrative to meet groundwater recharge, stormwater runoff quantity, stormwater quality, and green infrastructure standards;
31G				Stormwater Management Facilities Map;
31H				Stormwater Calculations and Soils Report;
31I				Drainage area maps for existing and proposed conditions;
31J				MS4 Major Development Project List, forms, attachments, and any other information required by the NJDEP and Township Engineer for the completion of the Municipal Stormwater Regulation Program (MSRP) Annual Report; and
31K				Operations and Maintenance Plan
32				Plans for Soil Erosion and Sediment Control as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Somerset County Soil Conservation District, where disturbance is greater than 5,000 square feet.

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Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
33				Concerning minor subdivisions only, existing and proposed monuments in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
34				Concerning minor site plans only, the location of and details for all exterior lighting, signs, circulation and parking, and the separation and storage of recyclable materials.
35				Additional right(s)-of-way, either along 1 or both sides of said street(s), as applicable.
36				Sight triangle easements shall be shown and granted as specified in this chapter for corner lots or for intersections of a street with a driveway providing ingress and/or egress to nonresidential development.
37				Any existing protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plat or plan. Any proposed deed descriptions, easements, covenants, restrictions and roadway and sight triangle dedications, including metes and bounds as applicable, shall be submitted for approval and required signatures prior to filing with the County Recording Officer.
38				If the proposed lot(s) is (are) not served by a sanitary sewer, 3 copies of the plan approved the Township Board of Health, with date of approval, 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 boring(s), soil logs, proposed location of the septic disposal areas and reserve areas, test results, soil types, percolation rates and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Township Board of Health Codes, 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 Asked For	Item of Information Required by the Land Development Ordinance
39				Concerning minor site plans only involving the storage of hazardous substances, a proposal for the means of storage of hazardous substances in accordance with Ordinance § BH16 & BH16A.
40				If a survey is referenced, a copy of a signed and sealed survey by a licensed New Jersey land surveyor, showing the tract boundary, topographic information, existing conditions, and all “critical areas,” as defined by this chapter.
41				Certification from the Township Tax Collector that all taxes and assessments are paid to date, and certification from the Chief Financial Officer or his/her designee that all prior escrow fees have been posted.
42				A list of all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project, including approvals required by the Township, as well as agencies of the County, State and Federal government, and evidence of the submission of the application(s) for other agency approvals having jurisdiction over the application and/or required by the Township Engineer. Copies of granted approvals or note where approvals are pending shall be submitted.

NOTE: The Board reserves the right to require additional information before granting minor approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information may include, but not be limited to, an Environmental Impact Statement and/or Traffic Impact Statement, provided, however, that no application shall be declared incomplete for the lack of such additional information.

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 SIGNATURE AND TITLE OF PERSON  
 WHO PREPARED THE  
 CHECKLIST [Ord. #20-1646, S11]

\_\_\_\_\_  
 DATE

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CHECKLIST

**Details Required for Preliminary Major Subdivision Plats  
and Preliminary Major Site Plans**  
[Amended 12-17-2020 by Ord. No. 20-1646; 4-18-2024 by Ord. No. 24-1722]

CHECKLIST

Details Required for Preliminary Major Subdivision Plats and Preliminary Major Site Plans

**Note:** See subsection 16-8.4 of the Montgomery Township Land Development Ordinance for further details of submission requirements and procedures.

Applicant \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
1				Application Form(s) and Checklist(s) (8 copies) and electronic portable document format (PDF) or other formats as requested
2				Application and Escrow Fees in accordance with subsection 16-9.1.
3				Plats or Plans signed and sealed by NJ PLS. or NJ PE, as required, and folded into eighths with the Title Block revealed in accordance with subsection 16-8.4b of this chapter (8 copies and PDFs) or other formats as requested
4				Existing protective covenants, easements and/or deed restrictions (1 copy and PDFs).
5				Scale of 1" equals not more than 100' for major subdivision plats or 1" equals not more than 50' for minor site or subdivision plans on one of the following 4 standards sheet sizes (8 1/2" x 13", 15" x 21", 24" x 36" or 30" x 42"), each with a clear perimeter border at least 1" wide.
6				Key Map at 1" equals not more than 2,000'.
7				Title Block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including:
8				Name of the development, Township of Montgomery, Somerset County, NJ;
9				Name, title, address and telephone number of applicant;
10				Name, title, address telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan;
11				Name, title and address of the owner or owners of record;

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<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
12				Scale (written and graphic); and
13				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
14				North Arrow.
15				Certification that the applicant is the owner of the land or his/her properly authorized agent, or certification from the owner that he or she has given his/her consent under an option agreement.
16				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 10% or more of any class of stock of the corporation in accordance with N.J.S.A. 40:55D-48.1 et seq.
17				Acreage figures to the nearest tenth of an acre (both within and without areas within public rights-of-way) and a computation of the area of the tract to be disturbed. For submissions, acreage of proposed lots with total acreage calculation.
18				“Approved” and “Date” lines for the signatures of the Chairperson, Secretary of the Board, and Township Engineer.
19				Existing tax sheet number(s) and existing block and lot number(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot number(s).
20				The name(s) and block and lot number(s) of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor.
21				Tract boundary line (heavy solid line), any existing and proposed subdivision or property line(s) within the tract.
22				Zoning district(s) affecting the tract, including district names and all requirements, with a comparison to the proposed development, and all zoning district(s) within 100 feet of the tract.

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23				The location of natural features including but not limited to, treed areas, high points, marshes, depressions, and any extensive rock formations, both within the tract and within 200 feet of its boundaries.
24				Delineation of flood plains, including both floodway and flood fringe areas, and Township stream corridors, both within the tract and within 200 feet of its boundary, and the source and date of the flood plain information.
25				Delineation of ponds, marshes, wetlands, wetland transition areas, hydric soils, and lands subject to flooding, both within the tract and within 200 feet thereof A copy of the applicant’s request for a Letter Of Interpretation (LOI) from the New Jersey Department of Environmental Protection (NJDEP) and the accompanying plan shall be submitted for all delineated wetlands. Where an LOI has been received, a copy of the NJDEP LOI and stamped approved plan shall be submitted to the Township
26				All existing and proposed water courses (including lakes and ponds) within the tract and within 200 feet of the tract shall be shown and be accompanied by the following information:
27				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.
28				Cross-sections of water-courses and/or drainage swales showing the extent of the flood plain, top of bank, normal water levels and bottom elevations at the locations in subsection 16-8.4b,15(b) where appropriate or where required by the Township Engineer.
29				The total acreage of the drainage basin of any watercourse running through the tract.
30				The location and extent of drainage and conservation easements and stream encroachment lines.

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Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
31				The location, extent and water level evaluation of all existing or proposed lakes or ponds within the tract and within 200 feet of the tract.
32				The size, direction of flow and the type of proposed surface water management provisions to reasonably reduce and minimize exposure to flood damage.
33				Existing and proposed contours as required by Ordinance and an indication of steep sloped areas.
34				Locations of all existing structures and their uses (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), both within the tract and within 200 feet of its boundary, including but not limited to buildings, paved areas, railroads, bridges, culverts, drain pipes, any historic features such as family burial grounds and buildings more than 50 years old, and the existing and proposed front, rear and side yard setback distances to all buildings.
35				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 200 feet of its boundaries.
36				A tree removal, planting and landscape plan conforming to the requirements of 14-3 of Chapter 14 and 16-4 of Chapter 16.
37				Size, height and location of all proposed buildings (including spot elevations and grades), structures, signs and fences, including details for any signs and sign lighting, fences and trash enclosures and provisions for the separation and storage of recyclable materials.

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38				All dimensions and setbacks necessary to confirm conformity to the chapter, such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards, floor area ratios, building and lot coverages, the amount of contiguous net useable acreage, the delineation of all "critical areas," and the inscription of a 205-foot diameter circle, where required for residential uses.
39				The proposed location, height, size, direction of illumination with isolux curves, power and type of proposed outdoor lighting, including details of lighting poles, luminaries, hours and time of lighting, a point by point plan and the average footcandle level.
40				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.
41				The location and design of any off-street parking or loading area, showing the size and location of bays, aisles and barriers, curbing and paving specifications and any associated signage.
42				All means of vehicular access 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.

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Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
43				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. The vertical alignments shall be based on U.S.G.S. vertical datum or a more specified datum supplied by the Township Engineer, including curbing, sidewalks, street trees and planting strips, storm drains and gutters, drainage structures and cross sections every half and full station of all proposed streets and of all existing streets abutting the tract.
44				Sight triangles, the radius of curblines and street sign locations shall be clearly indicated at the intersections.
45				The width of cartway and right-of-way, location and width of utility lines, type and width of pavement, final design grades, and a profile of the top of curb within the bulb of any cul-de-sac shall be included.
46				The width of additional right-of-way to be dedicated to the Township or other appropriate governmental agency shall be shown as specified in the Master Plan or Official Map and the street requirements of this chapter.
47				If the project meets the stormwater management applicability requirements of subsection 16-5.2c, the application submission shall include, but is not limited to, the items listed in 16-5.2r and as otherwise required by the Township Engineer. The minimum requirements are briefly outlined as follows:
47A				Topographic Base Map;
47B				Environmental Site Analysis included in the Stormwater Management Report;
47C				Geology and hydrogeology information from the NRCS maps and Township soil maps;
47D				Groundwater recharge map;
47E				Project Description in the Stormwater Management Report and Site Plan;

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Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
47F				Land Use Planning and Source Control Plan, including narrative to meet groundwater recharge, stormwater runoff quantity, stormwater quality, and green infrastructure standards;
47G				Stormwater Management Facilities Map;
47H				Stormwater Calculations and Soils Report;
47I				Drainage area maps for existing and proposed conditions;
47J				MS4 Major Development Project List, forms, attachments, and any other information required by the NJDEP and Township Engineer for the completion of the Municipal Stormwater Regulation Program (MSRP) Annual Report; and
47K				Operations and Maintenance Plan
48				Plans, profiles and details of proposed improvements and utility layouts including sewers, storm drains and water lines, and feasible connections to gas, telephone and electrical utility systems, including plans, profiles and details of all existing and proposed sanitary sewage facilities and water mains with proposed connections, as required in subsection 16- 8.4b,29.
49				If the proposed lot(s) is (are) not served by connection to a sanitary main, three (3) copies of the plan approved by the Township Board of Health, with date of approval, 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 boring(s), soil logs, proposed location of the septic disposal areas and reserve areas, test results, soil types, percolation rates and compliance with NJAC 7:9A “Standards for Individual Subsurface Sewage Disposal Systems” or applicable Township Board of Health Code, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.

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<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
50				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.
51				Any existing protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plat or plan.
52				Plans for Soil Erosion and Sediment Control as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Somerset County Soil Conservation District.
53				The existing and proposed permanent monuments shall be shown, in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
54				An Environmental Impact Statement in accordance with subsection 16-8.4c. of this chapter, if required.
55				A Traffic Impact Statement if required in accordance with subsection 16-8.4d. of this chapter, if required.
56				If a survey is referenced, a copy of a signed and sealed survey by a licensed New Jersey land surveyor, showing the tract boundary, topographic information, existing conditions, and all "critical areas," as defined by this chapter.
57				Certification from the Township Tax Collector that all taxes and assessments are paid to date, and certification from the Chief Financial Officer or his/her designee that all prior escrow fees have been posted.

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Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
58				A list of all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project, including approvals required by the Township, as well as agencies of the County, State and Federal government. Evidence of the submission of the application(s) for other agency approvals having jurisdiction over the application and/or required by the Township Engineer shall be submitted. Where approvals have been granted, copies of said approvals shall be attached. Where approvals are pending, a note shall be made to that effect.
59				Concerning major 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.
60				Concerning major site plans only involving the storage of hazardous substances, a proposal for the means of storage of hazardous substances in accordance with Ordinance 81-85
61				Where any clearing and/or construction of public improvements is proposed to commence prior to final approval a written statement from the applicant indicating this intent and his acknowledgement of the requirements of subsection 16-9.2 of this chapter and, if the development is to be phased, the location of areas where such clearing or construction is proposed. The following additional information also is required:
62				A letter from the developer indicating that he/she be proceeding with construction based upon a preliminary approval only at his/her own risk and that he/she acknowledges that there are no assurances that the improvements installed will be granted final approval

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Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
63				A separate plan depicting the areas within the site where construction shall be performed prior to final approval including clearing and grading limits, and a summary of the improvements that are proposed to be constructed prior to final approval.
64				A separate plan depicting soil erosion and sediment control measures which shall be implemented prior to final approval, the location of topsoil and material stockpiles and construction staging areas, and measures to protect existing trees and vegetation along clearing limits.
65				If clearing and grading are proposed beyond the right-of-way line on a proposed lot prior to final approval a written explanation setting forth the reasons for such clearing prior to final approval and grading plan approval for the subject lot(s).
66				In the case of any subdivision or site plan submission of a planned development, the applicant shall be required to submit all of the required information for all of the properties comprising the planned development, regardless of whether the applicant is seeking approval of the whole or a section of the planned development; specifically, the applicant shall be required to show the interrelationship of each portion of the project with the whole of the project considering land use, traffic, open space, buffering, drainage and surface water management, sewerage, potable water supply and any other specific planning considerations as may be of particular relevance to a particular planned development.

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 areas, provided, however, that no application shall be declared incomplete for lack of such additional information.

\_\_\_\_\_  
 SIGNATURE AND TITLE OF PERSON  
 WHO PREPARED THE  
 CHECKLIST [Ord. #20-1646, S11]

\_\_\_\_\_  
 DATE

MONTGOMERY CODE

CHECKLIST

**Details Required for Final Major Subdivision Plats  
and Final Major Site Plans**  
[Amended 12-17-2020 by Ord. No. 20-1646; 4-18-2024 by Ord. No. 24-1722]

CHECKLIST

**Details Required for Final Major Subdivision Plats and Final Major Site Plans**

**Note:** See subsection 16-8.5 of the Montgomery Township Land Development Ordinance for further details of submission requirements and procedures.

Applicant \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
1				Application Form(s) and Checklist(s) (8 copies) and electronic portable document format (PDF) or other formats as requested.
2				Application and Escrow Fees in accordance with subsection 16-9.1.
3				Plats or Plans signed and sealed by NJ PLS. or NJ PE, as required, and folded into eighths with the Title Block revealed in accordance with subsection 16- 8.4b of this chapter (8 copies and PDFs or other formats as requested)
4				Scale of 1" equals not more than 100 feet for major subdivision plats of 1" equals not more than 50 feet for major site or subdivision plans on one of the following 4 standards sheet sized (8 1/2" x 13", 15" x 21", 24" x 36" or 30" x 42"), each with a clear perimeter border at least 1" wide.
5				All details stipulated in subsection 16-8.4b and 16-8.5c of this chapter
6				All additional details required at the time of preliminary approval.
7				A section or staging plan, if proposed.
8				Regarding Major Subdivision plats only, all information and data required by the Map Filing Law.
9				Detailed architectural and engineering data as required by Ordinance including:
10				An architect's design drawing of each building and sign showing front, side and rear elevations;
11				Cross sections, plans, profiles and established grades of all streets, aisles, lands and driveways, including centerline geometry and horizontal alignments with bearings, radii and tangents;

LAND DEVELOPMENT

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
12				Plans and profiles of all storm and sanitary sewers and water mains; and
13				All dimensions of the exterior boundaries of any subdivision shall be balanced and closed.
14				Final grading plans shall conform to subsection 16-5.2z.
15				Evidence that a duplicate copy(ies) of the application for development has/have been filed with any other agency having jurisdiction over any aspect of the proposed development.
16				Certification from the Township Tax Collector that all taxes and assessments are paid up-to-date and certification from the CFO or his/her designee that all prior escrow fees have been posted.
17				Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by Ordinance.
18				Certification in writing from the applicant to the Board that the applicant has:
				(a) Installed all improvements in accordance with the requirements of the Ordinance and the preliminary approval; and/or
				(b) Posted guarantees in accordance with subsection 16-9.2 of this Chapter; and
				(c) In the case of major subdivisions only, posted the moneys required to revise the Township Tax Map Sheets to indicate the approved subdivision.
19				A statement from the Township 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 Township standards shall be factored into the required guarantees.
20				Concerning major subdivisions only, a "Sales Map" in accordance with subsection 16-8.5b,8 of the Ordinance.
21				Where proposed, the location of temporary construction trailers, temporary sales trailers or centers, models, and/or temporary signs.

MONTGOMERY CODE

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
22				If the development is subject to the requirements pertaining to the establishment of escrows for underground water storage tank systems and ancillary fire protection wells as set forth in subsections 16-5.16d,1 and 16-9.3c,4(b), a notation shall appear on the final plan that the escrow deposit for each lot must be posted prior to the issuance of the building permit for the principal structure that will be located on the subject lot.

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