

LAND DEVELOPMENT

225 Attachment 2

LAND USE DEVELOPMENT APPLICATION CHECKLIST
[Adopted 1-21-1997 by Ord. No. 1-1997]
Borough of Spring Lake

PURPOSE: It is the purpose of this Checklist to require applicants to supply the Planning Board with sufficient information and data to ensure the proper evaluation of development requests.

REQUIREMENTS: All items should be completed in accordance with the within checklist. The applicant should identify any requests for waivers on the application. Each application for development must supply the documents indicated in the checklist.

DOCUMENTS REQUIRED TO BE SUBMITTED

Item No.	Description	Variance	Informal Concept Plan	MINOR APPLICATION		MAJOR APPLICATION			
				Subdivision	Site Plan	Subdivision		Site Plan	
						Preliminary	Final	Preliminary	Final
A.	Application Form.	X							
B.	Project Plat Information.								
1.	Name and address of owner and applicant.	X	X	X	X	X	X	X	X
2.	Notarized signature.			X (Final Plat prior to filing)		X (Final Plat prior to filing)			
3.	Name, signature, license number, seal and address of engineer, land survey or, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat.	X	X	X	X	X	X	X	X
4.	Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.	X	X	X	X	X	X	X	X
5.	Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, etc., within 500 feet of property.	X	X	X	X	X	X	X	X
6.	North Arrow and Scale.	X	X	X	X	X	X	X	X

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7.	Schedule of required and provided zone district requirements including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X
8.	Signature blocks for chairman, secretary, and municipal engineer.			X	X	X	X	X	X
9.	Proof that taxes are current.	X		X	X	X	X	X	X
10.	Certification blocks required by map filing law.			X			X		
11.	Monumentation as specified by map filing law.			X			X		
12.	Date of current property survey.			X	X	X	X	X	X
13.	Plans to a scale of not less than one inch equals 100 feet on one of four of the following standard sheet sizes 8 1/2 inches by 13 inches, 15 inches by 21 inches, 24 inches by 36 inches, 30 inches by 42 inches.			X	X	X	X	X	X
14.	Metes and bounds description showing dimensions, bearings of original and proposed lots.			X			X		
15.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerline curves on streets.			X		X	X	X	X
16.	Acreage of tract to the nearest tenth of an acre.	X	X	X	X	X	X	X	X
17.	Date of original preparation and of each subsequent revision. Include brief narrative of each revision.	X		X	X	X	X	X	X
18.	Size and location of any existing and proposed structures with all setbacks dimensional (for concept plan, general location only, setbacks not required).	X	X	X	X	X	X	X	X
19.	Size and location of all existing structures within 200 feet of the site boundaries.			X	X	X	X	X	X

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20.	Tax lot and block numbers of existing and proposed lots.			X		X	X		
21.	Proposed lot lines and area of proposed lots in square feet.		X	X		X	X		
22.	Any existing or proposed easement or land reserved for or dedicated to public use.	X	X	X	X	X	X	X	X
23.	Property owners within 200 feet of subject property.	X		X	X	X	X	X	X
24.	Location of streams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the project site (Note: variance applications need only show these features on site).	X		X	X	X	X	X	X
25.	List of Variances required or requested.	X		X	X	X	X	X	X
26.	List of requested design waivers or exceptions.			X	X	X	X	X	X
27.	Phasing Plan as applicable to include:					X	X	X	X
	1. Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site.								
	2. Timetable and phasing sequence.								
28.	Preliminary architectural plans and elevations.	X	X		X			X	X
29.	Site identification signs, traffic control signs, and identification signs.				X	X	X	X	X
30.	Sight Triangles.			X	X		X	X	X
31.	Proposed street names when new road is proposed.					X	X	X	X
32.	Parking plan showing spaces, size, and type, aisle width curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided.				X			X	X

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33.	Solid waste management and recycling plan showing holding location and provisions for waste and recyclables.				X	X	X	X	X
C.	Construction Plans:								
1.	Site layout showing all roadways, circulation patterns, curb, sidewalk, buffers, structures, open space, recreation, etc., as applicable.				X	X	X	X	X
2.	Grading and utility plan to include as applicable:				X	X	X	X	X
	a. Existing and proposed contours at one foot intervals for grades 3% or less and at 2 foot intervals for grades more than 3%.								
	b. Elevations of existing and proposed drainage structures.								
	c. Location and invert elevation of existing and proposed drainage structures.								
	d. Location of all streams, ponds, lakes, wetland areas.								
	e. Locations of existing and proposed utilities including depth of structures, locations of manholes, valves, services, etc.								
3.	Profiles of existing and proposed roadways including all utilities and storm water facilities. Roadway cross sections at 50 foot intervals. Horizontal and vertical scales to be the same.					X	X	X	X
4.	Landscaping Plan to include:				X	X	X	X	X
	a. Location of existing vegetation and clearing limits. A tree save plan is required for all large applications.								
	b. Proposed buffer areas and method of protection during construction.								
	c. Proposed landscaped areas.								

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	d. Number, type and location of proposed plantings including street trees.								
	e. Details for method of planting, including optimum planting season.								
5.	Soil Erosion and Sediment Control plan prepared in accordance with the standards for Soil Erosion and Sediment Control Standards in New Jersey.				X	X	X	X	X
6.	Lighting plan to include:								
	1. Location and height of proposed fixtures.								
	2. Detail for construction of fixture.								
7.	Construction details for all improvements:				X	X	X	X	X
	1) Roadways.								
	2) Curb.								
	3) Sidewalk.								
	4) Driveway Aprons.								
	5) Drainage Inlets.								
	6) Pipe Bedding.								
	7) Outfalls.								
	8) Manholes.								
	9) Gutters.								
	10) Plantings.								
	11) Soil Erosion and Sediment Control Structures.								
	12) Parking lots.								
D.	Supplementary Documents.								
1.	List of all Federal, State, regional and/or municipal approvals for permits required.	X		X	X	X	X	X	
2.	Copies of any existing or proposed deed restrictions or covenants.	X		X	X	X	X	X	
3.	Freshwater Wetlands Letter of Interpretation for the project area.			X	X	X	X	X	X
4.	Performance Guarantees.			X	X		X		X
5.	Executed Developers Agreement.						X		X

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6.	Disclosure Statement (see N.J.S.A. 40:55D-48.1 et seq.)				X	X	X	X	X
7.	Statement from utility companies as to serviceability of site.			X	X	X	X	X	X
8.	Stormwater Management calculations.					X	X	X	X
9.	Payment of all applicable fees.	X	X	X	X	X	X	X	X
10.	Environmental Impact Statement.					X		X	
11.	Proof of application with NJDEP for CAFRA Permit, where applicable.			X		X	X	X	X
12.	15 copies of photographs of the property, the area depicting the relief, and the other properties in the immediate area.	X	X	X	X	X	X	X	X
13.	Payment of the appropriate filing fee. (Note: the applicant will be responsible for payment of the professional fees incurred in the consideration of the application and may be responsible for the payment of escrow fees for same.)	X	X	X	X	X	X	X	X
14.	The applicant must file 15 separate, collated packet copies of the application which each contain your full application and the packets should each be capable of mailing where practical.	X	X	X	X	X	X	X	X