315 Attachment 3

Township of Bloomfield

Preliminary Major Subdivision and Site Plan Checklist
(See § 315-20)

Application for Preliminary Approval of Major Subdivisions and Site Plans		**Submitted**	**Waiver Requested**
	(Applicant should check off all items as submitted or waiver requested. If waiver is requested, reasons shall be indicated in separate submission.)		
1.	Plat or plan drawn and sealed by a P.E., L.S., P.P. or R.A. as permitted by law and based on a current survey.		
2.	Scale: 1 inch = 30 feet or as approved by Board Engineer.		
3.	Current survey upon which plat or plan is based, signed and sealed.		
4.	Map size: 8-1/2" x 13" 15" x 21" 24" x 36"		
5.	Title block and basic information: a. Title. b. Date of original preparation and date(s) of revision(s). c. North arrow and reference meridian. d. Ratio scale and graphic scale. e. Tax map block, lot numbers and zone. f. Name, address and license number of person preparing plat or plan, signed and sealed. g. Name and address of owner of record and applicant, if different from the owner. (Where more than one sheet is required, the above information shall appear on each sheet and all sheets shall be appropriately labeled, numbered and bound.)		

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6.	The first sheet of a series of plats or plans submitted for preliminary approval shall contain, in addition to the above, the following: a. A key map at a scale of 1 inch = 500 feet or less showing zone boundaries. b. The names and addresses, lot and block numbers of all property owners within 200 feet of the tract boundary line including adjoining municipalities. c. Signature blocks for the Board Chairperson, Board Secretary and Board Engineer. d. A chart of the zoning requirements for the zone, including existing and proposed uses and conditions, with variances indicated.		
7.	For subdivisions, contour lines at vertical intervals not greater than 5 feet for land with natural slopes of 10% or greater and at vertical intervals of not greater than 2 feet for land with natural slopes of less than 10%.		
8.	For site plans, a grading plan showing, at two-foot contour intervals, existing and proposed contours and elevations.		
9.	The location of existing watercourses and any natural features, including floodplains, wetlands and soil types on the site and within 50 feet.		
10.	The area of the tract to be subdivided or developed in square footage and the location, lot area, width and depth of all existing and proposed lots.		
11.	Location, dimensions and area in square feet of all existing and proposed structures, including subsurface structures, with front, side and rear yard setbacks.		
12.	Location of all structures within 200 feet of the property.		
13.	A stormwater management plan 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.		
14.	A soil erosion and sediment control plan.		
15.	Tree save plan.		
16.	A circulation plan showing proposed vehicle, bicycle and pedestrian circulation systems. The plan shall include the locations, typical cross-sections, center line profiles and type of paving for all proposed new streets and paths.		
17.	Plans 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.		

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18.	Location of any proposed off-street parking areas with dimensions showing parking spaces, loading docks and access drives and a traffic circulation pattern showing all ingress and egress to the site. Any lease authorizing off-site parking.		
19.	Location and description of all proposed signs and exterior lighting, including details.		
20.	Provision for storage and disposal of solid wastes.		
21.	For site plans, the preliminary floor plans and preliminary building elevation drawings showing all sides of any proposed building or buildings. The final floor plans and building elevations drawings submitted to the Construction Code Official for issuance of a building permit shall conform with the preliminary plans and drawing approved by the Board. No change, deletion or addition shall be made to said final plans and drawings without resubmission and reapproval by the Board.		
22.	Compliance with Fill Placement and Soil Removal Ordinance details.		
23.	A staging plan for projects greater than 10 acres in area.		
24.	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. Common names of all landscaping material shall be indicated.		
25.	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.		
26.	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.		
27.	A list of all licenses, permits or other approvals required by law, including proof of service.		

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28.	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 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 paragraph, 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 10% ownership criterion have been listed.		
29.	The Board may require the applicant to submit an environmental impact assessment as part of preliminary approval if, in the opinion of the Board, the development could have an adverse effect on the environment.		
30.	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.		
31.	Applicant shall submit 15 sets of folded plans.		

Checklist prepared by: _____	Date:_____
Checklist reviewed by: _____	Date: _____
Application deemed complete on: _____	
Application deemed incomplete on: _____	
Applicant notified on: _____	