


ZONING AND LAND DEVELOPMENT REGULATIONS

271 Attachment 7

 Township of Maplewood Essex County, New Jersey Submission Checklist for Minor Site Plan Approval Applicant – See Instruction and Notes on Last Page						Applicant			Twp.	
						Provided	N/A	Waiver Requested	Complete	Complete
Name of Applicant:										
Block	Lot(s)	Date								
#	Item	Ordinance Reference								
SECTION 1 – SUBMISSION REQUIREMENTS										
1.	Fifteen paper prints of plat.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>	WAIVER REQUESTS NOT PERMITTED	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Four copies of application.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
3.	Four copies of checklist.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
4.	Applicable fees.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
5.	Certification by Tax Collector that taxes are paid to date.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
6.	Certification by Soil Conservation District.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Certification of Section 1 by Administrative Officer or designee. I certify that Section 1 of this checklist was reviewed by me on _____, and I determine as follows: <input type="checkbox"/> Incomplete <input type="checkbox"/> Forward to Township Engineer for Review										
Date _____		Signature _____		Title _____						
SECTION 2 – DESIGN STANDARDS										
7.	Plans drawn by a licensed engineer or registered architect authorized to practice in NJ.	§ 271-32A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8.	Plans signed and sealed, showing professional’s address and registration number.	§ 271-32A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9.	Clearly and legibly drawn; scale no smaller than one inch equals 30 feet.	§ 271-32B(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10.	Lot area and dimensions.	§ 271-32B(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11.	Approximate location of existing buildings, paved areas and setbacks from front, side and rear lot lines.	§ 271-32B(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12.	North arrow.	§ 271-32B(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13.	Key map at a scale of one inch equals 2,000 feet.	§ 271-32B(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14.	Zoning district(s).	§ 271-32B(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15.	Proposed buildings, building additions and facade changes.	§ 271-32B(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

ZONING AND LAND DEVELOPMENT REGULATIONS

Instructions to Applicant

1. This checklist is to be utilized in conjunction with application for *Approval of Minor Site Plan*.
2. Applicant is to complete checklist as follows:
 - (a) Insert name of applicant, block and lot numbers, and date in appropriate locations at top of Page 1.
 - (b) Indicate, under the heading of "Applicant", the applicant's position relative to each checklist item. If the item has been provided, check "Provided." If it is the applicant's position that a particular item is not applicable to the application, check "N/A." Where permitted, if the applicant seeks a waiver from the checklist item requirement, check "Waiver Requested."
 - (c) Do not mark checkboxes under the heading of "Township." Do not mark the certification sections to be completed by the Township.

NOTE:

1. This checklist is not a substitute for the specific submission requirements contained in the Township Ordinance (Ch. 271, Zoning and Development Regulations). Refer to the actual ordinance for specific details.