


ZONING AND LAND DEVELOPMENT REGULATIONS

271 Attachment 8

 <b>Township of Maplewood</b> Essex County, New Jersey <b>Submission Checklist for</b> <b>Major Site Plan – Preliminary Approval</b> Applicant – <i>See Instruction and Notes on Last Page</i>						Applicant			Twp.		
						Provided	N/A	Waiver Requested	Complete	Complete	
Name of Applicant:		Block	Lot(s)	Date	Ordinance Reference						
#	Item					Ordinance Reference					
<b>SECTION 1 – SUBMISSION REQUIREMENTS</b>											
1.	Fifteen copies of preliminary plat at the required scale.	§ 271-29A(1)				<input type="checkbox"/>	<input type="checkbox"/>	WAIVER REQUESTS NOT PERMITTED	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Fifteen copies of representative layout of the development at a reduced scale; sheet size shall be 8 1/2" x 11" or 8 1/2" x 14" or 11" x 17".	§ 271-29A(1)				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
3.	Five copies of completed application form.	§ 271-29A(1)				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4.	Five copies of checklist.	§ 271-29A(1)				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
5.	Three copies of existing or proposed protective covenants, deed restrictions and easements; if none, provide statement that none exist or are proposed.	§ 271-29A(1)				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6.	Three copies of drainage calculations.	§ 271-29A(1)				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
7.	Three copies of soil erosion and sediment control data (see Art IV of Ordinance).	§ 271-29A(1)				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
8.	Applicable fees, including inspection fees if improvements are to be installed prior to final approval (see Art VI of Ordinance).	§ 271-29A(1)				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
9.	Certification by Tax Collector that taxes have been paid to date.	§ 271-29A(1)				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
10.	Disclosure of ownership interest if applicant is a corporation or partnership applying to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Subdivide a parcel into six or more lots, or</li> <li><input type="checkbox"/> Obtain a variance to construct a multiple dwelling containing 25 or more family units, or</li> <li><input type="checkbox"/> Obtain approval for a site to be used for commercial purposes.</li> </ul>	§ 271-29A(2)				<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 _____					

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<b>SECTION 2 – DESIGN STANDARDS</b>							
11.	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"/>
12.	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"/>
13.	Clearly and legibly drawn at a scale no smaller than one inch equals 30 feet.	§ 271-32C(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Lot lines certified by a New Jersey licensed land surveyor.	§ 271-32C(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Sheet size no larger than 24 inches by 36 inches. Provide key sheet/composite plan to show entire project if plans are submitted as multiple sheets.	§ 271-32C(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	North arrow.	§ 271-32C(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Zone district(s).	§ 271-32C(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Date of original drawing and each revision.	§ 271-32C(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Existing and proposed streets and street names.	§ 271-32C(7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Existing and proposed contours at two foot intervals with one-hundred-foot overlap beyond any building, paved area or graded area under review.	§ 271-32C(8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Plan title.	§ 271-32C(9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Streams.	§ 271-32C(10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Zoning table indicating ordinance requirement and proposed:  Total lot area.  Lot coverage.  Building coverage.  Gross floor area, square feet.  Gross floor area, as percentage of lot area.  Existing setbacks from street and all other property lines.  Proposed setbacks from street and all other property lines.	§ 271-32C(11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>SECTION 2 – DESIGN STANDARDS (Cont’d)</b>							
24.	Parking/loading/access table or plan notation indicating ordinance requirement and proposed:  Number of parking stalls.  Location and size of parking stalls.  Number of loading spaces.  Location and size of loading spaces.  Location and size of access drives.	§ 271-32C(12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Key maps showing:  General location of the site within the Township.  Site in relation to remaining lands of the owner.	§ 271-32C(13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECTION 3 - BUILDING AND USE PLAN STANDARDS</b>							
26.	Proposed building and structures information:  Size.  Height.  Location.  Arrangement (multibuilding).  Architectural treatment (finishes).  Use.  Floor plans.  Front, side and rear elevation views.  Anticipated expansion plans incorporated into the building design.	§ 271-32D(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>SECTION 3 - BUILDING AND USE PLAN STANDARDS (Cont'd)</b>							
27.	Proposed sign information:  Type.  Size.  Height.  Location.  Elevation view.	§ 271-32D(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Existing structures labeled as to remain or to be removed.	§ 271-32D(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	For nonresidential projects, written description, indicating:  Proposed use(s).  Number of employees.  Number of shifts to be worked.  Maximum number of employees on each shift.	§ 271-32D(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	For apartment and townhouse projects, number of dwelling units, by type.	§ 271-32D(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECTION 4 – CIRCULATION PLAN STANDARDS</b>							
31.	Indicate access street(s) by name.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Acceleration/deceleration lanes.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Curbs.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Access points to public street(s).	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Sight triangles.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Traffic channelization.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Easements.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Fire lanes.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Driveways.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	Parking and loading spaces.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	Pedestrian walks – along expected paths of pedestrian travel.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	Bikeways.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>SECTION 4 – CIRCULATION PLAN STANDARDS (Cont'd)</b>							
43.	Facilities for the movement and storage of goods, vehicles and persons.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	Expansion plans (if any) to show expansion of parking and loading.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Describe truck and trailer traffic.	§ 271-32D(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECTION 5 – NATURAL RESOURCES AND LANDSCAPING PLAN STANDARDS § 271-32D(3)</b>							
46.	Indicate existing:	§ 271-32D(3)					
	Wooded areas.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Buffer areas, including screening devices and/or berms.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Seeded/sodded areas; ground cover.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Retaining walls.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fencing.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Signs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Street furniture.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recreation areas.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shrubbery.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trees.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other landscaping features.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>SECTION 5 – NATURAL RESOURCES AND LANDSCAPING PLAN STANDARDS (Cont'd)</b>							
47.	Indicate proposed:  Wooded areas.  Buffer areas, including screening devices and/or berms.  Seeded/sodded areas; ground cover.  Retaining walls.  Fencing.  Signs.  Street furniture.  Recreation areas.  Shrubbery.  Trees.  Other landscaping features.	§ 271-32D(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Location and type of man-made improvements.	§ 271-32D(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	Proposed plant material and trees (including list):  Location.  Number.  Species.  Caliper.	§ 271-32D(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	Grades and landscaping planned for aesthetic drainage and erosion control purposes.	§ 271-32D(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51.	Grading plan, drainage facilities and landscaping coordinated to prevent erosion and maintain capacity of drainage systems.	§ 271-32D(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>SECTION 6 – FACILITIES PLAN STANDARDS</b>							
52.	Indicate existing:	§ 271-32D(4)					
	Drainage and stormwater runoff facilities.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Open space.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Common property.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fire protection facilities.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gas service(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Electric service(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Telephone service(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sewerage service(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Waterline service(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lighting.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Solid waste collection and disposal methods.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.	Indicate proposed:	§ 271-32D(4)					
	Drainage and stormwater runoff facilities.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Open space.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Common property.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fire protection facilities.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gas service(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Electric service(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Telephone service(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sewerage service(s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>SECTION 6 – FACILITIES PLAN STANDARDS (Cont'd)</b>							
53.	Indicate proposed: (Cont'd)  Waterline service(s).  Lighting.  Solid waste collection and disposal methods.	§ 271-32D(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54.	For proposed facilities to be installed by the developer, indicate for each service:  Grades.  Sizes.  Capacities.  Materials.	§ 271-32D(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55.	For proposed facilities to be installed by the utility company, indicate location of the facility.	§ 271-32D(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56.	Easements, existing and proposed:  Location.  Legal documentation supporting granting of the easement, if easement involves an off-tract lot.	§ 271-32D(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57.	Proposed lighting:  Location and type.  Direction of illumination.  Angle of illumination.  Height of fixture.  Intensity.	§ 271-32D(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58.	All utilities underground.	§ 271-32D(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59.	State and federal approvals for environmental considerations.	§ 271-32D(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>SECTION 6 – FACILITIES PLAN STANDARDS (Cont'd)</b>							
60.	Method of sewage treatment.	§ 271-32D(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Certification of Sections 2 through 6 by Township Engineer or designee.                      I certify that Sections 2 through 6 of this checklist were reviewed by me on _____, and I determine as follows:</p> <p><input type="checkbox"/> Incomplete                      <input type="checkbox"/> Forward to Approving Authority for Completeness Declaration</p> <p>_____                      _____                      _____                      Date                                      Signature                                      Title</p>							

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### **Instructions to Applicant**

1. This checklist is to be utilized in conjunction with application for *Preliminary Approval of Major 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.