Township of Maplewood
Essex County, New Jersey
Submission Checklist for
Major Site Plan – Preliminary Approval
Applicant – *See Instruction and Notes on Last Page*

Name of Applicant:					
Block		Lot(s)		Date	

#	Item	Ordinance Reference	Applicant: Provided	Applicant: N/A	Applicant: Waiver Requested	Twp.: Complete	Twp.: Incomplete
	SECTION 1 – SUBMISSION REQUIREMENTS						
1.	Fifteen copies of preliminary plat at the required scale.	§ 271-29A(1)	☐	☐	WAVER REQUESTS NOT PERMITTED	☐	☐
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)	☐	☐		☐	☐
3.	Five copies of completed application form.	§ 271-29A(1)	☐	☐		☐	☐
4.	Five copies of checklist.	§ 271-29A(1)	☐	☐		☐	☐
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)	☐	☐		☐	☐
6.	Three copies of drainage calculations.	§ 271-29A(1)	☐	☐		☐	☐
7.	Three copies of soil erosion and sediment control data (see Art IV of Ordinance).	§ 271-29A(1)	☐	☐		☐	☐
8.	Applicable fees, including inspection fees if improvements are to be installed prior to final approval (see Art VI of Ordinance).	§ 271-29A(1)	☐	☐		☐	☐
9.	Certification by Tax Collector that taxes have been paid to date.	§ 271-29A(1)	☐	☐		☐	☐
10.	Disclosure of ownership interest if applicant is a corporation or partnership applying to: ☐ Subdivide a parcel into six or more lots, or ☐ Obtain a variance to construct a multiple dwelling containing 25 or more family units, or ☐ Obtain approval for a site to be used for commercial purposes.	§ 271-29A(2)	☐	☐		☐	☐

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:

☐ Incomplete ☐ Forward to Township Engineer for Review

_____ _____ _____
Date Signature Title

#	Item	Ordinance Reference	Applicant: Provided	Applicant: N/A	Applicant: Waiver Requested	Twp.: Complete	Twp.: Complete
	SECTION 2 – DESIGN STANDARDS						
11.	Plans drawn by a licensed engineer or registered architect authorized to practice in NJ.	§ 271-32A	☐	☐	☐	☐	☐
12.	Plans signed and sealed, showing professional's address and registration number.	§ 271-32A	☐	☐	☐	☐	☐
13.	Clearly and legibly drawn at a scale no smaller than one inch equals 30 feet.	§ 271-32C(1)	☐	☐	☐	☐	☐
14.	Lot lines certified by a New Jersey licensed land surveyor.	§ 271-32C(2)	☐	☐	☐	☐	☐
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)	☐	☐	☐	☐	☐
16.	North arrow.	§ 271-32C(4)	☐	☐	☐	☐	☐
17.	Zone district(s).	§ 271-32C(5)	☐	☐	☐	☐	☐
18.	Date of original drawing and each revision.	§ 271-32C(6)	☐	☐	☐	☐	☐
19.	Existing and proposed streets and street names.	§ 271-32C(7)	☐	☐	☐	☐	☐
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)	☐	☐	☐	☐	☐
21.	Plan title.	§ 271-32C(9)	☐	☐	☐	☐	☐
22.	Streams.	§ 271-32C(10)	☐	☐	☐	☐	☐
23.	Zoning table indicating ordinance requirement and proposed:	§ 271-32C(11)					
	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.		☐	☐	☐	☐	☐

#	Item	Ordinance Reference	Applicant: Provided	Applicant: N/A	Applicant: Waiver Requested	Twp.: Complete	Twp.: Complete
	SECTION 2 – DESIGN STANDARDS (Cont'd)						
24.	Parking/loading/access table or plan notation indicating ordinance requirement and proposed:	§ 271-32C(12)					
	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.		☐	☐	☐	☐	☐
25.	Key maps showing:	§ 271-32C(13)					
	General location of the site within the Township.		☐	☐	☐	☐	☐
	Site in relation to remaining lands of the owner.		☐	☐	☐	☐	☐
	SECTION 3 - BUILDING AND USE PLAN STANDARDS						
26.	Proposed building and structures information:	§ 271-32D(1)					
	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.		☐	☐	☐	☐	☐

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

			Applicant			Twp.	
#	Item	Ordinance Reference	Provided	N/A	Waiver Requested	Complete	Complete
SECTION 4 – CIRCULATION PLAN STANDARDS (Cont'd)							
43.	Facilities for the movement and storage of goods, vehicles and persons.	§ 271-32D(2)	☐	☐	☐	☐	☐
44.	Expansion plans (if any) to show expansion of parking and loading.	§ 271-32D(2)	☐	☐	☐	☐	☐
45.	Describe truck and trailer traffic.	§ 271-32D(2)	☐	☐	☐	☐	☐
SECTION 5 – NATURAL RESOURCES AND LANDSCAPING PLAN STANDARDS § 271-32D(3)							
46.	Indicate existing:	§ 271-32D(3)					
	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.		☐	☐	☐	☐	☐

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	SECTION 5 – NATURAL RESOURCES AND LANDSCAPING PLAN STANDARDS (Cont'd)						
47.	Indicate proposed:	§ 271-32D(3)					
	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.		☐	☐	☐	☐	☐
48.	Location and type of man-made improvements.	§ 271-32D(3)	☐	☐	☐	☐	☐
49.	Proposed plant material and trees (including list):	§ 271-32D(3)					
	Location.		☐	☐	☐	☐	☐
	Number.		☐	☐	☐	☐	☐
	Species.		☐	☐	☐	☐	☐
	Caliper.		☐	☐	☐	☐	☐
50.	Grades and landscaping planned for aesthetic drainage and erosion control purposes.	§ 271-32D(3)	☐	☐	☐	☐	☐
51.	Grading plan, drainage facilities and landscaping coordinated to prevent erosion and maintain capacity of drainage systems.	§ 271-32D(3)	☐	☐	☐	☐	☐

			Applicant			Twp.	
#	Item	Ordinance Reference	Provided	N/A	Waiver Requested	Complete	Complete
	SECTION 6 – FACILITIES PLAN STANDARDS						
52.	Indicate existing:	§ 271-32D(4)					
	Drainage and stormwater runoff facilities.		☐	☐	☐	☐	☐
	Open space.		☐	☐	☐	☐	☐
	Common property.		☐	☐	☐	☐	☐
	Fire protection facilities.		☐	☐	☐	☐	☐
	Gas service(s).		☐	☐	☐	☐	☐
	Electric service(s).		☐	☐	☐	☐	☐
	Telephone service(s).		☐	☐	☐	☐	☐
	Sewerage service(s).		☐	☐	☐	☐	☐
	Waterline service(s).		☐	☐	☐	☐	☐
	Lighting.		☐	☐	☐	☐	☐
	Solid waste collection and disposal methods.		☐	☐	☐	☐	☐
53.	Indicate proposed:	§ 271-32D(4)					
	Drainage and stormwater runoff facilities.		☐	☐	☐	☐	☐
	Open space.		☐	☐	☐	☐	☐
	Common property.		☐	☐	☐	☐	☐
	Fire protection facilities.		☐	☐	☐	☐	☐
	Gas service(s).		☐	☐	☐	☐	☐
	Electric service(s).		☐	☐	☐	☐	☐
	Telephone service(s).		☐	☐	☐	☐	☐
	Sewerage service(s).		☐	☐	☐	☐	☐

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

#	Item	Ordinance Reference	Applicant: Provided	Applicant: N/A	Applicant: Waiver Requested	Twp.: Complete	Twp.: Complete
SECTION 6 – FACILITIES PLAN STANDARDS (Cont'd)							
60.	Method of sewage treatment.	§ 271-32D(4)	☐	☐	☐	☐	☐

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:

☐ Incomplete ☐ Forward to Approving Authority for Completeness Declaration

_____ _____ _____
Date Signature Title

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.