

ZONING AND LAND DEVELOPMENT REGULATIONS

271 Attachment 9

 Township of Maplewood Essex County, New Jersey Submission Checklist for Major Site Plan – Final Approval <i>Applicant – See Instruction and Notes on Last Page</i>						Applicant			Twp.	
Name of Applicant:						Provided	N/A	Waiver Requested	Complete	Complete
Block		Lot(s)		Date						
#	Item	Ordinance Reference								
SECTION 1 – SUBMISSION REQUIREMENTS										
1.	One Mylar, two cloth and 10 paper prints of plat.	§ 271-30A(1)				☐	☐	WAIVER REQUESTS NOT PERMITTED	☐	☐
2.	Fifteen copies of plat at a reduced scale; sheet size shall be 8 1/2" x 11" or 8 1/2" x 14" or 11" x 17".	§ 271-30A(1)				☐	☐		☐	☐
3.	Four completed copies of application form with supporting exhibits.	§ 271-30A(1)				☐	☐		☐	☐
4.	Four copies of checklist.	§ 271-30A(1)				☐	☐		☐	☐
5.	Performance guaranty, including off-tract improvements, if any, approved by the governing body.	§ 271-30A(1)				☐	☐		☐	☐
6.	Maintenance guaranty, if any.	§ 271-30A(1)				☐	☐		☐	☐
7.	Applicable fees.	§ 271-30A(1)				☐	☐		☐	☐
8.	Certification by Tax Collector that taxes have been paid to date.	§ 271-30A(1)				☐	☐		☐	☐
9.	Certification by Soil Conservation District.	§ 271-30A(1)				☐	☐		☐	☐
10.	Staging plan, if project is to be developed in stages, indicating: Anticipated date of commencement of construction of each phase; design to allow completed portions to have adequate drainage systems. Improvements that are to be installed in each stage prior to the application(s) for certificates of occupancy; demonstration that subsequent phases will have minimum adverse effects on occupied buildings. Written descriptions of construction program indicating manner to minimize possibility of road damage and other adverse effects.	§ 271-30A(2)(a)	☐	☐	WAIVER REQUESTS NOT PERMITTED	☐	☐			
		§ 271-30A(2)(b)	☐	☐		☐	☐			
		§ 271-30A(2)(c)	☐	☐		☐	☐			
11.	Utility service letters, if services are to be extended to the site.	§ 271-30A(3)				☐	☐	☐	☐	

MAPLEWOOD CODE

			Applicant			Twp.	
			Provided	N/A	Waiver Requested	Complete	Complete
#	Item	Ordinance Reference					
SECTION 1 – SUBMISSION REQUIREMENTS (Cont'd)							
12.	Township Engineer's statement regarding installation and inspection of utilities, including either:				WAIVER REQUESTS SECTION 271-32E(1)		
	☐ Improvements have been installed in accordance with approved preliminary plat, or	§ 271-30A(4)(a)	☐	☐		☐	☐
	☐ The developer has posted a performance guaranty which has been approved by the governing body.	§ 271-30A(4)(b)	☐	☐		☐	☐
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 _____			
SECTION 2 – DESIGN STANDARDS							
13.	Plans drawn by a licensed engineer or registered architect authorized to practice in NJ.	§ 271-32A	☐	☐	☐	☐	☐
14.	Plans signed and sealed, showing professional's address and registration number.	§ 271-32A	☐	☐	☐	☐	☐
15.	Clearly and legibly drawn at a scale no smaller than one inch equals 30 feet.	§ 271-32E & § 271-32C(1)	☐	☐	☐	☐	☐
16.	Lot lines certified by a New Jersey licensed land surveyor.	§ 271-32E & § 271-32C(2)	☐	☐	☐	☐	☐
17.	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.	§ 271-32E & § 271-32C(3)	☐	☐	☐	☐	☐
18.	North arrow.	§ 271-32E & § 271-32C(4)	☐	☐	☐	☐	☐
19.	Zone district(s).	§ 271-32E & § 271-32C(5)	☐	☐	☐	☐	☐
20.	Date of original drawing and each revision.	§ 271-32E & § 271-32C(6)	☐	☐	☐	☐	☐
21.	Existing and proposed streets and street names.	§ 271-32E & § 271-32C(7)	☐	☐	☐	☐	☐
22.	Existing and proposed contours at two foot intervals with one-hundred-foot overlap beyond any building, paved area or graded area under review.	§ 271-32E & § 271-32C(8)	☐	☐	☐	☐	☐

ZONING AND LAND DEVELOPMENT REGULATIONS

			Applicant			Twp.	
			Provided	N/A	Waiver Requested	Complete	Complete
#	Item	Ordinance Reference					
SECTION 2 – DESIGN STANDARDS (Cont'd)							
23.	Plan title.	§ 271-32E & § 271-32C(9)	☐	☐	☐	☐	☐
24.	Streams.	§ 271-32E & § 271-32C(10)	☐	☐	☐	☐	☐
25.	Zoning table indicating ordinance requirement and proposed: Total lot area. Lot coverage. Existing setbacks from street and all other property lines. Proposed setbacks from street and all other property lines.	§ 271-32E & § 271-32C(11)	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
26.	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.	§ 271-32E & § 271-32C(12)	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
27.	Key maps showing: General location of the site within the Township. Site in relation to remaining lands of the owner.	§ 271-32E & § 271-32C(13)	☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐

MAPLEWOOD CODE

			Applicant			Twp.	
			Provided	N/A	Waiver Requested	Complete	Complete
#	Item	Ordinance Reference					
SECTION 3 – BUILDING AND USE PLAN STANDARDS							
28.	Proposed building and structures information:	§ 271-32E & § 271-32D(1)					
	Size.		☐	☐	☐	☐	☐
	Height.		☐	☐	☐	☐	☐
	Location.		☐	☐	☐	☐	☐
	Arrangement.		☐	☐	☐	☐	☐
	Architectural treatment.		☐	☐	☐	☐	☐
	Use.		☐	☐	☐	☐	☐
	Floor plans.		☐	☐	☐	☐	☐
	Front, side and rear elevation views.		☐	☐	☐	☐	☐
	Anticipated expansion plans incorporated into the building design.		☐	☐	☐	☐	☐
29.	Proposed sign information:	§ 271-32E & § 271-32D(1)					
	Type.		☐	☐	☐	☐	☐
	Size.		☐	☐	☐	☐	☐
	Height.		☐	☐	☐	☐	☐
	Location.		☐	☐	☐	☐	☐
	Elevation view.		☐	☐	☐	☐	☐
30.	Existing structures labeled as to remain or to be removed	§ 271-32E & § 271-32D(1)	☐	☐	☐	☐	☐
31.	For non-residential projects, written description, indicating:	§ 271-32E & § 271-32D(1)					
	Proposed use(s).		☐	☐	☐	☐	☐
	Number of employees.		☐	☐	☐	☐	☐
	Number of shifts to be worked.		☐	☐	☐	☐	☐
	Maximum number of employees on each shift.		☐	☐	☐	☐	☐

ZONING AND LAND DEVELOPMENT REGULATIONS

			Applicant			Twp.	
			Provided	N/A	Waiver Requested	Complete	Complete
#	Item	Ordinance Reference					
SECTION 3 – BUILDING AND USE PLAN STANDARDS (Cont'd)							
32.	For apartment and townhouse projects, number of dwelling units, by type.	§ 271-32E & § 271-32D(1)	☐	☐	☐	☐	☐
SECTION 4 – CIRCULATION PLAN STANDARDS							
33.	Indicate access street(s) by name.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
34.	Acceleration/deceleration lanes.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
35.	Curbs.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
36.	Access points to public street(s).	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
37.	Sight triangles.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
38.	Traffic channelization.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
39.	Easements.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
40.	Fire Lanes.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
41.	Driveways.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
42.	Parking and loading spaces.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
43.	Pedestrian walks – along expected paths of pedestrian travel.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
44.	Bikeways.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
45.	Facilities for the movement and storage of goods, vehicles and persons.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
46.	Expansion plans (if any) to show expansion of parking and loading.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐
47.	Describe truck and trailer traffic.	§ 271-32E & § 271-32D(2)	☐	☐	☐	☐	☐

MAPLEWOOD CODE

			Applicant			Twp.	
#	Item	Ordinance Reference	Provided	N/A	Waiver Requested	Complete	Complete
SECTION 5 – NATURAL RESOURCES AND LANDSCAPING PLAN STANDARDS							
48.	Indicate existing:	§ 271-32E & § 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.		☐	☐	☐	☐	☐
49	Indicate proposed:	§ 271-32E & § 271-32D(3)					
	Wooded areas.		☐	☐	☐	☐	☐
	Buffer areas, including screening devices and/or berms.		☐	☐	☐	☐	☐
	Seeded/sodded areas; ground cover.		☐	☐	☐	☐	☐
	Retaining walls.		☐	☐	☐	☐	☐
	Fencing.		☐	☐	☐	☐	☐
	Signs.		☐	☐	☐	☐	☐
	Street furniture.		☐	☐	☐	☐	☐

ZONING AND LAND DEVELOPMENT REGULATIONS

			Applicant			Twp.	
#	Item	Ordinance Reference	Provided	N/A	Waiver Requested	Complete	Complete
SECTION 5 – NATURAL RESOURCES AND LANDSCAPING PLAN STANDARDS (Cont'd)							
49	Indicate proposed: (Cont'd) Recreation areas. Shrubbery. Trees. Other landscaping features.		☐	☐	☐	☐	☐
50.	Location and type of man-made improvements.	§ 271-32E & § 271-32D(3)	☐	☐	☐	☐	☐
51.	Proposed plant material and trees (including list): Location. Number. Species. Caliper.	§ 271-32E & § 271-32D(3)	☐	☐	☐	☐	☐
52.	Grades and landscaping planned for aesthetic drainage and erosion control purposes.	§ 271-32E & § 271-32D(3)	☐	☐	☐	☐	☐
53.	Grading plan, drainage facilities and landscaping coordinated to prevent erosion and maintain capacity of drainage systems.	§ 271-32E & § 271-32D(3)	☐	☐	☐	☐	☐

MAPLEWOOD CODE

			Applicant			Twp.	
#	Item	Ordinance Reference	Provided	N/A	Waiver Requested	Complete	Complete
SECTION 6 – FACILITIES PLAN STANDARDS							
54.	Indicate existing:	§ 271-32E & § 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.		☐	☐	☐	☐	☐
55.	Indicate proposed:	§ 271-32E & § 271-32D(4)					
	Drainage and stormwater runoff facilities.		☐	☐	☐	☐	☐
	Open space.		☐	☐	☐	☐	☐
	Common property.		☐	☐	☐	☐	☐
	Fire protection facilities.		☐	☐	☐	☐	☐
	Gas service(s).		☐	☐	☐	☐	☐
	Electric service(s).		☐	☐	☐	☐	☐
	Telephone service(s).		☐	☐	☐	☐	☐

ZONING AND LAND DEVELOPMENT REGULATIONS

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

MAPLEWOOD CODE

			Applicant			Twp.	
			Provided	N/A	Waiver Requested	Complete	Complete
#	Item	Ordinance Reference					
SECTION 6 – FACILITIES PLAN STANDARDS (Cont'd)							
61.	State and federal approvals for environmental considerations.	§ 271-32E & § 271-32D(4)	☐	☐	☐	☐	☐
62.	Method of sewage treatment.	§ 271-32E & § 271-32D(4)	☐	☐	☐	☐	☐
SECTION 7 – FINAL SITE PLAN STANDARDS							
63.	All changes required as a condition of preliminary approval.	§ 271-32E	☐	☐	☐	☐	☐
Certification of Sections 2 through 7 by Township Engineer or designee. I certify that Sections 2 through 7 of this checklist were reviewed by me on _____, and I determine as follows: ☐ Incomplete ☐ Forward to Approving Authority for Completeness Declaration _____ Date Signature Title							

ZONING AND LAND DEVELOPMENT REGULATIONS

Instructions to Applicant

1. This checklist is to be utilized in conjunction with application for *Final 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.