

ZONING AND DEVELOPMENT

405 Attachment 3

Township of Upper Deerfield

Application Checklists

Schedule A

General Requirements

[Added 5-5-2005 by Ord. No. 555]

1. Twelve¹ copies of the appropriate application form(s) completely filled in. If any item is not applicable to the applicant, it should be so indicated on the application form(s).
2. Certificate that taxes are paid.
3. Receipt indicating that fees are paid.
4. Twelve² copies of any required plot plan, site plan, or subdivision plan.
5. Affidavit of ownership. If applicant is not the owner, applicant's interest in land; e.g., tenant, contract/purchaser, lienholder, etc.

The Planning Board may waive the above requirements where it can be established by applicant and verified by the Board and its professionals that no wetlands exist on site or on contiguous property owned by the applicant.

6. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.
7. Number of witnesses and their expertise, if any.
8. Statement as to any requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.

¹ Number to be determined by requirements of local ordinance.

² Number to be determined by requirements of local ordinance.

ZONING AND DEVELOPMENT

Township of Upper Deerfield

**Checklist for Submissions
Schedule B**

**Applications for Site Plan Approvals
[Added 5-5-2005 by Ord. No. 555]**

	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
Plat Specifications						
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet	X	X	X	X	X	X
2. Sheet size either 15 inches by 21 inches, 24 inches by 36 inches, or 30 inches by 42 inches	X	X	X	X	X	X
3. Plan shall be prepared by an architect or engineer if application involves only the location of proposed buildings and their relationship to the site and the immediate environs	X	X	X	X	X	X
4. Plan shall be prepared by an architect, planner or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress	X	X	X	X	X	X
5. Plans shall be prepared by an engineer if application involves only drainage facilities for site plans of 10 acres or more, or involving stormwater detention facilities, or traversed by a watercourse	X	X	X	X	X	X
6. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the municipal agency (Concept discussion only)	X	X	X	X	X	X

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	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
General Information						
7. Metes and bounds description of parcel in question based upon current land survey information	X	X	X	X	X	X
8. Property line shown, length in feet and hundredths, bearings in degree, minutes and seconds	X	X	X	X	X	X
9. Key map showing location of tract to be considered in relation to surrounding area, within 10,000 feet	X	X	X	X	X	X
10. Title block containing name of applicant, lot and block numbers, date prepared, date of last amendment and zoning district	X	X	X	X	X	X
11. Each block and lot number in conformity with the municipal tax map as determined by the municipal Tax Assessor						
12. Scale of map, both written and graphic	X	X	X	X	X	X
13. North arrow giving reference meridian	X	X	X	X	X	X
14. Space for signatures of Chairman and Secretary of the municipal agency	X	X	X	X	X	X
15. Names of all property owners within 200 feet of subject property	X	X	X	X	X	X
16. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places	X	X	X	X	X	X
17. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically	X	X	X	X	X	X
18. Acreage of affected parcel to the nearest hundredth of an acre	X	X	X	X	X	X

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	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
19. Number of lots lost following subdivision, including areas in acres if one acre or over or in square feet if under one acre		X		X		X
20. Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street	X	X	X	X	X	X
21. Constraints provision calculations		X		X		
Natural Features (Topography)						
Topography of the site and within 200 feet thereof:						
22. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade, two feet; over 10% grade, five feet	X	X	X	X		
23. Cliffs and rock outcroppings	X	X	X	X		
24. Floodplains	X	X	X	X	X	X
25. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines	X	X	X	X	X	X
26. Aquifer recharge areas, including safe sustained groundwater yield	X	X	X	X		
27. Wooded areas indicating predominant species and size	X	X	X	X		
28. Location of trees six inches or more in diameter, as measured four feet above ground level, outside of wooded area, designating species of each			X	X		
29. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes	X	X	X	X		
30. All areas to be disturbed by grading or construction	X	X	X	X		

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	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
Man-Made Features on Site and Within 200 Feet Thereof						
31. Location of existing structures and their setbacks from existing and proposed property lines	X	X	X	X	X	X
32. Location of existing easement or rights-of-way including power lines	X	X	X	X	X	X
33. Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other man-made installations affecting the tract	X	X	X	X	X	X
34. Location of existing wells and septic systems	X	X	X	X		
35. When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field	X	X	X	X		
36. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas, communications and electric, showing feasible connections to existing or proposed utility systems			X	X	X	X
37. Location and description of monuments whether set or to be set	X	X			X	X
38. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract	X	X	X	X	X	X
39. Required road dedication	X	X	X	X	X	X
40. Road orientation (as it relates to energy conservation)	X	X	X	X	X	X
41. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof			X	X		

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	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
Miscellaneous						
42. Proposed sight easements where required	X	X	X	X	X	X
43. Proposed drainage easements where required	X	X	X	X	X	X
44. Environmental impact report, including:						
a. Soil types as shown by the current Soil Conservation Survey Maps			X	X		
b. Soil depth to restrictive layers of soil			X	X		
c. Soil depth to bedrock			X	X		
d. Permeability of the soil by layers			X	X		
e. Height of soil water table and type of water table			X	X		
f. Floodplain soil (status)			X	X		
g. Limitation for foundation			X	X		
h. Limitation for septic tank absorption field (only where septic tank is proposed to be used)			X	X		
i. Limitation for local road and streets			X	X		
j. Agricultural capacity classifications			X	X		
k. Erosion hazard			X	X		
45. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included			X	X		
46. Soil erosion and sediment control plan consistent with the requirements of the local soil conservation district	X	X	X	X		
47. Design calculations showing proposed drainage facilities to be in accordance with the appropriate			X	X		

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	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
drainage runoff requirements						
48. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated, and the proposed use of sites other than residential shall be noted	X	X	X	X	X	X
49. Any sections for which a waiver is specifically being requested, and a narrative paragraph explaining why the applicant is entitled to such waiver	X	X	X	X	X	X
50. Wetlands delineation in accordance with NJDEP regulations	X	X	X	X	X	X

ZONING AND DEVELOPMENT

Township of Upper Deerfield

**Checklist for Submissions
Schedule C**

**Applications for Variance, Waiver or Appeal
[Added 5-5-2005 by Ord. No. 555]**

	“A” Appeal	“B” Interpretations or Special Questions	“C” Variance	“D” Variance	Conditiona l Use	Planning Variance
Plat Specifications						
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet			X	X	X	X
2. Sheet size either 15 inches by 21 inches, 24 inches by 36 inches or 30 inches by 42 inches			X	X	X	X
3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the applicant, where appropriate			X	X	X	X
4. Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the municipal agency			X	X	X	
General Information						
5. Metes and bounds description of parcel in question based upon current land survey information			X	X	X	X
6. Property line shown in degree, minutes and seconds			X	X	X	X
7. Key map showing location of tract to be considered in relation to surrounding area			X	X	X	X
8. Title block containing name of applicant, date prepared, date of last amendment and zoning district			X	X	X	X

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	“A” Appeal	“B” Interpretations or Special Questions	“C” Variance	“D” Variance	Conditiona l Use	Planning Variance
9. Each block and lot numbered in conformity with the municipal Tax Assessor			X	X	X	X
10. Scale of map, both written and graphic			X	X	X	X
11. North arrow giving reference meridian			X	X	X	X
12. Space for signatures of Chairman and Secretary of the municipal agency					X	X
13. Names of all property owners within 200 feet of subject property	X	X	X	X	X	X
14. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places			X	X	X	X
15. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above written and graphically			X	X	X	X
16. Zone requirements per ordinance and per application			X	X	X	X
17. Acreage of affected parcel to the nearest hundredth of an acre			X	X	X	X
18. Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street			X	X	X	X
Natural Features (Topography)						
Topography of the site and within 200 feet thereof:						
19. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade, two feet; over 10% grade, five feet					X	X
20. Cliffs and rock outcroppings					X	X

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	“A” Appeal	“B” Interpretations or Special Questions	“C” Variance	“D” Variance	Conditiona l Use	Planning Variance
21. Floodplains					X	X
22. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines					X	X
23. Aquifer recharge areas, including safe sustained groundwater yield					X	X
24. Wooded areas indicating predominant species and size					X	X
25. Location of trees six inches or more in diameter, as measured one foot above ground level, outside of wooded area, designating species of each					X	X
26. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes					X	X
27. All areas to be disturbed by grading or construction					X	X
Man-Made Features on Site and Within 200 Feet Thereof						
28. Location of existing structures and their setbacks from existing and proposed property lines			X		X	X
29. Location and type of existing easements or rights-of-way including power lines			X		X	X
30. Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other man-made installations affecting the tract			X		X	X
31. Location of existing wells and septic systems			X		X	X
32. When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field			X	X	X	X

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	“A” Appeal	“B” Interpretations or Special Questions	“C” Variance	“D” Variance	Conditiona l Use	Planning Variance
33. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems			X		X	X
34. Location and description of monuments, whether set or to be set			X		X	X
Streets						
35. Locations, names and widths of all existing and proposed streets on the property and within 200 feet of the tract					X	X
36. Required road dedication			X		X	X
37. Road orientation (as it relates to energy conservation)					X	X
38. Plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets			X		X	X
Miscellaneous						
39. Proposed sight easements where required					X	X
40. Proposed drainage easements where required					X	X
41. Environmental impact report:						
a. Soil types as shown by the current Soil Conservation Survey Maps.						
b. Soil depth to restrictive layers of soil.						
c. Soil depth to bedrock.						
d. Permeability of the soil by layers.						
e. Height of soil water table and type of water table.						
f. Floodplain soil (status)			X	X	X	X

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	“A” Appeal	“B” Interpretations or Special Questions	“C” Variance	“D” Variance	Conditiona l Use	Planning Variance
g. Limitation for foundation						
h. Limitation for septic tank absorption field (only where septic tank is proposed to be used)			X	X	X	X
i. Limitation for local road and streets			X	X	X	X
j. Agricultural capacity classifications			X	X	X	X
k. Erosion hazard			X	X	X	X
42. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included					X	X
43. Soil erosion and sediment control plan consistent with the requirements of the local soil conservation district					X	
44. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements			X	X	X	X
45. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated, and the proposed use of sites other than residential shall be noted	X	X	X	X	X	X
46. Any sections for which a waiver is specifically being requested, and a narrative paragraph explaining why the applicant is entitled to such waiver	X	X	X	X	X	X