

ZONING AND LAND DEVELOPMENT

94 Attachment 16
 Borough of Shrewsbury
 Exhibit 1
 Development Application Checklist
 [Added 9-6-2011 by Ord. No. 968]

Project Information										
Applicant Name _____					Person Completing Checklist _____					
Address _____					Project Block(s) & Lot(s) _____					
Address _____					Application Type _____					
	BULK VARIANCE	USE VARIANCE	INFORMAL REVIEW	MINOR SUBDIVISION	MINOR SITE PLAN	PRELIMINARY MAJOR SUBDIVISION	FINAL MAJOR SUBDIVISION	PRELIMINARY SITE PLAN	FINAL SITE PLAN	SUBMITTED [L.N. Waiver]
A. Submission Materials										
	<i>Number of Copies to be submitted; For all applications other than 'Bulk Variance' submit two (2) copies for completeness followed by remaining copies 14 days prior to scheduled hearing.</i>									
	12	12	12	31	31	31	31	31	31	
1	Application Form	X	X	X	X	X	X	X	X	
2	Ownership Disclosure Statement for Applicant, if Corp.	X	X	X	X	X	X	X	X	
3	Right of Entry & Consent Letter (See Form)	X	X	X	X	X	X	X	X	
4	Certification from Tax Assessor that Taxes are Current	X	X	X	X	X	X	X	X	
5	Proof of Payment of Application Fees and Escrow Deposits	X	X	X	X	X	X	X	X	
6	Plan Sets, Folded			X	X	X	X	X	X	
7	Zoning Permit Denial Letter	X	X	X	X	X	X	X	X	
8	Copy of Public Notice & Affidavit of Publication	X	X	X	X	X	X	X	X	
9	Proof of Service	X	X	X	X	X	X	X	X	
10	Completed Checklist Form	X	X	X	X	X	X	X	X	
11	Written Request for Waivers with Description of Each	X	X	X	X	X	X	X	X	
12	Listing of Property Owners within 200 feet of the site.	X	X							
B. Plat Information										
1	Name and address of owner and applicant		X	X	X	X	X	X	X	
2	Applicant's Signature Consenting to Filing of Application				X	X	X	X	X	
3	Name, signature, license number seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat		X		X	X	X	X	X	
4	Title block denoting type of application, county, name of municipality, block and lot, and street location		X		X	X	X	X	X	
5	Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, and public facilities within 500' of property		X		X	X	X	X	X	
6	North arrow and graphic scale		X	X	X	X	X	X	X	
7	Schedule of required zone district requirements as applicable, including bulk standards, off-street parking, and buffering requirements.		X		X	X	X	X	X	
8	Signature blocks for Board Chairman, Secretary, and Engineer				X	X	X	X	X	
9	Certification blocks required by map filing law; Or Deed of Filing (Minor)				X		X			
10	Monumentation as specified by map filing law				X		X			

SHREWSBURY CODE

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11	Current property survey, indicating date of preparation	X	X		X	X	X	X	X	
12	Plans to a scale of not less than 1"=30' on one of four of the following standard sheet sizes: 8 1/2" X 11" 11" x 17" 24" X 36" 30" X 42"		X		X	X	X	X	X	
13	Metes and bounds description showing dimensions, bearings of original and proposed lots			X			X			
14	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on streets			X		X	X		X	
15	Acreage of tract to the nearest tenth of an acre	X		X	X	X	X	X	X	
16	Date of original preparation and of each subsequent revision. Include brief narrative of each revision			X	X	X	X	X	X	
17	Size and location of any existing and proposed structures with all setbacks dimensioned	X	X	X	X	X	X	X	X	
18	Size and location of all existing structures within 200' of the site boundaries	X		X	X	X	X	X	X	
19	Tax lot and block numbers of existing and proposed lots			X		X	X			
20	Area of existing & proposed lots in square feet			X		X	X			
21	Any existing or proposed easement or land reserved for or dedicated to public use			X	X	X	X	X	X	
22	Property owners within 200 feet of subject property			X	X	X	X	X	X	
23	Location of streams, floodplains, wetlands or other environmentally sensitive areas on or within 200' of the project site (Note: variance application need only show these features on-site)	X		X	X	X	X	X	X	
24	List of variances required or requested	X		X	X	X	X	X	X	
25	List of requested design waivers or exceptions			X	X	X	X	X	X	
26	Phasing plan as applicable to include: 1. Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site 2. Timetable and phasing sequence					X	X	X	X	
27	Preliminary architectural plans and elevations, where building improvements are proposed	X		X	X	X	X	X	X	
28	Site identification signs, traffic control signs, and identification signs				X	X	X	X	X	
29	Sight triangles			X	X		X	X	X	
30	Proposed street names when new road is proposed					X	X	X	X	
31	Site plan showing parking spaces, size and type, aisle width curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided				X			X	X	
32	Solid waste management and recycling plan showing holding location and provisions for waste and recyclables				X	X	X	X	X	

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C. Plan Details											
1	Site layout showing all circulation patterns, pedestrian ways, existing and proposed structures, and all physical improvements		X			X	X	X	X	X	
2	Grading and utility plan to include as applicable: a. Existing and proposed contours at 1' intervals for grades more than 3% b. Elevations of existing and proposed structures c. Location and invert elevation of existing and proposed drainage structures d. Location of all streams, ponds, lakes, wetland areas e. Locations of existing and proposed utilities including depth of structures, locations of all utility structures and conduits					X	X	X	X	X	
3	Profiles of existing and proposed roadways including all utilities and Stormwater facilities						X	X	X	X	
4	Landscaping plan to include: a. Location of existing vegetation and clearing limits, including Tree Save Plan for major applications b. Proposed buffer areas and method of protection during construction c. Proposed landscaped areas d. Number, type and location of proposed plantings including street trees e. Details for method of planting, including optimum planting season					X	X	X	X	X	
5	Soil erosion and sediment control plan prepared in accordance with the standards for soil erosion and sediment control standards in New Jersey					X	X	X	X	X	
6	Lighting plan to include: a. Location and height of proposed fixtures b. Detail for construction of fixture c. Point by Point Luminance Plan					X	X	X	X	X	
7	Construction details for all improvements proposed.					X	X	X	X	X	
D. Supplementary Documents											
1	List of all federal, state, regional and/or municipal approvals or permits required		X	X	X	X	X	X	X	X	
2	Copies of any existing or proposed deed restrictions or covenants		X	X	X	X	X	X	X	X	
3	Freshwater wetlands Letter Of Interpretation, or Presence/Absence Determination for the project area				X	X	X	X	X	X	
4	Fiscal Impact Statement						X	X	X	X	
5	Traffic Impact Statement		X				X	X	X	X	
6	Disclosure statement (see N.J.S.A. 40:55D-48.1 et seq.)		X		X	X	X	X	X	X	
7	Statement from utility companies as to serviceability of site				X	X	X	X	X	X	
8	Stormwater management calculations prepared in accordance with applicable regulations						X	X	X	X	

