

LAND USE REGULATIONS

35 Attachment 8

Township of Upper Freehold

CHECKLIST

Form 3:

**DETAILS REQUIRED FOR PRELIMINARY MAJOR SUBDIVISION PLATS
AND PRELIMINARY MAJOR SITE PLANS**

**Note: See Subsection 35-804 of the Upper Freehold Township Land Use
Regulations for further details of submission requirements and procedures.**

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by The Land Development Ordinance
1				Application Form(s) and Checklist(s) (18 copies).
2				Application and Escrow Fees in accordance with Section 35-901.
3				Plats or Plans (18 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eights with the Title Block revealed in accordance with Subsection 35-804 B.
4				Protective Covenants, Easements and/or Deed Restrictions (18 copies attached to checklist).
5				Scale of 1" equals not more than 50' for both major subdivision plats and major site plans on one of the following four (4) standard sheet sizes (8 1/2" x 13", 15" x 21", 24" x 36" or 30" x 42"), each with a clear perimeter border at least 1" wide.
6				Key Map at 1" equals not more than 1,000'.
7				Title Block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including:
8				Name of the development, Township of Upper Freehold, Monmouth County, N.J., with each sheet specifically titled with appropriately descriptive words;
9				Name, title, address and telephone number of applicant;
10				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan.

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11				Name, title and address of the owner or owners of record;
12				Scale (written and graphic); and
13				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
14				North Arrow.
15				Certification that the applicant is the owner of the land or his/her properly authorized agent, or certification from the owner that he or she has given his/her consent under an option agreement.
16				If the applicant is a partnership or a corporation, the names and addresses of all partners, or the names and addresses of all stockholders owning ten percent (10%) or more of any class of stock of the corporation as required by N.J.S.A. 40:55D-48.1 et seq.
17				Approval signature and date lines for the Chairman and Secretary of the Board and the Township Engineer.
18				Acreage figures to the nearest tenth of an acre (both with and without areas within public rights-of-way) and a computation of the area of the tract to be disturbed.
19				The name(s) and block and lot number(s) of all property owners within two hundred feet (200') of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor.
20				Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot number(s) as provided by the Township Tax Assessor upon written request.
21				Tract boundary line (heavy solid line), any existing and proposed subdivision or property line(s) within the tract, and the existing and proposed number of lots.
22				Zoning district(s) affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development, and all zoning district(s) within two hundred feet (200') of the tract.

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23				The location of man-made and natural features such as bridges, wetlands, treed areas, high points, marshes and depressions, both within the tract and within one hundred feet (100') of its boundaries. A Letter Of Interpretation (LOI) from the New Jersey State Department Of Environmental Protection shall be submitted for all delineated wetlands.
24				The location and species of all existing individual trees or groups of trees having a caliper of six inches (6") or more measured three feet (3') above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development, indicating which trees are to remain and which are to be removed.
25				A Landscape Plan showing the proposed location of all proposed plantings, screening and buffering, a legend listing the botanical and common names, the sizes at the time of planting, a planting schedule, method of irrigation, the total quantity of each plant, and the location of each plant keyed to the plat or plan.
26				If the proposed lot(s) is (are) not served by a sanitary sewer, date of approval by the Township Board of Health of site evaluation tests, certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the test hole(s) and boring(s), soil logs, proposed location of the septic disposal areas, test results, soil types, percolation rates and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Township Board of Health Ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.
27				All existing and proposed water courses within the tract and within two hundred feet (200') of the tract shall be shown and be accompanied by the following information:

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28				When a stream is proposed for alteration, improvement or relocation or where a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the State Department of Environmental Protection, Division of Water Resources, shall accompany the submission;
29				Cross-sections of water courses and/or drainage swales at an approximate scale showing the extent of the flood plain, top of bank, normal water levels and bottom elevations at the locations required by the Township Engineer;
30				The location and extent of drainage and conservation easements and stream encroachment lines; and
31				The location, size, direction of flow and the type of proposed surface water management provisions to reasonably reduce and minimize exposure to flood damage.
32				Existing and proposed contours as required by Ordinance.
33				Proposals for Soil Erosion and Sediment Control as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Monmouth County Soil Conservation District.
34				Locations of all existing structures and their uses, both within the tract and within one hundred feet (100') of its boundary, showing existing and proposed front, rear and side yard setback distances and an indication of whether the existing structures and uses will be retained or removed.
35				Size, height and location of all proposed buildings (including grades), structures, signs and fences, including details for any signs, fences and trash enclosures.
36				All dimensions necessary to confirm conformity to the Ordinance such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards and building and lot coverages. All tract and lot sizes shall be expressed in acres and square feet and shall include bearings and distances.

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37				The proposed location, height, direction of illumination, power and type of proposed outdoor lighting, including details of lighting poles, luminaries and the hours and time of lighting.
38				Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract, and existing lot lines to be eliminated.
39				The location and design of any off-street parking or loading area, showing size and location of bays, aisles and barriers, curbing and paving specifications.
40				All means of vehicular access and egress to and from the site onto public streets, showing the size and the location of driveways, sidewalks, fire lanes and curb cuts, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, sight triangle easements, additional width and other proposed devices necessary to prevent a difficult traffic situation.
41				The application shall include plans and computations for any storm drainage system, including the following as may be required by the Township Engineer:
42				All existing or proposed storm sewer lines within or adjacent to the tract showing profile, size and slope of the lines, direction of flow and the location of each catch basin, inlet, underground field drain, manhole, culvert, headwall and utility lines including pipe size and grades;
43				The location and extent of any proposed ground water recharge basins, detention basins or other water or soil conservation or drainage devices, with cross-sections every fifty feet (50') at right angles to the long access of the basin, each extending seventy-five feet (75') beyond the top of the rim of the basin on each side;
44				A drainage area map drawn to scale (minimum scale 1" = 100') showing the contributing area to each inlet or cross drain;

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45				A weighted run-off coefficient for each drainage area shall be determined for use in the computations; and
46				A report by the design engineer containing the criteria used, alternates considered, reasons for selection and design calculations.
47				The location and size of existing structures such as valves, hydrants, utility structures, gas transmission lines and high tension power lines on the tract and within two hundred feet (200') of its boundaries.
48				Plans, profiles and details of proposed improvements and utility layouts and feasible connections to gas, telephone and electrical utility systems.
49				Plans, typical cross sections and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract including street names as required by Ordinance.
50				Any protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plat or plan.
51				The names, location and width of all existing and proposed easements and rights-of-way, the use(s) for which they are intended to be limited, the manner in which the easements will be controlled, and to whom they are granted.
52				The proposed permanent monuments shall be shown in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
53				Certification from the Township Tax Collector that all taxes and assessments are paid to date, and certification from the Chief Financial Officer that all prior escrow fees have been posted.
54				An Environmental Impact Statement if required in accordance with Subsection 35-804 C. of this chapter.
55				A Traffic Impact Statement if required in accordance with Subsection 35-804 D. of this chapter.
56				A disclosure statement indicating adjacent land uses and a "Right To Farm" statement in accordance with Section 35-607 of this chapter.

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57				Evidence of the submission of the application(s) for other agency approvals having jurisdiction over the application and/or required by the Township Engineer.
58				Concerning site plans only, the proposed use and operations of the buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation open to public use.
59				Concerning major site plans only, detailed floor plans and signed and sealed, scaled architectural elevations as required by this chapter.
60				Whenever a stream, creek or other body of water borders or passes through a land area which is the subject of an application for development, the applicant shall so notify the Monmouth County Board of Recreation Commissioners, with copies of the proposed plans and/or plats, and shall provide evidence to the reviewing agency that such notice was duly provided. (Ord. No. 34-97 Details for Minor Subdivision Plats; etc; Ord. No. 61-2000 § 2)

NOTE: The Board reserves the right to require additional information before granting minor approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information may include, but not be limited to, an Environmental Impact Statement and/or Traffic Impact Statement, provided, however, that no application shall be declared incomplete for the lack of such additional information.

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECKLIST.

DATE.