

LAND DEVELOPMENT

276 Attachment 3

City of North Wildwood

Checklist

**Details Required for Preliminary Major Subdivision
Plats and Preliminary Major Site Plans
[Amended 8-4-2009 by Ord. No. 1565]**

Note: See § 276-65 of the North Wildwood City Land Development Ordinance for further details of submission requirements and procedures.

- _____ Application form (15 copies)
- _____ Plats or plans (15 copies) signed and sealed by a New Jersey Professional Engineer and folded into eighths with title block revealed plus an additional copy of all plats and plans in portable document format (“pdf”) on a CD-Rom.
- _____ Protective covenants or deed restrictions (14 copies).
- _____ Scale of not less than 1" = 100', one of four of the following standard sheet sizes (8 ½" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
- _____ Key map at less than 1" = 1,000'.
- _____ Title block:
 - _____ Name of subdivision or development, City of North Wildwood, Cape May County;
 - _____ Name, title, address and telephone number of subdivider or developer;
 - _____ Name, title, address and license number of the professional or professionals who prepared the plot or plan;
 - _____ Name, title and address of the owner or owners of record;
- _____ Scale (written and graphic); and,
- _____ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- _____ North arrow.
- _____ Certification of ownership or authorization to file application.
- _____ Approval signature lines.

NORTH WILDWOOD CODE

- _____ Acreage to the nearest 10th of an acre and a computation of the area of the tract to be disturbed.
- _____ The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the City Tax Collector.
- _____ 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 City Tax Map and proposed block and lot numbers as provided by the City Tax Collector upon written request.
- _____ Tract boundary line (heavy solid line).
- _____ Zoning districts, including district names and requirements.
- _____ The location of natural features such as wetlands and treed areas, both within the tract and within 100 feet of its boundaries.
- _____ The proposed location of all, proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planting, the total quantity of each plant, and the location of each plant keyed to the plan or plat.
- _____ Existing and proposed watercourses with required information:
 - _____ When a stream is proposed for alteration, improvement or relocation or when 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;
 - _____ Cross sections of watercourses and/or drainage swales at an appropriate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at locations required by the City Engineer;
 - _____ The location and extent of drainage and conservation easements;
 - _____ The location and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.
- _____ Existing and proposed contours as required by this ordinance.
- _____ Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.
- _____ Locations of all existing structures as required by this ordinance.
- _____ Size, height and location of all proposed buildings, structures, signs and lighting facilities.

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- _____ All dimensions necessary to confirm conformity to the ordinance requirements.
- _____ The proposed location, direction of illumination, power and type of proposed outdoor lighting including details and luminaries.
- _____ The proposed screening, buffering and landscaping plan, with the information required by this ordinance.
- _____ The location and design of any off-street parking area, showing size and location of bays, aisles and barriers.
- _____ All means of vehicular access or egress to and from the site onto public streets, with the information required by this ordinance.
- _____ Plans and computations for any storm drainage systems as required by the City Engineer.
- _____ The location of existing utility structures on the tract and within 200 feet of its boundaries.
- _____ Plans of proposed improvements and utility layouts as required by ordinance; and required letters from appropriate state and county agencies granting approval for the extension of utility service(s).
- _____ Plans, typical cross sections and construction details, horizontal and vertical alignment of the center line of all proposed streets and of existing streets abutting the tract as required by this ordinance.
- _____ A copy of any protective covenants or deed restrictions applying to the land being developed or an indication of them on the submitted plat or plan.
- _____ The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.
- _____ Proposed permanent monuments.
- _____ Concerning major site plans only, 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.
- _____ A statement from the City Tax Collector that all taxes and assessments are paid to date, or that adequate provision for their payments has been made, in a matter satisfactory to the municipality, evidence of which shall be submitted at the time of the hearing by the applicant.

NORTH WILDWOOD CODE

_____ When a tidal watercourse or wetlands are proposed for alteration, development, improvement, or relocation, provide the status of review by the State Department of Environmental Protection, Division of Coastal Resources.

_____ The status of review or exemption by the State Department of Environmental Protection, Division of Coastal Resources, for compliance with the Coastal Area Facility Review Act (CAFRA), N.J.S.A. 13:19-1 et seq.

_____ Provisions for the collection and storage of recyclable materials.

_____ In the case of any subdivision or site plan submission of a planned development, all of the required information for all of the properties comprising the planned development.

_____ Concerning major site plans for the development, conversion, expansion or use of condominiums only, a detailed floor plan of the entire structure on a 24" x 36" Mylar transparency.

_____ The Board reserves the right to require additional information before granting preliminary 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 shall include, but not be limited to, drainage calculations and traffic analyses, provided however, that no application shall be declared incomplete for the lack of such additional information.

_____ Recent survey of the property.

Signature and title of person who prepared checklist

Date