

ZONING

94 Attachment 5

Borough of Merchantville

Exhibit B
Joint Land Use Board Checklist
[Added 2-25-2019 by Ord. No. 19-10]

SECTION III - CHECKLIST											
#	Submission Item No. and Description	Minor		Major Preliminary		Major Final		Variance		Waiver Requested	Item Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division	Use	Bulk		
1	Original and two (2) copies of Completed Application.	X	X	X	X	X	X	X	X		
2	Proof of Payment of Fees & Escrow. Original, completed Escrow Agreement.	X	X	X	X	X	X	X	X		
3	Original and two (2) copies of Completed Checklists, double sided.	X	X	X	X	X	X	X	X		
4	Certification of Payment of Taxes from Clerk or Tax Collector	X	X	X	X	X	X	X	X		
5	Proposed Notice of Public Hearing	X		X	X			X	X		
6	Summary. A written description of the proposed uses and operation of the site/structure, including, but not limited to: the number and type of employees/personnel, the proposed number of tables/seats, the proposed number of shifts worked, the maximum number of employees/personnel on each shift, the hours of operation, expected times and days of deliveries, expected truck traffic, noise, glare, radiation, heat, odor, safety hazards, air and water pollution, vibrations, any proposed outside activities, any exterior changes.	X		X		X		X	X		
7	3 sets of color photographs of subject site. Additional copies may be required once deemed complete.	X	X	X	X	X	X	X	X		
8	Architectural Plans. Proposed structures, i.e., size, height, location, and arrangement. It shall include an architect's scaled elevation of the front, side and rear of any structure to be modified, with building lighting and attached signage.	X		X		X		X	X		
9	Floor Plans if multiple dwelling units proposed, or if more than one use is proposed that have different parking standards.	X		X	X	X		X	X		
10	Proposed signs, including the location, size, height, width, sign text and design details, and proposed materials. For commercial signs, measurement of building width of each street frontage is required. For freestanding signs, a Sign Location Plan showing sight triangles.	X		X		X		X	X		
11	Outside Approvals. List and provide application permits of regulatory agencies (NJDOT, NJDEP, CCSC, etc.).	X	X	X	X	X	X	X	X		
12	Three (3) copies of 24 x 36 or 30 x 42 Development Plans, prepared to scale based on deed description, survey, or similarly reasonable accurate data. Twelve (12) copies will be required once deemed complete.	X	X	X	X	X	X				
13	Three (3) copies of Half-Size plans of item 12, no smaller than 11" x 17". Twelve (12) copies will be required once deemed complete. *For residential applications, plans can be 8.5" x 11."	X	X	X	X	X	X	X	X*		

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14	Title: Title indicating Type of Requested Approval. For example "Minor Site Plan for [name of development]."	X	X	X	X	X	X		X		
15	Key Map. If more than one sheet is required to show the entire development, a separate composite map shall be drawn showing the entire development on the sheets of which various sections are shown, and each detail sheet shall include a key map showing its relationship.			X	X	X	X				
16	Survey. Three (3) copies of a survey by a licensed NJ Land Surveyor (PLS), certified on a date within six (6) months of the date of submission.	X	X	X	X	X	X		X		
17	Title Block containing block and lot number for the tract and the name of the Borough.	X	X	X	X	X	X		X		
18	North Arrow.	X	X	X	X	X	X		X		
19	Name & Address of Applicant and owner.	X	X	X	X	X	X		X		
20	Preparer. Name & address, telephone number, email, website, and signature and seal of the Plan preparer.	X	X	X	X	X	X		X		
21	Scale not less than 1"= 30' with graphic and written scales shown.	X	X	X	X	X	X		X		
22	Date of original drawing with subsequent revision dates.	X	X	X	X	X	X		X		
23	Area Map with north arrow showing the entire development and its relation to surrounding areas at a scale of not less than 1' = 2,000'.	X	X	X	X	X	X				
24	The names, addresses, block and lot numbers of all surrounding properties within 200' of the development.	X	X	X	X						
25	Locations of all existing structures and their uses within 200' of the tract. *For residential bulk variance applications, an aerial photo may be submitted instead. The Applicant shall identify the shortest distance between any proposed structure and structures on an adjacent affected property.	X		X	X			X	X*		
26	Zoning district of subject property, adjoining Properties, and all property within a 200' the property.	X	X	X	X						
27	Zoning Schedule showing required, existing, and proposed lot & yard requirements for relevant zone(s) including, area, frontage, depth, setbacks, height etc.	X	X	X	X	X	X		X		
28	Existing and proposed building coverage in square feet and as a percentage of lot area.	X	X	X			X		X		
29	Open Space. Existing and proposed open space in acres of square feet and as a percentage of lot area.	X		X		X					

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		Site Plan	Sub- division	Site Plan	Sub- division	Site Plan	Sub- division	Use	Bulk		
30	Proposed parking lot layout with driveway aisle widths and dimensions; parking spaces with size, number, location, and ADA spaces; loading areas; fire lane, curbs; radii of curb line, ADA ramps, signage, striping, etc. Construction details for same.	X	X	X	X	X	X		X		
31	Easements & ROW. Name, width, and location of existing and proposed easements, right-of-ways, deed restrictions or covenants with reference source. The plans should note if none exist.	X	X	X	X	X	X		X		
32	Monuments. Location and descriptions of all existing or proposed boundary control monuments and pipes.		X		X		X				
33	Area of original tract to the nearest one hundredth of an acre.	X	X	X	X	X	X				
34	Existing lot lines to be eliminated.		X		X						
35	Number of lots being eliminated.		X		X						
36	Area of each proposed lot correct to one-hundredth of an acre.		X				X				
37	Each block and each lot shall be numbered, as approved by the Tax Assessor		X				X				
38	Existing Structures & Uses on the tract to include the shortest distance between any existing building and proposed or existing lot line, and as identification of those to be removed.	X	X	X	X	X			X		
39	Setbacks. All side, rear, and front setback lines with dimensions.	X	X	X	X	X	X		X		
40	Phasing Plan of staging of overall development.			X		X					
41	Signatures, Appropriate places for the signature of the Chair, Secretary, and various Professionals of the subject board, the dates of official Board actions, dates of signatures.	X	X			X	X				
42	Existing and proposed elevations and contour lines over the entire area of the proposed development and two (2) permanent bench marks based upon U.S.G.S. datum. Contours shall be shown at not more than two (2) foot intervals for areas with less than twenty (20%) percent slope, five (5) foot intervals for areas in excess of twenty (20%) percent slope.	X	X	X	X	X	X				
43	Locations and dimensions of artificial and/or natural features such as railroad rights-of-way, bridges, dams, soil types, wooded areas, etc.	X	X	X		X					
44	Existing Tree Location. Locations, species, and size of trees eight (8') inches or more at breast height diameter.	X	X	X		X					
45	Locations of all existing and proposed water courses (i.e. lakes, Streams, ponds, swamps or marsh areas, or under drain) within 500 feet of the development. Show the location and water level elevations.	X	X	X	X	X					
46	Flood Plain limits as determined by most recent FEMA FIRM maps and onsite evaluations by a licensed professional engineer.	X	X	X	X						
47	Freshwater Wetlands & transition area boundaries, and stream buffer with NJDEP or accepted reference.	X	X	X	X	X	X				
48	Landscaping Plan showing number, size, species and location, installation details. *The Board may require a landscape plan for required landscape buffers.	X	X	X	X	X		*	*		

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49	Soil Borings. Test boring, percolation rates and water levels shall be obtained by a licensed engineer.	X	X	X	X						
50	Utilities, Plans and profiles for all storm lines, under drains, ditches, and basins whether onsite or off-tract, affected by the development including construction details:	X	X	X	X	X	X				
A	Location of each inlet, manhole or other appurtenance.	X	X	X	X	X	X				
B	Slope of line.	X	X	X	X	X	X				
C	Pipe material type.	X	X	X	X	X	X				
D	Strength, class or thickness.	X	X	X	X	X	X				
E	Erosion control and soil stabilization methods.	X	X	X	X	X	X				
51	Existing Features. Names, locations and dimensions of all existing streets and existing driveways, and any connections by the development to existing streets, sidewalks, bike routes, water, sewer, or gas mains within 200'.	X	X	X	X	X	X				
52	Streets and Sidewalks. Plans for all proposed streets, public r.o.w. improvements, whether onsite or off-tract showing:			X	X	X	X				
A	Acceleration / deceleration lanes			X	X	X	X				
B	Traffic channelization.			X							
C	Fire lanes.	X		X		X					
D	Curbs.	X		X	X	X	X				
E	Radii of curb line.	X		X	X	X	X				
F	ADA ramps, signage, striping, etc.	X		X	X	X	X				
G	Sidewalks and bicycle routes.	X		X	X	X	X				
H	Vehicles, Persons, etc.	X		X		X					
I	Directional and traffic signs with scaled drawings.	X		X		X					
J	Sight triangle easements at intersections and driveways.			X	X	X	X				
K	Location of street names and signs.			X	X	X	X				
L	Traffic control devices.			X	X	X	X				
M	Street lights.			X	X	X	X				
N	Fencing, railroad ties, bollards, and parking bumpers.	X		X		X					
O	Cross sections.			X	X	X	X				
P	Center line profiles at horizontal scale not less than 1"-30 for all existing adjoining streets and proposed streets.										

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		Site Plan	Sub- division	Site Plan	Sub- division	Site Plan	Sub- division	Use	Bulk		
Q	Standard details for curbing, sidewalks, bike paths, paving, driveways, stone or graveled surfaces, bollards, railroad ties and fences.	X	X	X	X	X	X				
53	Lighting Plan showing photometric patterns, isolux, footcandles, etc.	X		X		X					
54	Sewer & Water. Plans and profiles of water, and sewer layouts whether onsite, off-tract showing:		X	X	X	X	X				
A	Size and types of pipes and mains.	X	X	X	X	X	X				
B	Slope.	X	X	X	X	X	X				
C	Pumping stations.	X	X	X	X	X	X				
D	Fire Hydrants.	X	X	X	X	X	X				
E	Standard details.	X	X	X	X	X	X				
F	Trench repair details for street crossings.	X	X	X	X	X	X				
G	If service is to be provided by an existing water or sewer utility company, a letter from that company shall be submitted, indicating, that service shall be available before occupancy of any proposed structures.	X	X	X	X	X	X				
55	Soil Erosion & Sediment Control Plan, per County Soil Conservation District	X	X	X	X						
56	Three (3) copies of Traffic Impact Study.	X		X	X			X			
57	Three (3) copies of Preliminary Assessment (PA) and/or Phase I Environmental Assessment Report. If PA or Phase I Report indicates additional studies are recommended, all additional environmental reports for the site shall be supplied. *Also required for use variance applications, where contamination is suspected based on historical usage of the site or environs.	X		X	X						
58	Three (3) copies of Drainage Calculations Report, showing proposed drainage facilities in accordance with the appropriate drainage runoff requirements. Calculations must be accompanied by pre- and post- development drainage shed maps, and soil types as shown by Soil Conservation Survey Map.	X		X	X						
59	Three (3) copies of Stormwater Management Report.	X		X	X						
60	Three (3) copies of Basin Maintenance Manual.	X		X	X						
61	Three (3) copies of any additional reports.	X	X	X	X						
62	One (1) digital pdf copy of ALL items submitted.	X	X	X	X	X	X	X	X		