

LAND DEVELOPMENT

500 Attachment 1

Township of Gloucester

Submission Checklist (§ 500-817)

Applicant Name: _____ Block: _____ Lot: _____

Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
	Site Plan	Subdivision	Site Plan	Subdivision	Site Plan	Subdivision			
1. The required application forms supplied by the administrative officer.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
2. The application and escrow fees, along with a signed escrow agreement.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
3. Seven copies of the checklist.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
4. Four copies of the drainage calculations and engineer's report.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
5. Four copies of the environmental impact report (see § 500-816).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
6. Four copies of the soil erosion and sediment control plan.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
7. Four copies of the traffic impact report (see § 500-815).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
8. Four copies of the recycling report.	X		X	X				<input type="checkbox"/>	<input type="checkbox"/>
9. No application for development shall be considered complete until the applicant has calculated and delineated the area of wetlands based upon the methodology established by the New Jersey Department of Environmental Protection regulations (see § 500-519).	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
10. Four copies of any additional reports.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
11. Twelve copies of the development plan including.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
12. Clearly and legibly drawn plan in accordance with § 500-802K	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Plan titled appropriately as follows:									
13.[a] "Minor Site Plan for (Name of Development)"	X							<input type="checkbox"/>	<input type="checkbox"/>
14.[b] "Minor Subdivision Plat for (Name Development)"		X						<input type="checkbox"/>	<input type="checkbox"/>
15.[c] "Preliminary Site Plan for (Name of Development)"			X					<input type="checkbox"/>	<input type="checkbox"/>

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16.[d] "Preliminary Plat for (Name of Development)"				X				<input type="checkbox"/>	<input type="checkbox"/>
17.[e] "Final Site Plan for (Name of Development)"					X			<input type="checkbox"/>	<input type="checkbox"/>
18.[f] "Final Subdivision Plat for (Name of Development)"						X		<input type="checkbox"/>	<input type="checkbox"/>
19. Plats shall be presented on sheets of one of the following dimensions: 30"x48", 30"x42", 24"x36", 15"x21" or 8 1/2"x13".	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
20. 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 relation to the whole tract.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
21. The plan shall consist of as many separate maps as are necessary to properly evaluate the development and the proposed work.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
22. A boundary survey by a licensed New Jersey Land Surveyor, certified on a date within six months of the date of submission.		X				X		<input type="checkbox"/>	<input type="checkbox"/>
23. Title block containing block and lot number for the tract and the name of the Township.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
24. Name and address of the applicant and the owner, and signed consent of latter, if different from applicant.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
25. Name, address, telephone number, signature and seal of the plat preparer.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
26. Space for application number.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
27. North arrow.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
28. Scale not less than one inch equals 50 feet with graphic and written scales shown.		X					X	<input type="checkbox"/>	<input type="checkbox"/>
29. Scale not less than one inch equals 100 feet with graphic and written scales shown.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
30. Date of original drawing.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
31. Area for the date and substances for each revision.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
32. A key map with North arrow showing the entire development and its relation to surrounding areas at a scale of not less than one inch equals 2,000 feet.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
33. The names, addresses, block and lot numbers of all property owners within 200 feet of the development.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>

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34. Locations of all existing structures and their uses within 200 feet of the tract.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
35. Zones in which property in question falls, zones of adjoining properties and all property within a 200-foot radius of the property in question.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
36. Existing and proposed building coverage in square feet and as a percentage of lot area.	X	X	X			X		<input type="checkbox"/>	<input type="checkbox"/>
37. Existing and proposed lot coverage in acres of square feet and as a percentage of lot area.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
38. Area of original tract to the nearest one hundredth of an acre.	X	X		X				<input type="checkbox"/>	<input type="checkbox"/>
39. Proposed structures and uses on the tract, i.e., size, height, location, arrangement, an architect's scaled elevation of the front, side and rear of any structure to be modified, with building lighting details and attached signs.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
40. A written description of the proposed use(s) and operation(s) of the building(s), i.e., the number of employee or users of nonresidential buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, expected truck and tractor trailer traffic, emission of noise, glare, radiation, heat, odor, safety hazards, air and water pollution.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
41. Expansion plans incorporated into the building design.			X		X			<input type="checkbox"/>	<input type="checkbox"/>
42. Floor plans where multiple dwelling units or more than one use is proposed that have different parking standards.	X		X			X	X	<input type="checkbox"/>	<input type="checkbox"/>
43. Existing signs including the location, size and height.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
44. Proposed signs including the location, size, height and scaled elevations of the front, side, and rear of any side directed or modified including sign lighting details.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
45. Existing lot lines to be eliminated.		X		X				<input type="checkbox"/>	<input type="checkbox"/>
46. Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>

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47. The names, locations, right-of-way widths and purposes of existing and proposed easements and other rights-of-way in the subdivision.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
48. The location and descriptions of all existing or proposed boundary control monuments and pipes.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
49. Number of lots being created.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
50. Each block and each lot within each block shall be numbered as approved by the Tax Assessor.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
51. Area of each proposed lot correct to one-tenth of an acre.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
52. Existing structures and uses on the tract to include the shortest distance between any existing building and proposed or existing lot line, and an indication of those to be removed.	X	X	X	X	X			<input type="checkbox"/>	<input type="checkbox"/>
53. All side, rear, and front setback lines with dimensions.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
54. The site in relation to all remaining contiguous lands in the applicant's or owner's ownership.	X	X	X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
55. Appropriate places for the signature of the Chairperson and Secretary of the approving authority, the dates of the official approving authority actions, and dates of signatures.	X	X				X		<input type="checkbox"/>	<input type="checkbox"/>
56. Existing elevations and contour lines over the entire area of the proposed development and two permanent bench marks based upon U.S.G.S. datum.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
57. Contours shall be shown at not more than two-foot intervals for areas with less than 20% slope, five-foot intervals for areas in excess of 20% slope.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
58. Proposed grades in sufficient numbers to illustrate the proposed grading scheme.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
59. Locations and dimensions of man made and/or natural features such as railroad rights-of-way, bridges, dams, soil types, wooded areas, individual tree in excess of 10 inches D.B.H. outside of wooded areas and rock outcrops.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
60. Locations of all existing and proposed watercourses, i.e., lakes, streams, ponds, swamps or marsh areas, or underdrain.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>

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61. Floodplain limits as determined by the Master Plan and onsite evaluations by a licensed professional engineer.	X	X	X		X	X		<input type="checkbox"/>	<input type="checkbox"/>
62. When a running stream is proposed for alterations, improvements or relocation, or when a structure or fill is proposed over, under, in or alongside a running stream, evidence of result of pre-application with a New Jersey Division of Water Resources or such agency having jurisdiction shall accompany the application.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
63. The total upstream acreage in the drainage basin of any watercourse running through or adjacent to a development including the distance and average slope upstream to the basin ridge line, where applicable.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
64. The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage of that portion of the development which drains to the structure, including the distance and average slope downstream to the structure and final disposition of the surface waters.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
65. For all existing or proposed lakes or ponds on or within 500 feet of the development, show the location and water level elevations.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
66. For any storm drainage system, show the computations and any connection by the development to the existing storm drainage system.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Plans and profiles for all storm lines, underdrains and ditches whether onsite, offsite, or off-tract, affected by the development including:									
67.[a] Location of each inlet, manhole or other appurtenance.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
68.[b] Slope of line.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
69.[c] Pipe material type.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
70.[d] Strength, class or thickness.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
71.[e] Erosion control and soil stabilization methods.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
72. Show evidence that plan meets with ordinance requirements for septic systems.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>

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73. For any proposed dry walls, groundwater, recharge basins detention or retention basins, flood control devices, sedimentation basins, and/or other water control devices. Show the location, construction details, erosion control and soil stabilization methods.			X		X			<input type="checkbox"/>	<input type="checkbox"/>
74. Within a distance of 200 feet of the development show the 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.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Plans for all proposed streets or road improvements, whether onsite or off-tract, showing:									
75.[a] Acceleration/deceleration lanes.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
76.[b] Traffic channelization.			X					<input type="checkbox"/>	<input type="checkbox"/>
77.[c] Fire lanes.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
78.[d] Driveway aisles with dimensions.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
79.[e] Parking spaces with size, number, location and handicapped spaces.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
80.[f] Loading areas and number thereof.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
81.[g] Curbs.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
82.[h] Ramps for the handicapped.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
83.[i] Sidewalks and bike routes.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
84.[j] Any related facility for the movement and storage of goods, vehicles and persons.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
85.[k] Directional signs with scaled drawings.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
86.[l] Sight triangle easements at intersections.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
87.[m] Radii of curbline.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
88.[n] Location of street names and signs.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
89.[o] Traffic control devices.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
90.[p] Streetlights.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
91.[q] Site lighting in accordance with Article V of the Land Development Ordinance (i.e., photometric patterns and construction details).	X		X					<input type="checkbox"/>	<input type="checkbox"/>
92.[r] Fencing, railroad ties, bollards and parking bumpers.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
93.[s] Any expansion plans for the proposed use shall show feasible parking and loading expansion plans to accompany building expansion.	X		X					<input type="checkbox"/>	<input type="checkbox"/>
94.[t] Cross sections.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>

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95.[u] Proposed grades	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
96.[v] Center line profiles at horizontal scale not less than one inch equals 50 feet for all existing adjoining streets and proposed streets.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
97.[w] Standard details for curbing, sidewalks, bike paths, paving, stoned or graveled surfaces, bollards, railroad ties and fences.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Plans and profiles of water, and sewer layouts whether onsite, offsite or off-tract showing:									
98.[a] Size and types of pipes and mains.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
99.[b] Slope.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
100.[c] Pumping stations.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
101.[d] Fire hydrants.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
102.[e] Standard details.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
103.[f] Trench repair details for street crossings.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
104. For any storm drainage system, show the computations and any connection by the development to the existing storm drainage system.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
105. If private utilities are proposed, they shall fully comply fully with all township, county, and state regulations.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
106. 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		<input type="checkbox"/>	<input type="checkbox"/>
107. When on-lot water or sewerage disposal, the concept for such systems shall be reviewed by the appropriate township, county and state agencies.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
108. Environmental Constraints Map (See § 500-519).			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
109. Landscaping, recreation, and areas of public use.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>

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Special Checklist Items for Redevelopment Districts Only									
110. A memorandum of agreement from the Redevelopment Authority describing the preliminary terms of a redevelopers agreement, which may include a project description, uses, densities, aspects related to site architecture, engineering, planning, funding, schedules and any other miscellaneous provisions.	X	X	X	X	X	X	X	N/A	<input type="checkbox"/>
111. Architectural renderings in color, along with complete elevations of all new, altered or remodeled structures that are to be located in a redevelopment zone must be submitted at the time that the application is submitted. This requirement applies to all site plan waiver applications, all site plan applications, all subdivision applications and all general development applications.	X	X	X	X	X	X	X	N/A	<input type="checkbox"/>
112. A professional prepared written narrative based upon the respective redevelopment plan outlining and explaining how the proposed project will comply with and conform to the redevelopment plan.	X	X	X	X	X	X	X	N/A	<input type="checkbox"/>

X=Required submission item

Note: General development plans submitted pursuant to § 500-804B shall conform to the submission requirements as listed in § 500-804E.