

LAND DEVELOPMENT

135 Attachment 1

Borough of Haddonfield

EXHIBIT 1

REQUIRED SUBMISSION DOCUMENTS

[Amended 12-10-2013 by Ord. No. 2013-10; 9-23-2014 by Ord. No. 2014-17]

Key:

- PA-Preliminary application
- CP-Conceptual plan
- SD-Subdivision
- SP-Site plan
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- * Denotes item required for application

Item No.	Item	Minor Application			Major Application			
		PA CP	SD	SP	SD PR	SD FI	SP PR	S FI
1.	Application form	*	*	*	*	*	*	*
2.	Affidavit of ownership or consent of owner	*	*	*	*	*	*	
3.	Variance application form, if necessary		*	*	*		*	
4.	List of required regulatory approvals		*	*	*		*	
5.	List of requested or obtained design waivers		*	*	*	*	*	*
6.	Application and escrow fees		*	*	*	*	*	*
7.	Proof that taxes, water, sewer, assessments, and site plan fees are paid	*	*	*	*	*	*	*
8.	Name and address of property and applicant	*	*	*	*	*	*	*
9.	Names and addresses of all property owners within 200 feet of the subject property	*	*	*	*	*	*	
10.	Name, signature, seal and license number of engineer, land surveyor, architect, professional, planner, and/or landscape architect, as appropriate	*	*	*	*	*	*	*
11.	Title block denoting type of application, Tax Map sheet, county, municipality, block, lot, and street address	*	*	*	*	*	*	*

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12.	Key map not less than one inch equals 1,000 feet showing location of subject property relative to surrounding streets, municipal boundaries, features on Official Map and zoning district boundaries within 500 feet	*	*	*	*	*	*	*
13.	Schedule of all required and proposed zone requirements for lot area, yards, frontage, impervious coverage, buffering, etc.		*	*	*	*	*	*
14.	North arrow to top of sheet, scale and graphic scale	*	*	*	*	*	*	*
15.	Signature block for Board Chair, Secretary, Engineer, and Borough Clerk		*	*	*	*	*	*
16.	Certification block as required by Map Filing Law		*		*	*		
17.	Monumentation as required by Map Filing Law	*			*			
18.	Date of property survey	*	*	*	*	*	*	
19.	One of four standardized sheets as required by Map Filing Law: 30 inches by 42 inches 24 inches by 36 inches 15 inches by 21 inches 8.5 inches by 13 inches		*		*	*		

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20.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all center lines and rights-of-way, and center-line curves on streets		*	*		*		*
21.	Acreage of subject property to the nearest tenth in square feet		*	*	*	*	*	*
22.	Date of original and all revisions	*	*	*	*	*	*	*
23.	Size and location of existing or proposed structures on site and their dimensioned setbacks along with size and location of existing buildings within 200 feet	*	*	*	*	*	*	*
24.	Location and dimensions of any existing or proposed streets	*	*	*	*	*	*	*
25.	All existing and proposed lot lines, area of lots in square feet and setback lines	*	*	*	*	*	*	*
26.	Copy of and plan delineation of any existing or proposed deed restrictions or covenants	*	*	*	*	*	*	*

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27.	Any existing or proposed easements on land reserved or dedicated for public use	*	*	*	*	*	*	*
28.	Plan delineation of any proposed development phasing			*	*	*	*	
29.	Lot lines, block and lot numbers, and property owners within 200 feet of subject property in correct reference to subject	*	*	*	*	*	*	*
30.	All existing streets, rights-of-way, and easements on the subject property and within 200 feet	*	*	*	*	*	*	*
31.	All watercourses, floodplains, wetlands, wooded areas, or other natural features on the subject property and within 200 feet of any existing or proposed streets	*	*	*	*	*	*	*
32.	Nature, extent, and boundary limits of wooded areas, dripline of all trees with four-inch DBH and other significant features on the subject property	*	*	*	*	*	*	*
33.	Topographical features of subject property from USGS 7.5-minute maps	*	*					

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34.	Existing and proposed contours at one-foot intervals on subject property and within 200 feet	*			*	*	*	*
35.	Grading plan			*	*	*	*	*
36.	Existing drainage system on site and within 200 feet, including any larger tract on which the property is a part along with a drainage divide map				*	*	*	*
37.	Drainage calculations		*	*	*	*	*	*
38.	Location and design of proposed stormwater systems	*		*	*	*	*	*
39.	Existing and proposed utilities, with details for sanitary sewer, water, telephone, cable TV, and electric on site and within 200 feet				*	*	*	*
40.	Percolation tests for existing and proposed septic disposal areas		*	*	*	*	*	*
41.	Proposed septic system plan		*	*	*	*	*	*
42.	Soil borings to determine suitability to support construction				*	*	*	*
43.	Soil erosions and sediment control plan			*	*	*	*	*

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44.	Spot and finished elevations at all property corners, corners of all structures and existing or proposed first floor elevations				*	*	*	*
45.	Road paving and sidewalk cross-sections and profiles				*	*	*	*
46.	Construction details as required by ordinance		*	*	*	*	*	
47.	Proposed street names				*	*	*	*
48.	New block and lot numbers confirmed by Tax Assessor		*			*		
49.	Landscape and buffer plans showing existing and proposed landscaping, fences, landscaping to be removed, common and botanical names, and maintenance program			*	*	*	*	*
50.	Lighting plan and details including the location, height and type of standards, radius of light and intensity in footcandles			*	*	*	*	*
51.	Solid waste storage and disposal plan		*			*	*	
52.	Site identification signs, traffic control signs and directional signs, including their location, lighting, dimensions and details		*	*	*	*	*	

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53.	Sight triangles	*	*	*	*	*	*	*
54.	Traffic study				*	*	*	*
55.	Vehicular and pedestrian circulation patterns	*		*	*	*	*	*
56.	Parking plan indicating loading/unloading areas, parking spaces, size and type, aisle width, internal collectors, curb cuts, drives and driveways, and all ingress and egress areas with dimensions including compliance with barrier-free codes		*	*	*	*	*	
57.	Preliminary architectural floor plans and elevations (all sides)			*			*	*
58.	Building elevations along each street abutting the property showing all proposed and existing improvements on the subject property and all properties within 100 feet of street frontage on each side of the property						*	*
59.	Statement addressing the standards of conditional uses	*					*	*

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60.	Letter on behalf of the Board of Commissioners accepting maintenance guarantees				*		*	
61.	Affidavit that final plat is exactly the same as the approved preliminary plat. Any change shall be set forth in the affidavit as exceptions.					*		
62.	Borough Engineer's certification relative to improvements					*		*
63.	Green Development Practices Checklist			*	*		*	
64.	Copy of approval or waiver from Shade Tree Commission		*	*		*		*