

**CHECK LIST OF REQUIRED ITEMS
"C" AND "D" APPLICATIONS
INTERPRETATIONS AND APPEALS**

**APPLICATIONS FOR MAJOR/MINOR SITE PLAN OR SUBDIVISION MUST REFER TO THE
SITE PLAN/SUBDIVISION CHECKLIST -52 ITEMS. 20 Total (original and 19 copies).**

All checked items are required: please complete and submit to Board Secretary:

- ✓ **Completed Application Form, 20 Total** (original and 19 copies), including:
 - ✓ the written proposal;
 - ✓ list of variances being requested;
 - ✓ property information;
 - ✓ applicant and owner information;
 - ✓ statement or legal brief which clarifies why the variance should be granted and the specific reasons or hardship that pertain to the proposal, or
 - ✓ in the case of an appeal or interpretation, a statement or legal brief that clarifies the position of the applicant.
- ✓ **Survey** – original signed and sealed by New Jersey licensed Land Surveyor, **20 Total** (original and 19 copies).
- ✓ **Site Plan, all dimensions**, including setbacks, must be shown and prepared by New Jersey licensed Professional except for an owner occupied, single family home, in which case the property owner may prepare the site plan, **20 Total** (original and 19 copies).
- ✓ **Floor plans, all dimensions** must be shown-prepared by New Jersey licensed Architect except for an owner occupied, single family home, in which case the property owner may prepare the floor plan, **20 Total** (original and 19 copies).
- ✓ **List of property owners** within 200' certified by the Municipal Tax Assessor (original).
- ✓ **Proof that taxes have been paid**, certified by the Municipal Tax Collector (original).
- ✓ **A 200' radius map, 20 Total** (original and 19 copies).
- ✓ **Application fee** (non-refundable) also a **Digitizing Fee**.
- ✓ **Elevations of three sides**, in the case of an existing structure with no proposed structural changes, photographs may be used, **20 Total** (original and 19 copies).
- ✓ **Height dimensions** to be included on all elevations, **20 Total** (original and 19 copies).
- ✓ **All plans and documents** for West Orange COAH requirements.
- ✓ **For all Major Subdivision applications**, major site plan applications and all applications applying for a "D" variance, a Planner's report prepared by a New Jersey licensed Planner must be submitted, **20 Total** (original and 19 copies).
- ✓ **For all Major Subdivision applications**, and major site plan applications, a Traffic Study prepared by a New Jersey licensed Engineer must be submitted, **20 Total** (original and 19 copies).
- ✓ **All Site Plan applications** must submit a tree removal application and a tree replacement plan and provide a report according to Chapter 31 of the West Orange general ordinances, **20 Total** (original and 19 copies).

Due to Covid-19

5 Paper Copies + 1 Digital emailed to
PlanningBoard@westorange.org
and/or ZonningBoard@westorange.org

Your application will not be deemed complete unless all these items are included. It is absolutely necessary that all dimensions and elevations be shown on the site plan and floor plan.

Please note: other materials may be requested by the Planning Director or Board Members.

Site Plan/Subdivision Checklist

Site Plan/Subdivision Checklist

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.														
Item Number	Description	Pre-Application - Concept Plan	Minor Application		General Development Plan	Major Application				COMPLETE	INCOMPLETE	WAIVER REQUESTED		
			Subdivision	Site Plan		Subdivision		Site Plan						
						Preliminary	Final	Preliminary	Final					
1. PROJECT-PLAN INFORMATION														
1.	Item: Name, address of owner and applicant.	X	X	X	X	X	X	X	X	X				
2.	Item: Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat.	X	X	X	X	X	X	X	X	X				
3.	Item: Title block denoting type of application, tax map sheet, county, name of municipality, block & lot, and street location.	X	X	X	X	X	X	X	X	X				
4.	Item: A key map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc., within 500' Comment: Describes setting; may be less detailed in pre-application-concept plan and GDP stages.	X	X	X	X	X	X	X	X	X				
5.	Item: A schedule of required and provided zone district(s) requirements including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc. Comment: Schedule may be less detailed in pre-application-concept plan stages.	X	X	X	X	X	X	X	X	X				
6.	Item: North arrow and scale.	X	X	X	X	X	X	X	X	X				
7.	Item: Proof that taxes are current.		X	X	X	X	X	X	X	X				
8.	Item: Signature blocks for Chairman, Secretary and Municipal Engineer.		X	X	X	X	X	X	X	X				
9.	Item: Appropriate certification blocks as required by Map Filing Law.		X			X	X	X	X	X				
10.	Item: Monumentation as specified by Map Filing Law Comment: Monumentation required only for final subdivision.		X					X						
11.	Item: Date of current property survey. Comment: Required by Map Filing Law for final subdivision and site plan; necessary for vesting on GDP.		X	X	X	X	X	X	X	X				

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12. Item:	One (1) of four (4) standardized sheets: 30" x 42", 24" x 36", 15" x 21", 8.5" x 13" Comment: Required by Map Filing Law for minor and major subdivisions.		X	X		X	X		X	X		
13. Item:	Mets and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerlines and right-of-way, and centerline curves on streets.		X					X				X
14. Item:	Affidavit of ownership. Comment: Map Filing Law for minor and major subdivision.	X	X	X	X	X	X	X	X	X		
15. Item:	Acreage of tract to the nearest tenth of an acre (for GDP--to nearest acre).		X	X	X	X	X		X	X		
16. Item:	Date of original and all revisions. Comment: Item necessary for continuity-history of project.		X	X	X	X	X		X	X		
17. Item:	Size and location of any existing or proposed structures with all setbacks dimensioned. Comment: Item important for detailed planning.	X	X	X	X	X	X		X	X		
18. Item:	Location and dimensions of any existing or proposed streets (for GDP and pre-application- concept plan -- general locations) Comment: Item important for detailed planning.	X	X	X	X	X	X		X	X		
19. Item:	All proposed lot lines and area of lots in square feet.		X	X		X	X		X	X		
20. Item:	Copy and/or delineation of any existing or proposed deed restrictions or covenants. €	X	X	X	X	X	X		X	X		
21. Item:	Any existing or proposed easement or land reserved for or dedicated to public use. €	X	X	X	X	X	X		X	X		
22. Item:	Development stages or staging plans (for GDP--general staging). Comment: Not applicable at pre-application- concept plan stage; minor plans usually not built in stages.				X	X	X		X	X		X

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			Subdivision	Site Plan		Preliminary	Final	Preliminary	Final			
23. <u>Item:</u> List of required regulatory approvals or permits. <u>Comment:</u> Basic planning information. #			X	X	X					X		
24. <u>Item:</u> List of variances required or requested. # <u>Comment:</u> Basic planning information.			X	X		X	X			X		
25. <u>Item:</u> Requested or obtained design waivers or exceptions. # <u>Comment:</u> Describes location of all adjacent structures; not necessary at pre-application-concept plan stages; required at site plan stages; required at site plan only if notice is required by ordinance.			X	X		X	X			X		
26. <u>Item:</u> Payment of application fees. <u>Comment:</u> Fee not imposed for pre-application conference.		X	X	X	X	X	X			X		
27. <u>Item:</u> Property owners and lines of all parcels within 200' identified on most recent tax map sheet. <u>Comment:</u> Describes location of all adjacent structures; not necessary at pre-application-concept plan stages; required at site plan only if notice is required by ordinance.				X	X	X	X			X		
28. <u>Item:</u> All existing street, water courses, flood plains, wetlands or other environmentally sensitive areas on and within 200' of site. <u>Comment:</u> while detailed specification of environmentally sensitive areas may not be necessary at pre-application-concept plan and GDP stages, general specification of and sensitivity to such conditions is an important planning consideration.		X		X	X	X	X			X		
29. <u>Item:</u> Existing right-of-way and/or easements on and within 200' of tract. <u>Comment:</u> Rights-of-way and easements are often unknown at the pre-application-concept (see however, item 28).		X		X		X	X				X	
30. <u>Item:</u> Topographical features of subject property from U.S.G.S. map. <u>Comment:</u> More detailed topographic information is needed for major subdivision.		X		X	X		X					

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Item Number	Description
38. <u>Item:</u>	Soil Erosion and Sediment Control Plan. <u>Comment:</u> Required for soil disturbance over 5,000 sq. ft.
39. <u>Item:</u>	Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations. <u>Comment:</u> Not required for minor subdivision because not involving construction of buildings.
40. <u>Item:</u>	Construction details as required by ordinance. <u>Comment:</u> Such level of detail necessary only for major applications.
41. <u>Item:</u>	Road and paving cross-sections and profiles. <u>Comment:</u> See Item 40.
42. <u>Item:</u>	Proposed street names. <u>Comment:</u> Applicable only when new road is proposed.
43. <u>Item:</u>	New block and lot numbers confirmed with local assessor or municipal designee. <u>Comment:</u> Needed whenever a new lot is created.
44. <u>Item:</u>	Lighting plan & details. <u>Comment:</u> Not applicable for minor subdivision because just creating lots.
45. <u>Item:</u>	Landscape plan & details prepared by a professional landscape architect <u>Comment:</u> Required for site plans because of magnitude of required landscaping.
46. <u>Item:</u>	Solid waste management plan. <u>Comment:</u> Site plan consideration only; see Item 44.
47. <u>Item:</u>	Site identification signs, traffic control signs, and directional signs. <u>Comment:</u> See Item 44.

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48.	Item: Sight triangles. Comment: Necessary even for minor applications because sight triangle easement created.		X			X	X					
49.	Item: Vehicular and pedestrian circulation patterns (less detail necessary for pre-application-concept plan and GSP stages). Comment: See Item 44.	X		X		X	X		X			
50.	Item: Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions. Comment: See Item 44.											
51.	Item: Preliminary architectural plan and elevations. Comment: Not required where building is not proposed.			X		X	X		X			
52.	Item: Plans and legal documents for compliance with West Orange COAH Ordinances.		X	X		X	X		X			X

= Proposed restrictions or covenants do not have to be included for pre-application-concept plan and GDP.
 ≠ Conditional approval may be granted subject to other regulatory approvals.

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REVISED: 8/30/05 aw

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