

TOWNSHIP OF WEST ORANGE

Site Plan/Subdivision Checklist

APPLICANT:

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL				Major Application					COMPLETE	INCOMPLETE	WAIVER REQUESTED							
				Pre-Application - Concept Plan	Minor Application		General Development Plan	Subdivision		Site Plan								
Item Number	Description				Subdivision	Site Plan		Preliminary	Final	Preliminary	Final							
I. PROJECT-PLAT INFORMATION																		
1. <u>Item:</u>	Name, address of owner and applicant.	X			X	X	X	X	X	X	X	X						
2. <u>Item:</u>	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. <u>Item:</u>	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. <u>Item:</u>	A key map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc., within 500' <u>Comment:</u> Describes setting; may be less detailed in pre-application-concept plan and GDP stages.	X			X	X	X	X	X	X	X	X						
5. <u>Item:</u>	A schedule of required and provided zone district(s) requirements including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc. <u>Comment:</u> Schedule may be less detailed in pre-application-concept plan stages.	X			X	X	X	X	X	X	X	X						
6. <u>Item:</u>	North arrow and scale.	X			X	X	X	X	X	X	X	X						
7. <u>Item:</u>	Proof that taxes are current.				X	X	X	X	X	X	X	X						
8. <u>Item:</u>	Signature blocks for Chairman, Secretary and Municipal Engineer.				X	X	X	X	X	X	X	X						
9. <u>Item:</u>	Appropriate certification blocks as required by Map Filing Law.				X			X	X							X		
10. <u>Item:</u>	Monumentation as specified by Map Filing Law <u>Comment:</u> Monumentation required only for final subdivision.				X				X							X		
11. <u>Item:</u>	Date of current property survey. <u>Comment:</u> 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.	<u>Item</u> : One (1) of four (4) standardized sheets: 30" x 42", 24" x 36", 15" x 21", 8.5" x 13" <u>Comment</u> : Required by Map Filing Law for minor and major subdivisions.		X	X		X	X	X	X	X		
13.	<u>Item</u> : Metes 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	X		
14.	<u>Item</u> : Affidavit of ownership. <u>Comment</u> : Map Filing Law for minor and major subdivision.	X	X	X	X	X	X	X	X	X		
15.	<u>Item</u> : Acreage of tract to the nearest tenth of an acre (for GDP--to nearest acre).		X	X	X	X	X	X	X	X		
16.	<u>Item</u> : Date of original and all revisions. <u>Comment</u> : Item necessary for continuity-history of project.		X	X	X	X	X	X	X	X		
17.	<u>Item</u> : Size and location of any existing or proposed structures with all setbacks dimensioned. <u>Comment</u> : Item important for detailed planning.	X	X	X	X	X	X	X	X	X		
18.	<u>Item</u> : Location and dimensions of any existing or proposed streets (for GDP and pre-application- concept plan -- general locations). <u>Comment</u> : Item important for detailed planning.	X	X	X	X	X	X	X	X	X		
19.	<u>Item</u> : All proposed lot lines and area of lots in square feet.		X	X		X	X	X	X	X		
20.	<u>Item</u> : Copy and/or delineation of any existing or proposed deed restrictions or covenants. e	X	X	X	X	X	X	X	X	N/A		
21.	<u>Item</u> : Any existing or proposed easement or land reserved for or dedicated to public use. e	X	X	X	X	X	X	X	X	N/A		
22.	<u>Item</u> : Development stages or staging plans (for GDP--general staging). <u>Comment</u> : Not applicable at pre-application- concept plan stage; minor plans usually not built in stages.				X	X	X	X	X	N/A		

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23.	<u>Item:</u> List of required regulatory approvals or permits. <u>Comment:</u> Basic planning information. e		X	X	X		X		X	X		
24.	<u>Item:</u> List of variances required or requested. e <u>Comment:</u> Basic planning information.		X	X		X	X	X	X	X		
25.	<u>Item:</u> Requested or obtained design waivers or exceptions. e <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	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	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	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	X	N/A		
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	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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31.	<u>Item:</u> Existing and proposed contour intervals based on U.G.S. & G.S. datum. Contours to extend at least 200' beyond subject property as follows: up to 3% grade - 1' 3% + grade - 2' <u>Comment:</u> Major site plan and subdivision requires level of detail of Item 31 as opposed to Item 30.					X	X	X	X			X
32.	<u>Item:</u> Boundary, limits, nature and extent of wooded areas, specimen trees, and other significant physical features (detail may vary). <u>Comment:</u> Basic for good planning.	X	X	X	X	X	X	X	X			X
33.	<u>Item:</u> Existing system of drainage of subject site and of any larger tract or basin of which it is a part. <u>Comment:</u> See Item 31. Extensive level of detail required only for major subdivision and site plan.					X	X	X	X			X
34.	<u>Item:</u> Drainage Area Map. <u>Comment:</u> Necessary for major application; inapplicable at GDP stage.					X	X	X	X			X
35.	<u>Item:</u> Drainage Calculations. <u>Comment:</u> Required for minor applications if deemed necessary by Planning Board; not required at GDP stage because storm water management evaluated at major subdivision and site plan stage.		X	X		X	X	X	X			X
36.	<u>Item:</u> Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric & cable TV. <u>Comment:</u> Information necessary for minor site plan because of potential effect on utility systems. Only general location for electric, telephone and cable TV required.		X	X		X	X	X	X			X
37.	<u>Item:</u> Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV. <u>Comment:</u> Information necessary for minor site plan because of potential effect on utility systems. Only general location for telephone, electric and cable TV required.			X	X	X	X	X	X			X

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38.	<u>Item</u> : Soil Erosion and Sediment Control Plan. <u>Comment</u> : Required for soil disturbance over 5,000 sq. ft.			X		X	X	X			X	
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.			X	X	X	X	X			X	
40.	<u>Item</u> : Construction details as required by ordinance. <u>Comment</u> : Such level of detail necessary only for major applications.					X	X	X			X	
41.	<u>Item</u> : Road and paving cross-sections and profiles. <u>Comment</u> : See Item 40.					X	X	X			X	
42.	<u>Item</u> : Proposed street names. <u>Comment</u> : Applicable only when new road is proposed.					X	X	X	X			
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.		X				X		N/A			
44.	<u>Item</u> : Lighting plan & details. <u>Comment</u> : Not applicable for minor subdivision because just creating lots.			X		X	X	X			X	
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.			X				X	X		X	
46.	<u>Item</u> : Solid waste management plan. <u>Comment</u> : Site plan consideration only; see Item 44.			X				X	X		X	
47.	<u>Item</u> : Site identification signs, traffic control signs, and directional signs. <u>Comment</u> : See Item 44.			X		X	X	X			X	

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

Ⓔ 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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SUSTAINABILITY CHECKLIST FORM

	APPLICANT – PRINT OR TYPE – ALL SECTIONS TO BE COMPLETED:	TOWNSHIP OK (Date)
SUSTAINABLE BUILDING AND DESIGN STANDARDS		
Name of LEED Accredited Professional working on project:		
List of Energy Star and WaterSense appliances, fixtures and construction techniques:		
List of green and recycled building materials in new construction, renovation, and maintenance:		
Waste Management Plan for recycling and/or reuse of 60 percent of all construction and demolition of waste generated in projects larger than \$25,000:		
Use of any water efficient landscaping:		
Use of any on-site renewable energy systems such as: (i) Solar (ii) Wind (iii) Geothermal		
Details of roofing materials designed to reduce the urban heat island effect such as: (i) Construction of roof top gardens to reduce solar gain in summer and insulate in winter (ii) Use of roofing materials that are no darker than a light gray or demonstrate how alternate roofing materials reduce the urban heat island effect		
Details of any sustainable stormwater systems employed such as: (i) Bioswales/ raingardens (ii) Permeable surfaces (iii) Grey water systems (iv) Retention and detention facilities (v) Continuous trenching		
A list of native and well adapted species used in landscaping to eliminate the need for fertilization and pesticides:		

Note: Please indicate for each of the sustainable building/design items listed, the extent to which the measure is being incorporated in the project or, alternatively, indicate the reason(s) why it is not being incorporated in the project.

As of April 2, 2015