

TOWNSHIP OF WEST ORANGE

Site Plan/Subdivision Checklist

APPLICANT: **Montclair Golf Club**

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL. Item Number Description	Pre-Application - Concept Plan			Major Application					COMPLETE	INCOMPLETE	WAIVER REQUESTED			
		Minor Application		General Development Plan	Subdivision		Site Plan							
		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								
10. <u>Item</u> : Monumentation as specified by Map Filing Law <u>Comment</u> : Monumentation required only for final subdivision.		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					

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.	Pre-Application - Concept Plan			Major Application					COMPLETE	INCOMPLETE	WAIVER REQUESTED
		Minor Application		General Development Plan	Subdivision		Site Plan				
		Subdivision	Site Plan		Preliminary	Final	Preliminary	Final			
Item Number Description											
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. €	X	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. €	X	X	X	X	X	X	X	X	X		
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	X	N/A	

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.	Pre-Application - Concept Plan			Major Application					COMPLETE	INCOMPLETE	WAIVER REQUESTED			
		Minor Application		General Development Plan	Subdivision		Site Plan							
		Subdivision	Site Plan		Preliminary	Final	Preliminary	Final						
Item Number Description														
23. <u>Item</u> : List of required regulatory approvals or permits. <u>Comment</u> : Basic planning information. $\notin$		X	X	X		X		X	X					
24. <u>Item</u> : List of variances required or requested. $\notin$ <u>Comment</u> : Basic planning information.		X	X		X	X	X	X	X					
25. <u>Item</u> : Requested or obtained design waivers or exceptions. $\notin$ <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	N/A					
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	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	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					

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.		Pre-Application - Concept Plan			Major Application				COMPLETE	INCOMPLETE	WAIVER REQUESTED	
Item Number	Description		Minor Application		General Development Plan	Subdivision		Site Plan				
			Subdivision	Site Plan		Preliminary	Final	Preliminary				Final
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		

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.		Pre-Application - Concept Plan			Major Application				COMPLETE	INCOMPLETE	W/ALVER REQUESTED	
Item Number	Description		Minor Application		General Development Plan	Subdivision		Site Plan				
			Subdivision	Site Plan		Preliminary	Final	Preliminary				Final
	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	X			
	41. <u>Item</u> : Road and paving cross-sections and profiles. <u>Comment</u> : See Item 40.				X	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	N/A			
	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						
	44. <u>Item</u> : Lighting plan & details. <u>Comment</u> : Not applicable for minor subdivision because just creating lots.			X	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	N/A			
	47. <u>Item</u> : Site identification signs, traffic control signs, and directional signs. <u>Comment</u> : See Item 44.			X	X	X	X	X	X			

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	
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 COAH Ordinances.		X	X	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.

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.

REVISED: 8/30/05 aw

F:\Forms & Awards\PB-ZBAPP.FRM\CHECKLST\CHECKLST.FRM