

TOWNSHIP OF WEST ORANGE

Site Plan/Subdivision Checklist

APPLICANT:

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.		Pre-Application - Concept Plan	Minor Application		Major Application						COMPLETE	INCOMPLETE	WAIVER REQUESTED	
Item Number	Description		Subdivision	Site Plan	General Development 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	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	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	X			
4. Item:	A key map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc., within 500'.	X	X	X	X	X	X	X	X	X	X			
Comment: Describes setting; may be less detailed in pre-application-concept plan and GDP stages.														
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.	X	X	X	X	X	X	X	X	X	X			
Comment: Schedule may be less detailed in pre-application-concept plan stages.														
6. Item:	North arrow and scale.	X	X	X	X	X	X	X	X	X	X			
7. Item:	Proof that taxes are current.		X	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	X			
9. Item:	Appropriate certification blocks as required by Map Filing Law.		X	X	X	X	X	X	X	X	X			
10. Item:	Monumentation as specified by Map Filing Law		X	X	X	X	X	X	X	X	X			
Comment: Monumentation required only for final subdivision.														
11. Item:	Date of current property survey.		X	X	X	X	X	X	X	X	X			
Comment: Required by Map Filing Law for final subdivision and site plan; necessary for vesting on GDP.														

Item Number Description		Major Application										COMPLETE	INCOMPLETE	WAIVER REQUESTED
		Pre-Application - Concept Plan	Minor Application		General Development Plan	Subdivision		Site Plan						
			Subdivision	Site Plan		Preliminary	Final	Preliminary	Final					
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		✓		
13. Item: 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		✓	
14. Item: Affidavit of ownership. Comment: Map Filing Law for minor and major subdivision.		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		✓	
16. Item: Date of original and all revisions. Comment: Item necessary for continuity-history of project.			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		✓	
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		✓	
19. Item: All proposed lot lines and area of lots in square feet.			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		NA	
21. Item: Any existing or proposed easement or land reserved for or dedicated to public use. €		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.														

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

Item Number	Description		Subdivision	Site Plan	Development Plan	Preliminary		Final		Preliminary	Final	TE	TE
23. Item:	List of required regulatory approvals or permits. Comment: Basic planning information. #		X	X	X			X					
24. Item:	List of variances required or requested. # Comment: Basic planning information.		X	X		X		X		X			✓
25. Item:	Requested or obtained design waivers or exceptions. # Comment: 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.												NA
26. Item:	Payment of application fees. Comment: Fee not imposed for pre-application conference.	X	X	X	X			X		X			✓
27. Item:	Property owners and lines of all parcels within 200' identified on most recent tax map sheet. Comment: 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			
28. Item:	All existing street, water courses, flood plains, wetlands or other environmentally sensitive areas on and within 200' of site. Comment: 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.												
29. Item:	Existing right-of-way and/or easements on and within 200' of tract. Comment: Rights-of-way and easements are often unknown at the pre-application-concept (see however, item 28).	X		X	X			X		X			
30. Item:	Topographical features of subject property from U.S.G.S. map. Comment: More detailed topographic information is needed for major subdivision.	X		X	X			X		X			

[illegible]

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL		Pre-Application - Concept Plan	Minor Application		Major Application						COMPLETE	INCOMPLETE	WAIVER REQUESTED	
Item Number	Description		Subdivision	Site Plan	General Development Plan	Subdivision		Site Plan						
						Preliminary	Final	Preliminary	Final					
38.	Item: Soil Erosion and Sediment Control Plan. Comment: Required for soil disturbance over 5,000 sq. ft.			X			X		X					
39.	Item: Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations. Comment: Not required for minor subdivision because not involving construction of buildings.			X	X		X		X					
40.	Item: Construction details as required by ordinance. Comment: Such level of detail necessary only for major applications.						X		X					
41.	Item: Road and paving cross-sections and profiles. Comment: See Item 40.						X		X					
42.	Item: Proposed street names. Comment: Applicable only when new road is proposed.						X		X					
43.	Item: New block and lot numbers confirmed with local assessor or municipal designee. Comment: Needed whenever a new lot is created.		X						X			✓		
44.	Item: Lighting plan & details. Comment: Not applicable for minor subdivision because just creating lots.			X			X		X					
45.	Item: Landscape plan & details prepared by a professional landscape architect Comment: Required for site plans because of magnitude of required landscaping			X					X					
46.	Item: Solid waste management plan. Comment: Site plan consideration only; see Item 44.			X					X					
47.	Item: Site identification signs, traffic control signs, and directional signs. Comment: See Item 44.			X			X		X					

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.		Pre-Application - Concept Plan	Minor Application		Major Application						COMPLETE	INCOMPLETE	WAIVER REQUESTED	
Item Number	Description		Subdivision	Site Plan	General Development Plan		Subdivision		Site Plan					
							Preliminary	Final	Preliminary	Final				
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						
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.													
52.	Item: Plans and legal documents for compliance with West Orange COAH Ordinances.		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\CHECKLIST\CHECKLIST.FRM