

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			Major Application				COMPLETE	INCOMPLETE	WAIVER REQUESTED	
Item Number	Description		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			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. €	X	X	X	X	X	X	X	X	X		
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		n/a	

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23.	<u>Item:</u> List of required regulatory approvals or permits. <u>Comment:</u> Basic planning information. $\neq$		X	X	X		X		X	X		
24.	<u>Item:</u> List of variances required or requested. $\neq$ <u>Comment:</u> Basic planning information.		X	X		X	X	X	X	X		
25.	<u>Item:</u> Requested or obtained design waivers or exceptions. $\neq$ <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			W
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			W
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			W
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			W
34. <u>Item:</u> Drainage Area Map. <u>Comment:</u> Necessary for major application; inapplicable at GDP stage.						X	X	X	X			W
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	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		w	
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		n/a	
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				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	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	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			W
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.

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REVISED: 8/30/05 aw

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