

Site Plan/Subdivision Checklist

APPLICANT:

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

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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				
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:	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:	Acetage of tract to the nearest tenth of an acre (for GDP-to nearest acre).		X	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	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	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	X	✓	
19. Item:	All proposed lot lines and area of lots in square feet.		X	X			X	X	X	X	X	✓	
20. Item:	Copy and/or delineation of any existing or proposed deed restrictions or covenants. e	X	X	X	X		X	X	X	X	X	✓	
21. Item:	Any existing or proposed easement or land reserved for or dedicated to public use. e	X	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.												

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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	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.			X	X	X		X	X	X			✓
26. Item: Payment of application fees. Comment: Fee not imposed for pre-application conference.		X	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	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.				X	X		X	X	X			✓
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 23).		X		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	X			✓

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31.	Item: 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' Comment: Major site plan and subdivision requires level of detail of Item 31 as opposed to Item 30.					X	X	X	X			
32.	Item: Boundary, limits, nature and extent of wooded areas, specimen trees, and other significant physical features (detail may vary). Comment: Basic for good planning.	X	X	X	X	X	X	X	X	✓		
33.	Item: Existing system of drainage of subject site and of any larger tract or basin of which it is a part. Comment: See Item 31. Extensive level of detail required only for major subdivision and site plan.					X	X	X	X			
34.	Item: Drainage Area Map. Comment: Necessary for major applications; inapplicable at GDP stage.					X	X	X	X			
35.	Item: Drainage Calculations. Comment: 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			✓
36.	Item: Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric & cable TV. Comment: 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			✓
37.	Item: Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV. Comment: 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			✓

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38.	Item: Soil Erosion and Sediment Control Plan. Comment: Required for soil disturbance over 5,000 sq. ft.			X		X	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	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	X	X			
42.	Item: Proposed street names. Comment: Applicable only when new road is proposed.					X	X	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	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	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	X	X			✓

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48. Item: Sight triangles. Comment: Necessary even for minor applications because sight triangle easement created.			X	X		X	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		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.				X		X	X		X	X		✓	
51. Item: Preliminary architectural plan and elevations. Comment: Not required where building is not proposed.				X					X	X	✓		
52. Item: Plans and legal documents for compliance with West Orange COAH Ordinances.			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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