

TOWNSHIP OF WEST ORANGE

APPLICANT:

Site Plan/Subdivision Checklist

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

Item Number	Description	Pre-Application - Concept Plan	Minor Application		Major Application				COMPLETE	INCOMPLETE	WAIVER REQUESTED	
			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			
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			
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			
4.	Item: A key map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc., within 500' Comment: Describes setting; may be less detailed in pre-application-concept plan and GDP stages.	X	X	X	X		X		X			
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. Comment: Schedule may be less detailed in pre-application-concept plan stages.	X	X	X	X		X		X			
6.	Item: North arrow and scale.	X	X	X	X		X		X			
7.	Item: Proof that taxes are current.		X	X	X		X		X			
8.	Item: Signature blocks for Chairman, Secretary and Municipal Engineer.		X	X	X		X		X			
9.	Item: Appropriate certification blocks as required by Map Filing Law.		X		X		X		N/A			
10.	Item: Monumentation as specified by Map Filing Law Comment: Monumentation required only for final subdivision.		X				X		N/A			
11.	Item: Date of current property survey. Comment: Required by Map Filing Law for final subdivision and site plan; necessary for vesting on GDP.			X	X		X		X			

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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	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							N/A		
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: Acreage 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. €	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. €	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.				X	X	X	X	X	N/A		

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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		
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		
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								
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 28).	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							

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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	N/A		
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	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.											
34.	Item: Drainage Area Map. Comment: Necessary for major application; inapplicable at GDP stage.					X	X	X	X	N/A		
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			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	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			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	X		
40. Item:	Construction details as required by ordinance. Comment: Such level of detail necessary only for major applications.							X	X	X	X	
41. Item:	Road and paving cross-sections and profiles. Comment: See Item 40.							X	X	X	X	N/A
42. Item:	Proposed street names. Comment: Applicable only when new road is proposed.							X	X	X	X	N/A
43. Item:	New block and lot numbers confirmed with local assessor or municipal designee. Comment: Needed whenever a new lot is created.							X	X	X	X	N/A
44. Item:	Lighting plan & details. Comment: Not applicable for minor subdivision because just creating lots.		X					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	X	
46. Item:	Solid waste management plan. Comment: Site plan consideration only; see Item 44.			X					X	X	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			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			X	
51. Item: Preliminary architectural plan and elevations. Comment: Not required where building is not proposed.				X				X					
52. Item: Plans and legal documents for compliance with West Orange COAII 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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