

Site Plan/Subdivision Checklist

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

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ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL		Pre-Application - Concept Plan	Minor Application		General Development Plan	Major Application				COMPLETE	INCOMPLETE	WAIVER REQUESTED
Item Number	Description		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
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
14.	Item: Affidavit of ownership. Comment: Map Filing Law for minor and major subdivision.	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
16.	Item: Date of original and all revisions. Comment: Item necessary for continuity-history of project.		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
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			N/A
19.	Item: All proposed lot lines and area of lots in square feet.		X				X		X			X
20.	Item: Copy und/or delineation of any existing or proposed deed restrictions or covenants. e	X	X		X		X		X			N/A
21.	Item: Any existing or proposed easement or land reserved for or dedicated to public use. e	X	X		X		X		X			N/A
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							N/A

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			Subdivision	Site Plan		Preliminary	Final	Preliminary	Final				
23. Item:	List of required regulatory approvals or permits. Comment: Basic planning information. g		X	X	X					X			
24. Item:	List of variances required or requested. g Comment: Basic planning information.		X	X		X	X			X			
25. Item:	Requested or obtained design waivers or exceptions. g 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		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			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					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		
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		
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				
34.	Item: Drainage Area Map. Comment: Necessary for major application; inapplicable at GDP stage.					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.											
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				
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			N/A			
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			N/A			
40.	Item:	Construction details as required by ordinance. Comment: Such level of detail necessary only for major applications.						X				X	X			N/A			
41.	Item:	Road and paving cross-sections and profiles. Comment: See Item 40.										X	X			N/A			
42.	Item:	Proposed street names. Comment: Applicable only when new road is proposed.						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			N/A			
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				X	X			N/A			
46.	Item:	Solid waste management plan. Comment: Site plan consideration only; see Item 44.			X							X	X			N/A			
47.	Item:	Site identification signs, traffic control signs, and directional signs. Comment: See Item 44.			X							X	X			N/A			
					X			X				X	X			N/A			

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48. Item:	Sight triangles. Comment: Necessary even for minor applications because sight triangle easement created.		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			
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			
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 COA Ordinance.		X		X			X				X			

e Proposed restrictions or covenants do not have to be included for pre-application-concept plan and GDP.
 e Conditional approval may be granted subject to other regulatory approvals.

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REVISED: 8/30/05 aw

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