

TOWNSHIP OF WEST ORANGE

Site Plan/Subdivision Checklist

APPLICANT: Altera 769, LLC

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	<u>Item:</u> Name, address of owner and applicant	X	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	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	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' Comment: Describes setting; may be less detailed in pre-application-concept plan and GDP stages	X	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 Comment: Schedule may be less detailed in pre-application-concept plan stages	X	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	X			
7	<u>Item:</u> Proof that taxes are current		X	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	X			
9	<u>Item:</u> Appropriate certification blocks as required by Map Filing Law		X			X		X						
10	<u>Item:</u> Monumentation as specified by Map Filing Law Comment: Monumentation required only for final subdivision		X					X						
11	<u>Item:</u> 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	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.													
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		
14. <u>Item:</u> Affidavit of ownership. <u>Comment:</u> Map Filing Law for minor and major subdivision.		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		
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		
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		
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		
19. <u>Item:</u> All proposed lot lines and area of lots in square feet.			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 - see enclosed survey
21. <u>Item:</u> Any existing or proposed easement or land reserved for or dedicated to public use. €		X	X	X		X	X				X		n/a
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		

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23.	Item: List of required regulatory approvals or permits. Comment: Basic planning information. §		X	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
26.	Item: Payment of application fees. Comment: Fee not imposed for pre-application conference.	X	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	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	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	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
					COMPLETE				
					INCOMPLETE				
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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.											
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	
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.											
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	
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	
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	

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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			
	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			
	40. <u>Item:</u> Construction details as required by ordinance. <u>Comment:</u> Such level of detail necessary only for major applications.											
	41. <u>Item:</u> Road and paving cross-sections and profiles. <u>Comment:</u> See Item 40.					X		X	X			
	42. <u>Item:</u> Proposed street names. <u>Comment:</u> Applicable only when new road is proposed.					X		X	X			
	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				
	44. <u>Item:</u> Lighting plan & details. <u>Comment:</u> Not applicable for minor subdivision because just creating lots.			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		
	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		

