

APPLICANT: Daughters of Israel, Inc.

Site Plan/Subdivision Checklist

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

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Item Number	Description	Pre-Application - Concept Plan	Minor Application		
			Subdivision	Site Plan	
I. PROJECT-PLAN INFORMATION					
1. Item:	Name, address of owner and applicant.	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	
3. Item:	Title block denoting type of application, tax map sheet, county, name of municipality, block & lot, and street location.	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	
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	
6. Item:	North arrow and scale.	X	X	X	
7. Item:	Proof that taxes are current.	X	X	X	
8. Item:	Signature blocks for Chairman, Secretary and Municipal Engineer.	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	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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Item Number	Description	Pre-Application - Concept Plan	Minor Application		General Development Plan	Subdivision		Site Plan		COMPLETE	INCOMPLETE	WAIVER REQUESTED
			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	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		
15. Item:	Acreage of tract to the nearest tenth of an acre (for GDP--to nearest acre).		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		
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		
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		
19. Item:	All proposed lot lines and area of lots in square feet.		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		
21. Item:	Any existing or proposed easement or land reserved for or dedicated to public use. €	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		

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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			
23. Item: List of required regulatory approvals or permits. Comment: Basic planning information. e			X	X	X		X		X	X		
24. Item: List of variances required or requested. e Comment: Basic planning information.			X	X		X	X	X	X	X		
25. Item: Requested or obtained design waivers or exceptions. e 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	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 GIDP 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).												
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	X		

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Item Number	Description		Subdivision	Site Plan	General Development Plan	Subdivision		Site Plan					
						Preliminary	Final	Preliminary	Final				
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		X		
41. Item:	Road and paving cross-sections and profiles. Comment: See Item 40.					X	X	X	X		X		
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				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		
47. Item:	Site identification signs, traffic control signs, and directional signs. Comment: See Item 44.			X		X	X	X	X		X		

*Prepared by licensed Registered Architect as authorized by N.J.A.C. 13:27-7.3 i), titled "Preparation of Site Plan."

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			Subdivision	Site Plan	General Development Plan		Subdivision		Site Plan					
					Preliminary	Final	Preliminary	Final	Preliminary	Final				
Item Number	Description													
48. Item: Sight triangles. Comment: Necessary even for minor applications because sight triangle easement created.			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		
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		
52. Item: Plans and legal documents for compliance with West Orange COAH Ordinances.			X	X			X	X	X			X		X**

**In Planner's Report

ε 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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