

**WARREN TOWNSHIP BOARD OF ADJUSTMENT
CHECK LIST – FINAL MAJOR SITE PLAN**

Applicant's Name and Address _____

Phone No. _____ Fax: _____ Bd. Of Adjustment Case #: _____

Project Name: _____

Location: _____
 BLOCK LOT(S) STREET

Engineer: _____

Applicant shall check off all items as submitted, not applicable, or waiver requested. Plans and improvements shall conform to standards and requirements of Section 15-7 and 5-11 of Chapter XV of the Township Land Use Procedures and Development.

Any request for waiver must accompany this application as a separate rider, denoting reasons why the waiver should be granted. The Board of Adjustment will review your request and notify you whether or not waiver has been granted.

No	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
1.	Two copies of completed application and checklist				
2.	Application fee is paid in accordance with Ordinance #15-5: <u>Final Site Plan (Non-Residential)</u> Building area 10,000 sq. ft. or less \$300.00 Building area 10,000 - 50,000 sq. ft. \$600.00 Building area 50,000 – 100,000 sq. ft. \$1,200.00 Building area 100,000 sq. ft. or more \$1,800.00 Application for Extension of Approval \$100.00 <u>Final Site Plan (Residential)</u> \$200.00 PLUS \$10.00/unit				
3.	Escrow fee is paid in accordance with Ordinance Section 15-5: <u>Final Site Plan (Non-Residential)</u> One-third (1/3) of the original escrow fee paid at the time of preliminary plan application. <u>Final Site Plan (Residential)</u> One-half (1/2) of the original escrow fee paid at the time of preliminary plan application. NOTE: Escrow fees for <u>AMENDED</u> Planning Board and Board of Adjustment applications shall be reduced by 50% of the above posted fees. (Per Ordinance 10-2 Effective 3/11/10 amending Section 15-5.3(a)(3).				
4.	Signed Escrow Agreement.				

FINAL SITE PLAN CHECKLIST

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5.	Disclosure Statement: Application by corporation or partnership for approval of a site to be used for commercial purposes shall list all stockholders holding ten percent (10%) or more of stock in any class and/or all individual partners having ten percent (10%) or greater interest in the partnership or corporation. Any applicant who is incorporated must be represented by an attorney.				
6.	Disclosure Statement: Listing of names and addresses of all stockholders or individuals of ten percent (10%) ownership interest of corporation or partnership which is ten percent (10% owner of applying corporation or partnership.				
7.	Owner's letter of consent if applicant other than owner.				
8.	List any variances being sought, including all information necessary for proper deliberation.				
9.	Certification by Tax Collector that all taxes have been paid through the current quarter.				
10.	<p>Copy of all existing protective covenants or deed restrictions of every nature affecting the premises sought to be developed or any part thereof and including a statement as to whether such deeds or covenants are of record.</p> <p>All plats that encompass a watercourse protection area as outlined and defined in Section 15-10 shall contain the following certification:</p> <p>"This lot encompasses land in a Watercourse Protection Area and is subject to all the standards and requirements of the Floodplain and Watercourse regulations."</p>				
11.	A copy of abstract of the deed or deeds or other instruments by which title is derived with the names of all owners.				
12.	Eleven (11) FOLDED and fifteen (15) 11"x17" blue on white prints (fourteen (14) if Board of Adjustment Case). <u>(Applicant is responsible to bring four (4) additional maps of the latest revision to each meeting.)</u>				
13.	The final plans must fully conform to the preliminary plans as approved by the Board of Adjustment, including revisions required as conditions of approval.				

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14.	Preliminary plans must be signed by the Board prior to filing for final.				
15.	Scale (1" – 50') minimum.				
16.	Graphic Scale				
17.	Key map (not less than 1" = 800 ft.)				
18.	Date and all revision date(s) shown on cover sheet.				
19.	Name and address of applicant must be shown on plans.				
20.	Name and address of person(s) preparing the plans, signature, date, seal and license number must be shown on plans.				
21.	Name and address of owner of record and/or authorized agent must be shown on plans.				
22.	North arrow.				
23.	Existing block and lot number(s) of the lot(s) as they appear on the official municipal tax maps.				
24.	Entire tract shown.				
25.	Name of project.				
26.	All title blocks should meet requirements of N.J.A.C. 13.40 Sections 1.3, 1.4, 1.5, 1.6.				
27.	Survey of tract certified by professional licensed land surveyor, with actual building setback shown with boundaries and area within 1/100 acres.				
27a	Pursuant to N.J.A.C. 13:40-7(a)1, "a signed and sealed survey prepared by a licensed professional land surveyor shall be submitted in conjunction with all subdivision and site plan applications".				
28.	Names of owners within two hundred (200') feet) with respective block and lot numbers.				
29.	Tax map identification (sheet number, block and lot numbers) on plans.				
30.	Zone boundaries within 200 ft.				
31.	Final Site Plan should be clearly indicated as "FINAL"				
32.	Signature block for endorsement of the Chairman and Board of Adjustment Secretary on cover sheet of plans in lower right-hand corner of plan: <hr/> Chairman _____ Date _____ <hr/> Secretary _____ Date _____				
33.	Improvements and utilities within two-hundred feet (200').				
34.	Existing rights-of-way.				
35.	Any adjacent lots in which applicant have a direct or indirect interest.				

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36.	As built condition of streets and roads.				
37.	All distances to the nearest intersection with any public street (measured along sideline or centerline of adjacent street).				
38.	Zoning Schedule – indicating applicable zoning requirements and proposal including: <ul style="list-style-type: none"> a. Lot area in square feet. b. Lot width in feet. c. Front yard setback in feet. d. Both side yard setbacks in feet. e. Rear yard setback in feet. f. Rear and side yard setbacks for any accessory buildings. g. Maximum and lot coverage by building. h. Maximum height in stories and feet. i. Maximum lot coverage by all buildings and pavement. j. Floor area ratio. 				
39.	Location and size of existing buildings and structure on site and within two-hundred feet (200').				
40.	Designate and note existing structures on Historic Landmarks inventory maintained by Somerset County Planning Board.				
41.	Existing elevations and contours (two (2) ft. contour interval and extended minimum of one-hundred ft. (100') beyond tract).				
42.	Proposed elevations and contours (two feet (2') Contour interval).				
43.	Exterior wall material.				
44.	Exterior architectural design lighting illumination pattern and details.				
45.	Access streets names, widths, lengths.				
46.	Vehicular ingress and egress to and from site onto public streets.				
47.	Directional traffic flow on site.				
48.	Calculation of parking provided and required.				
49.	Location, scaled design of off-street parking.				
50.	Actual size and location of bays, aisles and planting areas.				
51.	Off-street parking paved and curbed.				
52.	Size and location of driveways and curb cuts.				
53.	Driveways conform to maximum and minimum dimensions required.				
54.	Site easements shown on plan.				
55.	Sidewalks, walkways and pedestrian lanes.				
56.	Fire lanes.				
57.	Loading spaces or docks.				

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58.	Existing and proposed storm sewer systems				
59.	Drainage calculations – reflecting any changes from preliminary.				
60.	Existing sanitary sewers.				
61.	Existing water mains and hydrants.				
62.	Existing gas lines.				
63.	Existing electric lines.				
64.	Existing telephone lines.				
65.	Existing common space.				
66.	Existing open space.				
67.	Solid waste collection and disposal method in accord with Chapter XI of the Revised General Ordinances of Warren Township.				
68.	Streams, waterways and flood plains on tract and within two-hundred feet (200') of tract.				
69.	Indication of wetland areas on tract, with classification and buffer where appropriate.				
70.	Buffer areas including height, width and type of buffer and its expected effectiveness in screening views, auto headlights and reducing noise.				
71.	Proposed or existing landscaping areas including types and sizes of plantings, and planting, staking and mulching details (include buffer area).				
72.	Areas of proposed dedication for public use.				
73.	Seeded or sodden areas, groundcover, retaining walls, fencing, shrubbery, trees, including height and caliper.				
74.	Location of single trees not in wooded areas with diameter of six (6) inches or more as measured three (3) feet above the base of the trunk.				

When the applicant appears before the Board of Adjustment, the applicant will be required to bring with them four (4) maps of the latest revision submission for the Board of Adjustment members.

The Warren Township Board of Adjustments may require submission of additional information not specified in this check list as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for development have been met. The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required (Municipal Land Use Law Chapter 291 C. 40:55D-10.3).