

**WARREN TOWNSHIP BOARD OF ADJUSTMENT
CHECK LIST – MINOR SUBDIVISION**

Applicant's Name and Address _____

Telephone _____ Fax: _____ Case # _____

Project Name _____

Location _____

BLOCK LOT(S) STREET

Engineer: _____

Minor subdivision plans shall be submitted at least fourteen (14) days prior to hearing date for the purpose of review, discussion, and classification. At least eleven (11) full size FOLDED maps and fifteen (15) 11"x17" reduced copies shall be submitted in accordance with the following:

APPLICANT SHALL CHECK OFF ALL ITEMS AS SUBMITTED, NOT APPLICABLE, OR WAIVER REQUESTED

****PLEASE NOTE**** 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(2) copies completed application.				
2.	Application fee is paid in accordance with Ordinance 15-5. Minor Subdivision \$200.00 (Add \$200.00 if variance relief is requested)				
3.	Escrow fee is paid in accordance with Ordinance 15-5. Minor Subdivision 1-3 lots or units \$4,000.00 NOTE: Escrow fees for AMENDED 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 Developer's Escrow Agreement				
5.	Official Somerset County Planning Board receipt.				
6.	Proof of submission to NJDEP for necessary permits.				
7(a)	Disclosure Statement listing names and addresses of all stockholders or individual partners owning at least 10% of the interest in the partnership or corporation in accordance with N.J.S.A. 40:55D-48.1. Please note any applicant who is incorporated must have an attorney represent them.				

No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
7(b)	Disclosure statement of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership in accordance with <i>N.J.S.A. 40:55D-48.2</i> .				
8.	Owner's letter of consent if applicant is other than the owner.				
9.	List any variances being sought and all information necessary for proper deliberation.				
10.	Certification by Tax Collector that all taxes have been paid through the current quarter.				
11.	Copy of any protective covenants or deed restrictions applying to the lands being developed.				
12.	Eleven (11) FOLDED blue on white prints and fifteen (15) 11"x17" reduced copies. Applicant to bring 4 additional maps of the latest revisions to each Planning Board meeting. Fourteen (14) blue on white prints for Board of Adjustment applications in accordance with the following:				
13	Proper scale (1"-100' minimum)				
14.	Date and revision date(s).				
15.	Name and address of applicant must be shown on plans.				
16.	Key map showing surrounding area within 500' of site (scale not less than 1" = 800')				
17.	Name and address of person(s) preparing the plans, signature, date, seal, and license number must be shown on plans.				
18.	Name and address of owner of record and/or authorized agent must be shown on plans.				
19.	North arrow.				
20.	Existing block and lot number(s) of the lot(s) as they appear on the official municipal tax maps.				

BOARD OF ADJUSTMENT MINOR SUBDIVISION CHECK LIST PAGE THREE OF SEVEN

No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
21(a)	A map of the entire tract or property prepared by a licensed professional land surveyor showing the location of that portion to be divided, giving all distances and bearings, showing all roads abutting or traversing the property. Development boundaries shall be clearly delineated and any reference corners shall be clearly indicated.				
21(b)	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".				
22.	<p>Drainage calculations:</p> <ul style="list-style-type: none"> a. Stormwater Management Plan – Calculations for evaluation of on-site detention facilities for zero net increase in runoff. b. Calculations for downstream impact analysis without detention facilities. c. Internal drainage system sizing calculations including inlet drainage area map. 				
23.	Names and addresses of owners within 200 ft. with respective block and lot numbers.				
24.	Any municipal limits within 200 ft. of the subdivision and the name of the adjoining municipality and county.				
25.	Any adjacent lots in which applicants have a direct or indirect interest.				
26.	<p>Location of existing and proposed:</p> <ul style="list-style-type: none"> a. Property lines. b. Buildings (with an indication as to whether existing building will be retained or removed.) c. Driveways d. Water courses. e. Bridges f. Culverts g. Drain pipes h. Natural features and treed areas within tract – all driveways and roads and structures within 200 feet of boundary. <p>All improvements proposed to be dedicated to and/or maintained by Warren Township shall conform to standards and requirements of Section 15-8.</p>				

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27.	Area in square feet of all existing and proposed lots.				
28.	Indication of building setback lines from each property line.				
29.	Existing and proposed contours at 5 ft. intervals for slopes averaging 10% or greater, at 2 ft. intervals for slopes averaging less than 10% and indicate those areas having a slope of 15% or greater with shading.				
30.	All existing streets as shown on the official map or master plan.				
31.	Where proposed or potential new building site is to be established, plans for water supply and sewerage disposal systems.				
32.	<p>Zone district boundaries.</p> <p>Zoning Schedule – indicating applicable zoning requirements within 500ft of site include also:</p> <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 and side yard setbacks for any accessory buildings. f. Maximum % lot coverage by building. g. Maximum height in stories and feet. h. Maximum % lot coverage by all buildings and pavement. i. Maximum % lot coverage by all buildings and pavement. 				
33.	Delineation of flood plain and wetland areas, and source of delineation (NWI maps, etc.); if none, a statement describing the absence of such. Show appropriate buffer around wetlands of applicable classification.				
34.	A sketch of the proposed layout or disposition of remaining lands, if any.				
35.	For plats involving corner lot(s) sight triangle easements.				

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36.	<p>If structure is located in Watercourse Protection area full site plan approval is required. All plats that encompass a watercourse protection area as outlined and defined in section 15-10 shall contain the following certification:</p> <p>This subdivision encompasses land in a Watercourse Protection Area and is subject to all the standards and requirements of the Floodplain and Watercourse regulations.</p>				
37.	<p>If the applicant intends to file by deed record of the approved subdivision with the County Recording Office, the following signature block shall be provided on the deed:</p> <p>APPROVED BY THE WARREN TOWNSHIP BOARD OF ADJUSTMENT</p> <hr/> <p>Board of Adjustment Chairman Date</p> <hr/> <p>Board of Adjustment Secretary Date</p>				
38.	<p>If the applicant intends to file the plat as record of the approved subdivision with the County Recording Office, the Plat shall be prepared in compliance with the Map Filing Act PL 1060 C141 (C46.2309.9 et. Seq.) and bear the signature block as noted in item #39.</p>				
39.	<p>Location and species of all existing trees or groups of trees having a diameter in excess of 6 inches DBH. The location of all wooded areas and the approximated number of trees per acre shall be shown when tree count is more than 25 trees per acre.</p>				

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40.	<p>Four (4) copies of an environmental Assessment Report containing:</p> <ul style="list-style-type: none"> a. Plan and description of the proposed development. b. Inventory of existing natural resources, on-site and affected off-site area. c. Assessment of environmental impacts. d. Unavoidable adverse environmental impact (both long and short-term) e. Proposed mitigation measures. f. The following areas of concern must be addressed within each of the above categories: <ul style="list-style-type: none"> 1. Sewerage facilities. 2. Water supply 3. Storm water runoff 4. Flood plain and any N.J.D.E.P. stream encroachment permits needed. 5. Solid waste disposal 6. Air pollution 7. Traffic 8. Social/Economic impact. 9. Aesthetics, including noise impacts, and historic value. 10. Licenses, permits, etc. needed for completion of the project 11. Wetlands (specify how delineated, quality and any NJDEP permits required. 12. Steep slopes (note significant areas of 12% or greater slopes. 13. Soil types and descriptions 14. Wildlife 15. Vegetation g. Alternatives (changes in design and/or use as well as the “no-build option”. <p>NOTE: Any request for waiver of the above EAR must be submitted in writing as a separate rider in duplicate to the Administrative Officer of the Board of Adjustment. A waiver request should address the above items in #42 and describe why there is no impact from the proposed development.</p>				

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 SUBMITSSION FOR THE BOARD OF ADJUSTMENT MEMBERS TO REVIEW.

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

DEVELOPERS ESCROW AGREEMENT

The undersigned applicant hereby agrees that if the Escrow amount submitted with this application is not sufficient to cover professional charges and/or fees, he/she will provide additional funds as deemed necessary by the Escrow Official in accordance with Section 17-4.4 "Fees" of the Revised General Ordinances of the Township of Warren.

In the event it is determined that additional funds are required, the Board Secretary or Escrow Official shall notify the applicant. The applicant agrees to pay the additional fees (14) fourteen days of said notice.

Applicant further agrees and acknowledges that if the aforesaid "additional fees" are not paid within the time specified, all processing of the applicant's application will be terminated until the payment is made in full. In any event, no Certificate of Occupancy will be issued by the Construction Code Official until such time that the applicant has posted all outstanding balances to cover all escrow charges with the escrow official.

The Township agrees that in the event that amounts deposited in said escrow account shall be in excess of the amount required for professional review and charges, the excess funds plus any accrued interest due to applicant in accordance with the law (MLUL 40:55D-53.1); shall be returned to the applicant within 90 days of the signing of the plans by the Chairman and Secretary of the Board, providing the applicant has submitted a written request for this release.

If, however; no request for release is received the monies shall remain in the individual escrow account until issuance of Certificate of Occupancy, at which time the unused monies shall be automatically released.

I, the applicant, have carefully read and understand the above Developers Escrow Agreement and hereby agree to abide by the conditions set forth above. I further understand that should I not abide by these conditions summary collection proceedings may be initiated by the Township.

Date: _____ Applicant's Signature: _____
Applicant's Tax ID #: _____