

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

Applicant's Name and Address _____

Telephone: _____ Fax: _____ Planning Board Case # _____

Project Name: _____

Location: _____
Block Lot(s) Street

Engineer: _____

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 of completed application and checklist.				
2.	Application fee is paid in accordance with Section 15-5. Major Preliminary Site Plan: Preliminary Site Plan (Commercial) Building Area 10,000 sq. ft. or less \$600.00 Building Area 10,000 sq. ft. – 50,000 sq. ft. \$1,500.00 Building Area 50,000 sq. ft – 100,000 sq. ft. \$2,200.00 Building 100,000 sq. ft. or more \$3,300.00 Preliminary Site Plan Residential: \$350.00 PLUS \$10.00 per unit. Add \$200.00 if variance relief requested Application for Extension of Approval \$100.00				
3.	Escrow fee is paid in accordance with Section 15-5. Site Plan: Non-Residential: Less than 10,000 sq. ft. of building area \$ 7,000.00 10,001-50,000 sq. ft. of building area \$18,000.00 50,001 – 100,000 sq. ft. of building area \$25,000.00 In excess of 100,000 sq. ft. of building area \$35,000.00 Residential: 1-3 lots or units \$ 4,000.00 4-10 lots or units \$10,000.00 11-25 lots or units \$20,000.00 26-50 lots or units \$25,000.00 51-100 lots or units \$30,000.00 In excess of 100 lots or units \$50,000.00 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).				

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4.	Signed escrow agreement				
5.	Official Somerset County Planning Board receipt which demonstrates proof of filing with the County.				
6.	Proof of submission to N.J.D.E.P. for necessary permits.				
7a.	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				
7b.	Disclosure statement of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership in accordance with N.J.S.A. 40:55D-48.2.				
8.	Owner's letter of consent if applicant is other than owner.				
9.	List of any variances being sought, including all information necessary for proper deliberation.				
10.	Certification of the Tax Collector that all taxes have been paid through the current quarter.				
11.	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.				
12.	A copy of abstract of the deed or deeds or other instruments by which title is derived with the names of all owners.				
13.	Eleven (11) (Fourteen (14) if Board of Adjustment case) blue on white FOLDED prints and fifteen (15) 11"x17" reduced copies (Planning Board). (Applicant to bring four (4) additional maps of the latest revision to each Planning Board meeting – (Planning Board).)				
14.	Proper scale (1" = 50') minimum.				
15.	Graphic Scale				

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16.	Key map (not less than 1" = 800') feet.				
17.	Date and revision date on each sheet. Overall plan revision dates to be shown on cover sheet.				
18.	Name and address of applicant must be shown on plans.				
19.	Name and address of person(s) preparing the plans, signature, date, seal and license number must be shown on plans.				
20.	Name and address of owner of record and/or authorized agent must be shown on plans.				
21.	North arrow.				
22.	Existing block and lot number(s) of the lot(s) as they appear on the official municipal tax maps.				
23.	Entire tract shown on twenty-four inches by thirty-six (24" x 36") inches plat.				
24.	Name of project.				
25.	All title blocks should meet requirements of N.J.A.C. 13.40 Sections 1.3, 1.4, 1.5, 1.6.				
26.	Signature block for endorsement of the Board Chairman and Board Secretary on cover sheet of plans in lower right hand corner of plan. <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="border-top: 1px solid black; width: 60%;"></div> <div style="border-top: 1px solid black; width: 20%;"></div> </div> Board of Adjustment Chairman Date <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="border-top: 1px solid black; width: 60%;"></div> <div style="border-top: 1px solid black; width: 20%;"></div> </div> Board of Adjustment Secretary Date				
27.	Pursuant to N.J.A.C. 13:40-7(a), "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 and addresses of owners within two hundred (200') with respective block and lot numbers shown on the plan.				
29.	Tax map identification (sheet number, block and lot numbers) on plans.				
30.	Zone boundaries within two-hundred (200) feet to be shown on map.				

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31.	Improvements and utilities within 200 ft.				
32.	Proposed right-of-ways				
33.	Any adjacent lots in which applicant have a direct or indirect interest.				
34.	Proposed improvements to adjoining streets or roads.				
35.	All distances to the nearest intersection with any public street (measured along sideline or centerline of adjacent street).				
36.	Building height, size and location (in stories and in feet).				
37.	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 yards for accessory buildings in feet. g. Maximum (%) percent lot coverage by building. h. Maximum height in stories and feet. i. Maximum (%) percent lot coverage by all buildings and pavement. j. Floor area ratio, 				
38.	Location and size of existing building and structures on site and within 200 ft.				
39.	Structures to be removed shall be clearly indicated by dashed lines.				
40.	Designate and note existing structures on Historic Landmarks inventory maintained by the Somerset County Planning Board.				
41.	Existing elevations and contours (2 ft. contour interval and extended minimum of 100 ft. beyond tract.)				
42.	Indication of slopes greater than 15% shown by shading.				
43.	Proposed elevations and contours (2 ft. contour interval) and extended minimum of one hundred (100) feet beyond tract).				
44.	Signage details with dimensions.				
45.	Location and width of all existing and proposed easements.				

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46.	Exterior wall material				
47.	Exterior architectural design lighting illumination pattern and details to include parking facilities.				
48.	Access streets (names, width, lanes).				
49.	Vehicular ingress and egress to and from site onto public streets.				
50.	Directional traffic flow on site.				
51.	Calculation of parking provided and required, including barrier-free parking spaces.				
52.	Location and design of off-street parking.				
53.	Size and location of bays, aisles and planting areas.				
54.	Off-street parking areas paved and curbed.				
55.	Applicable barrier free design in accordance with N.J.S.A. 16:41-2.5				
56.	Written use plan, explaining intended use of the building.				
57.	Size and location of driveways and curb-cuts.				
58.	Driveways conform to maximum and minimum dimensions required.				
59.	Sight easements shown on plan.				
60.	Sidewalks, walkways and pedestrian lanes.				
61.	Fire lanes.				
62.	Loading spaces or docks, including signage.				
63.	Traffic impact analysis for sites generating more than twenty-five (25) vehicles per hour.				
64.	Existing and proposed storm sewer system.				
65.	Drainage calculations: <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. d. Design standards for all facilities are set forth in Section 15-7 				

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66.	Existing and proposed sanitary sewers				
67.	Existing and proposed water mains and hydrants.				
68.	Existing and proposed gas lines.				
69.	Existing and proposed electric lines.				
70.	Existing and proposed telephone lines.				
71.	Existing and proposed common space.				
72.	Existing and proposed open space.				
73.	Collection and disposal method of recyclable materials and solid waste in accord with Chapter 11 of the Revised General Ordinance of Warren Township.				
74.	Areas of site to be used for storage of chemical or hazardous material to be designated on plans, including: <ul style="list-style-type: none"> a. List of substances, quantities, copy of licenses required for storage and transport of any chemical or hazardous materials. 				
75.	Streams, waterways, watercourse protection areas and flood plains on tract and within 200 ft. of tract. All plats that encompass a watercourse protection area as outlined and defined in Section 15-10 shall contain the following certification: "This lot encompasses land in a Watercourse Protection Area and is subject to all the standards and requirements of the Floodplain and Watercourse regulations.				
76.	Delineation of flood plain and wetland areas, and source of delineation (NWI maps) or, if not, a statement describing the absence of such. Indicate classification of wetlands, show appropriate buffer where applicable.				

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77.	Setback lines, provided and required.				
78.	Buffer areas, including height, width, calculation of area, and type of buffer and its expected effectiveness in screening views, auto headlights and reducing noise.				
79.	Proposed landscaping areas including types and sizes of plantings, and planting, staking and mulching details (include in buffer area).				
80.	Areas of proposed dedication for public use.				
81.	Seeded or sodded areas, groundcover, retaining walls, fencing, shrubbery, trees, including height and caliper.				
82.	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.				
83.	<p>Four (4) copies of an Environmental Assessment Report containing:</p> <ul style="list-style-type: none"> A. Descriptive report of environmentally sensitive areas. B. Site description & inventory: <ul style="list-style-type: none"> 1. Types of soil 2. Topography 3. Geology 4. Vegetation 5. Wildlife 6. Surface & subsurface water. 7. Unique, scenic, historic features. 8. Existing development features not part of natural environment. C. Environmental impact matters to be evaluated: <ul style="list-style-type: none"> 1. On-site sewerage & off-site connections. 2. Potable water supply. 3. Stress corridors, wetlands, erodible soils, vegetation, wildlife habitats, aquifer recharge areas & historically or archaeologically significant areas. 4. Adverse sound levels 5. Hazardous substances transported and/or stored. 				

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83.	<p>Four (4) copies of an Environmental Assessment Report containing (Continued):</p> <p>C. Environmental impact matters to be evaluated: (Continued)</p> <ol style="list-style-type: none"> 6. Solid waste disposal. 7. Traffic generation 8. Adverse effects during construction phase. 9. List all licenses, permits, approvals from municipal, county, state, federal agencies. <p>D. Site design to minimize environmental damage:</p> <ol style="list-style-type: none"> 1. Drainage plans to limit off-site runoff. 2. Sewage disposal techniques. 3. Water supply and conservation. 4. Energy conservation measures. 5. Air, water and noise pollution control. 6. Open space reserves. 7. Procedures for chemical spill control. 8. Name and address of person, persons or entity that prepare the EAR and their curriculum vitae. <p><u>Any request for waiver of the above EAR must be submitted in writing as a separate rider in duplicate to the Planning Board Administrative Officer. A waiver request shall address the applicable items and state reasons and describe why there is no impact from the proposed development.</u></p>				
84.	Soil erosion and sediment control plan.				
85.	Show location of Fire Department connections and automatic fire alarm panel (if required).				
86.	Recycling Plan pursuant to the provisions of subsection 11-1.16 Ordinance 07-70.				

NOTE: The Warren Township Board of Adjustment may require submission of additional information not specified in this checklist as are reasonably necessary to make an informed decision as to whether the requirement 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 C40:55D-10.3).

When the applicant appears before the Board of Adjustment for either a work session or public hearing, the applicant will be required to bring four (4) maps of the latest revision submission for the Board members.