

**WARREN TOWNSHIP BOARD OF ADJUSTMENT
CHECK LIST – PRELIMINARY MAJOR SUBDIVISION**

Applicant's Name and Address: _____

Telephone: _____ 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 Sections 15-7 through 15-11 of Ordinance Chapter XV, 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 (2) copies completed application and checklist				
2.	Application fee is paid in accordance with Section 15-5. Preliminary Major Subdivision with Sketch Plat Approval: \$350.00 Plus: 1-3 Lots: \$50.00 4-10 Lots: \$400.00 11-50 Lots: \$800.00 50+ Lots: \$1,600.00				
3.	Escrow fee is paid in accordance with Section 15-5 – Preliminary Major Subdivision: 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 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.				
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. Any applicant who is incorporated <u>must</u> be represented by an attorney				
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 by 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.	11 FOLDED blue on white signed and sealed maps and Fifteen (15) 11" x 17" (14) if Board of Adjustment in accordance with the following: Please note: Applicant is to bring four (4) additional maps of the latest revision to each Planning Board meeting.				
14.	Proper scale (1" = 50') minimum				

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15.	Date and revision date on each sheet. (overall plan revision dates to be shown on cover sheet.)				
16.	Name and address of applicant must be shown on plans.				
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 tax maps.				
21.	A map of the entire tract or property signed and sealed by a professional licensed surveyor showing the location of that portion to be divided, giving all distances and showing all roads abutting or traversing the property. Development boundaries shall be clearly delineated.				
21a.	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.	Name and address of all owners within 200 ft. of the subdivision and the name of the adjoining municipality and county.				
23.	Any municipal limits within 200 ft. of the subdivision and the name of the adjoining municipality and county.				
24.	Drainage submitted must include: <ul style="list-style-type: none"> a. Title sheet. b. Site survey and Layout plan c. Landscaping plan d. Clearing, grading, and drainage plan. e. Erosion and sedimentation control plans. f. Municipal utilities plans and profiles – road profiles and private utilities to be shown in plan. g. Township standard details (2 sheets). 				

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25.	Public improvement construction plans and specifications at a scale of 1" = 50' minimum. Plans to construct public improvements prior to submission for final approval shall show sufficient detail to allow a thorough Engineering review.				
26.	Standard road and sewer construction detail sheets (2)				
27.	Key map (not greater than 1" = 1600')				
28.	Title Block to be in accordance with Chapter 40 of revised statute 45:8 of the State Board of Professional engineers and Land Surveyors stipulating title block content. <ul style="list-style-type: none"> a. Name of development, municipality and county. b. Name and address of developer. c. Scale d. Date of Preparation. e. Name, address, signature and license number of the professional engineer and other professionals that prepared the drawings. 				
29.	Graphic scale and North arrow				
30	Signature block for endorsement of the Board Chairman and Board Secretary on cover sheet of plans in lower right hand corner of plan: APPROVED BY THE WARREN TOWNSHIP BOARD OF ADJUSTMENT _____ Date Chairman _____ Date Secretary				
31.	All existing tract boundaries or lot lines.				
32.	Lot and block number of each bordering lot.				
33.	Planning district boundaries affecting the tract and within 200 feet.				
34.	Planning 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 % lot coverage by building. h. Maximum height in stories and feet. i. Maximum % lot coverage by all buildings and pavement. j. Floor area ratio. 				
35.	The location of any portion which is to be developed in relation to the entire tract.				

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36.	Existing and proposed contours at 5 ft. intervals for slopes averaging 10% or greater, and at 2 ft. intervals for slopes averaging less than 10%.				
37.	Indication of slopes of 15% or greater to be shown with shading.				
38.	Acreage of the parcels to be developed to the nearest tenth of an acre.				
39.	Location of all existing structures on site and within 200 ft. of the site. If site structure presents a variance condition, offsets shall be provided.				
40.	Indication of whether existing structures and uses will be retained or removed to be clearly indicated with a dashed line.				
41.	The location and extent of all existing and proposed easements of rights-of-way (whether public or private), or utility or encroachments affecting the tract, including a statement of the limits and purpose of the easement rights.				
42.	The boundaries and dimensions of any proposed new lot(s), the number of new lots, and the area of each proposed lot in square feet.				
43.	A sketch of the proposed layout or disposition of remaining lands, if any.				
44.	The location and use of all property to be reserved by covenant in the deed for the common use of all property owners or otherwise.				
45.	All means of vehicular access and egress to and from the tract or site onto public streets, showing the size and location of driveways, curb cuts, traffic signs, and signals, channelization, acceleration and deceleration lanes.				
46.	Plans, typical sections, centerline profiles, cross sections at 50' intervals, proposed grades and details of all streets which are to be improved, both within, abutting and off the tract including curbing, sidewalks, storm drains, and drainage structures. Sight triangles, the radius of curb lines and street sign locations shall be clearly indicated at intersections.				

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47.	<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. d. Design standards for all facilities as set forth in Section 15-10. e. Proposed storm water retention or detention facilities, if warranted. No more than 1/3 of lot area required in the zone shall be designated as a storm water facility. 				
48.	<p>Plans of proposed improvements and utility layouts showing feasible connections to any of the proposed utility systems:</p> <ul style="list-style-type: none"> a. Sewers b. Storm drains c. Water d. Fire hydrants and water control valves. e. Gas f. Telephone g. Electricity h. Cable Television. 				
49.	<p>All existing water courses including lakes and ponds, flood hazard areas, floodways, Watercourse Protection Areas, and drainage rights-of-way within the tract or within 200 ft. thereof.</p> <p>All plats that encompass and Watercourse Protection Area as outlined and defined in Section 15-10 shall contain the following certification:</p> <p><i>“This subdivision encompasses land in a Watercourse Protection Area and is subject to all the standards and requirements of the Floodplain and Watercourse regulations of the Township of Warren.”</i></p>				

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50.	Indication of wetland areas on tract and source of delineation. If none, a statement to that effect. Indicate classification of wetlands, and show appropriate buffer where applicable. Proof of submission to N.J.D.E.P. for L.O.I. and permits, as applicable.				
51.	When a stream is proposed for alteration, improvement, or relocation or when a drainage structure or fill is proposed over, under, in or along running stream falling under the jurisdiction of N.J.D.E.P. , the following documentation shall be submitted: <ul style="list-style-type: none"> a. Cross sections of water courses, and/or drainage swales to scale showing the extent of flood plain, top of bank, normal water levels and bottom elevations at the following locations: <ul style="list-style-type: none"> 1. At any point where a watercourse crosses a boundary of the tract. 2. At fifty ft. intervals for a distance of 500' upstream of any point or juncture of two or more water courses within the tract and 500' downstream of the tract. 				
52.	A delineation of the floodway, flood hazard, and wetlands areas adjacent to the tract.				
53.	The total acreage in the drainage basin of any water course running through or adjacent to the tract in the area upstream of the tract.				
54.	The location and extent of any existing and proposed drainage and conservation easements and of stream encroachment lines. The location, extent and water level elevation of lakes and ponds within and adjacent to the tract.				
55.	When ditches, streams or water courses are to be altered, improved, or relocated, the method of stabilizing slopes and measures to control erosion and siltation, as well as typical ditch sections and profiles, shall be shown, together with supporting calculations in accordance with soil conservation standards.				

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56.	<p>The location and species of all existing trees or groups of trees having a diameter in excess of six (") inches (D.B.H.) The location of all wooded areas and the approximate number of trees per acre shall be shown when the tree count is more than 25 trees per acres.</p>				
57.	<p>Proposed shade trees, screening, and buffering should be shown on a separate landscaping plan, and include the following:</p> <ul style="list-style-type: none"> a. Existing vegetation and whether or not it will remain. b. Existing individual trees in excess of 6 inches (DBH) identified by species and showing the approximate crown limits. c. Contiguous stands of trees with inter-grown crowns which will be preserved. d. Existing and proposed contours and site clearance and grading limits. e. Limits of excavation, haul roads, stockpile areas staging areas and the temporary and ultimate landscape of each. f. Areas with special soils or slope conditions (existing or proposed). g. Specifications for proposed topsoiling, seeding, soil sediments and mulching. h. Details, cross sections, materials, surface and finished grade elevations. i. Notes regarding special maintenance requirements during the period of establishment and the limits of any such special maintenance areas. j. Notes regarding permanent or temporary tite maintenance commitments. k. If soil is to be removed or brought to the site the quantity, method of transportation and steps to be taken to protect public streets shall be described. Requirements of section 15-9 (Soil Movement) shall apply. 				

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58.	Each major subdivision application shall include six (6) project reports containing the following: <ul style="list-style-type: none"> a. Project description and statistic report. b. Land classification map and report. c. A natural features report d. Open space plan and report. e. Land coverage and drainage plan. f. Erosion and sedimentation control plan and report. g. Sewer and water plan and report. h. Circulation plan and traffic report i. Utilities plan and report. j. Development schedule plan. k. Variances, exception and modifications l. Easements and covenants. 				
59.	Unique natural features or historic sites or structures within the tract and within 200 ft. thereof.				
60.	All public property and property proposed to be dedicated in the tract, accurately outlined and described with existing or proposed uses designated.				
61.	Four (4) copies of an Environmental Assessment Report in accordance with Section 15-12 containing: <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. 				

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61. C O N T I N U E D	<p>Four (4) copies of an Environmental Assessment Report in accordance with Section 15-12 containing: Continued</p> <p>c. Environmental impact matters to be evaluated:</p> <ol style="list-style-type: none"> 1. On-site sewerage and off-site connections. 2. Potable water supply. 3. Stress corridors, wetlands, erodible soils, vegetation, wildlife habitats, aquifer recharge areas and historically or archeologically significant areas. 4. Adverse sound levels. 5. Hazardous substances transported and/or stored. 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 who prepared the EAR and their curriculum vitae. <p>Please see note below for waiver of EAR instructions:</p>				

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61. C O N T I N U E D	Four (4) copies of an Environmental Assessment Report in accordance with Section 15-12 containing: Continued PLEASE NOTE: Any request for waiver of the above Environmental Assessment Report (EAR) must be submitted in writing as a separate rider in duplicate to the Board of Adjustment Administrative Officer. A waiver request shall address the applicable items and state reasons and describe why there is no impact from the proposed development.				
62.	Recycling Plan pursuant to the provisions of sub-section 11-1.16. (Ordinance 07-70)				

The Warren Township Board of Adjustment may require submission of additional information not specified in this checklist as it 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 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.

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 of Adjustment members.