

**WARREN TOWNSHIP BOARD OF ADJUSTMENT  
CHECK LIST – MINOR SITE PLAN**

Applicant's Name and Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Case #: \_\_\_\_\_

Project Name \_\_\_\_\_

Location: \_\_\_\_\_  
BLOCK LOT(S) STREET

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**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. Minor Site Plan: \$200.00 Add \$200.00 if variance relief is requested				
3.	Escrow fee is paid in accordance with section 15-5. Minor Site Plan \$6,000.00  <b>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)).</b>				
4.	Signed Escrow Agreement				
5(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 <i>N.J.S.A. 40:55D-48.1</i> )				
5(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>				

Rev. 1-1-93; Rev 7-16-97; Rev 6/32010; Rev 5/23/2013

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No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
6.	Owner's letter of consent if applicant is other than owner.				
7.	Certification by the Tax Collector that all taxes have been paid through the current quarter.				
8.	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.				
9.	Eleven (11) FOLDED and fifteen (15) 11"X17" REDUCED COPIES (Applicant to bring four (4) full size maps to meeting for Planning Board review) (Fourteen (14) copies if Board of Adjustment application) in accordance with the following: (Please note that if not all of the following is not applicable to your site, simply check the "not applicable" column),				
10.	Graphic scale of not less than one (1) inch equal to one-hundred (100') feet.				
11.	Date and revision date(s)				
12.	Name and address of applicant must be shown on plans.				
13.	North arrow.				
14.	Entire tract shown.				
15.	Name of project.				
16.	All title blocks should meet requirements of N.J.A.C. 13:40 Sections 1.3; 1.4; 1.5; 1.6				
17.	Pursuant to N.J.A.C.13:40-7.2(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.				
18.	Tax map identification (sheet number, block and lot numbers) on plans.				
19.	Tract boundaries and dimensions.				

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No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
20.	Tract area (within 1/100 acres.				
21.	Zone boundaries and existing schools within 200 ft.				
22.	Building height, size and location				
23.	Zoning Schedule – indicating applicable zoning requirements and proposal including: <ul style="list-style-type: none"> <li>a. Lot area in square feet.</li> <li>b. Lot width in feet</li> <li>c. Front yard setback in feet</li> <li>d. Both side yard setbacks in feet.</li> <li>e. Rear yard setback in feet.</li> <li>f. Rear and side yards for accessory buildings in feet.</li> <li>g. Maximum percent (%) lot coverage by all buildings and pavement.</li> <li>h. Floor area ratio.</li> </ul>				
24.	Location and width of all existing and proposed easements.				
25.	Names and addresses of owners within 200 ft. with respective block and lot numbers.				
26.	Signature block for endorsement of the Board of Adjustment Chairman and Board Secretary on cover sheet of plans in lower right hand corner of plan: <p style="text-align: center;">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>				
27.	Location and size of existing building and structures.				
28.	Structures to be removed shall be clearly indicated by dashed lines.				
29.	Existing elevations and contours (2 ft. contour internal and extended minimum of 100 ft. beyond tract).				
30.	Proposed elevations and contours (2 ft. contour internal)				
31.	Exterior wall material.				
32.	Exterior architectural lighting and details.				
33.	Access streets (names, width, lanes).				
34.	Vehicular ingress and egress to and from site onto public streets.				

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35.	Directional traffic flow on site.				
36.	Calculation of parking provided and required, including barrier-free parking spaces.				
37.	Location and scaled design of off-street parking.				
38.	Size and location of bays, aisles and planting areas.				
39.	Off-street parking areas paved and curbed.				
40.	Written use plan, explaining intended use of the building.				
41.	Size and location of driveways and curb cuts.				
42.	Driveways conform to maximum and minimum dimensions required.				
43.	Sight easements shown on plan.				
44.	Fire lanes.				
45.	Loading spaces or docks, including signage.				
46.	Signage details with dimensions				
47.	Applicable barrier free design in accordance with N.J.S.A. 16:41-2.5.				
48.	Three (3) sets of drainage calculations: <ul style="list-style-type: none"> <li>a. Stormwater Management Plan – Calculations for evaluation of on-site detentions facilities for zero net increase in runoff as required by Chapter XV (Land Use Procedure and Development).</li> <li>b. Calculations for downstream impact analysis without detention facilities.</li> <li>c. Internal drainage system sizing calculations including inlet drainage area map.</li> <li>d. Design standards for all facilities as set forth in Section 15-10.</li> <li>e. Proposed storm water retention or detention facilities, if warranted. <b>No more than 1/3 of lot area required in the zone shall be designated as a storm water facility. <del>DELETE last sentence.</del></b></li> </ul>				
49.	Existing and proposed storm sewer system.				
50.	Existing and proposed sanitary sewers.				
51.	Existing and proposed water mains and hydrants.				
52.	Existing and proposed gas lines.				

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No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
53.	Existing and proposed electric lines.				
54.	Existing and proposed telephone lines.				
55.	Existing and proposed common space.				
56.	Existing and proposed open space.				
57.	Collection and disposal method of recyclable materials and solid waste in accordance with Chapter XI of the Revised General Ordinances of Warren Township.				
58.	Streams, waterways, watercourse protection areas and flood plains on site and within 200 ft. of tract. If none, a statement describing the absence of such.  "This lot 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".				
59.	Setback lines; provided and required.				
60.	Proposed landscaping areas including types and sizes of plantings, staking and mulching details (include buffer area).				
61.	Buffer areas, including height, width calculation of area required, and type of buffer and its expected effectiveness in screening views, auto headlights and reducing noise.				
62.	Indication of wetlands on tract, as determined by National Wetlands Inventory maps. If none, a statement to that effect should appear on the plans. Indicate classifications of wetlands and show appropriate buffer where applicable.				
63.	Indicate slopes greater than 15% by shading.				
64.	Lighting details for parking lots and common areas.				
65.	Seeded or sodden areas, groundcover, retaining walls, fencing, shrubbery, and trees (including height and caliper).				
66.	Indication of significantly sized trees (approximately 12" or greater dbh).				
67.	All improvements proposed to be dedicated to and/or maintained by Warren Township shall conform to standards and requirements of Section 15-8.				

**PLEASE NOTE:**

**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 members to review.**

**NOTE:**

The Board 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 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 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 #: \_\_\_\_\_