

Table 8.2. Submission Checklist

Submission Item No. and Description	Informal Review/ Concept Plan	Minor Application		Major Application				
		Sub- division	Site Plan	General Development Plan	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
1. Submission of completed application forms. Quantity as specified. A. Planning Board B. Zoning Board	24	23 21	23 21	24 22	24 22	24 22	24 22	
2. Folded plot/plan submission. Quantity as specified. A. Planning Board B. Zoning Board	24	23 21	23 21	24 22	24 22	24 22	24 22	
3. Protective covenants/deed restrictions. Quantity as specified. A. Planning Board B. Zoning Board	24	23 21	23 21	24 22	24 22	24 22	24 22	
4. Name, signature license number, seal, address & telephone phone number of plan preparer, as applicable, involved in preparation of plat.	X	X	X	X	X	X	X	
5. Name, address and telephone number of owner and applicant.	X	X	X	X	X	X	X	

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6. Title block denoting type of application, tax map sheet number, county, name of municipality, block and lot, and street location.	X	X	X	X	X	X	X	X
7. A key may not smaller than 1"=1,000 feet showing location of tract with reference to surrounding properties, streets, municipal boundaries, zoning, etc., within 500'.	X	X	X	X	X	X	X	X
8. A schedule of required and provided zone district(s) requirements including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X
9. Tract boundary - a heavy solid line.	X	X	X	X	X	X	X	X
10. North arrow, graphic scale and written scale.	X	X	X	X	X	X	X	X
11. Signature blocks for Chair, Secretary, Administrative Officer and Municipal Engineer.		X	X	X	X	X	X	X

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12. Appropriate certification blocks as required by Map Filing Law.					X	X		
13. Monuments as specified by Map Filing Law or Township Ordinance.		X			X	X		
14. Date of current property survey.	X	X	X	X	X	X	X	X
15. One (1) of three (3) standardized sheets: 30" x 42" 24" x 36" 8.5" x 14"	X	X	X	X	X	X	X	X
16. Subdivisions: A. Less than 3 acre lot; scale no smaller than 1"=50' B. greater than 3.0 acre lots; scale 1"-100'	X X	X X			X X	X X		
NOTE: If more than one sheet is needed for development design, an overall subdivision tract map will be provided on one sheet.								

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17. Site Plans: A. less than 1 acre; scale no smaller than 1"=30' B. 1 acre and large, scale 1"=50' NOTE: If more than one sheet is needed for development design, an overall tract map will be provided on one sheet.	X X		X X	X			X X	X X
18. Metes and bounds showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles as follows: A. Outer boundaries of lot(s) B. Proposed new interior lot(s) or rights-of-way		X X	X X		X X	X X	X X	X X
19. Affidavit of ownership and owner's certification noted on plans.	X	X	X	X	X	X	X	X
20. Acreage of tract to nearest hundredth of an acre.	X	X	X	X	X	X	X	X
21. Date of original and all revisions.	X	X	X	X	X	X	X	X

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22. Size and location of any existing or proposed structures with all setbacks dimensioned (general location for GDP and informal review/concept plan).	X	X	X	X	X	X	X	X
23. Location and dimensions of any existing or proposed rights-of-way and cartways (general location for GDP and informal review/concept plan).	X	X	X	X	X	X	X	X
24. All proposed lot areas in square feet (general information for GDP and informal review/concept plan).	X	X	X	X	X	X	X	X
25. Copy of and delineation of any existing or proposed deed restrictions or covenants.	X (existing)	X	X	X (existing)	X	X	X	X
26. Any existing or proposed easement or land reserved for or dedicated to public use. A. Metes and bounds description.	X	X X	X X	X	X	X X	X	X X

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27. Development stages or staging plans (for GDP-general staging).	X			X (general)	X	X	X	X
28. List of required regulatory approval or permits.		X	X	X	X	X	X	X
29. List of variances required or requested.		X	X	X	X	X	X	X
30. Requested or obtained design waivers or exceptions.		X	X	X		X	X	X
31. Payment of application/escrow fees. (see §900)	X	X	X	X	X	X	X	X
32. Property owners, existing land use, and lot lines of all parcels within 200' identified on most recent tax map sheet.	X	X	X	X	X	X	X	X
33. Survey of all existing streets, water courses, flood plains, wooded areas with trees measuring 8" or greater caliper (at D.B.H.), wetlands or other environmentally sensitive areas on and within 100' of site.	X (general)	X	X	X (general)	X	X	X	X

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34. Map showing the Stream Encroachment area at a scale being used by the applicant in submission, if applicable.		X	X	X	X	X	X	X
35. Map and report by a qualified wetlands specialist showing wetlands delineation at the same scale as the development plan, if applicable.		X	X	X	X	X	X	X
36. Topographical features of subject property from U.S.G.S. map.	X			X				
37. Existing and proposed contour intervals based on identified datum. Contours to extend at least 100' beyond subject property as follows: up to 3% grade=1', 3%+=2'. Proposed grading shall overlay existing topography.		X	X		X	X	X	X
38. Boundary, limits, nature and extent of wooded areas, specimen trees, and other significant physical features (detail may vary).	X (general)	X	X	X (general)	X	X	X	X

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39. Existing system of drainage of subject site and of any larger tract or basin of which it is a part.					X	X	X	X
40. Drainage area map.					X	X	X	X
41. Drainage calculations.		X (if applica- ble)	X (if applica- ble)		X	X	X	X
42. Storm water management plan and profiles.		X	X	X (general availability)	X	X	X	X
43. Soil permeability tests (if applicable), as witnessed by the designated Township official for such purposes. [Ord. 2350, 12/17/19]		X	X		X	X	X	X
44. Proposed utility infrastructure plans and supplier of resources, including sanitary sewer, water, telephone, electric and cable TV.		X	X	X (general availability)	X	X	X	X

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45. Finished elevations, corners of all structures or dwellings, existing or proposed first floor elevations.	X		X	X	X	X	X	X
46. Construction details as required by Ordinance.					X	X	X	X
47. Road profiles.					X	X	X	X
48. Proposed street names.					X	X	X	X
49. New block and lot numbers confirmed with local assessor or municipal designee.		X			X	X		
50. Lighting plan & details.			X		X	X	X	X
51. Landscape plan overlaid on grading plan, plant list, planting details and tree protection details. Plant list to include: botanical name, common name, quantity, size at time of planting, root condition, and spacing.			X		X	X	X	X

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52. Solid waste management plan, including recyclables.			X				X	X
53. Site identification signs, traffic control signs, and directional signs. Submit elevations and details including method of illumination.			X		X	X	X	X
54. Sight triangles		X	X		X	X	X	X
55. Vehicular and pedestrian circulation patterns including handicap access (less detail necessary for informal review/concept plan & GDP stages.)	X (general)		X	X (general)	X	X	X	X
56. Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.	X (general)	X	X	X (general)	X	X	X	X
57. Preliminary architectural plans, front, rear, and side building elevations. Calculation for SFLA for single family development in R-3, R-4 & R-5 zoning districts. [Ord. 1934-07]		X	X		X		X	X

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58. Tree protection zones and tree save areas (see §541.D)			X		X	X	X	X
59. Environmental Impact Statement (see §812)				X (general)	X		X	
60. Community Impact Statement (see §813)				X (general)	X		X	
61. Circulation Impact Study (see §814).				X (general)	X		X	
62. Contribution Disclosure Statement [Ord. 1949-07, 9/4/07; Ord. 1951-07, 11/7/07]				X	X	X	X	X

X = Denotes Required Submission.