

TOWNSHIP OF BORDENTOWN

LAND DEVELOPMENT APPLICATION CHECKLIST

This CHECKLIST has been adopted in accordance with Section 25:807 of the Land Development Ordinance of the Township of Bordentown and will be used to determine whether an application filed with the Bordentown Township Planning Board or Zoning Board of Adjustment is complete. Failure to provide the items listed will result in the application being declared incomplete, unless the Board, pursuant to Section 25:802, waives the deficiency.

Applicant: _____ Application No.: _____

Date Filed: _____ Block: _____ Lot: _____

General Requirements for all Applications

All Applicants are advised to review the provisions of the Land Development Ordinance before submitting an application.

1. ___ Completed application form with completed checklist and copies of all documents, reports and plans relating to the application. Original and seventeen (17) copies filed with the Administrative Officer at least fifteen (15) business days, but not more than twenty (20) business days prior to the regularly scheduled meeting of the Planning Board or the Zoning Board of Adjustment, as the case may be.
2. ___ One (1) copy of the completed application form and the completed checklist and copies of all documents, reports and plans related to the application delivered to each of the following members of the Township's professional staff at least fifteen (15) business days, but not more than twenty (20) business days prior to the regularly scheduled meeting of the Planning Board or the Zoning Board of Adjustment, as the case may be. (Addresses are provided on the last page of the Application Form):
 - ___ a. Township Engineer
 - ___ b. Township Planning Consultant
 - ___ c. Township Traffic Engineer
 - ___ d. Board Solicitor
3. ___ Certification from the Bordentown Township Tax Collector that all taxes are paid as of the date the application is filed.
4. ___ Application Fee and Escrow Deposit, as required by Section 25:901.

5. ___ Proof that there are no outstanding uncollected fees and escrows resulting from past applications or prior submissions by this applicant or involving this property or any part thereof.
6. ___ Statement as to any request for a waiver from any of the filing or submission requirements, together with a statement of the reasons offered in support of the request for the waiver or waivers.
7. ___ List of any requests for waivers from the development standards, together with a statement of reasons offered in support of the request.
8. ___ Proof that any conditions attached to any prior approval granted for the subject property have been fulfilled.
9. ___ List of the names and addresses of all expert witnesses proposed together with a statement of their area of expertise.
10. ___ In any instance where a formal subdivision or site plan is not required to be submitted, a survey or sketch of the property which is the subject of the application showing all structures located on the property.

NOTE: Proof of Notice and Proof of Publication of Notice. These items shall be filed prior to the time of the hearing on the application. They are not required to be filed with the application, since notice cannot be given until the date of the hearing is fixed. The hearing cannot proceed, however, until the Proof of Notice and of Publication have been filed.

Details required for Minor Subdivision Plats and Minor Site Plans

11. ___ Plats or Plans signed and sealed by a New Jersey Licensed Land Surveyor or Professional Engineer, as required, and folded in to eighths with title block revealed.
12. ___ Scale of not less than 1" equals 100' and submitted on one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"). If one sheet is not sufficient to contain the entire territory, the map may be divided into sections shown on separate sheets of equal size, with reference on each sheet to the adjoining sheets.
13. ___ Key map at less than 1" equals 20000'.
14. ___ Title Block:
 - ___ a. Name of subdivision or development, Bordentown Township and Burlington County;
 - ___ b. Name, address and telephone number of subdivider or developer;

- ___ c. Name, title, address and license number of the professional or professionals who prepared the plot or plan;
 - ___ d. Name, address and telephone number of the owner or owners of record
 - ___ e. Scale in inches to feet and bar scale; and,
 - ___ f. Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet
15. ___ Acreage figures (both with and without areas within public rights-of-way and north arrow.
16. ___ Approval signature lines.
- ___ a. Chairman
 - ___ b. Secretary
 - ___ c. Township Engineer
17. ___ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor.
18. ___ Subdivision or development boundary line (heavy solid line).
19. ___ The location of existing and proposed property lines (with bearings and distances), streets, buildings (with their numerical dimensions and an indication as to whether existing buildings will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and treed areas, and any historic features such as family burial grounds and building more than sixty (60) years old, both within the tract and within two hundred feet (200') of its boundary.
20. ___ The location and width of all existing and proposed utility easements.
21. ___ Zoning districts affecting the tract, including district names and requirements.
22. ___ Proposed buffer and landscaped areas.
23. ___ Delineation of flood plains, including both floodway and flood fringe areas.
24. ___ Contours as shown on the U.S.G.S. topographic sheets.
25. ___ Marshes, ponds and land subject to flooding within the tract and within one hundred feet (100') thereof.

26. ___ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Township Tax Assessor.
27. ___ Concerning minor subdivisions only, existing and proposed iron or copper pins and/or monuments.
28. ___ Concerning minor subdivisions applications only, and if the proposed lot(s) is (are) not served by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system and a copy of any written review and report by the Township Board of Health. The locations(s) of the test hole(s), test results and compliance with the "Individual Sewage Disposal Code of New Jersey" shall be shown on the plat and certified by a licensed professional engineer.
29. ___ Road right-of-way dedication and improvement, as applicable.
30. ___ Sight triangle easements, as applicable.
31. ___ Deed descriptions, including metes and bounds description, copies of all easements, covenants, restriction now affecting the property or to be recorded, and roadway and sight triangle dedications.

The requirement for copies includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by-laws of any homeowner's or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body. It is a requirement of the Township of Bordentown that any of the instruments specified above must be written in clear and understandable English language and the instruments will be reviewed on that basis prior to any approval.

32. ___ Impact Statement
- a. Environmental Impact Statement (see Section 25:804 C):
 - b. Traffic Impact Statement (see Section 25:804 D):
 - c. Community Impact Statement (see Section 25:804 E):

Any application for subdivision approval where ten lots or less are involved and all applications for minor site plan approval, either to the Planning Board or to the Zoning Board of Adjustment, as the case may be, may require an Impact Statement, depending upon the nature of the particular development proposal and the subject land area. The Planning Board or Zoning Board of Adjustment, as the case may be, shall inform the applicant regarding any additional information that may be required.

**Details required for Preliminary Major Subdivision Plats
and Preliminary Major Site Plans**

33. ___ Plats of Plans signed and sealed by a New Jersey Professional Engineer and folded into eighths with title block revealed.
34. ___ Protective Covenants or Deed Restrictions [Note the requirement of Section 25:606.E. that all covenants and restrictions must be written in easily understandable English.]
35. ___ Scale of not less than 1" equals 100' and submitted on one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"). If one sheet is not sufficient to contain the entire territory, the map may be divided into sections shown on separate sheets of equal size, with reference on each sheet to the adjoining sheets.
36. ___ Key map at less than 1" equals 20000'.
37. ___ Title Block:
- ___ a. Name of subdivision or development, Bordentown Township and Burlington County;
 - ___ b. Name, address and telephone number of subdivider or developer;
 - ___ c. Name, title, address and license number of the professional or professionals who prepared the plot or plan;
 - ___ d. Name, address and telephone number of the owner or owners of record
 - ___ e. Scale in inches to feet and bar scale; and,
 - ___ f. Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet
38. ___ Acreage figures (both with and without areas within public rights-of-way and north arrow.
39. ___ Approval signature lines.
- ___ Chairman
 - ___ a. Secretary
 - ___ b. Township Engineer
 - ___ c.

40. ___ Acreage to the nearest tenth of an acre and a computation of the area of the tract to be disturbed.
41. ___ The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor.
42. ___ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request.
43. ___ Tract boundary line (heave solid line).
44. ___ Zoning districts, including district names and requirements.
45. ___ The locations and dimensions of existing and proposed bridges and the location of natural features, such as wooded areas and any extensive rock formations, both within the tract and within 200 feet of its boundaries.
46. ___ The location and species associations of all individual trees or groups of trees having a caliper of eight inches (8") or more measured three feet (3') above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development. The proposed location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planing, the total quantity of each plant, and the location of each plant keyed to the plan or plat.
47. ___ Existing and proposed watercourses (including lakes and ponds) with the following required information:
- ___ a. When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report of the status of review by the New Jersey Department of Water Policy and Supply;
 - ___ b. Cross-sections of watercourses and/or drainage swells at an appropriate scale showing the extent of flood plain, top of bank, normal water levels and bottom elevations at the locations specified in the Ordinance;
 - ___ c. The total acreage of the drainage basin of any watercourse running through or adjacent to the tract;
 - ___ d. The location and extent of drainage and conservation easements and stream encroachment lines;
 - ___ e. The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within 200 feet of the tract.

48. ___ Existing contours.
49. ___ Proposals for soil erosion and sediment control.
50. ___ Locations of all existing structures.
51. ___ Size, height and location of all proposed buildings, structures, signs and lighting facilities.
52. ___ All dimensions necessary in order to confirm compliance with all requirements of the Land Development Ordinance
53. ___ The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details and luminaries.
54. ___ The proposed screening, buffering and landscaping plan.
55. ___ The location and design of any off-street parking area, showing size and location of bays, aisles and barriers.
56. ___ All means of vehicular access to or egress from the site onto public streets, with the information required by Ordinance.
57. ___ Plans and computations for any storm drainage systems.
58. ___ The location of existing utility structures on the tract and within 20 feet of its boundaries.
59. ___ Plans of proposed improvements and utility layouts.
60. ___ Plans, typical cross sections and construction details, horizontal and vertical alignment of the centerline of all proposed streets and of existing streets abutting the tract.
61. ___ A copy of any easements, protective covenants or deed restrictions applying to the land being developed and an indication of the location of them on the submitted plat or plan.

The requirement for copies includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by-laws of any homeowner's or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body. It is a requirement of the Township of Bordentown that any of the instruments specified above must be written in clear and understandable language and the instruments will be reviewed on that basis prior to any approval.

62. ___ Proposed permanent monuments.
63. ___ In the case of any subdivision or site plan submission of a planned development, all of the required information for all of the properties comprising the planned development.
64. ___ Environmental Impact Statement including all information specified in Section 25:804.C. All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by an Environmental Impact Statement, unless specifically waived by the Board.
65. ___ Traffic Impact Statement including all information specified in Section 25: 804 D. All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by a Traffic Impact Statement, unless specifically waived by the Board.
66. ___ Community Impact Statement including all information specified in Section 25:804 E. All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by a Community Impact Statement, unless specifically waived by the Board.

Note: The Board reserves the right to require additional information before granting preliminary approval, provided however that no application shall be declared incomplete for lack of the additional information.

Details required for Final Major Subdivision Plats and Final Major Site Plans

67. ___ Plats or Plans signed and sealed by a New Jersey Licensed Land Surveyor or Professional Engineer, as required, and folded in to eighths with title block revealed.
68. ___ Scale of not less than 1" equals 100' and submitted on one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"). If one sheet is not sufficient to contain the entire territory, the map may be divided into sections shown on separate sheets of equal size, with reference on each sheet to the adjoining sheets.
69. ___ All details stipulated in Items 33 through 66 of this Checklist.
70. ___ All additional details required at the time of preliminary approval.
71. ___ A section or staging plan, if proposed.
72. ___ Detailed architectural and engineering data as required by Ordinance.

- 73. ___ Letters directed to the Board Chairman and signed by a responsible official of all utility companies, such as, but not limited to water, sewer, electric, gas, telephone, and cable television, tat service will be provided to the tract.

- 74. ___ Certification in writing from the applicant to the Board that the applicant has:
 - ___ a. Installed all improvements in accordance with the requirements of the Land Development Ordinance; and/or,
 - ___ b. Posted a performance guarantee in accordance with Section 25:902 of the Land Development Ordinance.

Signature and Title of person completing check list.

Date: _____

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