

Applicant's Name: _____ Block: _____ Lot: _____

CHECKLIST

COMPLETE	INCOMPLETE	WAIVER	N/A	ADMINISTRATIVE	MINOR SUBDIVISION	PRELIMINARY SITE PLAN	PRELIMINARY MAJOR SUBDIVISION	FINAL SITE PLAN	FINAL MAJOR SUBDIVISION	VARIANCE REQUEST ("C" & "D")
				GENERAL REQUIREMENTS						
				1.01 Application Form (Original Plus 14 Copies)	X	X	X	X	X	X
				1.02 Receipt Indicating Payment of Fees and Escrow Deposits	X	X	X	X	X	X
				1.03 Certifications from the Tax Collector, Building Inspector, Health Department, Court Administrator and Chief Financial Officer, as applicable, that all taxes, fees, fines, utility charges, municipal liens and other charges and penalties due to the municipality from the Applicant and any individual associated with the Applicant are not outstanding and paid to date. Applicant may provide separate evidence of payment subject to review and certification by the Board or any authorized committee or individual.	X	X	X	X	X	X
				1.04 Fifteen (15) Copies of Proposed Plans	X	X	X	X	X	X
				1.05 Fifteen (15) Copies of All Reports, Calculations or Other Required Documents	X	X	X	X	X	X
				1.06 Affidavit of Ownership/Authorization Form	X	X	X	X	X	X
				1.07 Site Inspection Authorization	X	X	X	X	X	X
				1.08 Compliance with Legal Notice Requirements		X	X	X		X
				a. Proof of Publication						
				b. Affidavit of Service						
				1.09 Corporation or Partnership Form		X	X	X	X	X
				1.10 Listing of all Variances, Design Standard Waivers and Checklist Waivers along with Statement as to Why such Variances/Waivers should be Granted	X	X	X	X		X
				1.11 Copies of Prior Resolutions Pertaining to the Subject Property	X	X	X	X	X	
				1.12 A Recent Photograph of the Subject Property		X	X	X		X
				1.13 A List of All Known Licenses, Permits and Other Forms of Approval Required by Law for the Development and Operation of the Proposed Project	X	X	X	X	X	X
				1.14 Number of Witnesses to Appear before the Board with Areas of Expertise Defined	X	X	X	X		X
				1.15 Certification of Plan Accuracy by Preparer	X	X	X	X	X	X
				SPECIFIC REQUIREMENTS						
				2.01 Plat Clearly and Legibly Drawn or Reproduced at a Scale not Smaller than 1" = 100' by a Capable Professional Permitted to do such Work Under Law	X	X	X	X	X	X
				2.02 Sheet Size, 24" x 36"	X	X	X	X	X	X
				2.03 Title Block in Conformance with N.J.S.A. 45:8-36 Governing "Title Blocks" including Project Name, Tax Block & Lot, Township of Wantage, Sussex County, New Jersey, Name, Title, Address, Telephone Number, License Number, Signature and Seal of the Professional(s) Who Prepared the Plat or Plan. Date of Original Preparation and of Each Subsequent Revision thereof along with a List of Specific Revisions Entered on Each Sheet	X	X	X	X	X	X
				2.04 Name, Title, Address and Telephone Numbers of Applicant	X	X	X	X		X
				2.05 Name, Title, Address and Telephone Numbers of Owner	X	X	X	X		X
				2.06 Scale of Map, Both Written and Graphic	X	X	X	X	X	X
				2.07 North Arrow Giving Reference Meridian	X	X	X	X	X	X
				2.08 Key Map at a Scale not Less than 1" = 400' Showing:	X	X	X	X	X	X
				a. Location of Tract to be Considered in Relation to Surrounding Areas within 200' Outline of 200' Perimeter						
				b. Zone District Boundaries and Zoning Designation of Subject Parcel and Adjacent Lots						
				c. Municipal Boundary Lines						
				d. Streets, Roadways and Other Traveled Ways including Rights-of-Way						
				e. Waterways (i.e. Rivers, Streams, etc.), Ponds, Lakes or Swamps						
				f. Adjacent Lot Configurations with Numbering as Shown on the Latest Revision of the Municipal Tax Maps						
				g. North Arrow						

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				2.09 Tax Map Sheet Number	X	X	X	X	X	X
				2.10 Names, Lot and Block Numbers and Addresses of All Property Owners within 200' of the Subject Property Certified by the Municipal Tax Assessor	X	X	X	X		X
				2.11 Approval Signature and Date Lines for the Chairman, Secretary of the Board and the Board Engineer	X	X	X	X	X	X
				2.12 Zoning Chart Listing Existing and Proposed Requirements Both Written and Graphically including Lot Area, Lot Width, Lot Depth, Building Setbacks, Lot Coverage, Height, Density, Floor Area Ratio, Parking	X	X	X	X		X
				EXISTING CONDITIONS						
				3.01 Locations of all existing features on the subject property and within 200 feet of the tract boundaries based upon a survey performed by a New Jersey Licensed Land Surveyor including the following: a. Buildings or Structures with dimensions to existing property lines. b. Roads, driveways and rights-of-way. c. Pipes, culverts, inlets, bridges or any other drainage structure including size, slope and inverts. d. Utilities including sanitary sewers, water lines, utility poles, aerial/underground electric lines, wells, and septic systems. e. Natural and artificial watercourses, streams, lakes, ponds and other bodies of water f. Wetlands and Swamps g. Wooded areas, tree rows or isolated trees h. Singular Trees outside of wooded areas 12 inches in diameter measured three feet (3') above ground level with designation. i. Rock outcroppings, cliffs or other geological features j. Slopes of fifteen percent (15%) or greater k. Flood hazard area delineation based upon N.J.D.E.P. and F.E.M.A. mapping l. Aquifer recharge areas, including safe sustained ground water yield m. Any other significant natural terrain features	X	X	X	X		X
				3.02 Existing contours at five foot (5') intervals for slopes fifteen percent (15%) or greater and two foot (2') intervals for lesser slopes		X	X	X		
				3.03 If freshwater wetlands are determined to be present on the subject property or within 150 feet of its boundaries; Wetlands line to be established by a qualified Wetlands Delineator along with the following requirements: a. For minor subdivisions, the wetlands delineation shall be accompanied by a Type I - Presence/Absence L.O.I. issued by N.J.D.E.P. used for the determination of buffer widths only. b. For all other applications, the wetlands delineation shall be accompanied by a Type IV - Line Verification L.O.I. issued by N.J.D.E.P. used for the purpose of verifying the delineated wetlands line and providing buffer widths.	X	X	X	X		X
				SUBDIVISIONS						
				4.01 Entire Tract Boundary Line (heavy solid line), existing and proposed subdivision or property lines within the tract, and the existing and proposed number of lots.	X	X	X	X	X	X
				4.02 Acreage figures to the nearest hundredth of an acre for the following: a. Entire Tract b. Proposed Lots c. Remainder Lot d. Right-of-Way Dedications	X	X	X	X	X	X
				4.03 Existing and Proposed property lines with distances in feet (to the nearest 0.01 feet) and bearings in degrees-minutes-seconds (to the nearest second)	X	X	X	X	X	X
				4.04 Roadway Frontage for entire tract, proposed lots and remainder lot.	X	X	X	X	X	X
				4.05 Building envelopes utilizing the setback distance specified in the zoning requirements	X	X	X	X	X	X

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				4.06 Open Space, Buffer Zone, Recreation Areas, Municipal and Public Areas and Lands to be Conveyed to the Township if applicable.		X	X	X	X	
				4.07 Written Confirmation from Municipal Tax Assessor that the Proposed Lot Numbers are Acceptable.	X		X		X	
				4.08 Cluster Development Option Data			X			
				4.09 Existing and Proposed Easements, where applicable, including the following: a. Sight Easements b. Utility Easements c. Access Easements d. Conservation Easements e. Drainage Easements f. Slope Easements g. Other types of easements, as appropriate	X	X	X	X	X	X
				4.10 Existing and Proposed Driveway Locations with Sight Distance Profiles. Sight Distance profiles shall conform to N.J.D.O.T. design standards. Utilizing a Driver's Eye Height of 3.50' and an Object Height of 4.25' with the following clearances: a. Within the Sight Triangle Easement: 2' clearance between the sight line and finished grade b. All Other Locations: 1' clearance between the sight line and finished grade	X	X	X	X		
				4.11 When a conventional septic disposal system is proposed, the following shall be included in conformance with N.J.A.C. 7:9A-1 et seq: a. Two (2) Soil Logs total shall be provided b. Permeability analysis for each soil log c. Location of Test Holes relative to existing and/or proposed property lines d. Approximate Location of Primary Disposal Field	X	X	X	X		X
				4.12 Location and description of monuments set or to be set.		X	X	X	X	X
				ROADWAYS						
				5.01 Plan and Profile of Existing and Proposed roadways including: a. Locations of Edge of Pavement, Traffic Striping and Approximate Centerline b. Roadway Name c. Roadway Width d. Paving Material e. Right-of-Way Width f. Curbs and Sidewalks g. Guide Rails h. Drainage Structures and Piping i. All Utilities including feasible connections to existing or proposed utility systems j. Horizontal and Vertical Alignments annotated k. Low Points and High Points along Profile l. Easements m. Plan view at a scale of 1" = 50' n. Profile view at a scale of 1" = 50' (Horizontal) and 1" = 5' (Vertical)		X	X	X		
				5.02 Roadway Cross Sections Every Fifty feet (50') along the centerline alignment at a scale of 1" = 5'-0" Horizontal & Vertical		X	X	X		
				5.03 Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof		X	X			
				5.04 Limits of Disturbance activities for the proposed development including cut and fill limits		X	X	X		
				5.05 Earthwork Summary for the disturbance activities		X	X	X		
				5.06 Construction Details of all proposed improvements.		X	X	X		

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				MISCELLANEOUS						
				6.01 Circulation plans including existing and proposed streets, curbs, aisles, lanes, driveways, fire lanes, parking spaces, loading areas, walks, etc. indicating dimensions and types of pavement.		X	X	X		
				6.02 Grading plan showing proposed contours and spot grades at building corners, pavement areas and other appropriate locations throughout the site.		X	X	X		
				6.03 Landscaping plan prepared by a Certified Landscape Architect including the types, quantity, size and location of all proposed plantings. The scientific and common names of all vegetation shall be indicated.		X	X	X		
				6.04 Lighting Plan including the fixture types, pole types, mounting heights, direction, wattage, isolux patterns, time of operation and footing details. The Lighting Plan shall also show the minimum required footcandle isolux patterns superimposed on the proposed development plan to ensure proper lighting distribution.		X	X	X		
				6.05 Soil Erosion and Sediment Control Plan in accordance with the current "Standards for Soil Erosion and Sediment Control in New Jersey" and special provisions required by the Township of Wantage.		X	X			
				6.06 Environmental Impact Statement		X	X			
				6.07 Drainage Report including the following information: a. Storm drainage piping and structures design utilizing the 25 year design flow b. Detention, Infiltration, Retention Basin design utilizing the 2, 10, 25, 50, 100 year design flows including: 1. Outlet Structure and Piping 2. Emergency Spillway 3. Berm Width 4. Side Slopes 5. Anti-Seep Collars 6. Maintenance Vehicle Access 7. Trash Racks and Safety Devices c. Water Quality Storm analysis utilizing the 1 year design storm such that 90% of total storm water volume collected is discharged within 36 hours for commercial development and 18 hours for residential development or an explanation as to why these requirements are not required d. Drainage Area Maps for Pre vs. Post Development Conditions and Contributing Drainage Areas to Catch basins at a scale not to exceed 1" = 100' e. Run-off Coefficient and Time of Concentration Calculations used in all aspects of the design f. Summary sheet comparing pre-development flow to post-development flows to ensure that no increase in storm water discharge occurs.		X	X			
				6.08 Facility Impact Report including: a. Sewer and Water b. Traffic Volume and Circulation c. Plans showing impacts to the preceding items		X	X	X		
				6.09 Fire Protection Plans and Details including number of proposed units, available water supply, water main size, flow and hydrant locations.		X	X	X		
				6.10 Provisions for solid waste handling including dumpster locations and details.		X		X		
				6.11 Compliance with A.D.A. requirements.		X		X		X
				6.12 Preliminary Architectural Plans for all proposed buildings including overall floor plans and building elevations indicating building height.		X		X		X
				6.13 Copies of Protective Covenants, Deed Restrictions or Homeowner Association Documents.		X	X	X	X	
				6.14 Proposed Developer's Agreement		X	X	X	X	

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				FINAL SITE PLAN/SUBDIVISION						
				7.01 Letter Itemizing All Elements Covered Under Performance Bond				X	X	
				7.02 Letter of Approval and Certification from Township Engineer				X	X	
				7.03 Letter Certifying Conformance to Preliminary Plat by Applicant's Engineer				X	X	
				7.04 Final Map Statement Included on Plat: " I certify that (NAME OF STREET OR STREETS) are approved roads by the Land Use Board of the Township of Wantage. Approval of this map shall not be construed as acceptance of said roadways indicated herein, nor shall such approved obligate jurisdiction on said road or street until such time said road may be accepted by the Township of Wantage." Signature _____ Township Clerk					X	
				7.05 Graphic/Written Description of Area Surrounding the Site so the Prevailing Zoning and actual Uses in the Area are Clear						X
				7.06 A Description of Any Alternatives that Were Considered						X
				7.07 A Statement or Legal Brief which Clarifies Why the Variance Should be Granted.						X
				7.08 Copies of All Relevant Documents from the Zoning Officer						X
				7.09 The following additional information is required only for a Soil Removal Application: a. Aerial Photo of Entire Site and Surrounding Area b. Total cubic yards expected to be removed c. Length of Operation Time d. Daily Hours of Operation e. Soil Fertility Statement for all Soil Series on Site f. Reclamation and Landscape Plan g. Surface Water Drainage Plan h. Sections of Soil Removal i. Dimensions of Excavation Area		X		X		X