Elk Township Land Development Checklist
Last revised by ordinance O-2-2008, (Section 96-25(E))
X : denotes required for submission

Name of Applicant: Gaines Application #: SD-20-01 FEB 18 2020

Submission Checklist

		Site Plan			Subdivision			Variance (w/o site plan)	General Development Plan	Applicant Check (waiver)	Official Verification
		Minor	Preliminary Major	Final Major	Minor	Preliminary Major	Final Major				
1.	a. Completed Application form. Submit Twenty (original plus 19 copies) b. 1 copy completed checklist c. Completed signed escrow agreement	X	X	X	X	X	X	X	X	✓	
2.	Twenty (20) sets of plans and exhibits folded with title block showing	X	X	X	X	X	X	X	X	✓	
3.	Application and Escrow Fees Paid	X	X	X	X	X	X	X	X	✓	
4.	Affidavit of Ownership; if the applicant is not the owner, applicant's interest in the land, e.g., tenant, contract purchaser, lien holder, etc., and a copy of the document creating that interest (price may be deleted), consent of owner.	X	X	X	X	X	X	X	X	✓	
5.	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least ten (10%) of its stock of any class as required by N.J.S.A. 40:55d-48.1	X	X	X	X	X	X	X	X	N/A	
6.	The names and addresses of witnesses and their expertise, if any.	X	X	X	X	X	X	X	X	✓	
8.	Copies of applications to and certification of approvals from all outside agencies with jurisdiction over the proposal (Gloucester County, NJDEP, NJDOT, Soil Conservation District, etc)	X	X	X	X	X	X	X	X	✓	

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9.	The plat/plan shall be prepared under the supervision of and be signed and sealed by a licensed New Jersey land surveyor, professional planner, professional engineer or registered architect in accordance with the provisions of N.J.A.C.13:40-7.1, et seq.	X	X	X	X	X	X	X (if no site plan or subdivision are proposed, request waiver	X	✓	
10.	The map/plan shall include: • Name and address of the owner and applicant • Name and address of the person preparing the plan with license #, seal and signature • Signature block for Chairman and Secretary of the planning board • Signature of the applicant and land owner • Date of the original plan and revision dates • Legend/ Title block including title, block and lot, zone district, address, municipality and county, plan scale	X	X	X	X	X	X		X	✓	
11.	Source and date of current or re-certified property survey prepared and sealed by a registered NJ Land surveyor. (prepared or certified within the last 1 year)	X	X	X	X	X	X	X	X	✓	
12.	Certification and monumentation required by Map Filing law.				X	X	X			✓	

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20.	The names of all property owners within 200 feet, as disclosed by the most recent tax records.	X	X	X	X	X	X	X		✓	
21.	A statement as to any application requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.	X	X	X	X	X	X	X	X	✓	
22.	A list of all other requirements or standards of the Township Unified Development Ordinance that are not met by the application and for which a waiver or variance is sought.	X	X	X	X	X	X	X	X	✓	
23.	Proposed phasing and construction schedule for entire project.		X			X			X		
24.	For a General Development Plan, all items listed in section 96-29								X		
25.	Plans shall be prepared at a minimum scale of one (1) inch equals fifty (50) feet. If the entire plan does not fit on one sheet, an overall plan with entire tract on one sheet shall be included at a smaller scale (1"=100' or 200')	X	X	X	X	X	X	X		✓	
26.	For cluster development where permitted, a "by-right" sketch to determine the lot yield for a conventional subdivision.					X			X		
27.	North designation by arrow on each sheet	X	X	X	X	X	X	X	X	✓	
28.	Date reference meridian and graphic scale	X	X	X	X	X	X		X	✓	
29.	An environmental impact statement as per § 96-44 of this chapter.	X	X			X					
30.	A Phase I Environmental Assessment report conforming to current ASTM standards in accordance with § 62A		X			X					

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13.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all lots, center lines and rights-of-way, utility easements and centerline curves on streets	X	X	X	X	X	X				
14.	Certification from the Tax Collector that all taxes are paid to date.	X	X	X	X	X	X	X	X	✓	
15.	Statement providing an overview of the proposed uses of the land and improvements, alterations, or additions	X	X	X	X	X	X	X	X	N/A/ waiver	
16.	Location map at a scale of 1"=2000' or larger showing the entire tract, location of existing and proposed property/street lines, entire subdivision/site plan and its relation to all features shown on the Official Map/Master Plan & located within 1/2 mile of the limits of the subject tract.	X	X	X	X	X	X		X	✓	
17.	A key map, at an appropriate scale, with a north arrow showing the location of the site and its relationship to surrounding areas, existing street locations, municipal and zone boundaries. Also show contiguous tracts in which the applicant has any direct interest.	X	X	X	X	X	X		X	✓	
18.	The Tax Map sheet, block and lot numbers as per the Assessor's records	X	X	X	X	X	X	X	X	✓	
19.	Proposed street names and new block/lot numbers approved by the tax assessor.				X	X	X			✓	

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38.	Photographs of the site taken from the opposite side of the street and to show any unusual physical aspects of the site. And for a variance, any other vantage that would be instructive.	X	X		X	X		X		✓	
39.	All proposed lot lines, lot lines to be eliminated, area of proposed and existing lots in square feet and setback lines.	X	X		X	X				✓	
40.	The location, design and dimensions of each new and existing structure and wooded area.	X	X	X	X	X	X	X	X	✓	
41.	Location of existing wells and septic systems and distances between them, and on adjacent properties where required by the Board	X	X		X	X		X		✓	
42.	Structures and wooded areas within 200 feet of property line.		X			X			X	✓	
43.	The existing and proposed use of all buildings and structures including bridges, culverts, paving, lighting, signs and grade elevations for each structure.	X	X	X	X	X	X	X	X	✓	
44.	The location, dimensions and arrangement of proposed streets, vehicular access ways and driveways, curb openings, turn radii, off-street parking areas, methods of separating land traffic and parking traffic within off street parking areas and the location, dimensions and arrangement of loading and unloading areas, evidencing a feasible and safe vehicular circulation pattern	X	X	X		X	X				

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31.	Traffic Impact Study prepared, signed and sealed by a licensed professional engineer in NJ. If a full traffic study is not needed, the Board may request a modified traffic impact statement.		X			X			X		
32.	Copy of Requests to Township Committee for any required ordinances related to the proposal (to invoke Title 39, etc)			X			X				
33.	Statement and demonstration of compliance with affordable housing requirements as applicable including § 70-4	X	X	X	X	X	X		X	✓	
34.	The names and widths of all abutting streets, including the right-of-way and cartway (pavement width).	X	X	X	X	X	X		X	✓	
35.	A schedule of mandated and provided zoning district requirements, including total acreage, lot area, lot width, lot depth, yard setbacks, building coverage and square footage, lot coverage, open space area, density and parking. Anticipated number of residents or number of employees should also be included.	X	X	X	X	X	X	X	X	✓	
36.	Copy of any protective covenants, easements and restrictions of record. Include current Tile Policy.		X		X	X				✓	
37.	Drafts of proposed protective covenants, deed restrictions or easements for review by the Land Use Board and its professional staff			X			X				

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52.	Method by which common/public open space or commonly held building or structure is to be owned and maintained.		X			X			X		
53.	Any structures of historic significance on or within two hundred (200) feet of the tract, and a statement of the impact of the development on the historic structure.	X	X		X	X		X	X	WAIVER	
54.	Identification of all abutting land that is currently assessed as qualified farmland.		X			X				-	
55.	Contours at 20 foot intervals for the entire tract and within 100 feet (USGS Topographic maps are sufficient) and conformance with the grading plan requirements in section 96-66M prior to the issuance of any building permits.	X	X		X	X		X		waiver	
56.	Contours at five (5) foot intervals for slopes averaging ten percent or more, and at one (1) foot intervals for land of a lesser slope. Contours shall be in the United States Coast and Geodetic Control Survey Datum and are to be shown as solid lines. At least 2 permanent benchmarks for each 50 acres or portion there of shall be established on opposite ends of the site with descriptions and elevation noted.		X			X					

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45.	Calculation of required number of parking spaces and total number of parking spaces provided.	X	X	X		X			X		
46.	Existing or proposed rights-of-way and easements with dimensions; all land to be dedicated to the municipality or reserved for specific uses.		X	X		X	X		X		
47.	Landscape plan in accordance with section 96-31C(20) and 96-32B(7) and buffering plan in accordance with section 96-47 showing what vegetation will remain and what will be planted (common and botanical name), indicating names of plants and trees and dimensions, approximate time of planting, method of planting, and corner sight distance triangles in accordance with 96-50.	X	X			X					
48.	Distance along rights-of-way lines of existing streets to the nearest intersection with other streets	X	X		X	X				✓	
49.	The location of all existing trees or tree masses, indicating general sizes and species of trees in accordance with Township Ordinances.	X	X		X	X			X	waiver	
50.	Tree Protection Plan, limits of clearing in accordance with Township Ordinances.	X	X		X	X				waiver	
51.	The location, design and dimensions of open space areas, conservation areas, buffer areas, pedestrian walkways and any recreation areas and facilities proposed by the developer.		X			X			X		

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65.	Preliminary plans and profiles of proposed utility layouts and connections to existing or proposed utility systems and water and sewer facilities.		X	X		X	X				
66.	A written commitment from the Elk Township Municipal Utilities Authority of sufficient capacity to provide sewer and water service for the project when completed(if within sewer service area).	X	X	X	X	X	X		X	✓	
67.	If on-site sewerage disposal is required (septic system), the results and location of all percolation tests and test borings.	X	X	X	X	X	X	X		Waiver	
68.	Floor plan and front elevation of all proposed principal buildings and contemplated accessory buildings and structures, and any elevations in public view.	X		X			X				
69.	Gross floor area per building, floor area ratio (FAR) and square footage allocation of uses per building.	X	X	X					X		
70.	Lighting plan showing the location, height, light distribution, design and distance from intersections of for all freestanding, building mounted, sign lighting and ground lighting.	X	X	X		X					
71.	Location, size and materials of containers and enclosures for solid waste and recycling, and a detail of same.	X	X	X							

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57.	A grading plan showing existing and proposed spot elevations, based upon the datum, at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations sufficient to assure that the project will not have an adverse affect on the existing drainage pattern (96-66M).	X	X		X (request waiver if no construction or grading is proposed- will be a condition)	X				waive	
58.	Soil Erosion and Sediment Control Plan consistent with the requirements of the soil conservation district.	X	X		X	X				waiver	
59.	Location of Soil Borings to determine soil suitability and indication of whether topsoil will be transported to the site and/or removed and transported outside the municipal boundary.	X	X		X	X				waive	
60.	The location, size and direction of flow of all streams, brooks, ditches, lakes and ponds. The boundaries of the floodplains of all water courses shall also be submitted.	X	X	X		X	X				
62.	Location of fire hydrants and streetlights.		X			X					
63.	Cross sections and center-line profiles of all existing or proposed streets or water courses with dimensions at 50 foot intervals.		X	X		X	X				
64.	Plans and design data for storm drainage facilities including calcs.	X	X			X					

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74.	Storm water and Drainage: Demonstrate consistency with Chapter 86 regarding stormwater management and control, including plans and profiles. Location of all stormwater inlets within 100 feet of property boundaries.	X	X	X		X	X				
75.	Utilities. Preliminary plans and profiles of proposed scale of not more than one (1) inch equals fifty (50) feet horizontally and one(1) inch equals five (5) feet vertically showing connections to existing and proposed utility systems. Include design calculations.	X	X	X	X	X	X			waive	
76.	Recreation Facilities Plan and details where applicable in accordance with section 96-55		X	X		X	X				
77.	Size, type, copy and location of all proposed signs.	X	X	X			X	X (if applicable)			
78.	Where there is potential future development of adjacent parcels or undeveloped portions of the subject lot, locations of future pedestrian and vehicular connections.		X			X			X		
79.	Municipal Developer Agreement between the developer and the municipality for redevelopment, general development plan or other subdivision or site plan where off tract improvements are contemplated.			X			X		X		
80	Barrier free sub code requirements if applicable	X	X	X		X					
81.	Traffic control and directional signage plan (elevation, size, color, etc) in accordance with section 96-64.	X	X	X		X					

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72.	If lots proposed for subdivision or development have frontage on or require access to a State Highway, submit copies of any permits issued by NJDOT pursuant to NJAC 16:47-1 et. seq.	X	X	X		X	X			✓ Previously Received	
73.	A letter of interpretation from the New Jersey Department of Environmental Protection either verifying the locations of the freshwater wetlands boundary and transition areas on the subject property, or determining and certifying that the proposal is exempt from the provisions of the Fresh Water Wetlands Protection Act, or confirming the absence of freshwater wetlands or freshwater wetlands transition areas on the subject property. Wetlands line and buffer must be shown on plans. The requirement may be waived if the site is clearly uplands and applicant submits a signed statement by a New Jersey licensed engineer or land surveyor that: (a)He has personally visited the subject property and conducted a site investigation as necessary to determine that there are no freshwater wetlands or transition areas on the subject property. (b)He has examined the subject property on a national wetlands inventory map. (c)He has reviewed the soils on the subject property as set fourth in the Gloucester County Soil Survey Map as issued by the United States Department of Agriculture. (d)He has certified that there are no freshwater wetlands of freshwater wetland transition areas on the subject property.	X	X	X	X	X	X	X	X	Waive	

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82.	Construction details required by RSIS (NJAC 5:21), including cross section details of all drainage systems and details for roads, sidewalks, stormwater management systems, water supply and sewer systems.		X	X		X	X				
83.	Existing and proposed curb openings, with width at curb line and property line.	X	X		X	X				✓	
84.	Letter containing a list of all items not installed or completed and to be covered by a performance guarantee, with quantities and cost of each item and the total cost of all items.			X			X				

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