

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

Name of Applicant: Wilson Application #: ZB 23-02

		Site Plan			Subdivision			Variance (w/o site plan)	General Development Plan	Applicant Check	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		
6.	The names and addresses of witnesses and their expertise, if any.	X	X	X	X	X	X	X	X		
7.	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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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		
15.	Statement providing an overview of the proposed uses of the land and improvements, alterations, or additions	X	X	X	X	X	X	✓	X		
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		
19.	Proposed street names and new block/lot numbers approved by the tax assessor.				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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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		
50.	Tree Protection Plan, limits of clearing in accordance with Township Ordinances.	X	X		X	X					
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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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					
58.	Soil Erosion and Sediment Control Plan consistent with the requirements of the soil conservation district.	X	X		X	X					
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					
50.	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				
2.	Location of fire hydrants and streetlights.		X			X					
3.	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				
4.	Plans and design data for storm drainage facilities including calcs.	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				
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			

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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				