

WASHINGTON TOWNSHIP PLANNING and ZONING BOARD

**APPLICATION CHECKLIST**

APPLICATION # \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

OWNER/APPLICANT \_\_\_\_\_

Note: mark space provided if incomplete

1. Applicant's name, address and interest in the subject property. ( )
2. Owner's name, address and signed consent to the filing of the application. ( )
3. Street address and block and lot description of the subject property. ( )
4. Zoning classification. ( )
5. Present use of the subject property. ( )
6. Proposed use of the subject property. ( )
7. Statement of the applicant's intent regarding the ownership, sale or leasing of the proposed development. ( )
8. Certification from the Municipal Tax Collector that all taxes are paid to date. ( )
9. Twelve (12) copies of an application for review containing the minimum information outlined in items #1 through # 8. ( )

10. Applicable fee or fees as listed in Section 15.10:

- A. Application fee
- B. Professional review fee -
  - I. Estimated fee as indicated in section 15.10.2.
  - II. Reestablishment of depleted escrow account
- C. Variance fee
- D. Appeal or interpretation fee
- E. Special meeting fee

11. Twelve (12) copies of a plat signed and sealed by an appropriate professional, containing the minimum information outlined either in Sections 10.2.4, 10.3.4 and 10.4.4 for Subdivisions, or 11.3.4 and 11.4.4 for Site Plans, as appropriate to either Minor, Preliminary Major or Final Major development, respectively; and the required endorsements as indicated in Section 10.2.5 or 10.4.5 as appropriate.

Minor Development:

- A. Plat size 15" x 21", 24" x 36" or 30" x 42"
- B. Scale not less than 1" = 50'
- C. Scaled key map showing the entire development in relation to the surrounding area and roadway system.
- D. Tax map sheet, block and lot numbers
- E. Names and addresses of the owner, subdivider or developed, and person preparing the plat.
- F. Names of all adjoining property owners within three hundred (300) feet as disclosed by the most recent Municipal tax records.
- G. All existing structures and their corresponding uses within the parcel and within three hundred (300) feet.
- H. North arrow, scale at which the plat is drawn, and date of preparation and all revisions.
- I. Acreage, to the nearest tenth of an acre, of the entire tract and of all newly proposed parcels.
- J. Number of new lots being created.
- K. Dimensions of all proposed lot lines of all new lots being created and of parcels being retained, and of all existing lot lines to be eliminated by the proposed subdivision.
- L. All existing and proposed streets and easements, including utility easements, within or adjoining the proposed subdivision.
- M. Location, size and direction of flow of all streams, brooks, lakes, water courses, drainage structures and drainage ditches in the area to be subdivided or developed, and within two hundred (200) feet.
- N. Boundaries of all flood plains, CAFRA areas, wetlands, wild and scenic river zones and all other environmental districts.

- O. Classification of the zoning district or districts in which the proposed subdivision or development is located. ( )
- P. Copy of a USGS quadrangle map on which the boundaries of the subject property and all proposed subdivisions or development are shown. ( )
- Q. Existing and proposed facilities to provide water for the use and consumption of occupants of all buildings which will serve the proposed subdivision or development. ( )
- R. Existing and proposed wastewater facilities for the use of occupants of all buildings which will serve the proposed subdivision or development, ( ) including the following information:
  - (1) Onsite treatment and holding facilities - location, size, type and capacity.
  - (2) Soil borings and percolation tests - in accordance with NJSA 58:11-23 et seq and indicating boring locations, soil logs, soil boring elevations, groundwater elevation, estimated seasonal high water. The onsite wastewater system must demonstrate that it can meet the water quality standards of the Section 13.15, Wastewater Management Standards. ( )
- S. A soils map including a copy of the Burlington County Soils Survey showing the location of the proposed subdivision or development. ( )
- T. A vegetation map showing existing vegetation, identifying predominant vegetation types in the area, identifying all trees with trunk diameters in excess of twelve (12) inches which are proposed to be removed, and showing proposed landscaping of the subject property including the tree line location before and after development. ( )
- U. Required endorsements pursuant to section 10.2.5 as amended. ( )
- V. Certified survey required at the option of the Planning and Zoning Board. ( )

Preliminary Major Subdivision:

- A. All those standards listed under Minor Development, except item V. ( )
- B. Name of the proposed development. ( )
- C. Certified survey with topographic contours at one (1) foot intervals and based upon NGVD 1929 MSL datum. ( )
- D. Results of all soil borings and percolation tests taken at the rate of one (1) per five (5) acres and complying with NJSA 58: 11 - 23 et seq. ( )
- E. Soil classifications and expected seasonal high water table levels as reported in the Soils Survey of Burlington County, New Jersey. ( )
- F. Grading plan including proposed first floor elevations. ( )
- G. Plans and profiles of all existing and proposed streets located in or within two hundred (200) feet of the subject property. Stationing and elevations shall be included. Driveways within two hundred (200) shall also be shown. ( )
- H. Typical street cross-sections showing roadway construction, shoulder improvements, drainage swales and any other proposed improvements. ( )

- I. Sight triangles at street intersections. ( )
- J. Existing and proposed street rights-of-way and drainage rights-of-way including those indicated on the Official Map. ( )
- K. Plans and profiles of all existing or proposed drainage improvements located in or within two hundred (200) feet of the subject property including type, grades, pipe diameters and inverts, swale dimensions, drainage bed materials and dimensions, elevations and pertinent construction details. Stream bed elevations and cross-sections may be required to ascertain right-of-way widths, stream capacity or flood elevations. ( )
- L. Soil erosion and sedimentation control measures to protect onsite soils during the course of construction and stabilization, and measures taken to safeguard adjoining properties and water courses from sedimentation. ( )  
Note: If a soil erosion control plan is required by the Burlington County Soils Conservation District, a copy of the required plans, details and reports shall be filed with Municipality. ( )
- M. Drainage calculations and design sheets signed and sealed by an appropriately licensed professional and including the runoff formula, design storm, estimated runoff, capacity analysis, design data for detention and retention devices, inverts and related design information, all in accordance with Section 13.13, Stormwater Management Standards. ( )
- N. A brief quantitative report of the evaluation of runoff on downstream property owners including pre-development runoff, developed runoff, water course flow and capacity. If onsite detention or retention is proposed, storage calculations and at-depth percolation test results shall also be submitted in accordance with Section 13.13, Stormwater Management Standards. ( )
- O. Proposed lighting plan including locations, types, intensities and details of standrads and fixtures. ( )
- P. Landscaping, landscaping schedule, cross-sections of proposed buffer areas and limitations placed upon landscaping within sight triangles. ( )
- Q. Existing and proposed signs. ( )
- R. Locations of all existing and proposed utility services. ( )
- S. Designation of all off-tract improvements required for subdivision or development of the site. ( )
- T. A corporation or partnership applying for permission to subdivide a parcel of land into six (6) or more lots, a variance to construct a multiple dwelling unit with twenty-five (25) or more dwelling units or approval for a commercial property shall disclose a listing of all stockholder or partners owning at least ten percent (10%) interest in the corporation or partnership. If the owner is itself a corporation or partnership, it shall also list all stockholders or partners owning at least ten percent (10%) interest in the corporation or partnership. ( )

Final Major Subdivision:

- A. Plat size 15" x 21", 24" x 36" or 30" x 42" ( )
- B. Scale not less than 1" = 50'( )
- C. Tax map sheet, block and lot numbers ( )
- D. Names and addresses of the owner, subdivider and person preparing the plat. ( )
- E. North arrow, scale at which the plat is drawn, and date of preparation and all revisions. ( )
- F. Acreage, to the nearest tenth of an acre, of the entire tract and of all newly proposed parcels. ( )
- G. All existing and proposed streets and easements, including utility easements, within or adjoining the proposed subdivision. ( )
- H. Tract boundary lines, right-of-way lines of streets, easements, other rights-of-way of lands to be reserved or dedicated to public use, street names. All lot lines and other site lines shall have accurate dimensions and bearings or deflection angles. All curves shall have accurate radii, arcs and central angles. ( )
- I. Purpose of any easement or land reserved or dedicated to public use; proposed use of sites other than residential. ( )
- J. Each block and lot shall be assigned numbers by the Municipal Tax Assessor, and these numbers shall be shown on the plat. ( )
- K. Minimum building setback lines on all lots; locations of all sight triangles. ( )
- L. Location and description of all monuments. ( )
- M. Licensed land surveyor's certification of the accuracy of the plat. ( )
- N. Required endorsements pursuant to sections 10.2.5 and 10.4.5 as amended. ( )

Preliminary Major Site Plan:

- A. All those standards listed under Minor Development except items J and K. ( )
- B. Items B through T inclusive listed under Preliminary Major Subdivision. ( )
- C. Location, design and ingress/egress of all proposed parking and loading areas including bay size and dimensions of internal driveways and aisles. ( )
- D. Proposed pedestrian walkways. ( )
- E. Location, type and height of all existing and proposed walls and fences. ( )
- F. Architectural elevations and renderings for proposed buildings. ( )
- G. Solid waste disposal areas and buffering. ( )
- H. Proposed storage areas including buffering plans. ( )
- I. Roofscaping plans. ( )

Final Major Site Plan:

- A. The Final Major Site Plan shall take the form of a Revised Preliminary Major Site Plan incorporating all changes or modifications required by the Planning and

- Zoning Board during the course of preliminary approval. ( )
- B. Required endorsements pursuant to sections 10.2.5 and 10.4.5 as amended. ( )

12. Submittal of items # 9 through 11, 13, 14, 18 and 19 as applicable, to the Administrative Officer two (2) weeks prior to a regularly scheduled meeting of the Planning and Zoning Board. ( )

13. In addition, applications for Preliminary Major Subdivisions and Preliminary Major Site Plans, shall include the following minimum information:

- A. Statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property including a recently certified abstract of title or commitment for title insurance. ( )
- B. If phased development is proposed, a schedule for development including starting and completion dates for each phase and any open space areas apportioned to each stage of development. ( )
- C. Traffic circulation plan. ( )

14. In addition, applications for Final Major Subdivisions and Final Major Site Plans, shall be accompanied by:

- A. As appropriate, twelve (12) copies of a Revised Preliminary Major Subdivision Plat or Final Major Site Plan incorporating all the changes or modifications required by the Planning and Zoning Board during the course of preliminary approval. ( )
- B. A letter from the applicant stating that no changes other than those noted on the plat have occurred. ( )
- C. A letter from the Municipal Engineer indicating that the Applicant has completed the installation of all improvements in accordance with the requirements of this Ordinance and posted with the Municipal Clerk a performance surety in an amount sufficient to cover the cost of all improvements required as estimated by the Applicant's engineer and approved by the Municipal engineer. ( )
- D. A certification from the Municipal Tax Collector that all taxers have been paid to date.
- E. A certification from the Municipal Clerk that the amount, form and content of the performance or maintenance surety is acceptable to the Governing Body and that fees required for the costs of construction inspection, other than those related to building permits, have been paid as calculated in Section 15.10. ( )

15. Proofs of concurrent submissions:

- A. Burlington County Planning Board ( )
- B. Pinelands Commission, Certificate of Filing pursuant to section 15.3 ( )

16. Applications for Preliminary Major developments and Variances shall be subject to a public hearing, and the application shall be accompanied by:

A. Proofs of public notice and notice to property owners pursuant to Section 6, Article III of the Land Use Procedures Ordinance No. 2-1977. \*\* ( )

B. Proof of notice of any such hearing to the Pinelands Commission pursuant to section 10.3.6 at least five (5) days prior to such hearing. ( )

\*\* Notice shall be given/published at least ten (10) days prior to the hearing date.

\*\* Publication shall be in both the Atlantic City Press and Burlington County Times as the official newspapers of the Planning & Zoning Board.

17. Submittal of proofs as required in items # 15 and 16 as appropriate, to the Administrative Officer prior to the scheduled time of the meeting of the Planning and Zoning Board during which the application will be reviewed for completeness, or during which any required public hearing is conducted. ( )

18. In addition, applications involving Conditional Uses set forth within the appropriate zoning district, shall indicate conformance with the respective conditions and controls of sections 5.2.3, 6.2.3, 7.2.3, 8.2.3, and 9.2.3 as appropriate for the respective development as follows:

section # \_\_\_\_\_ - conditional use \_\_\_\_\_ ( )

19. In addition, applications involving Neighborhood Business Uses or Industrial Uses as set forth within the appropriate sections of Articles 6 or 7, shall indicate conformance with the following standards and controls:

A. Landscaping pursuant to section 6.6 or 7.6. ( )

B. Parking and loading pursuant to section 6.7 or 7.7. ( )

C. Signs pursuant to section 6.8 or 7.8. ( )

D. Lighting pursuant to section 6.9 or 7.9. ( )

E. Optional requirements pursuant to section 6.10 or 7.10. ( )