

**TOWNSHIP OF WASHINGTON
LAND DEVELOPMENT CHECKLIST**

**PLANNING BOARD
ZONING BOARD OF ADJUSTMENT**

DRC - Concept	Subdiv.		Site Plan			Waiver (Note #1)	Item #	CHECKLIST SECTION	Submitted / Complete	Waiver Requested	Not Applicable	Official Use - Do Not Mark
	Minor	Major	Minor	Major	Major							
APPLICANT INFORMATION												
Block(s) #:		Project Name:										
Lot(s) #:		Applicant Name:										
ADMINISTRATIVE INFORMATION												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Original signed application and nineteen (19) copies.				
							2	Items to be submitted:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	12 sets of full size plans.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	12 Copies of full site plan/subdivision plan at reduced size (11"x17").				
			<input type="checkbox"/>	<input type="checkbox"/>			5	6 sets of Preliminary Architectural Plans.				
			<input type="checkbox"/>	<input type="checkbox"/>			6	12 Copies of colored Preliminary Architectural Building Elevations at reduced size (11"X17").				
		<input type="checkbox"/>		<input type="checkbox"/>			7	8 Copies of Environmental Assessment.				
		<input type="checkbox"/>		<input type="checkbox"/>			8	8 Copies of Environmental Impact Statement.				
		<input type="checkbox"/>		<input type="checkbox"/>			9	8 Copies of Environmental Impact Worksheet.				
		<input type="checkbox"/>		<input type="checkbox"/>			10	8 Copies of Traffic Impact Statement.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			11	Certified Current List of Property Owners within 200 feet of the proposed site. Required for minor applications if variances are requested.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			12	Current title report (including protective covenants and deed restrictions affecting the property).				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			13	Deeds and legal descriptions (right-of-way dedication; sight triangles; lot consolidation; easements).				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			14	List of checklist waivers, variances, and design waivers along with written justification for each.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			15	Payment of application fees and escrows with a signed Escrow Agreement.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			16	Certification of taxes paid.				
		<input type="checkbox"/>		<input type="checkbox"/>			17	Letter from the WTMUA indicating connection, supply and capacity for water and sewer is available.				
PLAN INFORMATION												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			18	Sheet size either 24"x36" or 30"x42".				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			19	Plat legibly drawn or reproduced at a scale of not less than 1"=100'.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20	Submission of a current outbounds survey plan signed, sealed and certified by a NJ licensed Land Surveyor.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			21	Cover Sheet (including approved signature block).				
		<input type="checkbox"/>					22	Certification blocks as required by the New Jersey Map Filing Law.				

Note 1: Site Plan Waivers may only be granted if the conditions set forth in Section 199-4.B of the ordinance are met.

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•	•	•	•	•	•	23	Title block denoting type of application, municipality, county, tax map sheet, block & lot numbers and street address.				
•	•	•	•	•	•	24	Name of professional preparing plans (including signature, license number and seal, and business address).				
•	•	•	•	•	•	25	Written and graphic scales, original date of plans, revision date block and north arrow with reference meridian				
	•	•	•	•	•	26	Affidavit of ownership on plan set.				
•	•	•	•	•	•	27	Name, address, telephone and fax numbers of owner and applicant.				
	•	•	•	•	•	28	Key map (at 1"=1000' or 1"=2000') showing the location of the entire site and all streets and land uses within 500 feet of the site.				
	•	•	•	•	•	29	Zoning map depicting the property limits and the zoning district for the site in question and for adjacent properties within 200 feet of the site. Identify the Wellhead Protection Overlay District boundaries and tier designation as				
	•	•	•	•	•	30	Names of all owners of contiguous lands and adjacent properties within 200 feet of the site. Required for minor applications if variances are requested.				
	•	•	•	•	•	31	Schedule of zoning requirements and conformance to same.				
	•	•	•	•	•	32	Provision of all calculations on which parking and open space is based.				
	•	•	•	•	•	33	List of all regulatory approvals or permits and status of same.				
	•	•	•	•	•	34	List of checklist waivers, variances, and design waivers.				
			•	•	•	35	Written description for each proposed non-residential building (including number of employees; number of shifts to be worked; maximum employees per shift expected truck and trailer traffic; hours of operation).				
		•		•		36	Delineate all phased portions of the project (or provide a note indicating no phasing is proposed)				
	•	•	•	•	•	37	Demolition plan showing all existing improvements to be removed				
			•	•	•	38	Location and details of all proposed site improvements.				
	•	•	•	•	•	39	Provide the location, size and nature of any contiguous lands owned by either the Applicant or in which the Applicant has a direct or indirect interest (even if only a portion of the entire property is involved in the current application).				
	•	•	•	•	•	40	Depict the entire extents of the tract on each plan sheet (showing all proposed lots), or provide a separate map when it is not practical to provide the entire site on each plan sheet.				
	•	•	•	•	•	41	Plan delineation of any existing or proposed deed restrictions, protective covenants, recorded easements, and rights-of-way.				
	•	•				42	Dimension for all existing and proposed lot lines, existing lot lines to be eliminated, right-of-way lines and outbounds. Areas for all existing an proposed lots shall be provided in square feet and additionally in acres for lots 0.5 acres or more in size.				
	•	•	•	•	•	43	Locate and provide names, widths, cross sections and profiles for all existing and proposed streets abutting the property in question.				

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	•	•	•	•		44	Outside dimensions of all existing and/or proposed principal building(s) and accessory buildings. Dimensions to the nearest existing or proposed property lines shall be provided for all existing structures that are to remain.				
	•	•	•	•		45	Profiles of all existing and proposed storm sewer, sanitary sewer and water mains.				
	•	•				46	Block and lot numbers shall be shown in conformity with the municipal tax assessor.				
	•	•	•	•		47	The purpose of any easement of land reserved or dedicated to public use shall be designated				
	•	•	•	•		48	Sight triangle easements based upon applicable AASHTO, County or Township standards.				
		•	•	•		49	Superimpose the location and extents of soil types (per the Gloucester County Soil Survey) on both the soil erosion and grading plan. The soil names shall be keyed to the plans and the hydrologic soil group letter shall be provided for each soil type.				
	•	•	•	•		50	Proposed and existing contours at one-foot intervals based upon U.S.G.S. Datum. Spot elevations shall be provided at property corners, sidewalks, curbs, pavement and finished floor elevations. Also required for Minor Subdivisions if wetlands, drainage easements or other drainage issues exist.				
						51	• A Tree Planting and Removal Plan must accompany any application for preliminary approval and must be included in the plan set.				
		•		•			• A Tree Planting and Removal Permit Application and Fee must be submitted with Preliminary Approval application documents.				
							• The Tree Planting and Removal Plan is to include locations of existing trees, 4" DBH and greater within the Construction Zone and Tree Protection Zone.				
							• Calculations for tree removal and replacement are to be included on the Tree Planting and Removal Plan.				
	•	•	•	•		52	Limit of freshwater wetlands, wetlands transition areas and stream encroachment lines with NJDEP reference if applicable.				
	•	•	•	•		53	Flood plains with source of information noted if applicable.				
	•	•	•	•		54	Boundary limits of wooded areas on site plan and grading plan.				
	•	•	•	•		55	Location of proposed easements, rights-of-way, sight triangle easements, drainage easements or access easements.				
	•	•	•	•		56	Location of existing and proposed wells and septic systems within 100 feet of the site (applicable to applications with wells and/or septic systems).				
	•	•	•	•		57	Plan of existing and proposed utilities (including sanitary sewer, storm sewer, potable water, gas mains, etc.) and a note stating all proposed utilities are to be installed underground.				
	•	•	•	•		58	Fire protection information (fire hydrants, fire zones).				
	•	•				59	Location and description of monuments whether set or to be set as specified by the Map Filing Law.				
	•	•	•	•		60	Location of all driveways, streets and right-of-way widths within 200 feet of the site.				

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		•	•	•		61	Site identification signs, traffic control signs and directional signs.				
			•	•	•	62	Locations and dimensions of all parking stalls, loading areas, drive aisles, traffic patterns and driveways. Accessible parking shall be provided in accordance with current ADA guidelines.				
			•	•	•	63	Method of solid waste disposal. All non-residential site plans must include a note that any and all trash removal shall be the responsibility of the property owner.				
		•	•	•	•	64	Plans and details for all exterior lighting (including the type of standard, luminaire, wattage, type of light, accessory feature, and isolux patterns with maintained horizontal foot-candles). Site Plan Waiver applications shall include existing lighting levels in all parking areas and walkways to determine conformance with current ordinance standards.				
		•	•	•		65	Landscape and buffering plans (including limits of existing vegetation, clearing limits, proposed plantings and planting details). New trees proposed as replacement relative to the Tree ordinance must be clearly labeled on the Landscape Plan.				
		•	•	•		66	Landscape schedule (including botanical and common plant names, height or spread of plant at time of planting, root type, caliper (where applicable) and seasonal planting restrictions).				
	•	•	•	•		67	Soil boring logs and locations for each proposed stormwater management facility. Two soil borings are required per facility.				
	•	•	•	•		68	Stormwater management plans showing the location, size, and details of all stormwater management facilities.				
	•	•	•	•		69	Drainage areas for each proposed stormwater management structure depicting onsite and offsite drainage areas and water courses.				
	•	•	•	•		70	Soil erosion and sediment control plans and details.				
TECHNICAL REPORTS AND CALCULATIONS											
	•	•	•	•		71	Stormwater Management Calculations. (8 copies)				
	•	•	•	•		72	NJDEP Low Impact Development Checklist (in accordance with the NJDEP BMP Manual. (8 copies)				
		•				73	Submission of lot closure calculations.				