

TOWNSHIP OF FLORENCE

MINOR SITE PLAN APPLICATION CHECKLIST OF SUBMISSION REQUIREMENTS

TO BE FILLED OUT BY APPLICANT:

Name of Applicant: _____

Location of Subject Property:

Street Address: _____

Block: _____ Lot: _____

Date Submitted to Florence Land Use Office: _____

FOR OFFICIAL USE ONLY:

Date Received at Florence Land Use Office: _____ By: _____

Completeness Review By (required by all three):

Complete	Incomplete	Reviewed by	Signature	Date Reviewed
___		Board Engineer	_____	_____
___		Township Planner	_____	_____
___		Board Attorney	_____	_____

(If incomplete indicate the missing items on this form and return it to the applicant)

Date Returned to Applicant:

By:

INSTRUCTIONS

You should first obtain the "GENERAL INSTRUCTIONS FOR APPLICATIONS", from the Land Use Office. Read it carefully for a detailed explanation of the application process. Also, be sure that you have the correct checklist before you begin compiling your application. This checklist relates to steps 1 and 2 in the process (as described in the General Instructions) and can be used only for **minor site plan applications**. It is your responsibility, as an applicant, to provide a complete "picture" of your application. Only after you have provided the information listed below can your application be certified as "complete" and submitted to the Planning Board or Zoning Board for their review. In some cases (indicated below), specific checklist items may be requested to be waived by checking the appropriate box under "waiver requested". Be sure that you address each of the items listed in this checklist in your application submission. Failure to do so will result in it being classified "incomplete". An "incomplete" application has no legal status.

SUBMISSION OF MATERIALS to the LAND USE OFFICE

At the time of the original submission of your application to the Florence Land Use Office, your application must be in six (6) complete sets (original and 5 copies). All maps must be folded and a complete set must be sent directly to the Board’s professional staff (addresses can be obtained from the Land Use Office). After your application has been certified as complete you must submit nine (9) additional sets to the Land Use Office. As noted below, the application fee is a non-waivable submission item. However, because the application fee is non-refundable, you are not required to submit the application fee until after your application is certified “complete” (and scheduled on the Board’s meeting agenda).

Non-waivable Submission Items

The following items must accompany all applications at the time of the original submission. They cannot be waived. Please check the appropriate box when provided:

	Completed and signed checklist together with written justification of waiver requests, if any. Original and 5 copies.
	Application Form. Original and five (5) copies, completed and notarized.
	Escrow fee along with the completed escrow agreement (consult with the Land Use Office for the amount and to obtain agreement form).
	Certification by the Township Tax Collector that all taxes, including water and sewer charges and all other assessments, on the subject property are paid to date (form available from the Land Use Office).
	If the property is under agreement, either a copy of the agreement or a letter from the owner granting permission to seek application approval.

PLEASE NOTE: The application fee is also a non-waivable submission item; but because it is non-refundable, you may submit it after your application is certified as “complete” and scheduled on a Board meeting agenda.

Submission Items

The following items are required by ordinance to be submitted with all minor site plan applications. You may request that a specific item be waived by marking the appropriate “waiver requested” box and providing written justification for the request. A determination on any waiver request will be made based upon the written justification that must accompany any waiver request. Waivers will be granted only for good and sufficient reason and the request to waive a major item will substantially delay the process. Please check the appropriate boxes:

Provided	Waiver Requested	Not Applicable	
			An Environmental Impact Statement (EIS)
			A preliminary delineation of wetlands based upon NJDEPE criteria.
			A preliminary delineation of stream encroachment based upon NJDEPE criteria.
			A plan drawn to a scale no less than 1 inch equals 100 feet.
			Date of preparation, north arrow, graphic scale, state highway number, county route number and street names.
			The name of the land development and the municipality in which it is located.
			The name and address of the owner and the developer of the property as well as the name, address, title and seal of the person preparing the plan, maps and accompanying data

Provided	Waiver Requested	Not Applicable	
			Certificate that the applicant is the owner of the land or has authority to act as agent for the owner, setting forth names and addresses of both.
			Area for the date and substance of each revision.
			The tract name, Tax Map sheet, block and lot number, date, reference meridian and graphic scale.
			Acreage of the tract to the nearest tenth of an acre.
			Contours at two-foot intervals, except where the slopes exceed 15%, in which case they may be five feet. All elevations shall be based on USCGS datum.
			A key locator map at a scale of not less than one inch equals 2,000 feet showing the entire site and lots contiguous to it that are in the same or related ownership of the development.
			A locator map, showing all road intersections within five hundred feet or the nearest intersection, whichever is the most distant.
			All structures, wooded areas within the tract and adjoining the tracts and all trees greater than or equal to six inches in diameter within the tract.
			All lot lines and names of owners of lots within 200 feet of the site.
			All adjacent block and lot numbers.
			All political boundary lines.
			Existing lot lines to be eliminated.
			A clear statement of the use proposed.
			Signature blocks for the Board Chairperson and Secretary.
			County highway route numbers.
			An indication of drainage conditions and directions of water flow on the side of roads opposite the subdivision.
			Zoning district(s).
			Location of all existing utilities.
			The location and extent of all easements, along with a statement of the use and owner thereof.
			A soil erosion and sediment control plan, pursuant to the requirements of N.J.S.A. 4:24-39 et seq.
			All existing or proposed storm sewer drainage systems within or adjacent to the development site, showing size, type, location and profile of lines, ditches, manholes, inlets, drywells and detention basins, plus all supporting design.
			Plans of proposed utility layouts (sanitary sewers, storm sewers and the drainage structures) showing feasible connections to existing and/or proposed utility systems (approved by appropriate jurisdictions).
			Drainage area map and drainage calculations.
			Lands to be dedicated or reserved for public use shall be clearly indicated.
			The location, size and nature of all existing and proposed roads within and abutting the development site, with note indicating additional dedication (to County or Township) where appropriate.
			Standard details, i.e. proposed inlets, curbs, headwalls and manholes, and typical cross sections, i.e. streets, channels and retention/detention basins.
			Cross sections of watercourses at an appropriate scale.
			Methods used to stabilize slopes and control erosion and siltation for ditches, streams or brooks and the location and general extent of wooded areas, bodies of water and other physical features.
			Boundaries of floodplains of water bodies, if defined, within the development site. These should correspond to the floodway and the flood hazard areas commonly designated by the NJDEPE. Other approved criteria may be used where these are lacking.

Provided	Waiver Requested	Not Applicable	
			The area of the Federal Flood Hazard Zone, if applicable, or a notation that it is not applicable.
			A copy of the protective covenants or deed restrictions applying to the land being subdivided.
			Test borings to the water table or 10 feet, whichever is lesser, showing information on soil types, depth to seasonal high water and water table, with at least one boring for each 10 acres and each type of soil on the tract (taken preferably between February 1 and May 31, note date taken).
			If an on-site disposal system is proposed, the location of test pits and the results of permeability tests.

Where work is to be done in the Township right-of-way, a detailed plan at a scale of not to exceed one inch equals 30 feet, showing the layout of any intersection, including driveways, to a Township road. This plan shall show the following:

Provided	Waiver Requested	Not Applicable	
			Existing elevations of the center line and the edge of the existing pavement of the road every 25 feet, to extend 100 feet beyond the property line or intersection pavement transition.
			Proposed elevations of the curb gutter and top of the curb every 25 feet along the road at the stations established in the item above.
			Half cross sections of every 50 feet and at critical points along the road and spot elevations at the center line, edge of pavement and proposed curb line along the road.

APPLICANT’S CERTIFICATION

The undersigned (applicant) hereby acknowledges that the information contained herein is true and complete to the best of his/her knowledge.

Date: This _____ day of _____, 2__

If you have any questions concerning this checklist or the application process, contact the Florence Township Land Use Office at (609) 499-2525.