

TOWNSHIP OF FLORENCE

MAJOR 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 **major 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, your application must be in fifteen (15) complete sets (original and 14 copies) with all maps folded. Of the fourteen (14) copies, a complete set must be sent directly to the Board’s professional staff (addresses can be obtained from the Florence Township Land Use Office). The original application and the remaining eleven (11) copies are to be delivered to the Florence Township 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:

Provided	
<input type="checkbox"/>	Completed and signed checklist together with written justification of waiver requests, if any. Original and fourteen (14) copies.
<input type="checkbox"/>	Application Form. Original and fourteen (14) copies, completed and notarized.
<input type="checkbox"/>	Escrow fee along with the completed escrow agreement (consult with the Land Use Office for the amount and to obtain agreement form).
<input type="checkbox"/>	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). Original and fourteen (14) copies.
<input type="checkbox"/>	If the property is under agreement, either a copy of the agreement or a letter from the owner granting permission to seek application approval. (14 copies)

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 - ORIGINAL AND FOURTEEN (14) COPIES of Items that are to be “Provided”

The following items are required by ordinance to be submitted with all major 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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An Environmental Impact Statement (EIS)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A preliminary delineation of wetlands based upon NJDEPE criteria.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A preliminary delineation of stream encroachment based upon NJDEPE criteria.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A plan drawn to a scale no less than 1-inch equals 100 feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation, north arrow, graphic scale, state highway number, county route number and street names.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The name of the land development and the municipality in which it is located.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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).
			Soil boundaries taken from either the county soils survey or more detailed field observation.
			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.

Submission Items for Preliminary Major Site Plans

In addition to the information required above, every application for PRELIMINARY MAJOR SITE PLAN APPROVAL shall provide the following:

Provided	Waiver Requested	Not Applicable	
			The location, elevation, type and size of all existing or proposed curbs, sidewalks, driveways, fences, landscaping, retaining walls, parking space areas and off-street loading areas, together with the dimensions and layouts of all of the foregoing on the site.
			The type and number of driveways.
			Existing and proposed signs, lighting standards, utility poles and trees of six-inch caliper and larger, measured five feet above ground, over the entire tract, except in heavily wooded areas.
			A statement of the proposed number of units.
			Preliminary plans for the elevations and locations of structures, parking, lighting, loading, signs and landscaping.
			Existing and proposed structures and uses, including the shortest distances between buildings and lot lines.
			An indication of those buildings to remain and those to be removed.
			Building elevations.
			Building coverage and impervious coverage in acres or square feet and percentage of lot coverage.

Provided	Waiver Requested	Not Applicable	
			All setback lines.
			Any existing wells and/or septic systems.
			Proposed septic systems and/or well locations.
			Proposed public water and/or sewer connections.
			When septic systems are proposed, supply boring and percolation test results.
			Supply one boring for each acre if soil maps indicate that the seasonal high-water table may exceed ordinance standard for a buildable lot.
			Existing and proposed rights-of-way and easements within the adjoining tract.
			Location of wooded areas.
			Buffers in accordance with the standards of the ordinance.
			Location and identifications of existing vegetation outside of wooded areas.
			An indication as to whether existing vegetation is to remain or to be removed.
			A planting schedule in accordance with ordinance standards.
			Lighting details.
			Freestanding sign details showing location and dimensions.
			Circulation and parking details.
			Sight triangles at intersection.
			Driveways and aisles.
			Parking spaces.
			A schedule indicating the number of existing and proposed parking spaces.
			Ingress and egress.
			Loading.
			Sidewalks.
			Curbs.
			Handicapped parking and curb cuts.
			Improvement details for the above.
			The location of a recycling center(s).

A building and use plan showing:

Provided	Waiver Requested	Not Applicable	
			Size, height, location, arrangement and use of all existing and proposed structures and signs.
			Total building coverage in acres or square feet.
			Percent of lot coverage.
			Architect's scaled elevations of the front, side, and rear of any structure and sign to be erected or modified to the extent necessary to apprise the Planning Board of the scope of the proposed work.
			Existing structures on the site and whether they are to remain or to be removed.
			Written description of the proposed use and operations of the building, including, for non-residential uses, the number of employees or members, the proposed number of shifts to be worked and the maximum employees on each shift.
			Expected truck and tractor-trailer traffic.
			Description of the expected emission of noise, glare, vibration, heat, odor, air and water pollution and safety hazards.

Provided	Waiver Requested	Not Applicable	
			Expected expansion plans incorporated into the building design shall be included. Floor plans shall be submitted.

A circulation plan showing:

Provided	Waiver Requested	Not Applicable	
			Street names.
			Acceleration and deceleration lanes.
			Curbs, aisles and lanes.
			Access points to the public streets.
			Sight triangles, traffic channelization, easements, fire lanes and driveways.
			Number and location of parking and loading spaces, loading berths or docks.
			Pedestrian walks from each entrance/exit along expected paths of pedestrian travel, such as but not limited to access to parking lots, driveways or other buildings on the site, and across common yard areas between buildings.
			All related facilities for the movement and storage of goods, vehicles and persons on the site, including lights, lighting standards, signs and driveways within the tract and within 100 feet of the tract.
			Cross sections of new streets, aisles, lanes, driveways, sidewalks and bikeways.
			Expansion plans for the proposed use shall show feasible parking and loading expansion plans to accompany building expansion.

A landscape plan showing:

Provided	Waiver Requested	Not Applicable	
			Existing and proposed wooded areas and buffer areas.
			Intended screening devices and buffers.
			Grading at two-foot contour intervals inside the tract and within 50 feet of its boundaries.
			Seeded or sodded areas and ground cover (grasses from a mix of predominantly blue grass and relatively free from noxious weeds).
			Retaining walls, fencing, signs, recreation areas and other landscape features.
			Location, species, and caliper of shrubbery, trees and other plant material to be located on the site.
			Location and type of improvements.
			All portions of the site not utilized by buildings or paved surfaces shall be landscaped utilizing existing and proposed plantings and other landscape features.
			Deciduous and/or coniferous trees in accordance with Township shade tree list.
			Lawn, seed and ground cover areas established on a minimum of four inches of good quality topsoil clean of debris.
			Established grades planned for aesthetic, drainage and erosion control purposes.
			Grading plan, drainage facilities and landscaping coordinated to prevent erosion and siltation, as well as assuring that the landscaping and environmental plan conform to the requirements of any other reviewing agency.

A facilities plan showing:

Provided	Waiver Requested	Not Applicable	
			Existing and proposed locations of all drainage, open space and common property.
			Location of existing and proposed fire, gas, electric, telephone, sewerage and water lines, including the proposed grades, sizes capacities and materials to be used for facilities installed by the applicant. (Utility company installations need only show their sizes and locations.)
			All easements acquired or required on the tract and across adjacent properties.
			Copies of any legal documentation that support the granting of an easement by an adjoining property owner.
			The method of sanitary waste disposal.
			All proposed lighting, including the direction, angle, height and reflection of each source of light.
			All utilities are to be installed underground as required by ordinance.
			The submission of all required state and federal approval (prior to site plan approval).
			Drainage facilities complying with the stormwater runoff provision of the Chapter 91, Land Development.

A Municipal Services and Utilities Impact Statement analyzing the probable impact on municipal services, including:

Provided	Waiver Requested	Not Applicable	
			Feasibility of providing potable water to the site to meet the required demand for the intended use without degrading either all or a portion of the entire system. Consideration shall be given to the adequacy of the existing storage and distribution system.
			Stormwater management calculations. This is to also include “Attachment D – Major Development Stormwater Summary” of Tier A MS4 NJPDES Permit No. NJ0141852.
			Feasibility of conveying and treating the sewage generated by the proposed development within the existing Township system.
			School.
			Police and fire protection.
			Roads and traffic.
			Sanitation, trash disposal and recycling.
			Supporting data to show how conclusions were determined.

Submission Items for Final Major Site Plans

Every application for FINAL SITE PLAN APPROVAL shall provide the following:

Provided	Waiver Requested	Not Applicable	
			All information required for preliminary site plan approval revised to show all conditions of preliminary approval.
			An executed sewer and water agreement.

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_____

APPLICANT'S NOTICE RESPONSIBILITIES

As an applicant for major site plan preliminary approval, you have the responsibility under state law to notify the public and surrounding property owners of the date of the public hearing and the nature of the application. This responsibility, however, can only be fulfilled after the application has been certified as "complete," placed on the Board's agenda and scheduled for public hearing by the Land Use Office. Detach and retain this sheet until after you have been notified that your application has been certified "complete" and the public hearing date has been set. At that time, it is your responsibility to perform the following:

- Provide notice of the public hearing by personal service or certified mail to all property owners within 200 feet of the subject property as listed on the certified list provided by the Tax Collector no later than ten (10) days prior to the public hearing. (A sample notice is available from the Land Use Office.) An affidavit of service (form available from Land Use Office), together with the certified mail receipts, shall be provided to the Land Use Office prior to the public hearing.
- Arrange for publication of a notice of the public hearing published no later than ten (10) days prior to the public hearing in the Burlington County Times or the Register News (proof of publication must be provided to the Land Use Office prior to the hearing date).
- Additional parties must receive notice, by personal service or certified mail in the following situations. If the property you are developing is:
 1. Within 200 feet of an adjoining municipality, you must notify the Clerk of that municipality and the Burlington County Planning Board.
 2. Adjacent to an existing or proposed county road or to property owned by Burlington County, you must notify the Burlington County Planning Board.
 3. Adjacent to a state highway, you must notify the New Jersey Commissioner of Transportation.
 4. Larger than 150 acres or will have more than 500 dwelling units, you must notify the State Planning Commission.

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