

**APPLICATION CHECKLIST
Land Use Procedures
Ordinance of the
Township of West Caldwell
(Subsection 18A-9.2c)**

APPLICATION NO _____
ADDRESS _____
APPLICANT _____
APPLICATION DATE _____

MINOR SITE PLANS, MINOR SUBDIVISIONS

Following is a checklist summary of requirements for a complete application related to minor site plans or minor subdivisions. **All plans must be folded to 8 1/2 x 11 inches.**

Application Requirements	Comments
1. Twenty (20) copies of all submittal documents	() _____
2. Property identification	() _____
3. Identification of property owner, owner's agent, applicant's attorney and plans/plats preparer(s).	() _____
4. Statement of purpose of application .	() _____
5. Statement of use of property.....	() _____
6. Identification of adjoining properties in which owner/applicant holds a proprietary interest	() _____
7. Property owner's authorization of application	() _____
8. Full payment of application fees/escrow funds	() _____
9. Ten (10%) percent ownership disclosure statement pursuant to the Municipal Land Use Law (N.J.S.A. 40:55D-48.1 et seq.)	() _____
10. No taxes/assessments are due or delinquent	() _____
11. Plans/maps/documents filed at least ten (10) days prior to hearing date	() _____
12. Hearing notice/affidavit of proof of service	() _____
13. Property survey/deed.....	() _____
14. Property lines: distances/bearings....	() _____
15. Properties within two hundred (200) feet	() _____
16. Tabular schedule of height/area/ bulk requirements	() _____
17. Buildings/structure setbacks	() _____
18. Land coverage: buildings/ structures/ parking/ other	() _____
19. Significant property features (including wetlands Letter of Interpretation, if applicable).....	() _____
20. Streets within two hundred (200) feet of site	() _____
21. Property encumbrances.....	() _____
22. Listing of chemicals/hazardous substances	() _____
23. Certification: conformance with performance stds.	() _____
24. Applicability of flood hazard area requirements	() _____
25. Submission to Essex County Planning Board if required	() _____
26. Performance/maintenance guarantee: cost estimates	() _____
27. Complete authorization to inspect property	() _____
28. Recycling plan in accordance with subsection 17-7.6a	() _____
29. Other materials, as determined by the Administrative Officer, that are reasonably necessary to decide the application	() _____

(Ord. No. 1745 § 3)
(2013-05-07)

APPLICATION CHECKLIST
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(Subsection 18A-9.2d)**

APPLICATION NO _____
ADDRESS _____
APPLICANT _____
APPLICATION DATE _____

MAJOR SITE PLANS, MAJOR SUBDIVISIONS AND USE VARIANCES

Following is a checklist summary of requirements for a complete application related to major site plan, major subdivision, or land use variances pursuant to N.J.S.A. 40:55D-70(d). **All plans must be folded to 8 1/2 x 11 inches.**

Application Requirements		Comments
1.	All requirements of subsection 18A-9.2c	() _____
2.	Plan/plat identification	() _____
3.	Place for approval stamp and signatures	() _____
4.	Graphic scales	() _____
5.	Area map.....	() _____
6.	Reference meridian.....	() _____
7.	Buildings/structures.....	() _____
8.	Elevation drawings.....	() _____
9.	Topography.....	() _____
10.	Buffer areas	() _____
11.	Parking areas.....	() _____
12.	Outdoor equipment/appurtenances ..	() _____
13.	Landscaping/planting areas.....	() _____
14.	Exterior lighting	() _____
15.	Signage.....	() _____
16.	Construction details	() _____
17.	Certification of conformance with: Plan/plat submission standards	() _____
	Township master plan and zoning ordinance	() _____
	Conditional use standards	() _____
	Map Filing Act	() _____
	Township engineering standards..	() _____
	Airport hazard area standards	() _____
18.	Slope stabilization design	() _____
19.	Necessary off-tract improvements	() _____
20.	Environmental Impact Statement.....	() _____
21.	Stream encroachments (including wetlands Letter of Interpretation, if applicable.....	() _____
22.	Traffic/circulation study	() _____
23.	Potable water usage analysis	() _____
24.	Storm water drainage.....	() _____
25.	Sanitary sewer facilities	() _____
26.	Soil erosion and sediment control plan	() _____
27.	Variance justification, if applicable....	() _____

(Ord. No. 1745 § 3)
(2013-05-07)