

**WARREN TOWNSHIP BOARD OF ADJUSTMENT  
CHECK LIST – SITE PLAN FOR WATERCOURSE PROTECTION AREA**

Applicant's name and address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Case Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Street Location \_\_\_\_\_  
 Engineer \_\_\_\_\_ Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Site plan shall be submitted at least fourteen (14) days prior to the hearing date for the purpose of review, discussion and classification. At least eleven (11) blue on white prints and fifteen (15) 11"x17" reduced maps shall be submitted in accordance with the following:

NO.	ITEM	SUBMITTED	NOT APPLICABLE	WAIVER REQUESTED	BOARD OF ADJUSTMENT
1.	Two (2) copies completed application and checklist.				
2.	Application fee is paid in accordance with Section 15-5 – Watercourse Protection Area:  New Construction or unimproved lot: \$200.00 Additional improvements on improved tract: \$100.00				
3.	Escrow fee is paid in accordance with Section 15-5.  Watercourse protection area and filing permits or Site Plan: \$500.00 <b>Note: Escrow fees for AMENDED Planning Board and Board of Adjustment applications shall be reduced by 50% of the above posted fees. (Per ordinance 10-2 effective 3/11/10 amending Section 15-5.3(a)(3).</b>				
4.	Signed escrow Agreement				
5.	Official Somerset County Planning Board receipt which demonstrates proof of filing with the County.				
6.	Proof of submission to N.J.D.E.P.				

REVISED 1-1-93; 7-16-97; 6/3/2010; 5/23/2013

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7(a)	<p>Disclosure Statement: Application by Corporation or Partnership for approval of a site to be used for commercial purposes shall list all stockholders holding ten percent (10%) or more of stock in any class and/or all individual partners having ten percent (10%) or greater interest in partnership or corporation.</p> <p>Please note: Any applicant that is incorporated <u>must</u> have an attorney represent them.</p>				
7(b)	<p>Disclosure Statement: of ten percent (10%) ownership interest of Corporation or Partnership which is ten percent (10%) owner of applying Corporation or Partnership.</p>				
8.	<p>Owner's letter of consent if applicant is other than the owner.</p>				
9.	<p>List of any variances being sought, including all information necessary for proper deliberation.</p>				
10.	<p>Certification by Tax Collector that all taxes have been paid through the current quarter.</p>				
11.	<p>Copy of all existing protective covenants or deed restrictions of every nature affecting the premises sought to be developed or any part thereof and including a statement as to whether such deeds or covenants are of record.</p>				
12.	<p>A copy of abstract of the deed or deeds or other instruments by which title is derived with the names of all owners.</p>				

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NO.	ITEM	SUBMITTED	NOT APPLICABLE	WAIVER REQUESTED	BOARD OF ADJUSTMENT
13.	Eleven (11) FOLDED blue on white prints and fifteen (15) 11"x17" reduced copies in accordance with the following: <u>Please Note: Applicant to bring four (4) additional full size maps of the latest revision to each Board of Adjustment meeting.</u>				
14.	Proper scale (1" = 100')				
15.	Graphic scale				
16.	Key map (not less than 1" – 1600')				
17.	Date and revision date.				
18.	Name and address of applicant must be shown on the plans.				
19.	Name and address of person(s) preparing the plans, signature, date, seal, and license number must be shown on plans.				
20.	Name and address of owner of record and/or authorized agent must be shown on plans.				
21.	North arrow.				
22.	Existing block and lot number(s) of the lot(s) as they appear on the official municipal tax maps.				
23.	Entire tract shown.				
24.	Name of project.				
25.	All title blocks should meet requirements of N.J.A".C. 13:40 Sections 1.3, 1.4, 1.5, 1.6.				
26.	Survey of tract certified by Professional Licensed Land Surveyor indicating boundaries and area (within 1/100 acre).				
27.	Names of adjoining owners and owners within 200' with respective block and lot numbers and tax sheet numbers.				

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28.	Tax map identification (sheet number, block and lot numbers) on plans.				
29.	Space provided for endorsement of the Chairman and Secretary of the Board of Adjustment.				
30.	Zone boundaries and existing schools within 200 ft.				
31.	Improvements and utilities within 200 ft.				
32.	Proposed right of ways.				
33.	Any adjacent lots in which applicant has a direct or indirect interest.				
34.	Improvements to adjoining streets and roads.				
35.	All distances to the nearest intersection with any public street (measured along sideline or centerline of adjacent street).				
36.	Building height, size and location.				
37.	Percent (%) of building coverage, and proposed floor area ratio.				
38.	Location and size of existing building and structures, on-site and within 200 ft.				
39.	Structures to be removed shall be indicated by dashed lines.				
40.	Minimum proposed floor elevations in accordance with Section 15-10 of this chapter.				
41.	Designate and note existing structures on Historic Landmarks Inventory maintained by the Somerset County Planning Board.				
42.	Existing elevations and contours (2 ft. contour internal and extended minimum of 100 ft. beyond tract).				
43.	Proposed elevations and contours (2 ft. contour internal).				

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44.	Indication of slopes greater than 15% by shading.				
45.	Exterior wall material.				
46.	Exterior architectural design lighting and illumination patterns and details.				
47.	Access streets (names, width, lanes).				
48.	Vehicular ingress and egress to and from site onto public streets.				
49.	Directional traffic flow on site.				
50.	Calculation of parking provided and required, including barrier-free parking spaces.				
51.	Location, scaled design of off-street parking.				
52.	Size and location of bays, aisles and planting areas.				
53.	Off-street parking areas paved and curbed.				
54.	Written use plan, explaining intended use of the building.				
55.	Size and location of driveways and curb cuts.				
56.	Driveways conform to maximum and minimum dimensions required.				
57.	Site easements shown on plan.				
58.	Sidewalks, walkways and pedestrian lanes.				
<b>59.</b>	<b>Fire Lanes.</b>				
<b>60.</b>	<b>Loading spaces or docks, including signage.</b>				
<b>61.</b>	<b>Six (6) sets of traffic impact analysis for sites generating more than twenty-five (25) vehicles per hour</b>				
<b>62.</b>	<b>Existing and proposed storm sewer system.</b>				

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NO.	ITEM	SUBMITTED	NOT APPLICABLE	WAIVER REQUESTED	BOARD OF ADJUSTMENT
63.	Drainage Calculations: a. Stormwater Management Plan – Calculations for evaluation of on-site detention facilities for zero net increase in runoff.  b. Calculations for downstream impact analysis without detention facilities.  c. Internal drainage system sizing calculations including inlet drainage area map.				
64.	Existing and proposed sanitary sewers.				
65.	Existing and proposed water mains and hydrants.				
66.	Existing and proposed gas lines.				
67.	Existing and proposed electrical lines.				
68.	Existing and proposed telephone lines.				
69.	Existing and proposed common space.				
70.	Existing and proposed open space.				
71.	Solid waste collection and disposal method, including recyclable material storage area.				
72.	Streams, waterways and flood plains on tract and within 200 ft. of tract.				
73.	Indication of wetland areas on tract, including classification and buffer where appropriate.				
74.	Watercourse Protection areas, flood boundaries and elevation to be shown.				

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75.	Setback lines; provided and required.				
76.	Buffer areas, including height, width and type of buffer and its expected effectiveness in screening views, auto headlights and reducing noise.				
77.	Proposed landscaping areas including types and sizes of plantings, and planting, staking and mulching details (include buffer area).				
78.	Area(s) of proposed dedication for public use.				
79.	Seeded or sodden areas, ground cover, retaining walls, fencing, shrubbery, and trees, including height and caliper.				
80.	Location and diameter of single trees not in wooded areas with diameter of six (6) inches or more as measured three (3) feet above the base of the trunk.				
81.	Soil erosion and sediment control plan.				
82.	Four (4) copies of an Environmental Assessment Report containing: <ul style="list-style-type: none"> <li>a. Plan and description of the proposed development.</li> <li>b. Inventory of existing natural resources, on site and affected off-site area.</li> <li>c. Assessment of environmental impacts.</li> <li>d. Unavoidable adverse environmental impact (both long and short term).</li> <li>e. Proposed mitigation measures.</li> </ul>				

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82. Cont'd	Four (4) copies of an Environmental Assessment Report containing: f. The following areas of concern must be addressed within each of the above categories: 1. Sewerage facilities 2. Water supply 3. Storm water runoff 4. Flood plain and any N.J.D.E.P. stress encroachment permits needed. 5. Solid waste disposal 6. Air pollution 7. Traffic 8. Social/Economic impact 9. Aesthetics, including noise impacts, and historic value. 10. Licenses, permits, etc. needed for completion of the project. 11. Wetlands (specify how delineated, classification, buffer, and any N.J.D.E.P. permits required. 12. Steep slopes (note significant areas of 12% or greater slopes).				



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82. Cont'd	<p>Four (4) copies of an Environmental Assessment Report containing:</p> <ul style="list-style-type: none"> <li>f. The following areas of concern must be addressed within each of the above categories: (Cont'd) <ul style="list-style-type: none"> <li>13. Soil types and descriptions</li> <li>14. Wildlife</li> <li>15. Vegetation</li> </ul> </li> <li>g. Alternatives (changes in design and/or use as well as the "no build option".</li> </ul> <p>Note: Any request for waiver of the above EAR must be submitted in writing as a separate rider in duplicate to the Board of Adjustment Secretary. A waiver request should address the items listed in #84 and describe why there is no impact from the proposed development.</p>				

**When the applicant appears before the Board of Adjustment, the applicant will be required to bring with them four (4) maps of the latest revision submission for the Board of Adjustment members.**

**NOTE:** The Warren Township Board of Adjustment may require submission of additional information not specified in this checklist as is reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for development have been met. The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required. (Municipal Land Use Law Chapter 291 C. 40:55D-10.3)