

APPENDIX D-2

**COMPLETENESS CHECK LIST
f o r
I N F O R M A L
APPLICATION**

Notice To Applicants: This form must be completed and returned to the Administrative Officer when an Informal Application is filed with the Planning Board. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

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INFORMAL APPLICATION

**Provided Waiver
or Shown Requested**

I. General Requirements

Submission of completed Application Form and Check List (22 copies).

Payment of application fees and escrow deposit (if applicable).

Submission of written certification from Tax Collector that all taxes and assessments are paid to date.

Submission of plats, plans or survey of property (22 sets) *as necessary* to show the use or uses which are proposed for the property in question. All plans submitted by the applicant shall be signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with title block revealed.

II Plat Details

The applicant shall submit to the Board a written statement which describes in detail the type of development that is proposed at the site.

The applicant shall submit to the Board whatever plans are necessary to show the type of development that is proposed at the site.

All plans submitted to the Board shall comply with the following minimum requirements:

Scale of not less than 1" = 100'

Key map at scale of 1" = 1,000'.

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Title block in accordance with the Rules governing Title Blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40- 1 et seq.), including:

Name, signature, address, and license number of the Professional(s) who prepared the plan(s).

Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.

A schedule indicating the acreage of the tract, the approximate number of lots, the zone, minimum required and proposed lot areas, setbacks, yards and dimensions and percentage of recreation area provided.

Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Tax Map.

Existing lot lines to be eliminated, if any.

Approximate location of wooded areas, streams, lakes, shoreline, flood plains, wetlands and existing and/or proposed buffer areas.

Existing and proposed rights-of-way and easements within and adjoining the tract.

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For residential development, the proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.

For commercial or industrial development, the proposed access points, buildings, parking area layout, drives and traffic circulation patterns, showing that portion proposed for development in relation to the entire tract.