

TOWNSHIP OF WINSLOW

LAND DEVELOPMENT CHECKLIST

PLANNING BOARD

ZONING BOARD OF ADJUSTMENT

		Subdiv.	Site Plan			(place X's in green areas)				
Conceptual	Minor	Major, Prelim.	Minor	Major, Prelim.	Item #		Submitted/Complete	Waiver Requested	Not Applicable	Official Use Do not mark
MINOR SUBDIVISION CHECKLIST SECTION										
APPLICATION INFORMATION										
Blocks # _____		Project Name: _____								
Lots # _____		Applicant Name: _____								
		Date Received (by Board): _____								
ADMINISTRATIVE INFORMATION										
●	●	●			1	Completed subdivision application form.				
●			●	●	2	Completed site plan application form.			X	
●	●	●	●	●	3	Submittal of application fee.				
	●	●	●	●	4	Completed review escrow agreement form.				
●	●	●	●	●	5	Submittal of review escrow fee.				
	●	●	●	●	6	Completed "W-9 Taxpayer Identification Number" form.				
	●	●	●	●	7	Completed "Affidavit of Ownership" form.				
	●	●	●	●	8	Submittal of Corporate Disclosure (when Applicant is not an individual).				
	●	●	●	●	9	Completed block and lot assignment form and proof of submission to Tax Assessor.				
	●	●	●	●	10	Completed "Tax and Assessment Payment Report".				
			●	●	11	Completed "Tax Abatement Notice" (for qualified non-residential development).			X	
	●	●	●	●	12	Completed "Notice of Appeal and Variance Application" form.				
	●	●	●	●	13	Completed "Development Application Notification for the Capacity of Sanitary Sewer".				
	●	●	●	●	14	Completed "Developer's Agreement" notice.				
	●	●	●	●	15	Submittal of certified current list of property owners within 200 feet of the proposed site.				
	●	●	●	●	16	Submittal of current title report (including protective covenants or deed restrictions applying to the property) that is less than one year old at the time of application submission.				
	●	●	●	●	17	Proof of submittal of application documents to the Fire Official.				
	●	●	●	●	18	Proof of submittal of application documents to the Police Department.				
			●	●	19	Proof of submittal of application documents to the Construction Official.			X	
		●	●	●	20	Proof of submittal of application documents to the Board of Education.			X	
●	●	●	●	●	21	List of requested checklist waivers (including justification for each waiver request).				
	●	●	●	●	22	List of requested bulk zoning variances from the Township's ordinance (including justification for each variance request).				
	●	●	●	●	23	List of requested design waivers from the Township's ordinance (including justification for each waiver request).				

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MINOR SUBDIVISION CHECKLIST SECTION										
	•	•		•	24	List of requested variances, waivers and de minimus exceptions from the NJRSIS (for residential projects only).				
	•	•	•	•	25	List of all agencies having jurisdiction over the project and a status of application/permits.				
Pinelands Requirements										
	•	•	•	•	26	Submittal of Pinelands Certificate of Filing.				
	•	•	•	•	27	Submittal of a Cultural Resource Survey (as required per Section 296-75.E).				
		•		•	28	Submittal of an Air Quality Analysis (as required per Section 296-70.B).				
	•		•		29	Proof of purchase of Pinelands development credits.				
PLAN INFORMATION										
	•	•	•	•	30	Plan sheet size conforming to those permitted by New Jersey Map Filing Law.				
	•	•	•	•	31	Cover sheet (including certification blocks for the Board's Chairperson, Secretary, Engineer, and Municipal Clerk).				
	•				32	Certification blocks as required by the NJ Map Filing Law.				
•	•	•	•	•	33	Title block denoting type of application, municipality and county, tax map sheet, block & lot numbers, and street address(es).				
•	•	•	•	•	34	Name of professional preparing plans (including signature, license number and seal, and business address).				
•	•	•	•	•	35	Denote the Certificate of Authorization (COA) number for the firm preparing the plan.				
•	•	•	•	•	36	Written and graphic scales, original date of plans, revision date block, and north arrow with reference meridian.				
•	•	•	•	•	37	Key map (at 1"=1000' or 1"=2000' scale) showing the location of the entire site and all streets and land uses within 500 feet of the site.				
•	•	•	•	•	38	Location of the site on a Camden County Soil Survey (at a scale no less than 1" = 1000').				
•	•	•	•	•	39	Zoning map depicting the property limits and the zoning district for the site in question and adjoining properties within 200 feet of the site based on the Township's current zoning map.				
•	•	•	•	•	40	Name and address of the applicant and the property owner.				
	•	•	•	•	41	Names of owners of all contiguous lands and adjacent properties within 200 feet of the site.				
			•	•	42	Written description for each proposed non-residential building (including number of employees/members; number of shifts to be worked; maximum employees per shift; expected truck and trailer traffic; hours of operation; and sources for emission of noise, glare, air pollution or water pollution).			X	
	•	•	•	•	43	Submission of a current outbounds survey plan signed, sealed and certified by a NJ licensed Land Surveyor.				

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	•	•	•	•	44	Plan delineation of any existing or proposed deed restrictions, protective covenants, recorded easements, and right-of-ways.				
•	•	•	•	•	45	Depict and tabulate all bulk zoning requirements and buffer limits.				
	•	•	•	•	46	Dimensions for all existing and proposed lot lines, existing lots line to be eliminated, right-of-ways lines, and outbounds. Areas for all existing and proposed lots shall be provided in square feet and also in acres when areas exceed 0.5 acre.				
	•	•	•	•	47	Outside dimensions of all existing and/or proposed principal building(s) and all accessory buildings. Dimensions to the nearest existing or proposed property lines shall be provided for all existing structures that are to remain.				
	•	•	•	•	48	Size, height, location and arrangement of all existing and proposed structures.				
		•	•	•	49	Submittal of architectural plans and elevations (including typical floor plans) for each side of the proposed structure(s).			X	
	•	•	•	•	50	Denote on the plan the purpose of any easement of land reserved or dedicated to public use.				
		•	•	•	51	Superimpose the location and extents of soil types (per the Camden County Soil Survey) on both the soil erosion and drainage area plans. The soil names shall be keyed to the plans and the hydrologic soil group letter shall be provided for each soil type.			X	
	•	•	•	•	52	Provide the location, size, and nature of any contiguous lots owned either by the Applicant or in which the Applicant has a direct or indirect interest (even if only a portion of the entire property is involved in the current application).				
		•		•	53	Delineate all phased portions of the project (or provide a note on the plan indicating no phasing is proposed).			X	
	•	•	•	•	54	Submission of current existing conditions plan (including topographic features).				
	•	•	•	•	55	Proposed and existing contours at one-foot intervals (for slopes averaging 10% or greater) or at two-foot intervals (for lands with greater slopes).				
	•	•	•	•	56	Indicate any existing improvements to be demolished.				
	•	•	•	•	57	Locate all significant existing physical features (e.g., streams, water courses with direction of flow, 100 year floodplain line, rock outcrops, swampy soil, wetlands, culverts, bridges, impervious surfaces, fences, walls, etc.) that are onsite and within 200 feet thereof.				
	•	•	•	•	58	The location and extent of drainage and conservation easements and stream encroachment lines.				
		•	•	•	59	Surveyed location of existing trees with calipers of 10" or greater in areas of disturbance.			X	
		•		•	60	Graphically depict all areas of open space and indicate the corresponding acreages and open space percentages within a table (for residential projects only).			X	
		•		•	61	Locate and provide names, widths, cross sections, and profiles for all existing and proposed streets abutting the property in question.			X	

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		•	•	•	62	Provide water elevations for all existing and proposed surface water features on the site.			X	
	•	•	•	•	63	Location and details for all proposed site improvements.				
	•	•	•	•	64	Plan of existing and proposed utilities (including sanitary sewer, stormsewer, potable water, gas, overhead wires, high tension power lines, gas mains, etc.) and a note stating all utilities are to be installed underground.				
	•	•	•	•	65	Profiles of all existing and proposed storm sewer, sanitary sewer, and water mains.				
	•	•	•	•	66	Location of all existing and proposed septic systems and potable wells within 100 feet of the site (applicable to applications with proposed septic and wells).				
	•	•	•	•	67	Fire protection information (e.g., fire hydrants, fire zones, dry/wet fire lines, special traffic constraints, construction details, etc.).				
	•	•	•	•	68	Locate all driveways, streets, and right-of-way widths within 200 feet of the site.				
		•	•	•	69	Locations and dimensions for all off-street parking stalls (10'x20'), loading area, aisles, traffic patterns and driveways for ingress and egress.			X	
		•	•	•	70	Proposed vehicular and pedestrian circulation plans (including access streets, easement, fire lanes, and a typical section of all proposed cartways).			X	
			•	•	71	Method of solid waste disposal and storage.			X	
		•	•	•	72	Plans and details for all exterior lighting (including the type of standard, luminaire, wattage, type of light, accessory features, and isolux patterns with maintained horizontal foot-candles).			X	
	•	•	•	•	73	Location, dimensions, and details of all proposed signs (including site identification signs, temporary construction signs, traffic control signs, directional signs, etc.).				
	•	•	•	•	74	Sight triangle easements based on the applicable AASHTO, County, and Township standards.				
		•	•	•	75	Provide a general vegetation analysis indicating general caliper and species of canopy and understory trees for the overall site.			X	
		•	•	•	76	Landscape and buffering plans (including limits of existing vegetation, clearing limits, proposed plantings) and planting details.			X	
		•	•	•	77	Landscape schedule [indicating both botanical and common plant names, height or spread of plant at time of planting, root type, caliper (where applicable), and seasonal planting restrictions].			X	
		•	•	•	78	Soil boring logs and locations for each proposed stormwater management facility.			X	
		•	•	•	79	Soil erosion and sediment control plans and details.			X	
	•		•		80	Submission of plan prepared in accordance with Map Filing Law.				
	•	•	•	•	81	Provide a vertical elevation benchmark and note its reference datum.				
		•		•	82	Planned Community requirements (as required per Article IX).			X	

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TECHNICAL REPORTS & CALCULATIONS										
		•	•	•	83	Submittal of a stormwater management checklist and supporting documentation per Section 297-8 for all proposed stormwater management facilities.			X	
		•		•	84	Submittal of a NJDEP Low Impact Development Checklist (in accordance with the NJ Stormwater BMP Manual).			X	
		•		•	85	Submittal of a Phase One Environmental Site Assessment report.			X	
		•		•	86	Submittal of a Environmental Impact Statement.			X	
		•		•	87	Submittal of a Traffic Impact Study.			X	
		•		•	88	Submittal of a Fiscal Impact Study for 25 units or greater (the study should be based on population projection for school age children, costs of providing local government services and revenues to be generated from development).			X	
	•				89	Submittal of lot closure calculations.				