

**WOODSTOWN BOROUGH
SALEM COUNTY**

RE: ORDINANCE 2022-04

Appendix A

67-93 Checklists.

Name of Applicant: _____ Application #: _____

		Site Plan			Subdivision			Variance (w/o site plan)	Applicant Check	Official Verifi- cation
		Minor	Preliminary Major	Final Major	Minor	Preliminary Major	Final Major			
1.	Completed Application form and checklist (19 copies) and one .pdf version	X	X	X	X	X	X	X		
2.	Fifteen (19) sets of plans and exhibits folded with title block showing and one .pdf version	X	X	X	X	X	X	X		
3.	Application Fees Paid	X	X	X	X	X	X	X		
4.	Affidavit of Ownership; if the applicant is not the owner, applicant's interest in the land, e.g., tenant, contract purchaser, lien holder, etc., and a copy of the document creating that interest (price may be deleted)	X	X	X	X	X	X	X		
5.	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least ten (10%) of its stock of any class as required by N.J.S.A.	X	X	X	X	X	X	X		

	40:55d-48.1									
6.	The names and addresses of witnesses and their expertise, if any.	X	X	X	X	X	X	X		
7.	Copies of applications to and approvals from all outside agencies with jurisdiction over the proposal (Salem county, NJDEP, NJDOT, Soil Conservation District, etc)	X	X	X	X	X	X			
8.	The plat/plan shall be prepared under the supervision of and be signed and sealed by a licensed New Jersey land surveyor, professional planner, professional engineer or registered architect in accordance with the provisions of N.J.A.C.13:40-7.1, et seq.	X	X	X	X	X	X	X (if no site plan or subdivision are proposed, request waiver)		
9.	The map/plan shall include: <ul style="list-style-type: none"> • Name and address of the owner and applicant • Name and address of the person preparing the plan with license # and seal • Signature block for Chairman and Secretary of the planning board • Date of the original plan and revision dates • Legend/ Title block including title, block and lot, zone district, address, municipality and county 	X	X	X	X	X	X			
10.	Source and date of current property survey prepared and sealed by a registered NJ Land surveyor.	X	X	X	X	X	X	X		
11.	The plat or plan shall be based upon an accurate survey, with the corners of each lot to be subdivided (including	X	X	X	X	X	X			

	<p>lots to be retained) marked in the field with survey pins. Certification and monumentation required by Map Filing law.</p> <p>The foregoing survey requirement shall not apply, however to one(1) lot to be retained by the owner-subdivider if the information as shown on the Borough Tax Map clearly demonstrates that its area and each of its dimensions exceed by ten percent (10%) or more the minimum required by the Land Development Ordinance of the Borough of Woodstown</p>									
12.	<p>Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all center lines and rights-of-way, utility easements and centerline curves on streets</p>	X	X	X	X	X	X			
13.	<p>Certification from the Tax Collector that all taxes are paid to date.</p>	X	X	X	X	X	X	X		
14.	<p>Plans shall be prepared at a minimum scale of one (1) inch equals fifty (50) feet. If the entire plan does not fit on one sheet, an overall plan with entire tract on one sheet shall be included at a smaller scale (1"=100' or 200')</p>	X	X	X	X	X	X	X		
15.	<p>North designation by arrow on each sheet</p>	X	X	X	X	X	X	X		
16.	<p>Date reference meridian and graphic scale</p>	X	X	X	X	X	X			
17.	<p>A key map, at an appropriate scale, with a north arrow showing the location of the site and its relationship to surrounding areas, existing street locations, municipal and zone</p>	X	X	X	X	X	X			

	boundaries. (1"=2000' or larger)									
18.	The Tax Map sheet, block and lot numbers as per the Assessor's records	X	X	X	X	X	X	X		
19.	The names of all property owners within 200 feet, as disclosed by the most recent tax records.	X	X	X		X	X	X		
20.	A statement as to any application requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.	X	X	X	X	X	X	X		
21.	A list of all other requirements or standards of the Borough Land Development Ordinance that are not met by the application and for which a waiver or variance is sought.	X	X	X	X	X	X	X		
22.	An environmental impact statement and environmental impact worksheet is required if more than one (1) acre is disturbed as per Article XI § 67-57 of this chapter.		X			X				
23.	An Environmental Assessment report conforming to current ASTM standards.		X			X				
24.	Within the CONS and CR zoning districts all items listed in section 67-39.2 are required	X	X	X	X	X	X			
25.	Traffic Impact Study prepared, signed and sealed by a licensed professional engineer in NJ. If a full traffic study is not needed, the Board may request a modified traffic impact statement.		X			X				
26.	Statement of compliance with affordable housing requirements as applicable.	X	X	X	X	X	X			
27.	The names and widths of all abutting	X	X	X	X	X	X			

	streets, including the right-of-way and cartway (pavement width).									
28.	A schedule of mandated and provided zoning district requirements, including lot area, lot width, lot depth, yard setbacks, building coverage, lot coverage, open space area, density and parking.	X	X	X	X	X	X	X		
29.	Photograph of the site taken from the opposite side of the street. And for a variance, any other vantage that would be instructive.	X	X			X		X		
30.	All proposed lot lines, lot lines to be eliminated, area of proposed and existing lots in square feet and setback lines.	X	X		X	X				
31.	The location, design and dimensions of each new and existing structure and wooded area.	X	X	X	X	X	X	x		
32.	Location of existing wells and septic systems if applicable	X	X		X	X		X		
33.	Structures and wooded areas within 200 feet.	X	X		X	X				
34.	The existing and proposed use of all buildings and structures.	X	X	X	X	X	X	X		
35.	The required setback distances from all property lines.	X	X		X	X		X		
36.	The location, dimensions and arrangement of proposed streets, vehicular access ways and driveways, curb openings, turn radii, off-street parking areas, methods of separating land traffic and parking traffic within off street parking areas and the location, dimensions and arrangement of loading and unloading areas.		X	X		X	X			
37.	Calculation of required number of parking spaces and total number of parking spaces provided.	X	X	X		X				

38.	Existing or proposed rights-of-way and easements with dimensions; all land to be dedicated to the municipality or reserved for specific uses.		X	X		X	X			
39.	The location of all existing trees or tree masses, indicating general sizes and species of trees.		X			X				
40.	Specific locations of all specimen trees having a diameter in excess of twenty-four (24) inches.		X			X				
41.	The location, design and dimensions of open areas, buffer areas, pedestrian walkways and any recreation areas and facilities proposed by the developer.		X			X				
42.	Any structures of historic significance on or within two hundred (200) feet of the tract, and a statement of the impact of the development on the historic structure.	X	X		X	X		X		
43.	Identification of all abutting land that is currently assessed as qualified farmland.		X			X				
44.	A landscaping and buffering plan showing what vegetation will remain and what will be planted (common and botanical name), indicating names of plants and trees and dimensions, approximate time of planting, method of planting, and corner sight distance triangles.	X	X	X		X	X			
45.	Contours at two-foot intervals for slopes averaging five percent (5%) or greater and one-foot contours for slopes less than five percent (5%), unless determined by the Borough Engineer to be unnecessary in whole or in part.		X			X				

46.	A grading plan showing existing and proposed spot elevations, based upon the datum, at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations sufficient to assure that the project will not have an adverse affect on the existing drainage pattern.	X	X			X				
47.	Soil Erosion and Sediment Control Plan consistent with the requirements of the soil conservation district	X	X	X		X				
48.	The location, size and direction of flow of all streams, brooks, ditches, lakes and ponds. The boundaries of the floodplains of all water courses shall also be submitted.	X	X	X		X	X			
49.	Location of all storm water inlets within 100 feet of the property line.		X	X		X	X			
50.	Cross sections and center-line profiles of all existing or proposed streets or water courses.		X	X		X	X			
51.	Plans and design data for storm drainage facilities.	X	X	X		X				
52.	Preliminary plans and profiles of proposed utility layouts and water and sewer facilities.		X	X		X	X			
53.	If on-site sewerage disposal is required, the results and location of all percolation tests and test borings.	X	X	X	X	X	X			
54.	Floor plan and front elevation of all proposed principal buildings and contemplated accessory buildings and structures, and any elevations in public view.	X		X			X			
55.	Gross floor area per building, floor area ratio (FAR) and square footage allocation of uses per building.	X	X	X						

56.	The size, type and location of all proposed signs.	X		X			X	X		
57.	Lighting plan showing the location, height, light distribution, design and distance from intersections of proposed lighting for freestanding, buildings, signs and ground.	X	X	X		X				
58.	Location, size and materials of containers and enclosures for solid waste and recycling, and a detail of same.	X	X	X						
59.	A written commitment from the Woodstown Sewerage Authority of sufficient capacity to provide sewerage service for the project when completed.	X	X	X		X	X			
60.	A written commitment from the Woodstown Water Department of sufficient capacity to provide service for the project when completed.	X	X	X		X	X			
61.	If lots proposed for subdivision or development have frontage on or require access to a State Highway, submit copies of any permits issued by NJDOT pursuant to NJAC 16:47-1 et. seq.	X	X	X		X	X			
62.	A letter of interpretation from the New Jersey Department of Environmental Protection either verifying the locations of the freshwater wetlands boundary and transition areas on the subject property, or determining and certifying that the proposal is exempt from the provisions of the Fresh Water Wetlands Protection Act, or confirming the absence of freshwater wetlands or freshwater wetlands transition areas on the subject	X	X	X	X	X	X			

<p>62 (cont.)</p>	<p>property.</p> <p>The requirement may be waived if the site is clearly uplands and applicant submits a signed statement by a New Jersey licensed engineer or land surveyor that:</p> <p>(a)He has personally visited the subject property and conducted a site investigation as necessary to determine that there are no freshwater wetlands or transition areas on the subject property. (b)He has examined the subject property on a national wetlands inventory map. (c)He has reviewed the soils on the subject property as set fourth in the Salem County Soil Survey Map as issued by the United States Department of Agriculture. (d)He has certified that there are no freshwater wetlands of freshwater wetland transition areas on the subject property.</p>									
<p>63.</p>	<p>Storm water and Drainage: Demonstrate consistency with sections 67-97.1 through 67-97.1.14 regarding stormwater management and control, including plans and profiles.</p>	<p>X</p>	<p>X</p>	<p>X</p>		<p>X</p>	<p>X</p>			
<p>64.</p>	<p>Utilities. Preliminary plans and profiles of proposed scale of not more than one (1) inch equals fifty (50) feet horizontally and one(1) inch equals five (5) feet vertically showing connections to existing and proposed utility systems.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>			
<p>65.</p>	<p>Recreation Facilities Plan and details where applicable in accordance with section 67-106.1</p>		<p>X</p>	<p>X</p>		<p>X</p>	<p>X</p>			

66.	Size, type, copy and location of all proposed signs.	X	X	X				X (if applic)		
67.	Where there is potential future development of adjacent parcels or undeveloped portions of the subject lot, locations of future pedestrian and vehicular connections.		X			X				
68.	Location of Soil Borings and indication of whether topsoil will be transported to the site and/or removed and transported outside the municipal boundary.		X	X		X	X			
69.	Barrier free sub code requirements if applicable	X	X	X						
70.	Proposed Street Names when new streets are proposed.					X	X			
71.	Traffic control and directional signage plan (elevation, size, color, etc)	X	X	X						
72.	Construction details required by RSIS (NJAC 5:21), including cross section details of all drainage systems and details for roads, sidewalks, stormwater management systems, water supply and sewer systems.		X	X		X	X			
73.	Road and paving cross sections at fifty foot intervals and profiles		X	X		X	X			
74.	Method by which common or public open space or commonly held building or structure is to be owned and maintained.		X	X		X	X			
75.	Letter containing a list of all items not installed or completed and to be covered by a performance guarantee, with quantities and cost of each item and the total cost of all items.			X			X			
76.	A grading plan must be provided for review on any disturbance over 600 ft ²	X	X	X	X	X	X	X (if applic)		

This ordinance shall take effect upon final passage and publication in accordance with law. All other ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Attest: _____
Cynthia Dalessio, Borough Clerk

The above ordinance was introduced at a meeting of the Borough Council of the Borough of Woodstown on April 12, 2022 and was considered at a public hearing and was finally adopted on April 26, 2022 at a meeting held in the Woodstown Borough Hall, 25 West Avenue, Woodstown, NJ 08098.

Cynthia Dalessio, Borough Clerk