

CHECKLIST Details required for Informal Review Applications

Note: See Section 802 D. of the Medford Township Land Development Ordinance for further details of submission requirements and procedures.

1. _____ Application Form(s) and Checklist(s) (7 copies).
2. _____ Escrow fees, if applicable, in accordance with Section 901 of this Ordinance.
3. _____ A letter from the applicant to the Township Planning Board outlining the development plans.
4. _____ Plats or Plans (7 copies) clearly and legibly drawn.
5. _____ Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
6. _____ Key map at less than 1" = 2000'.
7. _____ Title block:
 - _____ Name of subdivision or development, Township of Medford, Burlington
 - _____ County, with each sheet specifically titled with appropriately descriptive words and titled as "Informal Plat for Review";
 - _____ Name, title, address and telephone number of subdivider or developer;
 - _____ Name, title, address, telephone number and signature of the person who
 - _____ prepared the plot or plan;
 - _____ Name and address of the owner or owners of record;
 - _____ North arrow;
 - _____ Scale (written and graphic); and
 - _____ Date of original preparation and of each subsequent revision thereof and a
 - _____ list of specific revisions entered on each sheet;
8. _____ Acreage figures (both with and without areas within public rights-of-way).
9. _____ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map.
10. _____ Tract boundary line (heavy solid line).

11. _____ All adjacent block and lot numbers.
12. _____ Zoning district(s).
13. _____ Key map with North arrow showing the entire development and its relation to surrounding areas.
14. _____ Existing lot lines to be eliminated.
15. _____ Existing and proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.
16. _____ Area of each proposed lot.
17. _____ Existing structures and uses, including the shortest distance between any existing building and proposed or existing lot lines.
18. _____ All setback lines.
19. _____ Intent for water supply and sewage treatment.
20. _____ Existing contours based on United States Geological Survey datum where appropriate.
21. _____ Approximate location of wooded areas, flood plains, wetlands and buffers.
22. _____ Existing and proposed rights-of-way and easements within and adjoining the tract.
23. _____ Proposed access points and parking area on site plans.
24. _____ All streams, lakes and flood plains, based on Soil Conservation Service data, including:
 - _____ Direction of flow.
 - _____ Location of all drainage structures.
 - _____ Flood plain limits.
 - _____ Wetlands.
 - _____ Swamps.

Signature and Title of person who prepared checklist.

Date