

CHECKLIST

Details required for Preliminary Major Subdivision Plats and Preliminary Major Site Plans

Note: See Section 804 of the Medford Township Land Development Ordinance for further details of submission requirements and procedures.

1. _____ Application Form(s) and Checklist(s) (15 copies).
2. _____ Escrow fees required pursuant to Section 901 of the Land Development Ordinance.
3. _____ Signed escrow agreement.
4. _____ Plats or Plans (15 copies) signed and sealed by a N.J. Professional Engineer and folded into eighths with title block revealed.
5. _____ Protective Covenants, Easements and/or Deed Restrictions (15 copies).
6. _____ 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").
7. _____ Key map at not more than 1" = 2000'.
8. _____ Title block:

Name of subdivision or development, Township of Medford, Burlington County, with each sheet specifically titled with appropriately descriptive words;

Name, title, address and telephone number of subdivider or developer;

Name, title, address, telephone number, signature, seal, and license number of the professional or professionals who prepared the plat or plan;

Name, title and address of the owner or owners of record;

North arrow;

Scale (written and graphic);

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

Space for the application number.
9. _____ Certification that the applicant is the owner of the land or his/her properly authorized agent, or that the owner has given his/her consent under an option agreement.
10. _____ If the applicant is a corporation or a partnership, the names and addresses of all partners, or the names and addresses of all stockholders owning ten percent (10%) or more of any class of stock of the corporation.

11. _____ Approval signature and date lines for the Chairman and Secretary in all cases and the Township Engineer in the case of a major subdivision plat to be filed, with the signature block as required by the Map Filing Law and with the location for signature placed such that the professional seal may be placed over the signature when requested.
12. _____ Acreage to the nearest tenth of an acre (both with and without areas within public rights-of-way).
13. _____ The names, addresses and lot and block numbers of all property owners within two hundred feet (200') of the extreme limits of the tract as shown on the most recent tax list prepared by the Secretary of the Planning Board or Secretary of the Zoning Board of Adjustment, as the case may be.
14. _____ Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request.
15. _____ Tract boundary line (heavy solid line).
16. _____ Zoning districts and lines affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
17. _____ Certification from the Township Tax Collector that all taxes and assessments are paid to date.
18. _____ The location of natural and man-made features and improvements such as wetlands, rock outcroppings, bridges, dams, and treed areas, both within the tract and within one hundred feet (100') of its boundary.
19. _____ The proposed location of all proposed plantings, with a legend listing the botanical and common names, the sizes at the time of planting, the total quantity of each plant, and the location of each plant keyed to the plan or plat.
20. _____ The location and water level of all existing and proposed water courses within five hundred feet (500') of the property, including lakes, streams, ponds, swamp or marsh areas and underdrains, shall be shown and accompanied by the following information:
 - _____ When a running stream is proposed for alteration, improvement or relocation or when a structure or fill is proposed over, under, in or along such a running stream, evidence of the result of a preapplication meeting with the New Jersey Division of Water Resources or such agency having jurisdiction shall accompany the application;
 - _____ Cross-sections of water courses and/or drainage swales at an approximate scale showing the extent of the flood plain, top of bank, normal water levels and bottom elevations at the locations required by the Board Engineer;
 - _____ The location and extent of drainage and conservation easements and stream encroachment lines;

- _____ The location, construction details, and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage;
- _____ The total upstream acreage in the drainage basin of any watercourse running through or adjacent to a subdivision, including the distance and average slope upstream to the basin ridgeline, where applicable;
- _____ The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage of that portion of the subdivision which drains to the structure, including the distance and average slope downstream to the structure and final disposition of the surface waters; and
- _____ When the property to be subdivided or developed is located along a stream or lake, the applicant shall submit stream and water quality test results as specified in Subsection 521 M. of this Ordinance.
21. _____ Existing and proposed contours as required by Ordinance.
22. _____ Soil tests as required by Ordinance.
23. _____ Existing and proposed street and lot layout with dimensions correct to scale accuracy, showing that portion proposed for development in relation to the entire tract, and existing lot lines to be eliminated.
24. _____ The location of all existing structures and their uses, both within the tract and within two hundred feet (200') of its boundary, with an indication of existing and proposed front, rear, side yard and building setback distances and lines and whether the existing structures and uses will be retained or removed.
25. _____ Size, height and location of all proposed structures including, but not limited to, signs, fences and lighting facilities, and of all proposed buildings.
26. _____ All dimensions necessary to confirm conformity to the Ordinance, such as the size of the tract to the nearest one-hundredth (0.01) of an acre and any proposed lot(s) to the nearest one-tenth (0.1) of an acre, the number of lots being created, structure setbacks, structure heights, yard areas, existing and proposed building coverage and impervious lot coverage (both in sq. ft. and as a percentage of the lot area) and floor area ratios. All tract and lot sizes shall be expressed in acres and square feet and shall include bearings and distances.
27. _____ The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details of lighting poles and luminaries, which information shall be shown on the plat or plan for each light (See Subsection 517 H. of this Ordinance).
28. _____ The existing and proposed screening, buffering and landscaping, including a landscaping plan, a planting schedule, areas to be seeded or sodded and existing individual trees in excess of ten inches (10") in diameter at breast height outside of wooded areas.
29. _____ The location and design of any off-street parking and loading area, showing size and location of bays, spaces, aisles and barriers, curbing and paving specifications.

30. _____ All means of vehicular access and egress to and from the site onto public streets, showing the site and the dimension and location of streets, fire lanes, driveways and curb cuts within two hundred feet (200'), including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, sight triangle easements, additional width and other proposed devices necessary to prevent a difficult traffic situation.
31. _____ The application shall include plans and computations for any storm drainage system
 _____ including the following as may be required by the Board Engineer:
 - _____ All existing or proposed storm sewer lines, with plans and profiles, within or adjacent to the tract showing size and slope of the lines, the pipe material type, the strength class or thickness, direction of flow and the location of each catch basin, inlet, manhole, culvert and headwall.
 - _____ A map drawn to scale (minimum scale 1" = 100') showing the contributing area to each inlet or cross drain.
 - _____ Computations.
32. _____ The location of existing utility structures such as water and sewer mains, utility structures, gas transmission lines and high tension power lines on the tract and within two hundred feet (200') of its boundaries.
33. _____ Plans and profiles of proposed improvements and utility layouts as required by Ordinance and required letters from the appropriate County and State agencies granting approval for the extension of utility service(s).
34. _____ Plans, typical cross sections, grades, and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract within two hundred feet (200') as required by Ordinance.
35. _____ Any protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plat or plan.
36. _____ The names, location and width of all existing and proposed rights-of-way and easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.
37. _____ The proposed permanent monuments shall be shown, in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9 with two permanent benchmarks based on U.S.G.S. datum, all elevations to relate to benchmarks.
38. _____ Concerning site plans only, a written description of the proposed use(s) and operation(s) of the buildings, including emission of noise, glare, vibration, heat, odor, air and water pollution, safety hazards, expected truck and tractor trailer traffic and the proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation.
39. _____ Identification of any lot or area to be reserved or dedicated to public use, showing all improvements such as landscaping, grading, walkways, bicycle paths and recreational facilities.

40. _____ Recreational facilities in accordance with Section 609 of this Ordinance, including full specifications of any paving, fencing, seeding and equipment.
41. _____ A boundary survey by a licensed New Jersey land surveyor, certified on a date within six (6) months of the date of submission.
42. _____ A Traffic Impact Statement in accordance with the provisions of Section 804 D. of this Ordinance.
43. _____ A Municipal Services and Utilities Impact Statement analyzing the probable impact on municipal services as required by Ordinance.
44. _____ Composite environmental constraints map at the same scale as the preliminary plat as required by Ordinance.
45. _____ All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by an Environmental Impact Statement in accordance with the provisions of Section 804 C. of this Ordinance. The applicant may request a waiver of this requirement, either in whole or in part, provided that the applicant states in writing the basis for the waiver request. The Board shall act upon the requested waiver. Includes preliminary assessment per Ord 804C4.
46. _____ Concerning site plans only, signed and sealed, scaled elevations by a licensed New Jersey architect of the front, side and rear of any structure to be erected or modified, floor plans and expansion plans incorporated into the building design.
47. _____ A Cultural Resource Inventory for all sites within the Pinelands as required by Ordinance.
48. _____ In the case of any subdivision or site plan submission of a planned development, the applicant shall be required to submit all of the required information for all of the properties comprising the planned development.
49. _____ Evidence that a duplicate copy(ies) of the application for major development has been filed with any other agency (including but not limited to the Burlington County Planning Board) having jurisdiction over any aspect of the proposed development. A Certificate of Filing from the Pinelands Commission is required for completeness of any application within the Pinelands Area.
50. _____ A Township "Certificate of Completeness" form signed by the applicant's engineer/architect/land surveyor.
51. _____ If applicable, a certification from the Director of Municipal Utilities that public water and/or public sewer service is available.
52. _____ An Historic Impact Statement, if applicable, in accordance with Section 806 E. of this Ordinance.

53. _____ The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information shall include, but not be limited to, drainage calculations and traffic analyses, provided however, that no application shall be declared incomplete for the lack of such additional information.

Signature and Title of person who prepared checklist

Date