

DEVELOPMENT REGULATIONS AND ZONING

107 Attachment 4

Borough of Glassboro

Land Development Review Checklist
[Added 5-26-2015 by Ord. No. 15-19]

Item #	Submission Request	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
1	Land development review application	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
2	Application fee	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
3	Escrow fee for engineering, planning and legal	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
4	Escrow responsibility form, signed and notarized; tax ID number	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
5	Proof of current tax payment	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
6	Affidavit of ownership of the applicant	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes (if changed from preliminary) <input type="checkbox"/>	Yes (if changed from preliminary) <input type="checkbox"/>
7	Variance application or waiver request with statement in support of each waiver and summary of waivers and variances on cover sheet of plans.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
8	List of applications made, or to be made, to other review agencies necessary for approval, if applicable	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
9	Name, address and notarized signatures of all titled owners and applicants on the Township application forms	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

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10	Name, signature, license no., seal, and address of engineer, architect, planner, landscape architect or land surveyor	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
11	Schedule of required zoning regulations, and project's conformance	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
12	Signature block for Board Chair, Secretary, Board engineer, Township Engineer and Municipal Clerk						Yes <input type="checkbox"/>
13	Certified, sealed existing conditions survey with date of field survey (Date of field survey must be less than one year from application date.)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
14	Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
15	Sheet size either 15 x 21, 24 x 36, 30 x 42	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
16	Dates of original drawings and all revisions	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
17	Plans shall be prepared by an architect or engineer if application involves only the location or proposed buildings and their relationship to the site and the immediate environs.	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

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18	Preliminary architectural elevations, including perspectives and floor plans, type of building proposed, including conformance to Community Architectural Design Ordinance	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	
19	Plans shall be prepared by an engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
20	Parking plan indicating spaces, size and type, aisle width, curb cuts, drives, and driveways, with dimensions	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
21	Plans shall be prepared by engineer if application involves only drainage facilities for site plans of 10 acres or more, or involving stormwater detention facilities, or traversed by a watercourse.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
22	Existing and proposed drainage system, including any larger parcel of which the site is a part, depicted on drainage divide map			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

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23	Plan delineation of any existing or proposed deed restriction, protective covenant, recorded easements, prescriptive easements, and rights-of-way	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
24	Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency (concept discussion)						
25	Metes and bounds description of parcel in question based upon current land survey information within past year	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
26	Location and extent of watercourses or bodies, freshwater or riparian wetlands, floodplains, or other environmentally sensitive areas	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
27	Boundary, limits, predominant general, and extent of wooded areas	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
28	Location of existing structures and their setbacks from existing and proposed property lines	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

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29	Location of existing easements or rights-of-way, including power lines	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
30	Location of existing railroads, bridges, culverts, drainpipes, water and sewer mains and other man-made installations affecting the tract	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
31	Locations of existing wells and septic systems	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>		
32	Deeds to convey rights-of-way, site triangles, basin lot, open space lot, easements, restrictions, wetlands, wetland buffers and legal descriptions, defined in metes and bounds	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
33	Traffic control signs and directional signs; site identification sign	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
34	Traffic impact report, including traffic generation and assignment, analysis of impact and mitigation; measures to be provided in hard copy and electronic PDF file			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>		
35	Property line showing length in feet and hundredths, bearings in degree, minutes and seconds	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

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36	Key map showing location of tract to be considered in relation to surrounding area within 2,000 feet	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
37	Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment, and zoning district	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
38	Each block and lot numbered in conformity with the Municipal Tax Map as determined by the Municipal Tax Assessor	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
39	Tax Assessor assigned block and lot numbers and street addresses, per ordinance	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
40	Scale of map, both written and graphic	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
41	North arrow giving reference meridian	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
42	Space for signatures of Chairman and Secretary of the Municipal Agency	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
43	Surrounding streets, properties, addresses, block and lot numbers of all property owners within 200 feet of the development			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
44	Locations of all existing structure and proposed property lines, with dimensions in feet to the nearest two decimal places	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

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45	Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor, area ratio, and density, both as to required and proposed	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
46	Acreage of affected parcel to the nearest hundredth of an acre	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
47	Contours to determine the natural drainage of the land	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
48	Aquifer recharge areas, including safe sustained groundwater yield	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
49	All areas to be disturbed by grading or construction			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
50	Road construction details, including cross-sections, profiles, curbing, sidewalks, paving, whether on site or off			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
51	Circulation plan for vehicles, pedestrians and bicyclists, including access, parking, loading and relation to surrounding development			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
52	Location and description of monuments, whether set or to be set		Yes <input type="checkbox"/>				Yes <input type="checkbox"/>

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53	Landscaping plan, including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
54	Environmental impact statement, to be provided in hard copy and electronic PDF file			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>		
55	Soil erosion and sediment control plan consistent with the requirements of the local Soil Conservation District	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
56	Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
57	Any sections for which a waiver is specifically being requested, and a narrative paragraph explaining why the Applicant is entitled to such waiver	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
58	Provisions for solid waste management and recycling, per ordinance	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
59	Lighting plan, with location and type of exterior fixtures, wattage, anchoring method and details	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

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60	Approval of County and State Agencies, if applicable; Fire Department; Water and Sewer Department; Police Department	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
61	Cover sheet; existing conditions plan; proposed conditions plan; architectural elevations of all sides of the buildings			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

