

LAND USE PROCEDURES

22 Attachment 1

Riverton Borough Planning Board Submission Requirements Checklist

Applicant: _____

Project Name: _____

Application Number: _____

Type of Application

| | | Concept Plan | Conditional Use | Minor Site Plan | Minor Subdivision | Subdivision | | Site Plan | |
|----|---|----------------|-----------------|-----------------|-------------------|-------------|-------|-------------|-------|
| | | | | | | Preliminary | Final | Preliminary | Final |
| 1 | Development review application | X | ** | X | X | X | X | X | X |
| 2 | Affidavit of ownership or consent of owner | X | ** | X | X | X | X | X | X |
| 3 | Variance application form, if applicable | X | ** | X | X | X | X | X | X |
| 4 | Application and escrow fees | X | ** | X | X | X | X | X | X |
| 5 | Tax and assessment payment | | ** | X | X | X | X | X | X |
| 6 | Name and address of owner and applicant | | ** | X | X | X | X | X | X |
| 7 | Title block denoting type of application, Tax Map sheet, county, municipality, block and lot and street address | | ** | X | X | X | X | X | X |
| 8 | Key map from official Tax Map showing location of tract to surrounding streets, municipal boundaries, etc., within 1,000 feet | (General) X | ** | X | X | X | X | X | X |
| 9 | Schedule of required and proposed zone(s) requirements for lot area, frontage, setbacks, impervious coverage, parking, etc. | | ** | X | X | X | X | X | X |
| 10 | North arrow to top of sheet, scale and graphic scale | | ** | X | X | X | X | X | X |

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|----|--|-----------------|-----------------|-----------------|-------------------|-------------|-------|-------------|-------|
| | | | | | | Preliminary | Final | Preliminary | Final |
| 11 | Signature for Board Chairman, Secretary, Engineer and Municipal Clerk | | ** | X | X | X | X | X | X |
| 12 | Certification block as required by Map Filing Law | | ** | | X | X | X | X | X |
| 13 | Monumentation as required by Map Filing Law | | ** | | X | | X | | |
| 14 | Date of property survey | | ** | X | X | X | X | X | X |
| 15 | One (1) of four (4) standard sheet sizes as required by map filing law | | ** | X | X | X | X | X | X |
| 16 | Acreage of tract to nearest one tenth of an acre | | ** | X | X | X | X | X | X |
| 17 | Date of original/all revisions | X | ** | X | X | X | X | X | X |
| 18 | Size and location of existing or proposed structures and their dimensioned setbacks | (General) X | ** | X | X | X | X | X | X |
| 19 | Minimum zoning setback lines and lot frontage dimensions for principal buildings to be shown on all lots | X | ** | X | X | X | X | X | X |
| 20 | Location and dimensions of any existing or proposed right-of-way and cartways | (General) X | ** | X | X | X | X | X | X |
| 21 | All proposed lot lines and area of lots in square feet | | | X | X | X | X | X | X |
| 22 | Copy and plan delineation of any existing or proposed deed restrictions | (Existing) X | ** | X | X | X | X | X | X |
| 23 | Any existing or proposed easement or land reserved or dedicated for public use | X | ** | X | X | X | X | X | X |
| 24 | Plan delineation of any proposed development phasing | | ** | | | X | X | X | X |
| 25 | Property owners and lot lines within 200 feet and in correct scale to subject parcel | | ** | X | X | X | X | X | X |

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| | | | | | | Preliminary | Final | Preliminary | Final |
| 26 | Existing streets, other rights-of-way or easements, watercourses, wetlands, soils, floodplains or other environmentally sensitive areas within 200 feet of tract | (General) X | ** | (Within 50 feet) X | X | X | X | X | X |
| 27 | Topographical features of subject property | | ** | | | ** | | ** | |
| 28 | Existing drainage system, including any larger tract of which the site is a part and drainage divide map | | ** | | | X | X | X | X |
| 29 | Drainage calculations for all existing and proposed inlets, piping, swales and stormwater management facilities | | ** | X | | X | X | X | X |
| 30 | Existing and proposed utilities: sanitary sewer, water, stormwater management, cable and electric | | ** | X | X | X | X | X | X |
| 31 | Soil erosion and sediment control plan (as required by Soil Conservation District) | | ** | X | | X | X | X | X |
| 32 | Construction details, road and paving cross-sections and profiles | | ** | | | X | X | X | X |
| 33 | Proposed street names | | ** | | | X | X | X | X |
| 34 | New block and lot numbers confirmed by Tax Assessor | | | X | | X | | | |
| 35 | Lighting plan and details | | ** | X | | X | X | X | X |
| 36 | Landscape plan and details | | ** | X | | X | x | X | X |
| 37 | Location and details of site identification signs, traffic control signs and directional signs | | ** | X | | X | X | X | X |
| 38 | Sight triangles | | ** | X | | X | X | X | X |
| 39 | Vehicular and pedestrian circulation patterns | (General) X | ** | X | | X | X | X | X |

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| | | | | | | Preliminary | Final | Preliminary | Final |
| 40 | Parking plan indicating spaces, size and type, aisle width, internal collectors, curb cuts, drives and driveways and all ingress and egress areas with dimensions, if applicable | | | X | | | | X | X |
| 41 | Preliminary architectural plan and elevations | | ** | X | | | | X | |
| 42 | Traffic impact report | | | X | | ** | | ** | |
| 43 | Existing and proposed signs and/or fences, details, sign areas and locations must be shown | | ** | X | X | X | X | X | X |
| 44 | All applicable outside agency approvals, including but not limited to County Planning Board, NJDEP, Soil Conservation District | | ** | X | X | | X | | X |
| 45 | Public notice required (note: any application which requires a variance must provide public notice of the proposed application by publication within <u>The Burlington County Times</u> or other newspaper circulating within the Borough and by return receipt registered mail to each property owner within 200 feet of the applicants property; both notices need to be published and mailed no later than ten (10) days prior to the actual meeting date of the Planning Board scheduled to hear the application) | | ** | (When requesting a variance) X | (When requesting a variance) X | X | | X | |
| ** Conditional use applications also must obtain site plan approval. If the development fits the description of a minor site plan, then those requirements should be followed. If it does not, then preliminary and final site plan requirements apply. | | | | | | | | | |
| NOTE: Wooded areas, significant trees and significant physical features should at a minimum be shown on the grading plan. | | | | | | | | | |

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Special Notes:

1. Land applications can be rather complicated to prepare, present and defend before any planning board. So that each land use application is handled thoroughly and efficiently, the Riverton Borough Planning Board would strongly recommend that each applicant seek professional advice prior to the submission of a land use application.
2. Applicants are required to submit 15 copies of the application, plan(s) and other documents required to be submitted at the time of formal application within 15 days of the scheduled hearing.