

# TOWNSHIP OF LEBANON APPLICATION CHECKLIST

SEE LAND DEVELOPMENT CHAPTERS 45, 330 & 400

Rev. 08/17/20

Name of Application \_\_\_\_\_

Application No. \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Date Filed \_\_\_\_\_

An application shall not be considered complete until all the materials and information specified below have been submitted, unless upon receipt of a written waiver request from the applicant, a specified requirement is waived by the municipal agency. The waiver request shall be granted or denied within 45 days of receipt of said request. If an item is considered by the applicant to be "Not Applicable", a waiver request should be made.

ITEM NUMBER	MINOR		MAJOR			VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP MA	COMMENTS
	SUBDIVISION	SUBDIVISION	PRELIM.	FINAL		40:55D-70							
			SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
1	•	•	•	•	•	•	•	•	Calculation of the application fee and the review escrow (§ 400-54).	COMPLIES			
										WAIVER			
2	•	•	•	•	•	•	•	•	Individual checks made out to Lebanon Township in the amount calculated for the application fee, review escrow.	COMPLIES			
										WAIVER			
3	•	•	•	•	•	•	•	•	A completed green Checklist (latest revision) with written explanations for <u>all</u> requested completeness waivers.	COMPLIES			
										WAIVER			
4	•	•	•	•	•	•	•	•	Original and twelve (12) copies of the completed application form.	COMPLIES			
										WAIVER			
5	•	•	•	•	•	•	•	•	Original completed Escrow Agreement signed by owner and applicant.	COMPLIES			
										WAIVER			
6	•	•	•	•	•	•	•	•	Certification from the Lebanon Township Tax Collector that all taxes and assessments on the property are paid in full.	COMPLIES			
										WAIVER			
7	•	•	•	•	•	•	•	•	Certification that the applicant is the owner or authorized agent, or consent of owner to file application.	COMPLIES			
										WAIVER			
8	•	•		•					Certification from the Tax Assessor approving the block and lot designations.	COMPLIES			
										WAIVER			
9		•							Certification from the Lebanon Township Committee approving the road names and subdivision name.	COMPLIES			
										WAIVER			
10	•	•	•	•	•	•	•	•	Certified list of property owners within 200' of the property as prepared by the Lebanon Township Tax Assessor.	COMPLIES			
										WAIVER			

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			SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)					
11			•					•	An affirmative statement in writing indication how all applicable conditional use standards are met. (See Section § 400-11).	COMPLIES		
12		•							A conceptual development plan of the property in accordance with the "conventional lot" requirements of the Township Land Use Ordinance (for cluster development)	COMPLIES		
13				•	•				An engineer's estimate of all the site improvements identified on the preliminary plan, which remain to be completed at the time of final plat submission.	COMPLIES		
14				•	•				An engineer's estimate of all the site improvements on the approved preliminary plans, whether completed or remaining to be completed.	COMPLIES		
15		•	•					•	Six (6) Geotechnical Site Investigation Reports in accordance with § 330-29, or a determination from the Township Geotechnical Expert that a Geotechnical Site Investigation is not required. Seven (7) more to be submitted upon determination of completeness.	COMPLIES		
16	•	•	•						Six (6) Surface Water Management Plans in accordance with NJAC 7:8, including pre- and post- development calculations and drainage area maps. Seven (7) more to be submitted upon determination of completeness.	COMPLIES		
17		•	•						Six (6) Aquifer Test & Analysis Reports in accordance with § 330-31, including two copies of the laboratory analysis of the groundwater sample. Seven (7) more copies to be submitted upon determination of completeness	COMPLIES		
18		•	•	•	•			•	A digital copy of the plan in a format approved by the Township Engineer. Plan to show lot lines, easements, existing and proposed structures.	COMPLIES		
19	•			•	•				Deed descriptions including metes and bounds for all lots easements and right of way dedications, as required per the subdivision approval.	COMPLIES		
20	•	•	•	•	•		•	•	Six (6) black or blue line prints prepared by a New Jersey professional engineer or land surveyor. Each sheet must be signed and sealed by the appropriate professional. Seven (7) more to be submitted upon determination of completeness.	COMPLIES		

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21	•	•	•	•	•	•	•	•	Completed application with four (4) copies, two (2) sets of plans to Hunterdon County Planning Board. Check made payable to Hunterdon County. Submit to Planning Board Clerk	COMPLIES		
22	•	•	•	•	•	•	•	•	Completed application with four (4) copies, two (2) sets of plans to Hunterdon County Soil Conservation District. Check made payable to Hunterdon County. Submit to Planning Board Clerk.	COMPLIES		
23	•	•	•	•	•	•	•	•	Completed application with three (3) copies, two (2) sets of plans to Hunterdon County Health Department. Check made payable to Hunterdon County. Submit to Planning Board Clerk.	COMPLIES		
24	•	•	•	•	•	•	•	•	For corporations, a written breakdown of percentages of ownership of each partner.	COMPLIES		
25									An application for development shall not be deemed complete until such time as the following documents have been submitted by the applicant:			
a.	•	•	•	•	•	•	•	•	For Projects that are exempt from the requirements of the Highlands Act and Highlands Ordinance Chapter 230. Provide a copy of a Highlands Applicability Determination issued by either the Township of Lebanon or the NJDEP.	COMPLIES		
b.	•	•	•	•	•	•	•	•	For Projects that are not exempt from the requirements of the Highlands Act and Highlands Ordinance Chapter 230. Provide a copy of a Consistency Determination from the Highlands Council, a Highlands Preservation Area Approval issued by the NJDEP or a completed Lebanon Township Highlands Checklist.	COMPLIES		
									<b><u>Plans shall show or include the following:</u></b>			
26	•	•	•	•	•		•	•	Map scale not less than 1 inch = 100 feet showing the entire tract on one sheet not exceeding 24" x 36".	COMPLIES		
27	•	•	•	•	•		•	•	A Key Map showing the entire site, the surrounding area (at least 1000 feet from the property) and any and all zone district boundary lines in the surrounding area.	COMPLIES		

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28	•	•	•	•	•		•	•	Site name.		COMPLIES	
											WAIVER	
29	•	•	•	•	•		•	•	Scale and reference meridian. The reference source (i.e. deed, filed map, etc.) of the meridian should be identified.		COMPLIES	
											WAIVER	
30									Name and address of the following:			
a.	•	•	•	•	•		•	•	Professional responsible for preparing the plans.		COMPLIES	
											WAIVER	
b.	•	•	•	•	•		•	•	Owner of the site, and		COMPLIES	
											WAIVER	
c.	•	•	•	•	•		•	•	Applicant		COMPLIES	
											WAIVER	
31	•	•	•	•	•		•	•	Date of the plans and revision block identifying any and all revisions.		COMPLIES	
											WAIVER	
32	•	•	•	•	•		•	•	Approval signature block for Board Chairman, Secretary and Township Engineer.		COMPLIES	
											WAIVER	
33	•	•	•	•	•		•	•	The name of the owner and the block and lot designation of any and all property located within 200 feet of the site.		COMPLIES	
											WAIVER	
34	•	•	•		•		•	•	Existing contours at 2 feet intervals within the site and within 200 feet of the tract.		COMPLIES	
											WAIVER	
35	•	•	•	•	•		•	•	The tax map sheet, block and lot numbers.		COMPLIES	
											WAIVER	
36	•	•	•	•	•		•	•	All existing streets, roads, watercourses and water bodies on the property and within 500 feet of the property.		COMPLIES	
											WAIVER	
37	•	•	•	•	•		•	•	Lot line dimensions. Original boundary survey used to prepare the plan should be provided with the application.		COMPLIES	
											WAIVER	
38	•	•	•	•	•		•	•	Location of all existing structures on the property, and within 100 feet of the property. Property lines of adjacent properties should be shown.		COMPLIES	
											WAIVER	

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39	•	•	•	•	•		•	•	Location of all proposed streets, property lines, lot lines and areas. All lot areas to be shown in acres and square feet. The area within the maximum depth of measurement should be identified if different from entire area.	COMPLIES		
40	•	•	•	•	•		•	•	Dimensional ties from existing structures to property lines. Ties from proposed structures to property lines for site plans. A minimum of two ties per structure.	COMPLIES		
41	•	•	•	•	•		•	•	Building envelope of each proposed lot as defined by the minimum yard setbacks required by the zoning ordinance.	COMPLIES		
42	•	•	•	•	•		•	•	Schedule of applicable zoning regulations pursuant to Chapter 400, Schedule I.	COMPLIES		
43	•	•	•		•		•	•	Existing wells and septic systems on the property and within 100 feet of the property.	COMPLIES		
44	•	•	•	•	•		•	•	Location of any flood hazard areas, wooded areas, stone rows, tree rows, rights of way, structures, isolated trees > 10" diameter and stream corridors on the property and within 500 feet of the property.	COMPLIES		
45	•	•	•	•	•	•	•	•	Copies of all easements, covenants and deed restrictions including metes and bounds descriptions, on or affecting the property in question. Show all easements on the plan.	COMPLIES		
46	•	•	•	•	•	•	•	•	Environmental Inventory Plan per § 330-30.	COMPLIES		
47		•	•	•	•	•	•	•	Fire Protection System per § 330-35h.	COMPLIES		
48			•		•			•	Use of existing and proposed buildings by floor area. Floor area and ground area of existing and proposed buildings in square feet.	COMPLIES		
49			•		•			•	Parking requirement calculations and the location of the parking area. The actual spaces should be designated for existing parking areas. Show dimensions from parking spaces to the property lines, street and structures.	COMPLIES		

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50	•	•	•				•	•	Plans, profiles and cross sections of all streets, Class III common driveways or private roads. In cases of existing private roads, provide a request for inspection by the Township Engineer.	COMPLIES		
										WAIVER		
51	•	•	•						A minimum of two (2) soil logs, together with the permeability test results for each proposed lot or use if on-site sewerage disposal system proposed.	COMPLIES		
										WAIVER		
52									A site plan for any manufacturing or industrial use as permitted in the I Zone shall be accompanied by the following:	COMPLIES		
										WAIVER		
a			•						A description of any proposed machinery operation, products , by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured.	COMPLIES		
										WAIVER		
b			•						A statement containing estimates of daily water consumption, volume and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities.	COMPLIES		
										WAIVER		
c			•						A statement on the anticipated number of shifts and number of employees per shift.	COMPLIES		
										WAIVER		
53		•	•	•	•				Residential cluster details including amount and location of common open space to be provided, location and description of common facilities and a description of the organization to be established for the ownership and maintenance of any common space.	COMPLIES		
										WAIVER		
54			•		•				Elevations at the corners of all proposed buildings, paved areas and property corners, if new buildings or paved areas are proposed.	COMPLIES		
										WAIVER		
55		•	•						Specifications for the construction of any on-site improvements (i.e. curb, pavement, fences, sidewalk, lighting, etc.)	COMPLIES		
										WAIVER		
56			•		•				Location of any solid waste storage facilities.	COMPLIES		
										WAIVER		
57	•	•	•	•	•				Public utility "will serve" letters.	COMPLIES		
										WAIVER		

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58		•	•		•				A Landscaping Plan in accordance with § 400-29	COMPLIES		
										WAIVER		
59		•	•		•				A Lighting Plan in accordance with § 400-43	COMPLIES		
										WAIVER		
60	•	•	•		•				A Soil Erosion and Sediment Control Plan in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.	COMPLIES		
										WAIVER		
61	•	•	•		•				Plans and profiles of utility layouts (i.e. sanitary sewers, storm sewers, water mains, gas and electric)	COMPLIES		
										WAIVER		
62		•	•		•				Specific location and design of traffic control devices, signs and traffic signals.	COMPLIES		
										WAIVER		
63			•					•	Preliminary architectural plans for proposed building or structures, including floor plans and elevations.	COMPLIES		
										WAIVER		
64			•		•				Location and treatment of proposed entrances and gates to public rights of way, including use of signals, channelization and all other traffic alterations.	COMPLIES		
										WAIVER		
65			•		•		•	•	Location and dimensions of all off street loading areas.	COMPLIES		
										WAIVER		
66		•	•	•	•			•	Location, specifications and lighting for all outdoor signage.	COMPLIES		
										WAIVER		
67				•					All certifications and signature lines in accordance with the Map Filing Act.	COMPLIES		
										WAIVER		
68				•					Location and description of all monuments, whether found or to be set in accordance with the Map Filing Act.	COMPLIES		
										WAIVER		
69				•					The tract boundary lines, right of way lines and easement areas shall be defined with accurate dimensions including bearings and distances, curve data including central angle, radius, arc and accurate dimensions to the actual street intersections.	COMPLIES		
										WAIVER		

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70				•				A certification from the applicant's engineer stating that the final plat conforms to the preliminary plat as submitted and approved.		COMPLIES			
										WAIVER			
71				•				The entire tract on one sheet at the same scale as the Tax Map sheet it appears on.		COMPLIES			
										WAIVER			
72					•			As-built drawings depicting all the proposed site improvements approved during the preliminary site plan application and any deviations noted in the actual constructed improvements.		COMPLIES			
										WAIVER			
73						•	•	•	Photograph(s) of the subject premises that may prove useful in helping the Board make a more informed decision on the application.		COMPLIES		
										WAIVER			

**I am the person who prepared the plats which were submitted with the application, and I hereby certify that I am licensed as a licensed land surveyor or professional engineer in the State of New Jersey and that I have read the ordinances and this checklist and that plats are prepared in accordance with this checklist or any other checklist that is required as part of this submission, and the ordinances. I am aware that if the plats are incomplete, that the applicant will be delayed.**

**DATED:** \_\_\_\_\_ **L.S. or P.E.** \_\_\_\_\_

Initials      Date

☐ Application deemed complete by Review Committee

Planning/Zoning Board Clerk

Planning/Zoning Board Chair/Vice Chair

Planning/Zoning Board Member

Planning/Zoning Board Engineer

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

☐ Application deemed incomplete by Review Committee

Planning/Zoning Board Clerk

Planning/Zoning Board Chair/Vice Chair

Planning/Zoning Board Member

Planning/Zoning Board Engineer

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The reasons are as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List checklist waivers requested: \_\_\_\_\_

\_\_\_\_\_