

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 SUBDIVISION	MAJOR		VARIANCE		(a) & (b)	(c)	(d)	ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP M/F	COMMENTS
		PRELIM.	FINAL	40:55D-70									
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			

ITEM NUMBER	MINOR SUBDIVISION	MAJOR		VARIANCE		(a) & (b)	(c)	(d)	ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP M/F	COMMENTS
		PRELIM.	FINAL	40:55D-70									
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			
										WAIVER			
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			
										WAIVER			
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			
										WAIVER			
24	•	•	•	•	•	•	•	•	For corporations, a written breakdown of percentages of ownership of each partner.	COMPLIES			
										WAIVER			
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			
										WAIVER			
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			
										WAIVER			
									<u>Plans shall show or include the following:</u>				
26	•	•	•	•	•	•	•	•	Map scale not less than 1 inch = 100 feet showing the entire tract on one sheet not exceeding 24" x 36".	COMPLIES			
										WAIVER			
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			
										WAIVER			

ITEM NUMBER	MINOR SUBDIVISION	MAJOR		VARIANCE		(a) & (b) (c) (d)	ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP M/F	COMMENTS						
		PRELIM.	FINAL	40:55D-70													
		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN												
28	•	•	•	•	•		Site name.		COMPLIES								
29	•	•	•	•	•		Scale and reference meridian. The reference source (i.e. deed, filed map, etc.) of the meridian should be identified.		WAIVER								
30							Name and address of the following:		COMPLIES								
a.	•	•	•	•	•	•	Professional responsible for preparing the plans.		WAIVER								
b.	•	•	•	•	•	•	Owner of the site, and		COMPLIES								
c.	•	•	•	•	•	•	Applicant		WAIVER								
31	•	•	•	•	•	•	Date of the plans and revision block identifying any and all revisions.		COMPLIES								
32	•	•	•	•	•	•	Approval signature block for Board Chairman, Secretary and Township Engineer.		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								
34	•	•	•	•	•	•	Existing contours at 2 feet intervals within the site and within 200 feet of the tract.		WAIVER								
35	•	•	•	•	•	•	The tax map sheet, block and lot numbers.		COMPLIES								
36	•	•	•	•	•	•	All existing streets, roads, watercourses and water bodies on the property and within 500 feet of the property.		WAIVER								
37	•	•	•	•	•	•	Lot line dimensions. Original boundary survey used to prepare the plan should be provided with the application.		COMPLIES								
38	•	•	•	•	•	•	Location of all existing structures on the property, and within 100 feet of the property. Property lines of adjacent properties should be shown.		WAIVER								

ITEM NUMBER	MINOR SUBDIVISION	MAJOR		VARIANCE		ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP M/F	COMMENTS
		PRELIM.	FINAL	(a) & (b)	(c)					
		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN					
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.
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.
41	•	•	•	•	•	•	•	•	•	Building envelope of each proposed lot as defined by the minimum yard setbacks required by the zoning ordinance.
42	•	•	•	•	•	•	•	•	•	Schedule of applicable zoning regulations pursuant to Chapter 400, Schedule I.
43	•	•	•	•	•	•	•	•	•	Existing wells and septic systems on the property and within 100 feet of the property.
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.
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.
46	•	•	•	•	•	•	•	•	•	Environmental Inventory Plan per § 330-30.
47	•	•	•	•	•	•	•	•	•	Fire Protection System per § 330-35h.
48	•	•	•	•	•	•	•	•	•	Use of existing and proposed buildings by floor area. Floor area and ground area of existing and proposed buildings in square feet.
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.

ITEM NUMBER	MINOR SUBDIVISION	MAJOR		VARIANCE		(a) & (b)	(c)	(d)	ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP M/F	COMMENTS
		PRELIM.	FINAL	40:55D-70									
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			
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.	WAIVER	COMPLIES		
52									A site plan for any manufacturing or industrial use as permitted in the I Zone shall be accompanied by the following:	COMPLIES			
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.	WAIVER	COMPLIES		
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.	WAIVER	COMPLIES		
c		•							A statement on the anticipated number of shifts and number of employees per shift.	WAIVER	COMPLIES		
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.	WAIVER	COMPLIES		
54		•		•					Elevations at the corners of all proposed buildings, paved areas and property corners, if new buildings or paved areas are proposed.	WAIVER	COMPLIES		
55		•	•						Specifications for the construction of any on-site improvements (i.e. curb, pavement, fences, sidewalk, lighting, etc.)	WAIVER	COMPLIES		
56		•		•					Location of any solid waste storage facilities.	WAIVER	COMPLIES		
57	•	•	•	•	•				Public utility "will serve" letters.	WAIVER	COMPLIES		

ITEM NUMBER	MINOR SUBDIVISION	MAJOR		VARIANCE		(a) & (b)	(c)	(d)	ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP M/F	COMMENTS
		PRELIM.	FINAL	40:55D-70									
	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN									
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			

ITEM NUMBER	MINOR SUBDIVISION	MAJOR		VARIANCE		(a) & (b) (c) (d)	ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP M/F	COMMENTS
		PRELIM.	FINAL	40:55D-70							
70			•				A certification from the applicant's engineer stating that the final plat conforms to the preliminary plat as submitted and approved.		COMPLIES		
71			•				The entire tract on one sheet at the same scale as the Tax Map sheet it appears on.		COMPLIES		
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		
73				•	•	•	Photograph(s) of the subject premises that may prove useful in helping the Board make a more informed decision on the application.		WAIVER		
									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 _____

Application deemed incomplete by Review Committee
 Planning/Zoning Board Clerk _____
 Planning/Zoning Board Chair/Vice Chair _____
 Planning/Zoning Board Member _____
 Planning/Zoning Board Engineer _____

The reasons are as follows: _____

List checklist waivers requested: _____
