

Township of South Orange Village Land Development Application Checklists

The administrative checklist must be submitted for all land development applications. The applicant should identify the type of application (i.e. Major Subdivision) on the application form, and submit the corresponding checklist and materials. 1 original and 17 copies of all required documents and plans should be provided, unless specified otherwise. An application shall not be considered complete until all the materials and information specified below have been submitted.

The applicant should make a mark under the "Applicant Response" column to indicate either compliance or that a submission waiver is sought. If an item is considered by the applicant to be "not applicable," a waiver request should be made, and the waiver requested box should be checked. The applicant should submit an attached statement identifying the submission waiver requirement and an explanation of why an exemption is sought. This waiver request will be adjudicated as part of the Completeness Determination, and within 45 days of receipt of said request.

Any questions regarding the submission of Land Development Application documents should be directed to the Board Secretary (973) 378-7715 ext. 7722. All application materials should be submitted to the Board Secretary, 76 South Orange Avenue, Suite 302, South Orange, NJ 07079.

Administrative Checklist (To Be Submitted For All Applications)

Administrative Checklist Requirement	Applicant Response	Staff Response
1. COMPLETED CHECKLIST • This shall include written explanations for all requested completeness waivers, signed by the applicant.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. APPLICATION FORM • Completed Township of South Orange Village application form.	SUBMITTED ☐ WAIVER REQUESTED ☐	
3. SUBMISSION WAIVER STATEMENT • Completed statement attachment for the explanation of any submission waiver requests, identifying the submission requirement and the reason for desired exemption.	SUBMITTED ☐ WAIVER REQUESTED ☐	
4. APPLICATION FEE CHECK • This shall be made out to the Township of South Orange Village and include the applicant's Federal ID number.	SUBMITTED ☐ WAIVER REQUESTED ☐	
5. ESCROW REVIEW FEE CHECK • This shall be made out to the Township of South Orange Village and include the applicant's Federal ID number.	SUBMITTED ☐ WAIVER REQUESTED ☐	
6. TAX COLLECTOR CERTIFICATION (2 COPIES) • This shall be obtained from the Township of South Orange Village Tax Collector to confirm all taxes and assessments are paid in full.	SUBMITTED ☐ WAIVER REQUESTED ☐	
7. CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET (2 COPIES) • To be obtained by the Township of South Orange Village Tax Assessor.	SUBMITTED ☐ WAIVER REQUESTED ☐	
8. DEED(S) FOR LANDS (5 COPIES) • This shall be provided for all land related to protective covenants, deed restrictions, road widening, sight triangles, open space, recreation, utilities, and existing and proposed easements.	SUBMITTED ☐ WAIVER REQUESTED ☐	
9. COMPLETED ESCROW AGREEMENT + W9 FORM (2 COPIES)	SUBMITTED ☐ WAIVER REQUESTED ☐	

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10. OWNERSHIP DISCLOSURE AFFIDAVIT (FORM ATTACHED) (2 COPIES)	SUBMITTED ☐ WAIVER REQUESTED ☐	
11. SITE INSPECTION AUTHORIZATION (FORM ATTACHED) (2 COPIES)	SUBMITTED ☐ WAIVER REQUESTED ☐	
12. PUBLIC HEARING NOTIFICATION (FORM ATTACHED) (2 COPIES)	SUBMITTED ☐ WAIVER REQUESTED ☐	
13. DIGITAL COPY OF ALL APPLICATION DOCUMENTS • Email attachments or web link. A copy of all application documents shall be submitted to the Board Secretary.	SUBMITTED ☐ WAIVER REQUESTED ☐	
14. PHOTOGRAPHS OF SUBJECT PREMISES • Photographs of site's existing conditions and areas affected by proposal.	SUBMITTED ☐ WAIVER REQUESTED ☐	
15. PROFESSIONAL SEALED PLANS (18 COPIES TOTAL – 5 SEALED) • All plans or plats prepared by a New Jersey licensed engineer or licensed Land Surveyor. Each sheet must be signed and sealed by the appropriate professional and contain all contact information of the professional.	SUBMITTED ☐ WAIVER REQUESTED ☐	
16. PROPERTY/BOUNDARY SURVEY • This shall be the survey used to prepare the plan showing any deed restrictions, covenants, or easements. This survey shall be recent (within the past 5 years) and reflect the conditions as they currently exist.	SUBMITTED ☐ WAIVER REQUESTED ☐	
17. SPECIAL DISTRICT DESIGNATION • Indication if the application is subject to special design standards or review by a Village Committee, Commission, or Board (i.e. Environmental Commission, Design Review Board, Historic Preservation Commission). Such applications will be forwarded to applicable groups by the Board Secretary.	SUBMITTED ☐ WAIVER REQUESTED ☐	
18. HISTORIC SITE OR DISTRICT IDENTIFICATION • Identification of this site as a historic site or part hereof, or within a historic district as included in the Historic Preservation Ordinance or Master Plan.	SUBMITTED ☐ WAIVER REQUESTED ☐	
19. PLAN DETAILS - TITLE BLOCK (ALL SHEETS) • This shall include lot and block number(s) of subject property, original plan date and date(s) of all revisions, scale, and graphic scale.	SUBMITTED ☐ WAIVER REQUESTED ☐	
20. PLAN DETAILS – OWNER + APPLICANT INFORMATION • This shall include names, addresses, and telephone numbers.	SUBMITTED ☐ WAIVER REQUESTED ☐	
21. PLAN DETAILS – NORTH ARROW WITH REFERENCE (ALL SHEETS)	SUBMITTED ☐ WAIVER REQUESTED ☐	
22. PLAN DETAILS – SCALE • Drawn at a scale not less than 1 inch equals 50 feet.	SUBMITTED ☐ WAIVER REQUESTED ☐	
23. PLAN DETAILS - ZONING COMPLIANCE TABLE • This shall include information regarding compliance with all applicable zoning requirements (i.e. use, bulk, design, sign, parking, etc.) and any notation as to any variances and/or design waivers requested.	SUBMITTED ☐ WAIVER REQUESTED ☐	
24. PLAN DETAILS – BOUNDARY + LOT INFORMATION • Existing and proposed boundary information and lot lines with bearing and distance including existing lot lines to be removed based upon a current survey. Existing and proposed lot areas shown in acres and square feet. The minimum lot area within 100 feet of the front property line should be identified if different from the total area measured within 100 feet and the total lot area.	SUBMITTED ☐ WAIVER REQUESTED ☐	
25. PLAN DETAILS – SHORTEST DISTANCE LINES • All existing and proposed front, side, and rear yard setback lines shall be	SUBMITTED ☐ WAIVER REQUESTED ☐	

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- shown on the plans and be consistent with the zoning compliance table. • All required front, side, and rear yard setback lines shall be shown on the plans in accordance with the applicable zoning. • All shortest distance lines between any existing and/or proposed buildings and structures.		
26. PLAN DETAILS – SIGNATURE BLOCKS • This shall be for the Board Chairperson, Secretary, and Engineer.	SUBMITTED ☐ WAIVER REQUESTED ☐	
27. PLAN DETAILS – KEY MAP • This shall be at a scale of not less than 1 inch equals 400 feet showing street names and zone district.	SUBMITTED ☐ WAIVER REQUESTED ☐	
28. PLAN DETAILS – ADJACENT PROPERTIES • All structures, driveways, and tree canopies within 100 feet of the subject parcel shall be depicted. The dimensions on this plan can be approximate if physical access for accurate measurement is not available.	SUBMITTED ☐ WAIVER REQUESTED ☐	
29. EXISTING CRITICAL ENVIRONMENTAL AREAS • This shall include the location of any critical environmental areas, stream corridors, flood boundaries, and wetlands on the property and within 300 feet of the property. If none, exist an engineer’s statement shall be provided. Dimensions of off-site features can be approximate if physical access for accurate measurement is not available.	SUBMITTED ☐ WAIVER REQUESTED ☐	
30. STORMWATER RUNOFF • The Applicant shall demonstrate how the project will comply with Municipal and State Stormwater Standards.	SUBMITTED ☐ WAIVER REQUESTED ☐	
31. EXISTING TREES • The location, species, and size of all existing trees meeting the criteria of Chapter 334 – Trees and Shrubbery and Section 185-XVIII of the Ordinance. • Tree removal and protection plan identifying all existing trees to be removed or protected meeting the criteria of Chapter 334 – Trees and Shrubbery and Section 185-XVIII of the Ordinance.	SUBMITTED ☐ WAIVER REQUESTED ☐	
32. EXISTING WELLS + SEPTIC SYSTEMS • On the property.	SUBMITTED ☐ WAIVER REQUESTED ☐	
33. POST-APPROVAL CONTINGENCIES • Acknowledgement that the following items may be required as part of resolution compliance and/or as part of the construction approval process: ◦ Developer’s Fees/Affordable Housing Obligation per Ordinance Section 185-222 though -259 ◦ Final Plat/Site Plan ◦ Engineer’s Cost Estimate ◦ Approved Block and Lot Designations ◦ “As Built” Plans or Final Plats ◦ Approved Road Names and Subdivision Name ◦ Certification from the Applicant’s Engineer	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Major Site Plan Checklist

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
1. SIGNED UTILITY LETTERS (2 COPIES) • Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. ENVIRONMENTAL IMPACT STATEMENT • This shall include the following: ◦ Map of the site ◦ Description of proposed development ◦ Inventory of existing conditions including, hydrology, geology, soils, topography and slope, drainage, vegetation, air quality, wildlife, noise, and information about site contamination, if any ◦ Calculation of water and sewer demand for both existing and proposed conditions ◦ Required permits and approvals ◦ Assessment of impacts ◦ Impact mitigation steps ◦ Alternatives to development	SUBMITTED ☐ WAIVER REQUESTED ☐	
3. TRAFFIC + PARKING IMPACT ASSESSMENT • This shall include the following: ◦ Peak traffic generation (AM/PM) ◦ Predicted future conditions (build/no-build) ◦ Level of Service impacts ◦ Mitigation requirements ◦ Parking generation ◦ Onsite & offsite parking capacity ◦ Compliance with ordinance standards	SUBMITTED ☐ WAIVER REQUESTED ☐	
4. RIGHTS-OF-WAY + EASEMENTS • Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown. This shall include 1-foot contours for areas up to 20% grade and 2-foot contours for all grades above 20%.	SUBMITTED ☐ WAIVER REQUESTED ☐	
5. TOPOGRAPHIC SURVEY • This shall show contours at 2-foot intervals within the tract and within 50 feet of the tract, if the off-site information is reasonably available. This shall include 1-foot contours for areas up to 20% grade and 2-foot contours for all grades above 20%.	SUBMITTED ☐ WAIVER REQUESTED ☐	
6. GRADING PLAN • This shall show all grading on site and off site based upon 2-foot contour topographic survey; provide typical cross sections where necessary.	SUBMITTED ☐ WAIVER REQUESTED ☐	
7. STORMWATER MANAGEMENT PLAN • This shall show how stormwater will be controlled and in what manner it will be released, including pre- and post- development drainage area map, drainage calculations and water quality control methods. This plan shall demonstrate compliance with applicable stormwater management requirements, which includes, but is not limited to, a geotechnical investigation, groundwater mounding analysis and compliance with other regulatory requirements.	SUBMITTED ☐ WAIVER REQUESTED ☐	
8. CIRCULATION PLAN • This shall show proposed vehicular and pedestrian circulation systems, showing how the proposed ties into the existing system including: ◦ Location of off-street parking and loading spaces with dimensions ◦ Width of traffic aisles	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
◦ Direction of traffic flow ◦ Profiles, and cross sections of all streets, common driveways or private roads ◦ Sight clearance triangles at street intersections and where driveways and curb cuts intersect with streets ◦ Specifications and construction details sheet of existing and proposed paving and curbing ◦ Dimensions, location, and treatment of proposed entrances and gates to public rights-of-way ◦ Identify use of traffic control devices, signs and traffic signals, channelization and all other traffic alterations ◦ Identify accessible routes in accordance with accessibility requirements • See applicable requirements at Ordinance Section 185-112 through -115.		
9. PARKING CALCULATIONS • This shall include: ◦ Number of required parking spaces ◦ Number of proposed parking spaces ◦ Location of the parking area ◦ Dimensions from parking spaces to the property lines, street, and structures ◦ Identification of electric vehicle parking and details of such as required by State Law 2021, Chapter 171 ◦ Identification of any required variance relief • See parking requirements at Ordinance Section 185-174 through -177	SUBMITTED ☐ WAIVER REQUESTED ☐	
10. LIGHTING PLAN • This shall clearly delineate all exterior lighting including: ◦ Proposed isolux patterns with footcandle levels ◦ Mounting height ◦ Manufacturer's specifications and construction details including materials, colors, fixture and pole type ◦ Color temperature • See lighting requirements at Ordinance Section 185-116.	SUBMITTED ☐ WAIVER REQUESTED ☐	
11. LANDSCAPING PLAN • This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. • See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118.	SUBMITTED ☐ WAIVER REQUESTED ☐	
12. SIGN PLANS • This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated. • Sign compliance chart indicating compliance or variance requested. • See sign requirements at Ordinance Section 185-138 through -151.	SUBMITTED ☐ WAIVER REQUESTED ☐	
13. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES • For existing buildings, elevations and floor plans shall be provided. • For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. • Height information and measurements including grade point / elevations at corners of building to highest points of structure.	SUBMITTED ☐ WAIVER REQUESTED ☐	
14. SUSTAINABILITY STATEMENT • A statement regarding the proposed developments incorporation of sustainable practices shall be provided on the plans.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
15. UTILITY SYSTEMS • This shall show connections to existing and proposed systems including, but not limited to: ◦ Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations ◦ Drainage area map and drainage calculations ◦ Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities ◦ Existing and proposed water mains, showing sizes and materials ◦ Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health ◦ Existing electric and natural gas lines and proposed connections thereto ◦ Location of existing and proposed water wells ◦ Building service size connections ◦ Letter of intent to serve the property from utilities (gas, electric, telephone, etc.) ◦ A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. ◦ Screening details	SUBMITTED ☐ WAIVER REQUESTED ☐	
16. SOIL EROSION + SEDIMENT CONTROL PLAN • This shall be designed in accord with the Hudson-Essex-Passaic Soil Conservation District, including 2 copies of the application(s) made thereto.	SUBMITTED ☐ WAIVER REQUESTED ☐	
17. COMMON OPEN SPACE DETAILS • This shall include the amount (SF and acres) and location of common open space to be provided, location and description of the organization to be established for the ownership, and maintenance of any common space.	SUBMITTED ☐ WAIVER REQUESTED ☐	
18. SOIL PERMEABILITY LOGS • This shall include a minimum of two logs with the permeability test results for each proposed lot or use if on-site sewage disposal system proposed.	SUBMITTED ☐ WAIVER REQUESTED ☐	
19. APPROVALS STATEMENT • Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same.	SUBMITTED ☐ WAIVER REQUESTED ☐	
20. ON-SITE STRUCTURE LOCATIONS + USE • For existing and proposed structures, the following must be provided: ◦ Residential – Number of proposed units and bedrooms ◦ Office/Commercial/Industrial – Number of employees, total and in maximum shift ◦ Description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials to be stored on-site.	SUBMITTED ☐ WAIVER REQUESTED ☐	
21. SOLID WASTE + RECYCLABLE MATERIAL • A statement and/or details identifying provisions for the collection, storage and disposal of such shall be shown on the plan. • See applicable requirements at Ordinance Section 185-112 and -123.	SUBMITTED ☐ WAIVER REQUESTED ☐	
22. ESSEX COUNTY PLANNING BOARD APPLICATION FORM (2 COPIES) • Completed County Planning Board application forms (if applicable, i.e. on a County Road or impacting County drainage facility), including copy of a check made payable to Essex County. • Link to application webpage: http://www.ecdpw.org/subdivision_and_site_plans.php	SUBMITTED ☐ WAIVER REQUESTED ☐	
23. ESSEX COUNTY HEALTH DEPARTMENT APPLICATION (2 COPIES) • Completed County Health Department application forms, including copy of a check made payable to Essex County.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
24. HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT APPLICATION (5 COPIES) • Completed Hudson-Essex-Passaic Soil Conservation District application and submitted soil erosion and sediment control plan, including copy of check made payable to "HEPSCD". • Link to application webpage: http://hepsoilnj.org/forms/	SUBMITTED ☐ WAIVER REQUESTED ☐	
25. NEW JERSEY STATE APPROVALS (5 COPIES) • Copies of any and all Department of Transportation and Department of Environmental Protection approvals.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Minor Site Plan Checklist

Minor Site Plan Checklist Requirement	Applicant Response	Staff Response
1. SIGNED UTILITY LETTERS (2 COPIES) • Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. LANDSCAPING PLAN • This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. • See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118.	SUBMITTED ☐ WAIVER REQUESTED ☐	
3. UTILITY SYSTEMS • This shall show connections to existing and proposed systems including, but not limited to: ◦ Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations ◦ Drainage area map and drainage calculations ◦ Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities ◦ Existing and proposed water mains, showing sizes and materials ◦ Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health ◦ Existing electric and natural gas lines and proposed connections thereto ◦ Location of existing and proposed water wells ◦ Letter of intent to serve the property from utilities (gas, electric, telephone, etc.) ◦ A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. ◦ Screening details	SUBMITTED ☐ WAIVER REQUESTED ☐	
4. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES • For existing buildings, elevations and floor plans shall be provided. • For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. • Height information and measurements including grade point / elevations at corners of building to highest points of structure.	SUBMITTED ☐ WAIVER REQUESTED ☐	
5. SUSTAINABILITY STATEMENT • A statement regarding the proposed developments incorporation of sustainable practices shall be provided on the plans.	SUBMITTED ☐ WAIVER REQUESTED ☐	
6. SOLID WASTE + RECYCLABLE MATERIAL • A statement and/or details identifying provisions for the collection, storage and disposal of such shall be shown on the plan. • See applicable requirements at Ordinance Section 185-112 and -123.	SUBMITTED ☐ WAIVER REQUESTED ☐	
7. RIGHTS-OF-WAY + EASEMENTS • Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Minor Site Plan Checklist Requirement	Applicant Response	Staff Response
8. LIGHTING PLAN • This shall clearly delineate all exterior lighting including: ◦ Proposed isolux patterns with footcandle levels ◦ Mounting height ◦ Manufacturer's specifications and construction details including materials, colors, fixture and pole type ◦ Color temperature • See lighting requirements at Ordinance Section 185-116.	SUBMITTED ☐ WAIVER REQUESTED ☐	
9. SIGN PLANS • This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated. • Sign compliance chart indicating compliance or variance requested. • See sign requirements at Ordinance Section 185-138 through -151.	SUBMITTED ☐ WAIVER REQUESTED ☐	
10. APPROVALS STATEMENT • Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same.	SUBMITTED ☐ WAIVER REQUESTED ☐	
11. ESSEX COUNTY PLANNING BOARD APPLICATION FORM (2 COPIES) • Completed County Planning Board application forms (if applicable, i.e. on a County Road or impacting County drainage facility), including copy of a check made payable to Essex County. • Link to application webpage: http://www.ecdpw.org/subdivision_and_site_plans.php	SUBMITTED ☐ WAIVER REQUESTED ☐	
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Preliminary + Final Major Subdivision Checklist

Preliminary + Final Subdivision Checklist Requirement	Applicant Response	Staff Response
1. SIGNED UTILITY LETTERS (2 COPIES) • Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. ENVIRONMENTAL IMPACT STATEMENT • This shall include the following: ◦ Map of the site ◦ Description of proposed development ◦ Inventory of existing conditions including, hydrology, geology, soils, topography and slope, drainage, vegetation, air quality, wildlife, noise, and information about site contamination, if any ◦ Required permits and approvals ◦ Assessment of impacts ◦ Impact mitigation steps ◦ Alternatives to development	SUBMITTED ☐ WAIVER REQUESTED ☐	
3. LANDSCAPING PLAN • This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. • See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118.	SUBMITTED ☐ WAIVER REQUESTED ☐	
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Preliminary + Final Subdivision Checklist Requirement	Applicant Response	Staff Response
- public rights-of-way - Identify use of traffic control devices, signs and traffic signals, channelization and all other traffic alterations - Identify accessible routes in accordance with accessibility requirements - See applicable requirements at Ordinance Section 185-112 through -115.		
9. PARKING CALCULATIONS - This shall include: - Number of required parking spaces - Number of proposed parking spaces - Location of the parking area - Dimensions from parking spaces to the property lines, street, and structures - Identification of electric vehicle parking and details of such as required by State Law 2021, Chapter 171 - Identification of any required variance relief - See parking requirements at Ordinance Section 185-174 through -177	SUBMITTED ☐ WAIVER REQUESTED ☐	
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20. ESSEX COUNTY PLANNING BOARD APPLICATION FORM (2 COPIES) • Completed County Planning Board application forms (if applicable, i.e. on a County Road or impacting County drainage facility), including copy of a check made payable to Essex County. • Link to application webpage: http://www.ecdpw.org/subdivision_and_site_plans.php	SUBMITTED ☐ WAIVER REQUESTED ☐	
21. ESSEX COUNTY HEALTH DEPARTMENT APPLICATION (2 COPIES) • Completed County Health Department application forms, including copy of a check made payable to Essex County.	SUBMITTED ☐ WAIVER REQUESTED ☐	
22. HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT APPLICATION (5 COPIES) • Completed Hudson-Essex-Passaic Soil Conservation District application and submitted soil erosion and sediment control plan, including copy of check made payable to "HEPSCD". • Link to application webpage: http://hepsolnj.org/forms/	SUBMITTED ☐ WAIVER REQUESTED ☐	
23. NEW JERSEY STATE APPROVALS (5 COPIES) • Copies of any and all Department of Transportation and Department of Environmental Protection approvals.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Minor Subdivision Checklist

Minor Subdivision Checklist Requirement	Applicant Response	Staff Response
1. SIGNED UTILITY LETTERS (2 COPIES) • Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. LANDSCAPING PLAN • This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. • See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118.	SUBMITTED ☐ WAIVER REQUESTED ☐	
3. UTILITY SYSTEMS • This shall show connections to existing and proposed systems including, but not limited to: ◦ Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations ◦ Drainage area map and drainage calculations ◦ Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities ◦ Existing and proposed water mains, showing sizes and materials ◦ Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health ◦ Existing electric and natural gas lines and proposed connections thereto ◦ Location of existing and proposed water wells ◦ Letter of intent to serve the property from utilities (gas, electric, telephone, etc.) ◦ A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. ◦ Screening details	SUBMITTED ☐ WAIVER REQUESTED ☐	
4. RIGHTS-OF-WAY + EASEMENTS • Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown.	SUBMITTED ☐ WAIVER REQUESTED ☐	
5. APPROVALS STATEMENT • Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Use + Bulk Variance Checklist

Use + Bulk Variance Checklist Requirement	Applicant Response	Staff Response
1. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES • For existing buildings, elevations and floor plans shall be provided. • For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. • Height information and measurements including grade point / elevations at corners of building to highest points of structure.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. ADDITIONAL SUPPORTIVE INFORMATION • Other information necessary to show the nature and extent of the variance requested.	SUBMITTED ☐ WAIVER REQUESTED ☐	