

LAND USE PROCEDURES

WASHINGTON TOWNSHIP PLANNING BOARD
SITE PLAN APPLICATION FORM
PART B – PRELIMINARY APPROVAL CHECKLIST
(Required Only For Preliminary Site Plan)
[Amended 8-15-2005 by Ord. No. 32-05]

Applicant's Name _____

Indicate (Y) or (N) for compliance with Checklist Items

ITEMS REQUIRED FOR A COMPLETE APPLICATION

1. _____ Twenty-one folded prints of site plan and accompanying documents showing all information required by Chapter 159, Site Plan Review, Article V.
2. _____ Six complete applications (Parts A, B and C).
3. _____ Payment of administrative fee and review deposits
4. _____ Payment of property taxes. Property taxes paid through _____, 20 _____
Next taxes due on _____, 20 _____
Signed _____ Tax Collector
5. _____ For corporations and partnerships, submit names of holders owning 10% or more of interest.
6. _____ If applicant is not owner, submit letter from owner authorizing submission of plan.
7. _____ If phasing of construction is proposed, plat shall show boundary of each section on which final approval will be requested.
8. _____ Development impact statement (seventeen (17) copies). (Chapter 175, Subdivision of Land, § 175-27Q.)
9. _____ Surface Water Management Plan (four copies). (Chapter 175, Subdivision of Land, § 175-49).
10. _____ **For tracts of less than 10 acres:** Delineation of and classification of wetlands as defined in N.J.A.C.7:7A-2.5 on the tract and within 150 feet of tract by a qualified professional and:
 - a. _____ Written statements by said professional that no wetlands exist on the tract nor within 150 feet of the tract; or
 - b. _____ Addition of wetlands delineation and transition zones on plat, and conservation easement for wetlands/transition zones, plus letter by said professional confirming wetlands/transition zones, plus copy of Endangered Species Site Evaluation from NJDEP; or
 - c. _____ Request for waiver of wetlands delineation where wetlands are in a remote and unaffected portion of the tract.
- _____ **For tracts of 10 or more acres:** Wetlands delineation and documentation per Chapter 175, Subdivision of Land, § 175-27V, and a letter recommending approval from the Planning Board Environmental Consultant.
11. _____ Soil disturbance application. Compliance with Chapter 164, Soil Removal.
12. _____ Letter from Township Engineer stating that plat complies with ordinance requirements and all information required by ordinance to accompany plat has been received.

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13. _____ Phase I Geologic Survey Checklist (If property is within Carbonate Area District).
14. _____ Completeness determination at Planning Board meeting.
15. _____ Submission of completed Washington Township Highlands Information Questionnaire.
16. _____ For any application that falls within the definition of "Major Highlands Development" as defined by the Highlands Water Protection and Preservation Act and does not fall within any of the exemptions provided in the Act, a Highlands Preservation Area Approval must be obtained.

ADDITIONAL EXHIBITS TO BE SUBMITTED PRIOR TO SCHEDULING FOR PUBLIC HEARING

1. _____ Property corners and driveway locations must be clearly marked by the applicant prior to site inspection by the Site Plan Committee. Appointments with the Site Plan Committee must be arranged by the applicant after submission of application.
2. _____ Copy of completed application form for Morris County Soil Conservation District.
3. _____ Copy of completed application form for Morris County Planning Board.
4. _____ For applications with public water supplies:
 - A. _____ Letter from water supplier stating water service availability per Chapter 175, Subdivision of Land, § 175-22E(1) and §175-34C.
 - B. _____ Letter from Fire Department stating that waterlines and fire hydrants are adequate and approved.

EXHIBITS TO BE SUBMITTED AT LEAST FIVE DAYS PRIOR TO PUBLIC HEARING

5. _____ Proof of publication of public notification in official newspaper (Chapter 159, Site Plan Review, § 159-15, Service).
6. _____ Affidavit of service of notice of hearing to property owners within 200 feet and others required by § 111-32B through J.

Note to Applicant: Site improvements shall commence only after payment of inspection fees. All site improvements, exclusive of the building, must be installed prior to final site plan approval (except those permitted by ordinance to be deferred with payment of a cash guaranty).

FORM SP-B1 July 2005