

ARTICLE VIII APPLICATION SUBMISSION REQUIREMENTS

SECTION 801. SITE & SUBDIVISION PLAN REQUIRED.

A. Site Plan.

1. Except as may be exempted by law under the provision of *N.J.S.A. 40:55D-37a* or waived by the appropriate authority, site plan approval by resolution of the Planning Board (or by the Zoning Board of Adjustment whenever a Zoning Board of Adjustment has jurisdiction over a site plan pursuant to §604) shall be required as a condition for the issuing of a zoning permit, building permit, or certificate of occupancy for any development and particularly including any use, change of use, extension of non-conforming use, for which a zoning permit is required under the provisions of §1102.B.
2. Site plan approval is specifically not required to permit a change of use that involves an existing structure; does not necessitate any new construction with the exception of minor interior renovations; does not require any site improvements effecting bulk regulations or revision to adopted design standards; and does not require use variance approval under the provisions of *N.J.S.A. 40:55D-70d*.
3. The Planning or Zoning Board may waive the requirement of site plan approval whenever it determines that the proposed development, alteration, repair, or change of use or occupancy does not affect the existing conditions of the lot or premises, in accordance with §804.
4. A land use development shall be considered a minor site plan, if the proposed development meets the following criteria:
 - a. The proposed development is not a new structure, regardless of size; and
 - b. The proposed development or alterations to structures, not otherwise exempt from site plan review and approval, involving grading, clearing or disturbance of less than five thousand (5,000) square feet of land area and that the proposed building addition of an existing structure shall not exceed ten (10%) percent of the total gross floor area of the overall structure; and
 - c. The proposed development does not involve the construction of more than twenty (20) parking spaces; and
 - d. The proposed development does not involve any planned development, any new street extension of off-tract improvement which is prorated pursuant to Section 30 of the Municipal Land Use Law (*N.J.S.A. 40:55D-42*).

B. Subdivision Plan. Approval of subdivision plans by resolution of the Planning or Zoning Board shall be required as a condition for the filing of such plans with the County Clerk for recording of deed or plat. A minor subdivision shall be any division of land meeting the following criteria:

1. Contains an aggregate of not more than four (4) lots, including three (3) new lots and the remaining parcel; or
2. The subdivision does not involve any planned development, any new street extension of off-tract improvement which is prorated pursuant to Section 30 of the Municipal Land Use Law (*N.J.S.A. 40:55D-42*).

SECTION 802. GENERAL SUBMISSION REQUIREMENTS.

- #### A. Pre-Application Consultation. This ordinance shall be electronically on-line, or available in hard copy upon request with payment of escrow covering cost of preparation to any person desiring to

subdivide a parcel of land or obtain site plan approval. It shall be the right of any applicant to request a meeting with the Planning Board to review their development concept and/or the applicability of the regulations of this Ordinance, per §803.

- B. Approvals of Other Agencies. Unless specifically provided otherwise by statute, any approval granted by the Planning or Zoning Board shall be conditioned upon timely receipt of the required approval from any other reviewing agency having jurisdiction, regardless of whether such condition is expressed in a resolution of approval.
- C. Submission Deadline. In exceptional circumstances when warranted, considering the size of the project, the agenda of the Planning or Zoning Board and the applicant's factual circumstances, the deadline for the submission of a new application may be reduced by the Administrative Officer. Exceptional circumstances being a threat to protection of the public health, safety, and welfare.
- D. Staff Review. The Administrative Officer shall transmit the land use development application to the professional staff of the applicable Board and other Township departments or agencies for review and report to the Board. In accordance with §802.B., the Planning Board Secretary shall distribute all documents to appropriate entities, including but not limited to the following:
 - 1. Fire Department
 - 2. Traffic Division of the Police Department
 - 3. Engineering/Public Works
 - 4. Recreation Department, if adjacent to a municipal park
 - 5. Water Service Provider
 - 6. Camden County Parks Department, if adjacent to a County Park
 - 7. Camden County Planning Board, if adjacent to a County Highway and any other County infrastructure in accordance with the New Jersey County Planning Act, *N.J.S.A. 40:27-1 et seq.*
 - 8. Any other agency, as deemed necessary by the Administrative Officer.
- E. Amended Applications. Whenever a land use development application that has been the subject of a public hearing, has been substantially amended for the layout of improvements or impact on adjoining properties, it shall be proceeded upon as a new application.
- F. Sensitive Environmental Land. No application for development will be considered complete until the applicant has calculated and delineated the area for the following:
 - 1. Wetlands. The area of wetlands shall be based upon a wetlands delineation approved by the New Jersey Department of Environmental Protection (NJDEP).
 - 2. Flood Plain. The area of floodplains shall be based upon *Flood Insurance Rate Map (FIRM)*, issued by the *Federal Emergency Management Agency (FEMA)*, dated September 28, 2007 or more recent.
- G. County Planning Board. Each application for subdivision approval, where required pursuant to §5 of *P.L. 1968, c. 285*, and each application for site plan approval, where required pursuant to §8 of *P.L. 1968, c. 285*, shall be submitted to the Township for certification, which will then be forwarded to the Camden County Planning Board for review and approval, as required by the aforesaid sections. The applicable Board shall condition any approval that it grants upon timely receipt of a favorable report on the application by the Camden County Planning Board by its failure to report thereon within the required time period.
- H. Minimum Requirements. Each application for subdivision and/or site plan approval shall meet the requirements of this Article and shall contain where applicable the following provisions pursuant to *N.J.S.A. 40:55D-38*:
 - 1. Streets in the subdivision or land development shall meet all Township standards and be of sufficient width, suitable grade, and suitably located to accommodate prospective traffic and to provide access for emergency services to buildings. Streets shall be coordinated so as to compose a convenient connected system consistent with the official map, if any, and the circulation element of the Master Plan, if any, and so oriented as to permit, with the limits of practicality and

feasibility the buildings constructed thereon to maximize solar gain. No street width greater than fifty (50') feet within the right-of-way lines shall be required unless said street constitutes an extension of an existing street of the greater width or already has been shown on the Master Plan at the greater width, or already has been shown in greater width on the Official Map. Residential streets shall be under the jurisdiction of the New Jersey *Residential Site Improvement Standards* (R.S.I.S.).

2. Protection and conservation of soils from erosion by wind or water or from excavating or grading.
3. Consistency of the layout or arrangement of the subdivision or land development with the requirements of Article V of this Ordinance.
4. Adequate water supply, drainage, shade trees, sewerage facilities and other utilities necessary for essential services to residents and occupants.
5. Suitable size, shape and location for any area reserved for public use, pursuant to *N.J.S.A. 40:55D-44*.
6. Reservation pursuant to *N.J.S.A. 40:55D-43* of any open space to be set aside for the use and benefit of the residents of planned development resulting from application of standards of density or intensity of land use contained in Article V of this Ordinance, pursuant to *N.J.S.A. 40:55D-65C*.
7. Provisions for off-tract water, sewer, drainage, and street improvements, which are necessitated by a subdivision or land development, subject to the provisions of *N.J.S.A. 40:55D-42*.
- I. Simultaneous Review. The applicable Board shall have the power to act upon subdivision, conditional use, or variance applications simultaneously without the applicant making further application or Planning or Zoning Board holding further hearing. The longest time period for action by a Board, whether it is for subdivision, conditional use, site plan or use variance approval, shall apply. Whenever, approval of a conditional use or variance is requested by the applicant in conjunction with a site plan or subdivision application, notice of the hearing on the plan shall include specific reference to the request for conditional use or variance.

The intent and purpose of this Ordinance that the subdivision and/or site plan application be made at the same time as the variance application, in which case the applicant shall further submit the data required, where applicable. If, however, the applicant desires to obtain a decision on the variance application without undergoing the expense of a detailed subdivision or site plan application, the applicant may submit all required data and obtain a decision within the time prescribed by *N.J.S.A. 40:55D-73*. However, any approval of a variance application that shall require either a major or minor subdivision and/or site plan approval shall provide, as a condition of approval, that the variance granted shall be null, void and of no legal effect, unless the required major or minor subdivision and/or site plan approval is obtained within one hundred and eighty (180) days of the date of the resolution approving said variance.

- J. Plan Preparation. All drawings and documents submitted for consideration shall be signed and sealed in accordance with *N.J.A.C. 13:41-4*.
- K. Electronic Submission. All drawings and supporting documents submitted for consideration shall also be submitted electronically on either CD, via e-mail, or on FTP site.

SECTION 803. CONCEPT PLAN INFORMAL REVIEW.

- A. Purpose. The submission of a Concept Plan for a site or subdivision plan is optional. The purpose shall be to review concepts to assist the applicant in the preparation of subsequent plans. No decision shall be made and no formal action shall be taken on a Concept Plan. The data to be included for an informal review shall be sufficient to enable the applicable Board and the applicant

to comment upon:

1. Design concepts such as building location, ingress and egress, parking, major natural features that shall have to recognize or may influence certain design criteria, and the applicant's basic intent for water, sewage, and storm drainage facilities, and:
 2. The effect on environmentally sensitive areas based upon a map of the site indicating all "ecologically sensitive areas" as derived from the applicants or their representatives' knowledge of the site and ecologically sensitive lands as indicated in existing sources of information such as the Cherry Hill Township Master Plan, Natural Resource Inventory, FEMA FIRM maps, NJDEP Quad maps, FIRM, U.S.G.S. Maps, and Camden County Soil Conservation Service.
- B. Submission Requirements. Three (3) copies of a Concept Plan shall be filed with the Administrative Officer at least seven (7) days prior to scheduling a workshop or presentation before Planning or Zoning Board:
1. Administrative Items. The following must be submitted in preparation for an informal workshop:
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. A written summary outlining the development plans.
 2. Concept Plan. Three (3) copies of a Concept Plan should be submitted with the following information:
 - a. Clearly and legibly drawn and prepared, in accordance with §802.J.
 - b. Titled as "Concept Plan for Review".
 - c. Title block containing block and lot number and signature of Plan preparer.
 - d. Name and address of the applicant and of the owner.
 - e. Name, address, telephone number and signature of Plan preparer.
 - f. North arrow.
 - g. Scale not less than one (1") inch equals one hundred (100') feet.
 - h. The date of the original drawing.
 - i. Area for the date and substance of each revision.
 - j. All adjacent block and lot numbers.
 - k. Surrounding zones.
 - l. A key map with north arrow showing the entire development and its relation to surrounding areas.
 - m. Area of original tract to nearest tenth of an acre.
 - n. Existing lot lines to be eliminated.
 - o. Existing and proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.
 - p. Area of each proposed lot.
 - q. Existing structures and uses including the shortest distance between any existing building and proposed or existing lot lines.
 - r. All setback lines.
 - s. Intent for water supply and sewage treatment.
 - t. Existing contours based on U.S.G.S. Datum where appropriate.
 - u. Approximate location of wooded areas.
 - v. Existing and proposed rights of way and easements within and adjoining tract.
 - w. Proposed access points and parking area on site plans.
 - x. All streams, lakes, bodies of water, and flood plains based on Soil Conservation Service data including direction of flow, location of all drainage structures, flood plain limits, wetlands, swamps.

SECTION 804. SITE PLAN WAIVER.

- A. Standards for Review. Where site plans are required, the Administrative Officer may determine that the purposes of this Ordinance and the public interest can be served by approval of a site plan waiver. A site plan waiver may be requested provided that such change in use or modification of an existing conforming use would not involve any of one or more of the following:
1. A significant structural improvement that would alter the exterior of the building.
 2. Drainage modifications, including but not limited to:
 - a. Major storm drainage installations
 - b. An increase of stormwater runoff of more than one cubic foot per second during a twenty-five-year rainfall event.
 - c. Redirecting of stormwater runoff.
 3. Any change in vehicular traffic circulation patterns or intensity of use.
 4. No approval for the proposal is required by outside agencies, such as the County or State.
 5. The requirement for a major or minor site plan would not forward the purposes of this Ordinance or otherwise serve the public interest.
- B. Submission Requirements. The applicant shall file with the Administrative Officer at least twenty (20) days prior to the meeting of the Planning or Zoning Board:
1. Administrative Items. The following must be submitted in preparation for a site plan waiver:
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. Certification that all taxes are paid to date.
 - e. Twelve copies of color photographs of the property.
 - f. Waiver Justification. Any applicant desiring a waiver from a site plan waiver shall present sufficient credible evidence to allow the Board to reach such conclusions as would permit a waiver, in accordance with §804.A. Such evidence may consist of sketches, property descriptions, methods of operation, photographs, testimony, or other documentation or information. The reviewing Board shall render a decision based on such evidence and may attach conditions to any waiver.
 2. Property Survey. One original signed and sealed and two (2) scaled copies with the following information conveyed on this survey:
 - a. Dimensions and distances to adjacent structures and property lines.
 - b. All existing and proposed uses on the property.
 - c. Zoning district(s).
 - d. Zoning schedule that includes lot frontage, lot depth, setbacks, height, buffers, open space, impervious cover, and any other applicable measurements.
 - e. A key map with the north arrow showing the entire development and its relation to surrounding areas at a scale of not less than one (1") inch equals two thousand (2,000') feet.
 - f. List of any pre-existing or created variances and design waivers/exemptions.
 - g. List of all required regulatory approvals and status of such approvals.
 - h. Wetlands and Flood Plain determination, in accordance with §802.
 - i. A copy of the deed of the property and any deed restrictions, easements and/or covenants

SECTION 805. GENERAL DEVELOPMENT PLAN.

- A. Statement of Purpose. The purpose of developing a general development plan is to promote mutual agreement between the applicant and the Planning Board concerning planned developments. This provision for general development plans seeks to encourage a formal basis for clearly establishing

the expectations of the applicant by the Planning Board and what the applicant can expect from the Planning Board. A general development by its nature requires flexibility and is intended to establish standards to ensure that such developments are successful and meet the needs of the community.

- B. Submission. An applicant may elect to submit an application for development under these provisions for any planned unit development, planned residential development, residential cluster, planned commercial development or planned industrial development on any tract of land one hundred (100) acres or larger.
- C. General Requirements.
 - 1. A general development plan shall set forth the permitted number of dwelling units, the amount of non-residential floor space, the residential density, and the non-residential floor area ratio for the planned development, in its entirety, according to a schedule that sets forth the timing of the various sections of the development. The planned development shall be developed in accordance with the general development plan approved by the Planning Board, or an ordinance or regulation adopted pursuant thereto after the effective date of the approval.
 - 2. A general development plan, as authorized by *N.J.S.A. 40:55D-45.1 et. seq.* and containing all of the requirements set forth therein, shall be submitted to the Planning Board prior to the granting of preliminary approval. The applicant may not submit a joint application to the Planning Board that combines the general development plan with the preliminary plan application for the first phase of the planned development.
 - 3. The Planning Board shall grant or deny general development plan approval within ninety-five (95) days after submission of a complete application to the Board, or within such additional time as may be consented to by the applicant. Failure of the Planning Board to act within the prescribed period may constitute general plan approval of the planned development.
 - 4. The required application and escrow fees for general development plan review, pursuant to §901, shall be posted.
- D. Pre-Application Conference. The applicant may request an informal pre-application conference with Planning Board staff and professionals, in accordance with §803, prior to the filing of a formal application for the purpose of clarifying standards and regulations that will be applicable to its proposal.
- E. Contents. A General Development Plan shall include the following submission items:
 - 1. General Land Use Plan. A general land use plan, at a scale indicating the tract area and general locations of the land uses to be included in the planned development. The total number and types of dwelling units, the amount of non-residential floor area to be provided, and proposed land areas to be devoted to residential, non-residential and open space uses shall be set forth. In addition, the proposed types of non-residential uses to be included in the planned development shall be set forth, and the land area to be occupied by each proposed use shall be estimated. The density and intensity of use of the entire planned development shall be set forth and a residential density and a non-residential floor area ratio shall be provided, according to a schedule that sets forth the timing of the various sections of the development; and
 - 2. Circulation Plan. A circulation plan showing the general location and types of transportation facilities, including facilities for pedestrian, bicycle, and mass transit within the planned development and any proposed improvements to the existing transportation system outside the planned development; and
 - 3. Open Space Plan. An open space plan showing the proposed land area and general location of parks and any other land areas to be set aside for conservation, recreational, or agricultural purposes, and a general description of improvements proposed to be made thereon, including a plan for the operation and maintenance of parks, recreational or agricultural lands; and
 - 4. Utility Plan. A utility plan indicating the need for and showing the proposed location of sewerage and water lines, any drainage facilities necessitated by the physical characteristics of the site,

proposed methods of handling solid waste disposal and a plan for the operation and maintenance of proposed utilities; and

5. Stormwater Management Plan. A stormwater management plan setting forth the proposed method of controlling and managing stormwater on the site; and
 6. Environmental Inventory. An environmental inventory including a general description of the vegetation, soils, topography, steep slopes, geology, surface hydrology, wetlands, flood plains, climate and cultural resources of the site, existing man-made structures or features, and the probable impact of the development on the environmental attributes of the site; and
 7. Community Facility Plan. A community facility plan indicating the scope and type of supporting community facilities which may include but not be limited to, educational or cultural facilities, historic sites, libraries, hospitals, fire-houses, and police stations; and
 8. Affordable Housing Plan. An affordable housing plan, incorporating and describing the steps to be taken by the applicant and officials of Cherry Hill Township, shall be approved by the Planning Board in conjunction with the general plan approval, if required. In addition, the affordable housing plan shall outline the number of affordable housing units to be provided and the extent to which any housing obligation assigned to the municipality resulting from the GDP will be fulfilled by the development; and
 9. Utility Plan. A local utility service plan indicating those public services which the applicant proposes to provide and which may include, but not be limited to, water, sewer, cable and solid waste disposal; and
 10. Landscaping Plan. A landscaping plan detailing the location, type, size, and extent of vegetative cover and plantings to be utilized in the planned development; and
 11. Fiscal Report. A fiscal report describing the anticipated demand on municipal services to be generated by the planned development and any other financial impacts to be faced by the municipality or school districts as a result of the completion of the planned development. The fiscal report shall also include a detailed projection of property tax revenues which will accrue to the county, municipality, and school district according to the timing schedule provided under §805.E.12 and following the completion of the planned development in its entirety; and
 12. Schedule. A proposed timing schedule, in the case that the planned development construction is contemplated over a period of years, including any terms or conditions which are intended to protect the interest of the public and of the residents who occupy any section of the planned development prior to the completion of the development in its entirety; and
 13. Development Agreement. A municipal development agreement, which shall mean a written agreement between a municipality and an applicant relating to the planned development.
- F. Major Site or Subdivision Plan Approval Required.
1. Preliminary Approval. The planned development shall be subject to the development review procedures specified in Article VII and Article VIII, which shall require preliminary approval of a subdivision plan and/or site plan. A combined preliminary and final application for subdivision and site plan approvals shall be permitted for an individual phase of the planned development.
 2. Final Approval. The planned development shall require final approval of a subdivision plan and/or site plan, in accordance with Article VII and Article VIII.
- G. Effect of General Development Plan Approval.
1. The term of the effect of the general development plan approval shall be determined by the Planning Board, which shall take into consideration the following factors in making its determination:
 - a. The number of dwelling units and size of the land area;
 - b. The prevailing economic conditions and market;
 - c. The proposed phasing schedule for the project and likelihood of its fulfillment;
 - d. The applicant's capability of completing the proposed development;

- e. The specific contents of the general development plan; and
 - f. Any conditions which the Planning Board attached to its approval.
- 2. The term of the effect of the general development plan approval shall not exceed twenty (20) years from the date of final approval of the first section of the planned development.
- 3. Should an applicant, having general development plan approval, fail to apply for preliminary approval for the planned development that is the subject of that general development plan approval within five (5) years of the date upon which the general development plan has been approved by the Planning Board, the general development plan approval shall lapse.
- H. Modification of Timing Schedule. In the event that the applicant seeks to modify the proposed timing schedule, such modification shall require the approval of the Planning Board. The Planning Board shall, in deciding whether or not to grant approval of the modification, take into consideration prevailing economic and market conditions, anticipated and actual needs for residential units and non-residential space within the Township and the region, and the availability and capacity of public facilities to accommodate the proposed development.
- I. Variation Approval.
 - 1. After approval of the general development plan, Planning Board approval is required if the applicant wishes to make any variation in the location of land uses within the planned development or to increase the density of residential development or the floor area ratio of non-residential development in any section of the planned development.
 - 2. Any variation in the location of land uses or increase in density or floor area ratio proposed in reaction to a negative decision of, or condition of development approval imposed by the New Jersey Department of Environmental Protection (NJDEP) pursuant to *P.L. 1973, c. 185 (C. 13:19-1 et seq.)* shall be approved by the Planning Board if the applicant can demonstrate, to the satisfaction of the Planning Board, that the variation being proposed is a direct result of such determination by the NJDEP, as the case may be.
- J. Revision of General Development Plan.
 - 1. Except as provided hereunder, once a general development plan has been approved by the Planning Board, it may be amended or revised only upon formal application by the applicant and approval by the Planning Board.
 - 2. A applicant may, without violating the terms of the General Development Plan approval, reduce the number of residential units or amounts of non-residential floor space by no more than fifteen (15%) percent or reduce the residential density or non-residential floor area ratio by no more than fifteen (15%) percent; provided; however, the number of residential units to be provided may not be reduced pursuant to *P.L.1985, c. 222 (N.J.S.A.. 52:27D-301 et al.)*, without prior Board approval.
- K. Notification of Completion.
 - 1. Upon the completion of each phase, as set forth in the approved general development plan, the applicant shall notify the Administrative Officer, by certified mail, as evidence that the applicant is fulfilling the obligations under the approved plan. For the purposes of this section, "completion" of any section of the development shall mean that the applicant has acquired a certificate of occupancy for every residential unit or every nonresidential structure, as set forth in the approved general development plan and pursuant to §15 of *P.L.1975, c.217 (N.J.S.A. 52:27D-133)*. If the municipality does not receive such notification at the completion of any section of the development, the municipality shall notify the applicant, by certified mail, in order to determine whether or not the terms of the approved plan are in compliance.
 - 2. If an applicant does not complete any section of the development within eight (8) months of the date provided for in the approved plan, or if at any time the municipality has cause to believe

that the applicant is not fulfilling the obligations pursuant to the approved plan, the municipality shall notify the applicant, by certified mail, and the applicant shall have ten (10) days within which to give evidence that the obligations are being fulfilled pursuant to the approved plan. The municipality thereafter shall schedule the matter to the next available Planning Board hearing to determine whether or not the applicant is in violation of the approved plan. If, after such a hearing, the municipality finds good cause to terminate the approval, it shall provide written notice of same to the applicant and the approval shall be terminated thirty (30) days thereafter.

- L. Approval Terminated Upon Completion. In the event that a development subject of an approved general development plan is completed before the end of the term of the approval, the approval shall terminate with the completion of the development. For the purposes of this section, a development shall be considered complete on the date upon which a certificate of occupancy has been issued for the final residential or non-residential structure in the last section of the development in accordance with the timing schedule set forth in the approved general development plan and the applicant has fulfilled all of the obligations pursuant to the approval.

SECTION 806. MINOR SUBDIVISION PLAN.

- A. Standards for Review. The data to be included for a minor subdivision plan shall be sufficient to enable the Planning or Zoning Board to determine that the proposed lots shall be buildable lots within the standards established by this Ordinance.
- B. Submission Requirements. Three (3) full size and twelve (12) reduced size copies (15" x 21") of all plans shall be filed with the Administrative Officer a minimum of fifteen (15) days prior to the scheduled Planning or Zoning Board hearing:
1. Administrative Items.
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. Certification that all taxes are paid to date.
 - e. Twelve copies of color photographs of the property.
 - f. Two (2) completed site and subdivision plan checklists.
 - g. Letter indicating connection, supply, and capacity is available from the water and sewer utilities servicing the site.
 2. General Information. The following information should be shown on all plans:
 - a. Clearly and legibly drawn and prepared, in accordance with §802.J.
 - b. Title block containing property address, block & lot number, municipality and county for the tract.
 - c. Name and address of the applicant and the owner.
 - d. Name, address, telephone number, email, and signature of Plan preparer.
 - e. North arrow.
 - f. Written and graphic scale, not less than one (1") inch equals one hundred (100') feet.
 - g. The date of the original drawing.
 - h. Area for the date and substance of each revision.
 - i. All adjacent block and lot number.
 - j. Existing and proposed rights-of-way and easements within and adjoining the tract.
 - k. Deed restricted buffer, if required.
 3. Minor Subdivision Plan. The following information should be shown on minor subdivision plans:
 - a. Titled as "Minor Subdivision Plan"

- b. A key map with the north arrow showing the entire development and its relation to surrounding areas at a scale of not less than one (1") inch equals two thousand (2,000') feet.
 - c. Area of original tract to nearest tenth of an acre.
 - d. Area of each proposed lot.
 - e. Existing lot lines to be eliminated.
 - f. Existing and proposed street and lot layout, with dimensions showing that portion proposed for development in relation to the entire tract, together with new block and lot numbers and street addresses issued by the Tax Assessor.
 - g. Monuments, metes and bounds, and requirements of Map Filing Law.
 - h. Existing structures, sizes, and uses including the shortest distance between any existing building and proposed or existing lot lines.
 - i. Building envelope with all setback lines.
 - j. Zoning schedule that includes lot frontage, lot depth, setbacks, height, impervious cover, and any other applicable measurements.
 - k. List of any pre-existing or created variances and design waivers/exemptions.
 - l. List of all required regulatory approvals and status of such approvals.
 - m. Appropriate places for the signature lines for the Board Chair, Board Engineer, and Board Secretary of the respective Board, the dates of Board reviews or actions and dates of the signatures.
4. Grading Plan. Grading plans should show two foot (2') contours based on U.S.G.S. Datum and topography around the adjacent fifty (50') feet of the property, proposed contours, stormwater facilities, spot elevations, drainage easements, finished floor elevations, in accordance with the Township Grading Checklist and §506, as well as the following information:
- a. Intent for water and sewer treatment. Water and sewer utility connections should be shown:
 - i. When septic systems are proposed, supply boring and percolation test results for each lot taken.
 - ii. When public sewer is proposed, supply boring for each lot if soils maps indicate that the seasonal high water table may exceed ordinance standards for a buildable lot.
 - b. Approximate location of wooded area.
 - c. Location, diameter and species of trees proposed for removal and planting.
 - d. All streams, lakes, water and flood plains based on Soil Conservation Service data including:
 - i. direction of flow;
 - ii. location of all drainage structures;
 - iii. flood plain limits;
 - iv. wetlands;
 - v. swamps.
 - e. When a common drive is proposed, show:
 - i. sight triangle easement;
 - ii. limits for cross easements;
 - iii. any deed restrictions;
 - iv. materials to be used for the construction of the common drive.
5. Property Survey. Three (3) boundary surveys signed and sealed by a licensed New Jersey Professional Land Surveyor (P.L.S.), certified on a date within one year of the date of submission.
6. Construction Details. All relevant construction details.
7. Architectural Plans. Six (6) copies of building elevations and floor plans, signed and sealed by a New Jersey Registered Architect.

SECTION 807. PRELIMINARY MAJOR SUBDIVISION PLAN.

- A. Standards for Review. In reviewing major subdivisions, the Board shall take into consideration conformity with the adopted Master Plan and subsequent reexaminations, the natural features of the Township and the site, and the ecological systems of the Township, retention of trees, efficient use of land, preservation of historic areas, alleviation of existing problems and reasonably anticipated problems worsened or caused by the subdivision relating to water systems and resources, drainage, sewerage, traffic hazards and pedestrian travel, fire and police protection health and sanitation, and erosion and siltation. In reviewing major subdivisions for fifty (50) or more units of single-family housing or twenty-five (25) or more units of multi-residential housing, the reviewing body shall take into consideration methods of addressing the recycling requirements of the Township.
- B. Submission Requirements. Three (3) full size and twelve (12) reduced size copies (15" x 21") of all plans shall be filed with the Administrative Officer a minimum of thirty-five (35) days prior to the scheduled Planning or Zoning Board hearing:
1. Administrative Items.
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. Certification that all taxes are paid to date.
 - e. Twelve copies of color photographs of the property.
 - f. Two (2) completed site and subdivision plan checklists.
 - g. Density. The applicant should demonstrate that the number of proposed dwelling units on the tract or parcel of land are in accordance with the definition of DENSITY in Article II.
 - h. Letter indicating connection, supply, and capacity is available from the water and sewer utilities servicing the site.
 2. General Information. Plans shall consist of as many separate maps as necessary to properly evaluate the subdivision and the proposed work. If more than one sheet is required to show the entire subdivision, a separate composite map shall be drawn showing the entire subdivision and the sheets on which the various sections are shown, and each detail sheet shall include a key map showing its relation to the whole tract. The following information should be shown on all plans:
 - a. Clearly and legibly drawn and prepared, in accordance with §802.J.
 - b. Title block containing property address, block & lot number, municipality and county for the tract.
 - c. Name and address of the applicant and the owner.
 - d. Name, address, telephone number, email, and signature of Plan preparer.
 - e. North arrow.
 - f. Written and graphic scale, not less than one (1") inch equals one hundred (100') feet.
 - g. The date of the original drawing.
 - h. Area for the date and substance of each revision.
 - i. All adjacent block and lot numbers.
 - j. Existing and proposed rights-of-way and easements within and adjoining the tract.
 - k. Deed restricted buffer, if required.
 3. Preliminary Subdivision Plan. The following information should be shown on Preliminary Subdivision Plans:
 - a. Titled as "Preliminary Major Subdivision Plan" for [name of development].
 - b. A key map with the north arrow showing the entire development and its relation to surrounding areas at a scale of not less than one (1") inch equals two thousand (2,000') feet.
 - c. Adjacent Property Owners. The names, addresses, block and lot numbers of all property owners within two hundred (200') feet of the subdivision.
 - d. Area of original tract to nearest one-hundredth (1/100) of an acre.

- e. Area of each proposed lot correct to one-tenth (1/10) of an acre.
 - f. Existing lot lines to be eliminated.
 - g. Existing structures, with square footage and uses, on the tract. An indication of those to be retained and those to be removed.
 - h. The names, location, right-of-way in the subdivision.
 - i. The location and description of all existing or proposed boundary control monuments and pipes.
 - j. The number of lots being created.
 - k. Each block shall be numbered, and the lots within each block shall be numbered consecutively as acceptable to the Township Tax Assessor.
 - l. Monuments, metes and bounds, and requirements of Map Filing Law.
 - m. The shortest distance between any existing building and proposed or existing lot lines.
 - n. Building envelope with all side, rear and front set back lines with dimensions.
 - o. Existing and proposed street and lot layout, with dimensions showing that portion proposed for development in relation to the entire tract, together with new block and lot numbers and street addresses issued by the Tax Assessor.
 - p. Locations of all existing structures and their uses within two hundred (200') feet of the tract.
 - q. Surrounding zones.
 - r. Zoning schedule that includes lot frontage, lot depth, setbacks, height, impervious cover, and any other applicable measurements.
 - s. List of any pre-existing or created variances and design waivers/exemptions.
 - t. List of all required regulatory approvals and status of such approvals.
 - u. Appropriate places for the signature lines for the Board Chair, Board Engineer, and Board Secretary of the approving authority, the dates of the Board actions and dates of the signatures.
 - v. Area for storage and pickup of recyclables.
 - w. Construction Details. All relevant construction details.
4. Circulation & Utilities. Circulation and utility information should be provided within two hundred (200') feet of the proposed subdivision showing the following information:
- a. existing driveways
 - b. names, locations and dimensions of all existing streets;
 - c. any connections by the subdivision to existing streets, streets, sidewalks, bike routes, trails, and water, sewer, and gas mains.
 - d. Transit facilities including light rail and bus routes, as well as transit stops, signage, shelters, etc.
 - e. Proposed streets or road improvements, whether on-site, off-site, or off-tract indicating:
 - i. sight triangle easements at intersections;
 - ii. radii of curb lines;
 - iii. location of street name signs, traffic control devices, pavement markings, and street lights.
 - iv. cross sections;
 - v. proposed grades;
 - vi. center line profiles at horizontal scale not less than one (1") inch = fifty (50') feet;
 - vii. standard details for curbing, sidewalks, and bicycle paths.
 - f. Plans and profiles of water and sewer layouts whether on-site, off-site, or off-tract showing:
 - i. size of pipes and mains;
 - ii. slope;
 - iii. pumping stations;
 - iv. fire hydrants;
 - v. standard details.

- g. If private utilities are proposed, they shall comply fully with all Township, County and State regulations.
 - h. If service is to be provided by an existing water or sewer utility company, a letter from that company shall be submitted, stating that service shall be available before occupancy of any proposed structures.
 - i. When on-lot water or sewage disposal is proposed, the utility plan shall be submitted, stating that service shall be available before occupancy of any proposed structure.
6. **Grading Plan.** Grading plans that include existing and proposed contours, stormwater facilities, spot elevations, drainage easements, finished floor elevations, and other items around the adjacent two hundred (200') feet of the property, in accordance with the Township Grading Checklist, as well as the following information:
- a. Two (2) permanent bench marks based on U.S.G.S. Datum. All elevations to relate to bench marks.
 - b. Existing elevations and contour lines over the entire area and two hundred (200') feet around the proposed subdivision. Contours shall be shown at not more than two-foot (2') intervals for area with less than twenty (20%) percent slope, five-foot (5') intervals for areas with slopes in excess of twenty (20%) percent.
 - c. Any proposed stormwater facilities.
 - d. Spot and finished floor elevations.
 - e. Existing and proposed artificial features including railroad right-of-ways, bridges, dams, and similar infrastructure.
 - f. Existing and proposed natural features including soil types, wooded areas, and individual trees in excess of eight (8") inch at Diameter Breast Height (D.B.H.).
 - g. Locations of all existing and proposed watercourses, including lakes, streams, ponds, swamp or marsh areas; and under-drains.
 - h. Flood plain limits and wetlands delineation, in accordance with §802.F.
 - i. When a running stream is proposed for alteration, improvement or relocation, or when a structure or fill is proposed over, under, in or along such a running stream, evidence of result of pre-application meeting with *New Jersey Division of Water Resources* or such agency having jurisdiction shall accompany the application.
 - j. The total upstream acreage in the drainage basin of any watercourse running through or adjacent to a subdivision; including the distance and average slope upstream to the basin.
 - k. The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage of that portion of the subdivision which drains to the structure, including the distance and average slope downstream to the structure and final disposition of the surface waters.
 - l. For all existing or proposed lakes or ponds on or within five hundred (500') feet of the subdivision, indicate the location and water level elevation;
 - m. For any storm drainage system, indicate computations and any connection by the subdivision to the existing storm drainage systems.

SOIL BORINGS	
SITE SIZE (acres)	TEST HOLES
5-10	8
11-40	10
41-100	16
Over 100	20

7. Soil Borings. Test boring, percolation rates and water levels shall be obtained by a licensed engineer, distributed over the tract to adequately represent site conditions and shall be to a minimum depth of ten (10') feet, in accordance with the following standards:
- | | |
|--|--|
| | |
| | |
8. Landscape Plan. Landscaping, recreational facilities and areas of public use should be shown, including the following:
- a. Public Use. Any lot or area to be reserved or dedicated to public use shall be identified and shall show all improvements, including:
 - i. landscaping;
 - ii. grading;
 - iii. walkways and bike paths;
 - iv. recreational facilities.
 - b. Recreation. Recreational facilities shall be provided per Ordinance. Full construction details shall be supplied, including:
 - i. grading;
 - ii. paving;
 - iii. seeding.
 - c. Landscape. The following items should be shown on landscaping plans:
 - i. street trees;
 - ii. location of existing and proposed plantings;
 - iii. vegetation around utilities;
 - iv. required buffers;
 - v. screening of drainage basins;
 - vi. entry plantings;
 - vii. recreational planting;
 - viii. a standard for individual lots in un-forested tracts (subdivisions);
 - ix. parking and loading areas
 - x. recycling areas;
 - xi. plant schedule;
 - v. All artificial improvements shall be shown;
 - vi. All areas to be sodded or seeded shall be shown.
9. Property Survey. Three (3) boundary surveys signed and sealed by a licensed New Jersey Professional Land Surveyor (P.L.S.), certified on a date within one year of the date of submission.
10. Architectural Plan. Six (6) copies of building elevations and floor plans, signed and sealed by a New Jersey Registered Architect.
11. Traffic Impact Study. Three (3) copies of a traffic impact study, in accordance with §817.
12. Environmental Impact Statement (E.I.S.). Three (3) copies of an environmental impact statement, in accordance with §818.
13. Environmental Assessment. Three (3) copies of an environmental assessment, in accordance with §819.
14. Drainage Report. Three (3) copies of the drainage calculations and engineer's report.

15. Recycling Report. Three (3) copies of a recycling report, addressing the means of recycling and waste system for the proposed subdivision including:
 - a. Materials to be collected.
 - b. Location of materials to be stored.
 - c. Method for collection of materials.
 - d. Who shall pick up the materials
 - e. Frequency that the materials shall be collected.
 - f. Quantity of materials to be generated.
 - g. Amount of storage area required for each material.
16. Three (3) copies of any additional reports or supporting data not included on the preliminary plan.

SECTION 808. FINAL MAJOR SUBDIVISION PLAN.

- A. Standards for Review. In reviewing final plans, the applicable Board shall ensure that the subdivision is in conformity with the preliminary plan approval. In the case of residential clusters, the applicable Board may permit minimal deviations from the conditions of preliminary approval, necessitated by change of conditions beyond the control of the applicant since the date of preliminary approval, without the applicant being required to submit another application for development for preliminary approval.
- B. Submission Requirements. Three (3) full size and twelve (12) reduced size copies (15" x 21") of all plans shall be filed with the Administrative Officer a minimum of fifteen (15) days prior to the scheduled Planning or Zoning Board hearing:
 1. Administrative Items.
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. Certification that all taxes are paid to date.
 - e. Twelve copies of color photographs of the property.
 - f. Two (2) completed site and subdivision plan checklists.
 2. Preliminary Plan. Approved and signed preliminary plans in conformance with the resolution of approval are required prior to the submission of final subdivision plans.
 3. Final Plan. Final subdivision plans should show all utilities and other improvements (both in the development and off-tract) in exact location and elevation that includes the information required to be submitted for a preliminary major subdivision application (§807), excepting a traffic impact report and an environmental impact report, as well as the following:
 - a. Clearly and legibly drawn and prepared in accordance with §802.J.
 - b. Written and graphic scale, not less than one (1") inch equals fifty (50') feet.
 - c. Titled as "Final Subdivision Plan for [name of development]" and showing block and lot, municipality, and county.
 - d. Plans shall be presented on sheets of one of the following dimensions: 30"x42"; 24"x36"; 15"x21".
 - e. Signature blocks, as required by the Map Filing Law.
 - f. Tract boundary lines.
 - g. Municipal boundary lines if within two hundred (200') feet of the tract being subdivided.
 - h. All street names and addresses approved by the Township Tax Assessor.
 - i. All lot lines and other site lines with accurate dimension, bearings, central angles, radii, and lengths of all curves.
 - j. Minimum building setback lines.

- k. The area of each lot shown to the nearest square foot and the nearest one thousandth of an acre.
- l. All dimensions, both linear and angular, shall be based on Tax Assessor.
- 4. Schedule. A construction schedule, in accordance with §805.E.12, for all improvements yet to be installed.
- 5. Address Plan. A street numbering plan approved by the Township Tax Assessor.
- C. Certification. The Township Engineer or designee shall prepare a statement that she or he has examined the street, drainage, utility, erosion, storm water control, and grading plans, and found that they substantially conform to the provisions of this Ordinance. She or he shall also identify those portions of any improvements already installed and indicate that the applicant has either:
 - 1. Installed all improvements in accordance with the requirements of this Ordinance and the preliminary plan approval with a maintenance guarantee accompanying the final plan; or
 - 2. Posted a performance guarantee that has been approved by the Municipal Solicitor or designee.

SECTION 809. MINOR SITE PLAN.

- A. Standards for Review. The data to be included for a minor site plan shall be sufficient to enable the Planning or Zoning Board to determine if the proposed site design shall not have a deleterious effect upon the neighborhood and that it is designed in conformance with the standards of this Ordinance.
- B. Submission Requirements. Three (3) full size and twelve (12) reduced size copies (15" x 21") of all plans shall be filed with the Administrative Officer a minimum of thirty (30) days prior to the scheduled Planning or Zoning Board hearing:
 - 1. Administrative Items.
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. Certification that all taxes are paid to date.
 - e. Twelve copies of color photographs of the property.
 - f. Two (2) completed site and subdivision plan checklists.
 - h. Letter indicating connection, supply, and capacity is available from the water and sewer utilities servicing the site.
 - 2. General. The following information should be shown on all plans:
 - a. Clearly and legibly drawn and prepared, in accordance with §802.J.
 - b. Title block containing property address, block & lot number, municipality and county for the tract.
 - c. Name and address of the applicant and the owner.
 - d. Name, address, telephone number, email, and signature of Plan preparer.
 - e. North arrow.
 - f. Written and graphic scale, not less than one (1") inch equals one hundred (100') feet.
 - g. The date of the original drawing.
 - h. Area for the date and substance of each revision.
 - i. All adjacent block and lot number.
 - j. Existing and proposed rights-of-way and easements within and adjoining the tract.
 - k. Deed restricted buffer, if required.
 - 3. Minor Site Plan. The following information should be shown on minor site plans:
 - a. Titled as "Minor Site Plan" for [name of the development].
 - b. Appropriate places for the signature lines for the Board Chair, Board Engineer, and Board Secretary, the dates of the Official approving authority actions, and dates of the signatures.

- c. Surrounding zones.
 - d. Zoning schedule that includes lot frontage, lot depth, setbacks, height, buffers, open space, impervious cover, and any other applicable measurements.
 - e. A key map with north arrow showing the entire development and its relation to surrounding areas.
 - f. Area of tract to nearest tenth of an acre.
 - g. Building envelope and all setback lines. Existing and proposed structures and uses including the shortest distances between buildings and lot lines.
 - h. An indication of those buildings to remain and those to be removed and the size of such buildings.
 - i. Existing and proposed street and lot layout with dimensions showing that portion proposed for development in relation to the entire tract.
 - j. List of any pre-existing or created variances and design waivers/exemptions.
 - k. List of all required regulatory approvals and status of such approvals.
 - l. All relevant construction details.
4. Circulation. Circulation and parking details, in accordance with the ordinance, including the following should be shown on minor site plans:
- a. Sight triangles at intersections
 - b. Driveways and aisles
 - c. Parking spaces
 - d. Ingress and egress
 - e. Loading areas
 - f. Sidewalks
 - g. Curbs
 - h. Railroad ties
 - i. ADA parking and curb cuts
 - j. Improvement details for the above.
 - k. Transit facilities including light rail and bus routes, as well as transit stops, signage, shelters, etc.
5. Grading Plan. A grading plan that includes existing and proposed contours, stormwater facilities, spot elevations, drainage easements, finished floor elevations, and other items around the adjacent fifty (50') feet of the property, in accordance with the Township Grading Checklist, to illustrate the locations and dimensions of artificial and/or natural features including:
- a. Two (2) permanent bench marks based on U.S.G.S. Datum. All elevations to relate to bench marks.
 - b. Existing elevations and contour lines over the entire area and fifty (50') feet around the proposed subdivision. Contours shall be shown at not more than two-foot (2') intervals for area with less than twenty (20%) percent slope, five-foot (5') intervals for areas with slopes in excess of twenty (20%) percent.
 - c. Any proposed stormwater facilities.
 - d. Spot and finished floor elevations.
 - e. Spot elevations at the four corners of ADA parking, ensuring less than two (2%) percent slope.
 - f. Existing and proposed artificial features including railroad right-of-ways, bridges, dams, and similar infrastructure.
 - g. Existing and proposed natural features including soil types, wooded areas, and individual trees in excess of eight (8") inch diameter breast height (DBH) outside of wooded areas.
 - h. Locations of all existing and proposed watercourses, including lakes, streams, ponds, swamp or marsh areas; and under-drains.

- i. Flood plain limits and wetlands delineation, in accordance with §802.F.
 - j. Location, diameter and species of trees proposed for removal.
 - k. Building coverage and impervious coverage in acres/square feet and percentage of lot coverage.
 - m. Intent for water and sewer treatment.
 - i. Show any existing wells and/or septic systems.
 - ii. Show proposed septic systems and/or well locations.
 - iii. Show proposed public water and/or sewer connections.
 - iv. When septic systems are proposed supply boring and percolation test results per §807.B.7.
 - v. When public sewer is proposed, supply one boring for each acre if soil maps indicate that the seasonal high water table may exceed ordinance standard for buildable lot.
 - n. Existing and proposed right-of-way and easements within the adjoining tract.
6. Drainage. Drainage provisions, in accordance with the standards of the Ordinance, including:
- a. Existing contours and proposed grades based on U.S.G.S. datum where appropriate.
 - b. All streams, lakes and drainage rights of way based on Soil Conservation Service data including:
 - i. Direction of flow;
 - ii. Location of all drainage structure;
 - iii. Flood plain limits;
 - iv. Wetlands;
 - v. Swamps.
 - c. Drainage calculations.
 - d. Any proposed drainage improvements.
7. Landscape Plan. A landscape plan shall be submitted, which includes:
- a. location of existing and proposed plantings;
 - b. Location of wooded areas.
 - c. Location and identifications of existing vegetation outside of wooded areas.
 - d. An indication as to whether existing vegetation is to remain or to be removed.
 - e. street trees;
 - f. required buffers;
 - g. parking and loading areas;
 - h. plant schedule;
 - i. All artificial improvements shall be shown.
 - j. All areas to be sodded or seeded shall be shown.
8. Lighting Plan. A lighting plan, showing footcandles, photometric patterns, isolux lines, details, etc.
9. Signs. Freestanding, façade, functional and all other sign details showing location and dimensions, in accordance with §517.
10. Property Survey. Three (3) boundary surveys signed and sealed by a licensed New Jersey Professional Land Surveyor (P.L.S.), certified on a date within one year of the date of submission.
11. Soil Erosion & Sediment Control Plan. Three (3) copies of the Soil Erosion and Sediment Control Plan, in accordance with Camden County Soil Conservation standards.
12. Architectural Plans. Six (6) copies of building elevations and floor plans, signed and sealed by a registered architect. A listing of the proposed materials to be utilized shall be provided on plans.

SECTION 810. PRELIMINARY MAJOR SITE PLAN.

- A. General Purposes. Site plan review shall be for the general purpose of enhancing the neighborhood, providing adequate access to off-street parking and loading facilities for employees, visitors and residents; providing buffering techniques for safety and/or aesthetic purposes; preventing uses that violate applicable state and federal safety and environmental regulations; preserving flood ways and flood hazard areas, and requiring that all raw materials, fuel, goods in process, finished goods, machinery and equipment shall be appropriately housed and/or screened, and for the protection and promotion of public health, safety, morals and welfare.
- B. Standards for Review. In reviewing major site plans, the Board shall take into consideration conformity with the adopted Master Plan and subsequent reexamination reports, the natural features of the area and the site, and the ecological systems of the Township, retention of trees, preservation of natural vegetation and scenic beauty, preservation of historic areas, problems worsened or caused by the site development relating to water systems and resources, drainage, sewerage, traffic hazards and pedestrian travel, fire and police protection, health and sanitation, and erosion and siltation.
- C. Submission Requirements. Three (3) full size and twelve (12) reduced size copies (15" x 21") of all plans shall be filed with the Administrative Officer a minimum of thirty-five (35) days prior to the scheduled Planning or Zoning Board hearing:
1. Administrative Items.
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. Certification that all taxes are paid to date.
 - e. Twelve copies of color photographs of the property.
 - f. Two (2) completed site and subdivision plan checklists.
 - g. Letter indicating connection, supply, and capacity is available from the water and sewer utilities servicing the site.
 - h. A written description of the proposed use(s) and operation(s) of the building(s) including:
 - i. the number of employees or users of non-residential buildings;
 - ii. the proposed number of shifts to be worked and maximum number of employees on each shift;
 - iii. expected truck and tractor-trailer traffic;
 - iv. emission of noise, glare, variation, heat, odor, air, and water pollution;
 - v. safety hazards.
 - i. Density. The applicant should demonstrate that the number of proposed dwelling units on the tract or parcel of land is in accordance with the definition of DENSITY in Article II.
 2. General Information. Plans shall consist of as many separate maps as necessary to properly evaluate the site and the proposed work. If more than one sheet is required to show the entire site, a separate composite map shall be drawn showing the entire site and the sheets on which the various sections are shown, and each detail sheet shall include a key map showing its relation to the whole tract. General Information to be shown on all plans:
 - a. Clearly and legibly drawn and prepared, in accordance with §802.J.
 - b. Title block containing property address, block & lot number, municipality and county for the tract.
 - c. Name and address of the applicant and the owner.
 - d. Name, address, telephone number, email, and signature of Plan preparer.
 - e. North arrow.
 - f. Written and graphic scale, not less than one (1") inch equals one hundred (100') feet.
 - g. The date of the original drawing.
 - h. Revision Block. Area for the date and substance of each revision.

- i. All adjacent block and lot number.
 - j. Existing and proposed rights-of-way and easements within and adjoining the tract.
 - k. Deed restricted buffer, if required.
3. Property Survey. Three (3) boundary surveys signed and sealed by a licensed New Jersey Professional Land Surveyor (P.L.S.), certified on a date within one year of the date of submission.
4. Preliminary Site Plan. The following should be shown on preliminary site plans:
- a. Titled as "Preliminary Site Plan for [name of development]".
 - b. A key map with the north arrow showing the entire development and its relation to surrounding areas at a scale of not less than one (1") inch equals two thousand (2,000') feet.
 - c. Locations of all existing structures and their uses within two hundred (200') feet of the tract.
 - d. The names, addresses and block and lot numbers of all property owners within two hundred (200') feet of the tract.
 - e. Surrounding zones.
 - f. Area of original tract to nearest one-hundredth (1/100) of an acre.
 - g. Existing and proposed street and lot layout with dimensions correct to scale accuracy, showing that portion proposed for development in relation to the entire tract.
 - h. The names, locations, rights-of-way widths and purposes of existing and proposed easements and other right-of-way on the tract, as shown in a recent title search. Legal documentation that supports the granting of an easement by an adjoining property owner shall be included where necessary.
 - i. Existing and proposed building coverage in square feet and as a percentage of the lot area.
 - j. Building envelope with all side, rear and front setback lines with dimensions.
 - k. List of any pre-existing or created variances and design waivers/exemptions.
 - l. List of all required regulatory approvals and status of such approvals.
 - m. Appropriate places for the signature lines for the Board Chair, Board Engineer, and Board Secretary of the approving authority, the dates of the Official approving authority actions and dates of the signatures.
 - n. Existing structures and uses on the tract, including:
 - i. size;
 - ii. height;
 - iii. location;
 - iv. arrangement;
 - v. the shortest distance between any existing building and existing lot lines;
 - vi. an indication of those to be retained and those to be removed.
 - o. Proposed structures and uses on the tract including:
 - i. size;
 - ii. height;
 - iii. location;
 - iv. arrangement;
 - v. area storage of recyclables.
5. Circulation & Utility Plan. Circulation and utilities should be provided around the adjacent two hundred (200') feet of the property, in accordance with the ordinance, including the following:
- a. Existing facilities:
 - i. Names, locations, and dimensions of all existing streets.
 - ii. Existing driveways.
 - iii. Any connections by site to existing:
 - (a) streets;
 - (b) sidewalks;

- (c) bike routes;
 - (d) Transit facilities including light rail and bus routes and stops;
 - (e) parking lots; and
 - (f) water, sewer, or gas mains.
- b. Proposed facilities:
 - i. acceleration/deceleration lanes;
 - ii. traffic channelization;
 - iii. fire lanes;
 - iv. driveways and aisles with dimensions;
 - v. parking spaces including:
 - (a) size;
 - (b) number;
 - (c) location; and
 - (d) ADA spaces.
 - vi. Loading areas and number;
 - vii. Curbs;
 - viii. ADA Ramps;
 - ix. Sidewalks and bike routes;
 - x. Any related facility for the movement and storage of goods, vehicles and persons;
 - xi. Directional signs with scaled drawings;
 - xii. Sight triangle easements at intersections;
 - xiii. Radii of curblines;
 - xiv. Street names;
 - xv. Traffic control devices;
 - xvi. Street lights;
 - xvii. Site lighting;
 - xviii. Fencing, railroad ties, bollards and parking bumpers;
 - xix. Any expansion plans for the proposed use shall show feasible parking and loading expansion plans to accompany building expansion.
 - xx. Cross sections.
 - xxi. Proposed grades.
 - xxii. For roads provide center line profiles at horizontal scale of not less one (1") inch equals fifty (50') feet.
 - xxiii. Standard details for:
 - (a) curbing;
 - (b) sidewalks, bike paths;
 - (c) paving;
 - (d) stoned or graveled surfaces; and
 - (e) bollards, railroad ties, fences.
- c. Utilities specifications. Plans of all proposed improvements, whether on-site, or off-site or off-tract, should be provided, including the following:
 - i. Plans and profiles of water and sewer systems whether on-site, off-site or off-tract showing:
 - (a) Size pipes and mains;
 - (b) Slope;
 - (c) Pumping stations;
 - (d) Fire hydrants; and
 - (e) Standard details.

- ii. If private utilities are proposed, they shall comply fully with all township, county, and state regulations.
 - iii. If service is to be provided by an existing water or sewer company, a letter from the company shall be submitted, stating that service shall be available before occupancy of any proposed structures.
 - iv. When on-lot water supply or sewerage disposal is proposed, the concept for such system shall be reviewed by the appropriate township, county and state agencies.
 - (a) Plans for individual water supply shall be submitted.
 - (b) Plans for individual sewerage disposal system shall be submitted.
 - v. Location of proposed electric, telephone and cable lines.
- d. All relevant construction details.
6. Grading Plan. Provide grading plans that include existing and proposed contours, stormwater facilities, spot elevations, drainage easements, finished floor elevations, and other items around the adjacent two hundred (200') feet of the property, in accordance with the Township Grading Checklist, as well as the following information:
- a. Two (2) permanent bench marks based on U.S.G.S. Datum. All elevations to relate to bench marks.
 - b. Existing elevations and contour lines over the entire area and two hundred (200') feet around the proposed subdivision. Contours shall be shown at not more than two-foot (2') intervals for area with less than twenty (20%) percent slope, five-foot (5') intervals for areas with slopes in excess of twenty (20%) percent.
 - c. Any proposed stormwater facilities.
 - d. Spot and finished floor elevations.
 - e. Spot elevations at the four corners of ADA parking, ensuring less than two (2%) percent slope.
 - f. Existing and proposed artificial features including railroad right-of-ways, bridges, dams, and similar infrastructure.
 - g. Existing and proposed natural features including soil types, wooded areas, and individual trees in excess of eight (8") inch at Diameter Breast Height (D.B.H.).
 - h. Locations of all existing and proposed watercourses, including lakes, streams, ponds, swamp or marsh areas; and under-drains.
 - i. Flood plain limits and wetlands delineation, in accordance with §802.F.
 - j. When a running stream is proposed for alteration, improvement or relocation, or when a structure or fill is proposed over, under, in or along such a running stream, evidence of result of pre-application meeting with *New Jersey Division of Water Resources* or such agency having jurisdiction shall accompany the application.
 - k. The total upstream acreage in the drainage basin of any watercourse running through or adjacent to a subdivision; including the distance and average slope upstream to the basin.
 - l. The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage of that portion of the subdivision which drains to the structure, including the distance and average slope downstream to the structure and final disposition of the surface waters.
 - m. For all existing or proposed lakes or ponds on or within five hundred (500') feet of the subdivision, indicate the location and water level elevation;
 - n. For any storm drainage system, indicate computations and any connection by the subdivision to the existing storm drainage systems.
7. Drainage. Drainage provisions, including the following items:
- a. Existing contours and proposed grades based on U.S.G.S. datum where appropriate.
 - b. All streams, lakes and drainage rights of way based on Soil Conservation Service data

including:

- i. Direction of flow;
 - ii. Location of all drainage structure;
 - iii. Flood plain limits;
 - iv. Wetlands;
 - v. Swamps.
- c. Drainage calculations.
 - d. Any proposed drainage improvements.
8. Soil Borings. Test boring, percolation rates and water levels shall be obtained by a licensed engineer, distributed over the tract to adequately represent site conditions and shall be to a minimum depth of ten (10') feet, in accordance with the following standards:
- | SOIL BORINGS | |
|----------------------|---------------|
| SITE SIZE
(acres) | TEST
HOLES |
| Less than 1 | 1 |
| 1-2 | 3 |
| 3 | 6 |
| 5-10 | 8 |
| 11-40 | 10 |
| 41-100 | 16 |
| Over 100 | 20 |
9. Landscape Plan. Landscaping, recreational facilities and areas of public use should be shown, as listed in §807.B.5, shall be shown on landscaping plans.
 10. Lighting Plan. A lighting plan, showing footcandles, photometric patterns, isolux lines, details, etc.
 11. Architectural Plan. Six (6) copies of building elevations and floor plans, signed and sealed by a registered architect, shall include the following items:
 - a. an architects scaled elevations of the front, side, and rear of any structure to be erected or modified;
 - b. list of proposed materials to be utilized
 - c. building mounted lighting and details;
 - d. Expansion plans incorporated into the building design;
 - e. Floor plans where multiple dwelling units or more than one use is proposed that have different parking standards.
 12. Signs. Freestanding, façade, functional and all other sign details showing location and dimensions, in accordance with Article XXIII. Sign plans should show the following:
 - a. location;
 - b. size;
 - c. height;
 - d. and for proposed signs, scaled elevations of the front, side and rear of any sign to be erected or modified including sign lighting details.
 13. Traffic Impact Study. Three (3) copies of a traffic impact study, in accordance with §817.
 14. Environmental Impact Statement (E.I.S.). Three (3) copies of an environmental impact statement, in accordance with §818.
 15. Environmental Assessment. Three (3) copies of an environmental assessment, in accordance with §819.
 16. Drainage Reports. Three (3) copies of the drainage calculations and engineer's report.
 17. Soil Erosion & Sediment Control Plan. Three (3) copies of the Soil Erosion and Sediment Control Plan, in accordance with Camden County Soil Conservation standards.
 18. Recycling Report. Three (3) copies of a recycling report, addressing waste management, including recycling, for the proposed development including:
 - a. Materials to be collected.

- b. Location of materials to be stored.
- c. Method for collection of materials.
- d. Who shall pick up the materials
- e. Frequency that the materials shall be collected.
- f. Quantity of materials to be generated.
- g. Amount of storage area required for each material.

19. Three (3) copies of any additional reports or supporting data not included on the preliminary plan.

SECTION 811. FINAL MAJOR SITE PLAN.

- A. Standards for Review. In reviewing final site plans, the Board shall ensure that the drawing specifications and estimates of the application for final approval conform to the preliminary site plan approval. In the case of residential cluster, the Board may permit minimal deviations from the conditions of preliminary approval, without the applicant being required to submit another application for development for preliminary approval.
- B. Submission Requirements. Three (3) full size and twelve (12) reduced size copies (15" x 21") of all plans shall be filed with the Administrative Officer a minimum of twenty (20) days prior to the scheduled Planning or Zoning Board hearing:
 - 1. Administrative Items.
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. Certification that all taxes are paid to date.
 - e. Twelve copies of color photographs of the property.
 - f. Two (2) completed site and subdivision plan checklists.
 - 2. Preliminary Plan. Approved and signed preliminary plans in conformance with the resolution of approval are required prior to the submission of final site plans.
 - 3. Final Plan. Final site plans shall be at a scale of one (1") equals fifty (50') feet, showing all utilities and other improvements (both in the development and off-tract) in exact location and elevation that includes the information required to be submitted for a preliminary major site application (§810), excepting a traffic impact report and an environmental impact report, as well as the following:
 - a. Clearly and legibly drawn and prepared in accordance with §802.J.
 - b. Titled as "Final Site Plan for [name of development]" and showing block and lot, municipality, and county.
 - c. Plans shall be presented on sheets of one of the following dimensions: 30"x 42"; 24"x 36"; 15"x21".
 - d. Signature blocks, as required by the Map Filing Law.
 - e. Tract boundary lines.
 - f. Municipal boundary lines if within two hundred (200') feet of the tract being subdivided.
 - g. All street names and addresses approved by the Township Tax Assessor.
 - h. All lot lines and other site lines with accurate dimension, bearings, central angles, radii, and lengths of all curves.
 - i. Minimum building setback lines.
 - j. The area of each lot shown to the nearest square foot and the nearest one thousandth of an acre.
 - k. All dimensions, both linear and angular, shall be based on Tax Assessor.
 - 4. Schedule. A construction schedule, in accordance with §805.E.12, for all improvements yet to be

installed.

5. Address Plan. A street numbering plan approved by the Township Tax Assessor.

- C. Certification. The Township Engineer or designee shall prepare a statement that she or he has examined the street, drainage, utility, erosion, storm water control, and grading plans, and found that they substantially conform to the provisions of this Ordinance. She or he shall also identify those portions of any improvements already installed and indicate that the applicant has either:
1. Installed all improvements in accordance with the requirements of this Ordinance and the preliminary plan approval with a maintenance guarantee accompanying the final plan; or
 2. Posted a performance guarantee that has been approved by the Municipal Solicitor or designee.

SECTION 812. VARIANCES.

- A. Standards for Review. In reviewing variance applications, the Planning or Zoning Board shall determine that sufficient information has been submitted for the reviewing authority to fully evaluate the prerequisites of *N.J.S.A. 40:50D-70c* or *-d* or *40:55D-60* as appropriate are present and may request the submission of any information to that end.
- B. Bulk (c) Variance. An applicant for bulk variance or variances pursuant to *N.J.S.A. 40:55D-70(c)* and *N.J.S.A. 40:55D-60(a)* shall submit the following:
1. Administrative Items.
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. Certification that all taxes are paid to date.
 - e. Twelve copies of color photographs of the property.
 - f. Two (2) completed variance checklists.
 2. Three (3) boundary surveys signed and sealed by a licensed New Jersey Professional Land Surveyor (P.L.S.), certified on a date within one year of the date of submission.
 3. A sketch plan outlining the location, nature and extent of any variance or variances requested.
 4. A sketch of the proposed addition or new construction for which a variance is sought, demonstrating architectural consistency with the existing structure or an improvement thereof.
- C. Use (d) Variance. An applicant for a variance pursuant to *N.J.S.A. 40:55D-70(d)* in conjunction with a minor subdivision or minor site plan shall submit the following information:
1. All items listed for a bulk (c) variance, in accordance with §812.B, hereinabove.
 2. A written statement delineating the exact use(s), operation(s), and anticipated impact of the proposal.
- D. Variances (with Major Subdivision and/or Major Site Plan). An applicant for a variance pursuant to *N.J.S.A. 40:55D-70(c)* or *(d)*, including use variances, which shall also require major subdivision and/or major site plan approval shall submit the following information:
1. Administrative Items.
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. Certification that all taxes are paid to date.
 - e. Twelve copies of color photographs of the property.
 - f. Two (2) completed variance checklists.
 - g. A written statement delineating the exact use(s) and operation(s) of the proposal.

2. Property Survey. Three (3) boundary surveys signed and sealed by a licensed New Jersey Land Surveyor, certified on a date within six (6) months of the date of submission.
3. Architectural Plan. Architectural renderings and an informal plan including, at a minimum, the data required under §803, which the applicant shall accept as binding as a condition of approval of any subsequent application for major site plan and/or major subdivision approval.
4. Traffic Impact Study. Three (3) copies of a traffic impact study, in accordance with §817.
5. Environmental Impact Statement (E.I.S.). Three (3) copies of an environmental impact statement, in accordance with §818.
6. Environmental Assessment. Three (3) copies of an environmental assessment, in accordance with §819.

SECTION 813. REQUEST FOR ZONE CHANGE.

- A. Review. Every property owner in the Township of Cherry Hill is permitted by the Municipal Land Use Law (*N.J.S.A. 40:55d-1 et seq.*) to request a review of the appropriateness of the zoning designation.
- B. Application Process. All requests for rezoning shall be in writing and shall be addressed to the Township Clerk. All requests shall include the following information:
 1. Name and address of the property owner and consent to the request for rezoning;
 2. Block and lot number;
 3. Present zoning;
 4. Requested zoning;
 5. Survey of the property;
 6. Disclosure statement of all share holders of ten percent (10%) or more;
 7. Any other supporting materials deemed appropriate by the applicant.
 8. The Township Clerk shall acknowledge receipt of the request and send a copy of the request to Township Council. Upon receipt of a re-zoning request the Township Council shall:
 - a. Hold a work session on all such requests a maximum of two times per year, unless it is determined by Township Council that a rezoning request will have significant benefits to the public good. If a rezoning is determined to benefit the public good Township Council may hear such a request at anytime.
 - b. Township Council shall determine at the aforementioned work session if the re-zoning request should be sent to the Planning Board for review and recommendation.
 9. Once the Township Council sends a rezoning to the Planning Board for review, the Administrative Officer shall provide all materials submitted by the applicant to the Planning Board for review and comments. Additional administrative items will be required, including but not limited to the following:
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
- C. Hearing Process. The consideration of rezoning a property shall proceed through the following process:
 1. The Administrative Officer may determine that the request for rezoning is of such impact to the Master Plan and/or surrounding property owners that a planning report by a professional planner, justifying the zone change, shall be submitted by the applicant. The reason(s) for this determination shall be provided to the applicant in writing.
 2. The Planning Board may hold a work session to review the request for the change with the Administrative Officer; however, no action shall be taken except at a public hearing.
 3. The Administrative Officer shall notify the Planning Board Secretary to schedule a request for a

zone change for a public hearing.

4. Public Notice. The Planning Board Secretary shall notify all property owners, as follows:
 - a. In the case of a classification change, within the zone and within the state within two hundred (200') feet in all directions of the boundaries of the zone.
 - b. In the case of a boundary change in the state within two hundred (200') feet in all directions of the proposed new boundaries of the zone which is the subject of the hearing.
 - c. Notices shall contain the information required in §605.
 - d. In addition, an affidavit of service shall be completed by the Planning Board Secretary affirming compliance with the above notice requirements
 - e. The Applicant shall bear the cost of the posting of the notice by regular mail.
5. The Planning Board shall conduct a public hearing to consider the merits of the request for zone change.
6. The Planning Board shall, based upon the reports, comments and testimony at the public hearing, either recommend the requested zone change be adopted by Township Council or not recommend the requested zone change be adopted by Township Council.
7. The Planning Board Secretary shall send to the Township Clerk a copy of the resolution for each request for zone change. Any zone change that the Planning Board recommends for adoption by Township Council, shall be placed on an agenda for consideration. Any requests for zone change that the Planning Board does not recommend for adoption by Township Council may or may not be placed on an agenda for consideration by Council. All ordinances shall be adopted in conformance with *N.J.S.A. 40:55D-62*.
8. Township Council shall have the Township Clerk provide for public notice in the same manner as §813.C.4.
9. In the event that Township Council should adopt a request for zone change the Zoning Map adopted pursuant to §302 shall be revised by the Administrative Officer accordingly.

SECTION 814. PUBLIC RIGHT-OF-WAY (ROW) VACATION.

- A. Standards for Review. When deemed to be in the public interest, where no private rights will be injured or endangered and the public will suffer no loss or inconvenience thereby, all or a portion of any street, alley or public reservation, including, but not limited to, public utility or drainage easements, dedicated building setback lines and access control, may be vacated.
- B. Submission Requirements. All requests for vacating a public right-of-way shall be in writing and addressed to the Township Clerk for review by Township Council. All requests shall include the following information:
 1. Name and address of the Applicant.
 2. Adjacent block and lot number.
 3. Tax Map, identifying the area to be vacated.
 4. Zoning of area.
 5. Any other supporting materials deemed appropriate by the applicant.
- C. Application Requirements. After initial review by Township Council, the request shall be forwarded to the Planning Board Secretary, which will require the following items:
 1. Administrative Items.
 - a. Two (2) copies of the Land Use Development Application.
 - b. Application fees and escrow, in accordance with §901.
 - c. A completed and signed escrow agreement and W-9 tax form.
 - d. Twelve copies of color photographs of the property.
 - e. Two (2) completed variance checklists.

2. Property Survey. Three (3) boundary surveys signed and sealed by a licensed New Jersey Professional Land Surveyor (P.L.S.), certified on a date within one year of the date of submission, as well as signed and sealed lot description(s), which include the following items:
 - a. Clearly and legibly drawn and prepared, in accordance with §802.J.
 - b. Title block containing property address, block & lot number, municipality and county for the tract.
 - c. Name and address of the applicant and the owner.
 - d. Name, address, telephone number, email, and signature of Plan preparer.
 - e. North arrow.
 - f. Written and graphic scale, not less than one (1") inch equals one hundred (100') feet.
 - g. The date of the original drawing.
 - h. Revision Block. Area for the date and substance of each revision.
 - i. All adjacent block and lot number.
 - j. Surrounding zones.
 - k. A key map with north arrow showing the entire development and its relation to surrounding areas.
 - l. Area of tract to nearest tenth of an acre.
 - m. Existing and proposed lot lines.
 - n. Existing and proposed street and lot layout with dimensions showing that portion proposed for development in relation to the entire tract.
 - o. Existing and proposed structure and uses including the shortest distances between buildings and lot lines.
 - p. An indication of those buildings to remain and those to be removed and the size of such buildings.
 - q. All existing and proposed easements, as determined by a title search
 - r. All existing and proposed utilities, including water, sewer, gas, etc.
 - s. Intent for water and sewer treatment.
 - t. Existing contours and proposed grades based on U.S.G.S. datum where appropriate.
 - u. All streams, lakes and drainage rights of way based on Soil Conservation Service data including:
 - i. Direction of flow;
 - ii. Location of all drainage structure;
 - iii. Flood plain limits;
 - iv. Wetlands;
 - v. Swamps.
- L. Review. In accordance with §802.B., the Planning Board Secretary shall distribute all documents to appropriate entities, including but not limited to the following:
 1. Fire Department
 2. Traffic Division of the Police Department
 3. Engineering/Public Works
 4. Recreation Department, if adjacent to a municipal park
 5. Water Service Provider
 6. Camden County Parks Department, if adjacent to a County Park
 7. Camden County Planning Board, if adjacent to a County Highway and any other County infrastructure in accordance with the New Jersey County Planning Act, N.J.S.A. 40:27-1 et seq.
 8. Any other agency, as deemed necessary by the Administrative Officer.
- D. Approval Process. Township Council approval is required to vacate a public right-of-way, by completion of the following:

1. Reservation of Easements. In vacating any public right-of-way (street, alley or public reservation), or portion thereof, by ordinance, the Township may reserve to itself and public utilities such rights-of-way and other easements, as necessary or desirable for public service.
2. Notification of adjacent property owners by the Planning Board Secretary.
3. Planning Board Resolution of Recommendation to Township Council, based on §813.A.
4. The Planning Board Secretary will prepare an ordinance for Council consideration with the provided detailed description and survey of the area to be vacated.
5. Streets, alleys or other public reservations that have been vacated shall revert to the owners of adjoining properties.
6. A tax map amendment that references the ordinance, in accordance with §905.A.4.

SECTION 815. APPLICATIONS FOR SPECIAL CONSIDERATION.

The administrative items outlined in §812.B shall be required with the following applications to be processed in accordance with the requirements of the Municipal Land Use Law:

- A. Conditional Use.
- B. Building Permit in the Bed of a Mapped Street, pursuant to *N.J.S.A. 40:55D-60(c)* and *40:55D-32*.
- C. Permit for a Structure Unrelated to a Street, pursuant to *N.J.S.A. 40:55D-60(c)* and *40:55D-36*.
- D. Appeal to the Governing Body, pursuant to *N.J.S.A. 40:55D-17*.
- E. Request for a Certificate of Approval, pursuant to *N.J.S.A. 40:55D-68*.
- F. Appeals from the Decision of the Zoning Officer and the Administrative Officer, pursuant to *N.J.S.A. 40:55D-72 (a)* and *40:55D-70(a)*.
- G. Exceptions to Requirements, pursuant to *N.J.S.A. 40:55D-51 (a), (b), (c)*.
- H. Interpretation, pursuant to *N.J.S.A. 40:55D-70(b)* to the Zoning Board.

SECTION 816 . GRADING PLAN APPROVAL.

- A. Grading Plan Required. A grading plan, prepared and sealed by a licensed professional engineer, shall be submitted for all proposed development requiring site plan and/or subdivision review; further providing said plan shall also be required in conjunction with residential in-fill construction on established lots, and for the installation of pools, accessory structures, or other improvements thereon resulting in a disturbance of greater than five hundred (500) square feet.
- B. Construction. No construction permits shall be issued absent the approval of a grading plan by the approving agency, nor shall any Certificate of Occupancy be issued until and unless all conditions relating to the approved grading plan have been satisfied.
- C. Provisions. The provisions of this Section may not be applicable to the following types of development applications, subject to the discretion of the applicable Board:
 1. Minor subdivisions, i.e., not exceeding three (3) lots and not involving the installation of a new street or the extension of any off-tract improvements. A grading plan shall be required when any of the lots are developed.
 2. Site plans resulting in no change in impervious coverage or the topography of the site, which does not change existing drainage patterns.
- D. Grading Plan Details. The grading plan shall be of sufficient detail to demonstrate positive stormwater runoff without adverse impact to surrounding property. The plan shall provide, at a minimum, the following details:
 1. Existing and proposed grades. For major subdivisions and major site plans, grades shall be based on the 1929 N.G.V.D. Datum.
 2. Contours should extend a sufficient distance beyond property lines or the site of the work to demonstrate runoff patterns and the relation to adjacent topographical features.
 3. Contours are to be clearly shown and labeled and shall be at one or two foot intervals, as

- appropriate. The scale of the drawing shall not be less than one (1") inch equals fifty (50') feet.
4. Property lines and dimensions.
 5. Location, dimensions, setbacks, and first floor elevations of principal and accessory structures on-site and adjacent to the site.
 6. Existing and proposed drainage facilities.
 7. Existing and proposed spot elevations at all property corners, building corners, adjoining roadways, four corners of ADA parking, and intermediate elevations and/or off-site spot elevations as may be necessary to determine the proposed drainage pattern.
 8. Adequate provisions to minimize erosion during construction.

SECTION 817. TRAFFIC IMPACT STUDY.

- A. Applicability. The impact of traffic generated by land development projects necessitates a comprehensive analysis of the variety of issues that may result and the actions that can be taken to minimize these problems. The level of detail required for various types of applications shall vary depending on the size of the project, the nature of the site and the location of the project. Therefore, having determined that flexibility may be needed in preparing the environment impact statement, the following type of development applications shall require a traffic impact study:
 1. All preliminary major subdivision and preliminary major site plan applications.
 2. Notwithstanding the categories of development that are excluded from the requirement to submit a traffic impact study, the Board may require the submission of information for various applications to be included that is reasonably necessary to make an informed decision.
- B. Submission Format. The applicant shall submit three (3) copies of the traffic impact report to the Secretary of the Board having jurisdiction. Each submission shall be double-side copied with applicable maps and photos in color. An electronic version of the report should be submitted in .PDF format.
- C. Exceptions & Waiver. The following exceptions and/or waivers may be requested:
 1. Exceptions. A Traffic Assessment may be submitted for major site and/or subdivision applications in place of a Traffic Impact Study, provided that it can be demonstrated that the development is minor in nature. A Traffic Assessment shall present a brief summary of existing conditions and expected impacts, which includes, but not limited to the following: nature of proposal; number of existing and proposed trips; number of existing and proposed parking spaces; highest number of residents, households, customers, clients, or the like at one time; any expected deliveries (frequency, truck type, etc.); trash/recycling pick up or delivery; and any additional information unique to the development.
 2. Waivers. All requests for waiver of requirements of the traffic impact report shall be forwarded to the Board Secretary of jurisdiction of the application. The request for waiver shall provide sufficient justification for relieving the standards.
- D. Contents. Preparers of a Traffic Impact Study shall be a licensed Professional Engineer (PE), Professional Traffic Operations Engineer (PTOE), Professional Transportation Planner (PTP), or similar qualifications. All traffic impact reports shall consist of written and graphic materials that clearly present the various traffic-generating characteristics of uses in the planned development and the interface of traffic from the proposed uses and the existing uses in the area to assure that there will not be a significant degradation in the level of service in the area and that there will not be any traffic hazards created in the area by traffic generated by the planned development. The traffic study shall address the various concerns noted below using the standards outlined.
 1. Overview. A description of the project phasing, access points, and connection to other existing or proposed developments.
 2. Existing Conditions. An analysis of existing conditions, conducted within twelve (12) months

preceding the date of the application, shall be done that includes the following:

- a. A description of the study area and the rationale behind choosing this area;
 - b. A description of the study area's roadway facilities, including number of lanes, functional classification, condition, direction, type of traffic control device (traffic signals or other traffic control devices);
 - c. The location of transit routes and stops and any transit facilities (bus, rail ,etc.), including on-street, off-street, and private facilities, and service frequency;
 - d. The location of school bus routes and stops;
 - e. The location of pedestrian crosswalks, sidewalks, and bicycle pathways;
 - f. Turning movement counts at key intersections;
 - g. Twenty-four-hour machine traffic counts of critical arterials affected by the proposed development, which shall be summarized by hour and by direction. Pedestrian counts and transit passenger counts may be requested.
 - h. Average Annual Daily Traffic (AADT) of affected roadways;
 - i. Capacity Analysis of the existing peak hour traffic conditions at the critical intersections impacted by the proposed development, utilizing the latest software developed by *McTrans* or other software approved by the New Jersey Department of Transportation (NJDOT).
3. Future Demand. Future demands on the transportation system, including the following shall be provided:
- a. Background Traffic Volume. Future traffic volumes shall be calculated by multiplying the peak hour traffic volumes (existing conditions) by the growth rates provided on the most recent Annual Background Growth Rate Table by *New Jersey Department of Transportation* (NJDOT). The growth rate shall be compounded by the number of years until the full build out of the development. These factored traffic volumes will be surcharged with traffic volumes expected to be generated by impending development. Impending development shall include traffic from developments that are expected to be completed in the immediate vicinity. This shall include projects presently approved by the Township, projects in adjacent municipalities and projects that are presently in the planning process and are expected to be approved in the near future.
 - b. Traffic Generation. Future traffic expected to be generated by the proposed development, including site traffic, to the build-out year or years of the site, shall be calculated by utilizing the latest copy of the *Institute of Transportation Engineers (ITE)* reference, *Trip Generation*. The values developed by using the *Trip Generation* method shall be verified by typical counts when requested by the Township to verify results. If trip generation data is required by the Township because the *Trip Generation* methodology is not accurate due to local conditions or an inadequate data base in the *Trip Generation* text, the traffic data counts required to verify trip generation data shall be in the ITE format. Traffic generation shall include the amount of traffic to be generated for the projected twenty-four-hour period and during the peak hour trip generation by the proposed project.
 - c. Build Traffic Volumes. Future background traffic volumes shall be surcharged by adding the traffic volumes that are anticipated to be generated by the proposed development to the future background traffic volumes.
4. Impact Analysis & Recommendations.
- a. Level of Service. It must be demonstrated that public traffic arteries have adequate capacities to accommodate the traffic to be generated by the proposed project at an acceptable level of service C or better for all approaches to signalized intersections and streets and that safe, convenient and adequate circulation and parking is provided for the

sites. Level of service analysis shall include:

- i. Computation for each analysis year with and without the inclusion of site traffic;
 - ii. Comparison of levels of service conditions with site traffic, and, with site traffic after recommended improvements are constructed to obtain at minimum a LOS C on impacted intersections.
- b. Trip Generation. Provide a trip distribution that will distribute traffic to the surrounding roadway system. All intersections that have over 25 p.m. peak hour trips shall be tabulated and listed with the amount of traffic from the proposed development and the total build traffic at that location. Of the percent of the p.m. traffic, the proposed development traffic will be of the future build traffic at each intersection by approach. If improvements are required on one approach of an intersection only as a result of a significant impact by the development, defined as an approach where the majority of the traffic on the approach (defined as over 50% of the total future build traffic) caused the need for the proposed improvement on that approach to maintain an adequate level of service, the applicant's pro-rata share of the intersection improvement shall be calculated by using the cost of the improvement and multiplied by a factor consisting of the applicant's traffic volume for that leg of the intersection alone divided by the traffic volume at build-out for that leg of the intersection alone.
 - c. Capacity Analysis. Roadways and intersections shall be analyzed using a capacity analysis, utilizing the latest approved highway capacity programs. Traffic shall be analyzed for the existing traffic conditions, future background traffic and future build traffic conditions. Traffic analysis shall optimize traffic signals so that the existing traffic conditions show traffic conditions as they exist and with optimization of traffic signal timing. The future background traffic conditions shall require the optimization of the traffic signal timings prior to the addition of the proposed traffic from the proposed development. After the addition of the future background traffic and the optimization of the traffic on the roadways, future traffic shall be added and the traffic signal timings shall be optimized for a final product.
 - d. Accident Analysis. Accident data of critical intersections and roadways affected shall be analyzed.
 - e. Speed & Delay Analysis. Speed and delay analysis of critical roadways shall be provided.
 - f. Gap Analysis. Gap studies of critical intersections and drives shall be provided.
 - g. Safety Analysis. Analysis shall be made of all entrances and exits to determine if left-turn lanes are warranted in accordance with *Highway Research Record 211*. In addition, deceleration and acceleration lanes shall be analyzed to determine if they are needed, in accordance with *Transportation Research Record 855*.
 - h. Recommendations.
 - i. Recommendations for automobile reduction techniques;
 - ii. Schematic plan of any recommended improvements;
5. Site Plan Analysis. An analysis of the specific site, if applicable, shall include the following.
 - a. Location of access points;
 - b. Demand for parking and loading;
 - c. Sight distance analysis;
 - d. Truck/emergency services circulation plan.
- E. Traffic Impact Fees.

1. Intent. The intent of traffic impact fees are to ensure a pro rata share allocation of the costs for off-tract improvements necessitated by new development.
2. Requirement. As a condition of major final subdivision or site plan approval, the applicable Board may require the applicant to pay its pro rata share of the cost of providing reasonable and necessary circulation improvements located off-tract of the property limits of the subdivision or site development, but necessitated or required by the development, in accordance with N.J.S.A. 40:55D-42. "Reasonable and necessary" improvements are those which bear a rational nexus to the needs created by, and benefits conferred upon, clearly, directly, and substantially related to the development in question. The Board shall provide in its resolution of approval the basis of the required improvements. The capacity and design of proposed improvements shall be based upon the circulation plan element and utility service plan element of the adopted master plan.
3. Methodology. The applicant's proportionate share of street improvements, alignment, channelization, barriers, new or improved traffic signalization, signs, curbs, sidewalks, trees, utility improvements uncovered elsewhere, the construction or reconstruction of new or existing streets, and other associated street or traffic improvements, including, but not limited to the following:
 - a. Traffic signal timing, as outlined in §817.D.4.c.;
 - b. Intersection improvements, as outlined in §817.D.4.b; and
 - c. Improvement projects, as outlined in §817.D.3, which shall be determined as follows:
 - i. The applicant's engineer shall provide the Board with a traffic study depicting existing and reasonably anticipated future peak hour flows for the off-tract improvement; said study being subject of the approval of the Board Engineer.
 - ii. The Board's professionals shall furnish a plan for the off-tract improvement that shall include the estimated peak hour traffic generated by the proposed development and the proportion thereof that is to be accommodated by the off-tract improvement. The basis of the proportionate share shall be allocated to the applicant by determining the ratio of the peak hour traffic generated by the proposed development that is to be accommodated by the off-tract improvement compared to the future additional peak hour traffic anticipated to impact the proposed off-tract improvement. The proportionate share shall then be computed as follows:

$$\frac{\text{Total cost of enlargements or improvement multiplied by development peak hour traffic to be accommodated by the enlargement or improvement}}{\text{divided by the total capacity of enlargement or improvement, i.e.: peak hour traffic.}}$$
4. Off-Tract Improvements. The Board may, as a condition of any approval, require the applicant to install a public improvement of greater size or capacity than required to service the applicant's project. Such approval shall provide that the applicant is entitled to reimbursement to a maximum amount equal to the difference between the amount of such cost and expense paid by the applicant and the applicant's pro rata share of the cost of such improvement.

In such a case, the Township shall determine all property specially benefited by the improvement and of the value of the special benefit to each such property in accordance with the provision set forth hereinabove in §817.E.3. The Township shall then assess all properties, other than the property of the applicant, specially benefiting from installation of any off-tract improvement in a manner similar to that for local improvements. Principal amounts received by the Township from such assessments, together with interest from property owners who have elected to pay for said assessments over a period of years, shall be credited to the account of the applicant's property.

In the case where there has been an apportionment of cost against the Township for the required off-tract improvement then the Township shall pay its portion of costs to the applicant not more than four (4) months after the completed improvements have been approved by the Township Engineer. In the event of any default in payment of an assessment levied by the Township as set forth hereinabove, then the Township shall exercise its remedies as elsewhere provided; and, if thereafter the balance of principle and interest due upon the subject assessment has not been fully satisfied by payment to the Township and credit thereof given to the account of the applicant's property, then the Township shall forthwith pay said balance remaining due to the applicant, or successor in interest.

5. Responsibility for Construction. The Board shall determine as part of its approval process whether the off site improvement is to be constructed by the Township or the applicant. The Board shall not render such determination until it receives the decision of Township Council as to whether it will undertake construction of the improvement in issue.
6. Form of Payment. The Board shall determine as part of its approval process, with assistance from the Board professionals, as to whether the applicant's proportionate payment for the off-tract improvement shall be a cash deposit to the Township, or by another form of bond or guarantee. In the event the payment is in the form of a bond or other type guarantee, same must be in form acceptable to the Township Solicitor or designee.
7. Off-Tract Improvement Accounts. Where the proposed off-tract improvement is to be undertaken by the Township, the monies required for the improvements shall be deposited in a specially designated interest-bearing account established by the Controller of the Township. The Township Controller shall maintain a record indicating by whom and in what amount each contribution has been made for said off-tract improvement. The Township Controller shall apportion interest on the account to each specific contribution as its balance relates to the total balance. All construction costs related to the off-tract improvement shall be paid by the Controller from this account. In the event any balance remains subsequent to the completion of the improvement, any property owner who has contributed to the account for that specific improvement shall be entitled to a pro rata refund, provided that a written petition is made to the Township for such refund within one year of completion of the off -tract improvement. Any monies remaining following said one year time period that have not been refunded shall be applied in general to the Township's capital improvement budget account. If the off-tract improvement is not commenced within fifteen (15) years of deposit, all monies and interest earned shall be returned to the applicant and/or contributing property owner as the case may be.
8. Process. The applicant shall enter into a Developer's Agreement with the Township setting forth the terms and conditions for construction of the off-tract improvements required to service the applicant's project, as further set forth in the preliminary site and/or subdivision approval resolution of the applicable Board. Final approval shall not be issued to the applicant until such time as the Developer's Agreement has been executed by the applicant and the Township.

SECTION 818. ENVIRONMENTAL IMPACT STATEMENT.

- A. Requirement. The impacts of the environment generated by land development projects necessitate a comprehensive analysis of the variety of problems that may result and the actions that can be taken to minimize these problems. The level of detail required for various types of applications shall vary depending on the size of the project, the nature of the site and the location of the project. Therefore, having determined that flexibility may be needed in preparing the environment impact statement (EIS), the requirements for such a document pertaining to different types of development applications are listed below:
 1. All agricultural operations conducted in accordance with a plan approved by the soil conservation

district and all silviculture operations conducted in accordance with a plan prepared by a professional forester are specifically exempt from the submission of an environmental impact statement.

2. Any variance application to the Zoning Board of Adjustment not involving a site plan or subdivision application shall not require an environmental impact statement unless specifically requested by the Board. The Board may request an environmental impact statement where there exist significant critical areas or suspected environmental hazard on the site in question. The Zoning Board of Adjustment or its designee shall inform the applicant regarding the scope of the information that may be required.
3. Any minor subdivision and/or minor site plan applications to the Board shall not require an environmental impact statement, unless specifically requested by the Board. The Board may request an environmental impact statement where there exist significant critical areas or suspected environmental hazard on the site in question. The Board or its designee shall inform the applicant regarding any information that may be required.
4. All preliminary major subdivision and preliminary major site plan applications shall be accompanied by an environmental impact statement.
5. Notwithstanding the categories of development that are excluded from the requirement to submit an environmental impact statement, the Planning or Zoning Board, in its discretion, may require the submission of information to be included in the document that is reasonably necessary to make an informed decision.

- B. Submission Format. The applicant shall submit three (3) copies of the environmental impact statement to the Secretary of the Board having jurisdiction. Each submission shall be double-side copied with applicable maps and photos in color. An electronic version of the report should be submitted in .PDF format.
- C. Waiver. All requests for waiver of requirements of the environmental impact statement shall include justification for relieving the standards, which shall be forwarded to the Planning or Zoning Board Secretary.
- D. Contents of Assessments. When an environmental impact statement is required, the applicant shall retain one or more competent professionals to perform the necessary work. All applicable material on file in the Department of Community Development pertinent to local conditions shall be consulted. Any additional material pertinent to the evaluation of regional impacts shall also be considered. Furthermore, as much original research as necessary shall be conducted to develop the environmental impact statement. All environmental impact statements shall consist of written and graphic materials which clearly present the required information addressing the following areas and utilizing the following format:
 1. Project Description. A description of the proposed project shall be presented to indicate the extent to which the site must be altered, the kinds of facilities to be constructed, how they are to be considered and the uses intended.
 2. Demographics. The resident population, working population, and visitor population shall be estimated.
 3. Master Plan. The compatibility or incompatibility of the proposed project shall be described in relation to the following documents:
 - a. Municipal master plan and subsequent re-examination reports, especially the land use and open space elements.
 - b. Master plan of adjacent municipalities, if within one thousand (1,000') feet of the subject property.
 - c. Camden County master plan.
 - d. State Development and Redevelopment Plan.

- e. Other pertinent planning documents.
- 4. Site Description & Inventory. An inventory shall be provided of environmental conditions on the site which shall include the following items:
 - a. Soils. A description of each soil type located on the site from the Soil Survey of Camden County Soil Conservation Service with percolation data shall be provided.
 - b. Topography. Describe the topographic conditions of the site, with specific delineation of any lands with slopes exceeding twelve (12%) percent.
 - c. Geology. A description of each geologic formation shall be provided. Depth to bedrock shall be delineated where it would interfere with proposed land improvements.
 - d. Vegetation. A description of the existing vegetation on the site. The location of tree masses shall be depicted. Where woodlands are delineated, the forest type shall be indicated.
 - e. Wildlife. Domestic or unique wildlife habitats shall be identified. Where applicable, other data assembled regarding wildlife activity on the site shall also be mapped or described.
 - f. Surface Water. When the natural drainage pattern shall be altered, an analysis shall be conducted which shall investigate flow, depth, capacity and water quality of the receiving waters. Flood plains and wetlands shall be delineated.
 - g. Subsurface Water. A description of subsurface water conditions shall be provided on the depth to ground water and the water supply capabilities of the site. Where existing conditions warrant, detailed information regarding existing wells within five hundred (500') feet of the site relative to depth, capacity and water quality shall be described.
 - h. Historic Resources. The historic resources that would be affected by the proposed development shall be discussed if the site is included on the *Cherry Hill Local Historic Resources Inventory*.
 - i. Existing Features. A description of any existing development improvements shall be provided.
 - j. Air Quality. An analysis should be conducted of existing air quality and noise levels, as prescribed by the New Jersey Department of Environmental Protection.
- 5. Area & Regional Description. Provide a description of the surrounding environs. Describe the existing land use pattern, existing infrastructure in detail with respect to the drainage and transportation network, as well as any central sewerage and water supply facilities. Include an appropriate regional analysis relative to the proposed project.
- 6. Environmental Performance Controls. Describe in detail the measures to be employed during the construction and operation phases that minimize or eliminate negative impacts on and off site that could result from the proposed project. Of specific interest are:
 - a. Sewage disposal techniques.
 - b. Water supply and water conservation proposals.
 - c. Energy conservation measures.
 - d. Noise reduction techniques.
- 7. Impact. Discuss both the negative and positive impacts of on- and off-tract development. Indicate those negative impacts that may be unavoidable. Specific concerns that shall be considered include, but are not limited to, the following:
 - a. Flooding and flood plain impact.
 - b. Impact on surface water and groundwater quality.
 - c. Impact on the capacity to supply groundwater.
 - d. Sewage disposal impacts.
 - e. Alteration to existing vegetation and its impact on wildlife and wildlife habitats.
 - f. Destruction or disturbance of cultural resources.
 - g. Noise level impacts.
 - h. Climate impacts, including but not limited to greenhouse gases.
 - i. Energy utilization.

- j. Blighting or improving effects on neighborhoods.
 - 8. Alternatives. Alternatives to the arrangement of the proposed development should be presented and discussed. The Board of jurisdiction shall reserve the right to require alternative arrangements of land, buildings, and infrastructure to determine a design of lesser impact.
 - 9. Licenses, Permits & Approvals. All known licenses, permits and other forms of approval required by law for the construction and operation of the proposed project should be listed. This list shall include, but shall not be limited to, approvals required by the Township, as well as agencies of the County, State and Federal governments. Where approvals have been granted, copies of said approvals shall be attached. Where approvals are pending, a note shall be made to that effect.
 - 10. Documentation. All publications, file reports, manuscripts or other written sources of information related to the project, the project site and the Township that were consulted and employed in compilation of the environmental impact statement shall be listed. A list of all agencies and individuals from whom pertinent information was obtained, written or oral, shall be listed separately. Dates and locations of all meetings shall be specified.
- E. Disposition. The Board shall not approve a submission unless it determines that the proposed development:
- 1. Shall not result in appreciable harmful effects to the environment;
 - 2. Has been designed and conceived with a view toward the protection of regional sources; and
 - 3. Shall not place a disproportionate or excessive demand upon the total resources available for such proposal and for any future proposals.

SECTION 819. ENVIRONMENTAL ASSESSMENT.

- A. Purpose. The purpose of a preliminary assessment is to identify the presence of any potentially contaminated areas of concern, through a diligent inquiry into the current and historic use of the site. A preliminary assessment is the first step in the process to determine whether or not a site is contaminated. If any potentially contaminated areas of concern are identified, then there is a need for a site investigation pursuant to current NJDEP requirements (N.J.A.C. 7:26E-3).
- B. Requirement. Environmental assessments should provide a history of the site, prior uses of the land, past and current owners, and the potential pollution-related effects of such uses on the property, in accordance with all NJDEP regulations (N.J.A.C. 7:26E-3) and guidance pertaining to preliminary assessments. Such assessments must be conducted or reviewed by a New Jersey Licensed Site Remediation Professional (LSRP). The level of detail required for various types of applications shall vary depending on the size of the project, the nature of the site, and the location of the project. The flexibility of requirements for such a document varies with the type of development, but required as outlined below:
- 1. All agricultural operations conducted in accordance with a plan approved by the Camden County Soil Conservation District and all silviculture operations conducted in accordance with a plan prepared by a professional forester are specifically exempt from the submission of an environmental assessment.
 - 2. Any variance application to the Zoning Board of Adjustment not involving a site plan or subdivision application shall not require an environmental assessment, unless specifically requested by the Board. The Board may request an environmental assessment, and the scope of information needed, where there is a likelihood environmental hazards on the site in question or if there are existing or future sensitive populations that could be affected by environmental hazards.
 - 3. Any minor subdivision and/or minor site plan applications to the Board shall not require an environmental impact statement, unless specifically requested by the Board. The Board may request an environmental impact statement where there exist significant critical areas or suspected

environmental hazard on the site in question. The Board or its designee shall inform the applicant regarding any information that may be required.

4. All preliminary major subdivision and preliminary major site plan applications shall be accompanied by an environmental assessment as a completeness item.
 5. All applications involving an existing or proposed child care center shall be accompanied by an environmental assessment, as a completeness item. All child care centers are required to obtain a No Further Action determination from NJDEP in order to obtain or maintain a license pursuant to N.J.S.A. 52:27D-130.4 and N.J.A.C. 10:122.
 6. Notwithstanding the categories of development that are excluded from the requirement to submit an environmental assessment, the Planning or Zoning Board may require the submission environmental assessment information that is reasonably necessary to make an informed decision concerning potential impacts from suspected or known environmental hazards.
- C. Contents of Assessments. A preliminary assessment report presents a history of ownership and use of a property, from the time the site was naturally vegetated or utilized as farmland in accordance with N.J.A.C. 7:26E-3.2. Site history information can be obtained from records sources including, but not limited to the following: Sanborn Fire Insurance Maps; City or Industrial Directories; Title and Deed; Site plans and as-built drawings; and federal, state, county and local government files. Information necessary to make informed conclusions as to the environmental conditions of a property can be gained by interviewing persons knowledgeable of the site, such as owners and/or occupants, and by performing a site inspection.

Unless a preliminary assessment is required by NJDEP regulation, a Phase I Environmental Site Assessment prepared pursuant to ASTM International *Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process* may be submitted in lieu of a Preliminary Assessment provided that it generally satisfies the requirements of N.J.A.C. 7:26E-3.

Although not specifically required by N.J.A.C. 7:26E-3, the preliminary assessment shall also include a vapor encroachment screen prepared pursuant to ASTM International *Standard Guide for Vapor Encroachment Screening on Property Involved in Real Estate Transactions* (ASTM E2600-10 or as amended) and/or current NJDEP regulation or guidance. This screening must include an evaluation of potential vapor encroachment from the site in question and from potential off-site sources.

- D. Submission Format. The applicant shall submit three (3) copies of the environmental assessment to the Secretary of the Board having jurisdiction. Each submission shall be double-side copied with applicable maps and photos in color. An electronic version of the report should be submitted in .PDF format.

Although the preliminary assessment is to be prepared by an LSRP, the preliminary assessment does not need to be submitted to the NJDEP through the LSRP program unless required pursuant to NJDEP regulations or other as a condition of any Planning or Zoning Board approval. If required to be submitted to the NJDEP, the Secretary of the applicable Board shall be copied on all correspondence and documents.

- E. Waiver. All requests for waiver of requirements of the preliminary assessment shall include justification for relieving the standards, which shall be forwarded to the Planning or Zoning Board Secretary.

SECTION 820. SUBMISSION CHECKLIST.

Each application for development or variance shall be accompanied by the submission materials in the following checklist or a waiver requested from the requirement:

SITE & SUBDIVISION PLAN CHECKLIST

APPLICATION NO.: _____ BLOCK(s): _____ LOT(s): _____ ELECTRONIC SUBMISSION ☐

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
1	Original, Completed Application, double-sided copy.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
2	Fees & Escrow with original, completed Escrow Agmt & W-9.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
3	Two (2) Completed Checklists, double-sided copy.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
4	Three (3) copies of Traffic Impact Study (see §817).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
5	Three (3) copies of Environmental Impact Report (see §818).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
6	Three (3) copies of Environmental Assessment (see §819).	X		X	X				<input type="checkbox"/>	<input type="checkbox"/>
7	Three (3) copies of Drainage Calculations.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
8	Three (3) copies of Stormwater Management Report.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
9	Three (3) copies of Basin Maintenance Manual.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
10	Three (3) copies of Recycling Report (see §807.B.15).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
11	Three (3) copies of any additional reports.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
12	Three (3) copies of Development Plans, clearly and legibly drawn in accordance with §802-J.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
13	Three (3) copies of Half-Size Plans, no smaller than 11"x 17" (see 18.). More may be required once deemed complete.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
14	Photographs of the site showing area in question.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
15	Required Approvals. List and provide applications and permits of regulatory agencies (NJDOT, NJDEP, CCSC, etc.).	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
16	Summary. A written description of the proposed use(s) and operation(s) of the building(s), i.e., the number of employee or users of non-residential buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, expected truck traffic, noise, glare, radiation, heat, odor, safety hazards, air and water pollution.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
17	Plan Title appropriately as follows:									
a	"Minor Site Plan for [name of development]"	X							<input type="checkbox"/>	<input type="checkbox"/>
b	"Minor Subdivision Plan for [name of development]"		X						<input type="checkbox"/>	<input type="checkbox"/>
c	"Preliminary Site Plan for [name of development]"			X					<input type="checkbox"/>	<input type="checkbox"/>
d	"Preliminary Subdivision Plan for [name of development]"				X				<input type="checkbox"/>	<input type="checkbox"/>
e	"Final Site Plan for [name of development]"					X			<input type="checkbox"/>	<input type="checkbox"/>
f	"Final Subdivision Plan for [name of development]"						X		<input type="checkbox"/>	<input type="checkbox"/>
18	Plan Size. Plans shall be presented on sheets of one of the following dimensions: 30"x48", 30"x42", 24"x36", 15"x21" or 11"x17". If site is larger than one acre, 15" x 21" reduced size required.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
19	<i>Key Map.</i> If more than one sheet is required to show the entire development, a separate composite map shall be drawn showing the entire development on the sheets of which various sections are shown, and each detail sheet shall include a key map showing its relationship.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
20	<i>Survey.</i> Three (3) copies of a survey by a licensed NJ Land Surveyor (PLS), certified on a date within six (6) months of the date of submission.		X				X		<input type="checkbox"/>	<input type="checkbox"/>
21	<i>Title Block</i> containing block and lot number for the tract and the name of the Township.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
22	<i>North Arrow.</i>	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
23	<i>Name & Address</i> of applicant and owner, with signed consent of latter, if different from applicant.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
24	<i>Preparer.</i> Name, address, telephone number, email, website, and signature and seal of the Plan preparer.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
25	<i>Scale</i> not less than 1"=50' with graphic and written scales shown.		X					X	<input type="checkbox"/>	
26	<i>Scale</i> not less than 1"=100' with graphic and written scales shown.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
27	<i>Date</i> of original drawing with subsequent revision dates.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
28	<i>Area Map</i> with north arrow showing the entire development and its relation to surrounding areas at a scale of not less than 1"=2,000'.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
29	<i>Surrounding Properties.</i> The names, addresses, block and lot numbers of all property owners within 200 feet of the development.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
30	<i>Existing Structures.</i> Locations of all existing structures and their uses within 200 feet of the tract.	X		X	X				<input type="checkbox"/>	<input type="checkbox"/>
31	<i>Zones</i> in which property in question falls, zones of adjoining properties and all property within a 200' the property.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
32	<i>Zoning Schedule</i> showing required, existing, and proposed lot & yard requirements for relevant zone(s) including, area, frontage, depth, setbacks, height, etc.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
33	<i>Building Cover.</i> Existing and proposed building coverage in square feet and as a percentage of lot area.	X	X	X			X		<input type="checkbox"/>	<input type="checkbox"/>
34	<i>Open Space.</i> Existing and proposed open space in acres of square feet and as a percentage of lot area.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
35	<i>Building Plans.</i> Proposed structures and uses on the tract, i.e., size, height, location, arrangement, an architect's scaled elevation of the front, side and rear of any structure to be modified, with building lighting details and attached signs.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>

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		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
36	<i>Floor Plans</i> where multiple dwelling units or more than one use is proposed that have different parking standards.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
37	<i>Signs.</i> Existing and proposed signs, including the location, size, height and necessary measurements and a Sign Location Plan.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
38	<i>Streets.</i> Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
39	<i>Easements & ROW.</i> Name, width, and location of existing and proposed easements, right-of-ways, deed restrictions or covenants with reference source. The plans should note if none exist.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
40	<i>Monuments.</i> Location and descriptions of all existing or proposed boundary control monuments and pipes.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
41	Area of original tract to the nearest one hundredth of an acre.	X	X		X				<input type="checkbox"/>	<input type="checkbox"/>
42	Existing lot lines to be eliminated.		X		X				<input type="checkbox"/>	<input type="checkbox"/>
43	Number of lots being created.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
44	<i>Lot Area</i> of each proposed lot correct to one-tenth of an acre.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
45	<i>Tax Map.</i> Each block and each lot shall be numbered, as approved by the Tax Assessor.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
46	<i>Existing Structures & Uses</i> on the tract to include the shortest distance between any existing building and proposed or existing lot line, and as indication of those to be removed.	X	X	X	X	X			<input type="checkbox"/>	<input type="checkbox"/>
47	<i>Setbacks.</i> All side, rear, and front setback lines with dimensions.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
48	<i>Phasing Plan</i> of staging of overall development.			X		X				
49	<i>Signatures.</i> Appropriate places for the signature of the Chair, Secretary, and various Professionals of the subject Board, the dates of the official Board actions, and dates of signatures.	X	X			X	X		<input type="checkbox"/>	<input type="checkbox"/>
50	Existing elevations and contour lines over the entire area of the proposed development and two (2) permanent bench marks based upon U.S.G.S. datum.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
51	Contours shall be shown at not more than two (2) foot intervals for areas with less than twenty (20%) percent slope, five (5) foot intervals for areas in excess of twenty (20%) percent slope.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
52	Proposed grades in sufficient numbers to illustrate the proposed grading scheme.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
53	Locations and dimensions of artificial and/or natural features such as railroad rights-of-way, bridges, dams, soil types, wooded areas, etc.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
54	<i>Tree Location.</i> Location, species, and size of trees eight (8") inches or more at breast height diameter.		X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
55	Locations of all existing and proposed water courses (i.e. lakes, streams, ponds, swamps or marsh areas, or underdrain) within 500 feet of the development, show the location and water level elevations.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
56	<i>Flood Plain</i> limits as determined by most recent FEMA FIRM maps and onsite evaluations by a licensed professional engineer.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
57	<i>Freshwater Wetlands &</i> transition area boundaries, and stream buffer with NJDEP or accepted reference.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
58	<i>Landscaping Plan</i> showing number, size, species, and location.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
59	<i>Design Calculations</i> showing proposed drainage facilities in accordance with the appropriate drainage runoff requirements. Calculations must be accompanied by pre- and post-development drainage shed maps, and soil types as shown by Soil Conservation Survey Map.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
60	<i>Soil Borings.</i> Test boring, percolation rates and water levels shall be obtained by a licensed engineer.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
61	<i>Utilities.</i> Plans and profiles for all storm lines, underdrains and ditches whether onsite or off-tract, affected by the development including:	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
a	Location of each inlet, manhole or other appurtenance.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
b	Slope of line.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
c	Pipe material type.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
d	Strength, class or thickness.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
e	Erosion control and soil stabilization methods.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
62	Septic System infrastructure.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
63	Names, locations and dimensions of all existing streets and existing driveways, and any connections by the development to existing streets, sidewalks, bike routes, water, sewer, or gas mains within 200'	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
					X		X			
64	<i>Streets.</i> Plans for all proposed streets or road improvements, whether onsite or off-tract, showing:			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
a	Acceleration/deceleration lanes.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
b	Traffic channelization.			X					<input type="checkbox"/>	<input type="checkbox"/>
c	Fire lanes.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
d	Driveway aisle widths and dimensions.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
e	Parking spaces with size, number, location, and ADA spaces.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
f	Loading areas.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
g	Curbs.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
h	Radii of curb line.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
i	ADA ramps, signage, striping, etc.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
j	Sidewalks and bicycle routes.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
k	Any related facility for the movement and storage of goods, vehicles, persons, etc.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
l	Directional and traffic signs with scaled drawings.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
m	Sight triangle easements at intersections and driveways.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
n	Location of street names and signs.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
o	Traffic control devices.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
p	Street lights.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
q	Fencing, railroad ties, bollards, and parking bumpers.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
r	Cross sections.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
s	Proposed grades.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
t	Center line profiles at horizontal scale not less than 1"=50' for all existing adjoining streets and proposed streets.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
u	Standard details for curbing, sidewalks, bike paths, paving, stoned or graveled surfaces, bollards, railroad ties and fences.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
65	Lighting Plan showing photometric patterns, isolux, footcandles, etc.	X		X					<input type="checkbox"/>	<input type="checkbox"/>
66	Sewer & Water. Plans and profiles of water, and sewer layouts whether onsite, offsite or off-tract showing:			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
a	Size and types of pipes and mains.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
b	Slope.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
c	Pumping Stations.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
d	Fire hydrants.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
e	Standard details.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
f	Trench repair details for street crossings.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
67	If service is to be provided by an existing water or sewer utility company, a letter from that company shall be submitted, indicating that service shall be available before occupancy of any proposed structures.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
68	Soil Erosion & Sediment Control Plan, per County Soil Conservation.			X	X				<input type="checkbox"/>	<input type="checkbox"/>