

# **Lower Alloways Creek Township Planning Board**

P.O. Box 212, Hancocks Bridge, NJ 08038

Phone: (856) 935-1549 Ext. 6560

**To:** Applicants

**From:** The Planning Board

This letter of instruction and package is an attempt to assist your efforts in processing your request for relief from the Board, such as but not limited to, variances, subdividing your property, site plan approval, permission to build within a mapped street, flood plain, or on a lot which does not abut an improved dedicated street, agricultural division, interpretation of the zoning map, certification for non conformity, etc.

Neither the Secretary nor the Professionals retained by the Board are authorized to assist you in completing or processing the application since same would be a conflict of interest. Therefore, the Board will not entertain any representation that you relied upon any statements or directions provided by any Board agent and/or employee unless same has been formally resolved to be the position of the Board in connection with your application.

Attached hereto is the general application form, as well as all relevant checklists. The latter set forth items which must be submitted to the board before your application will be deemed complete.

It is recommended that you obtain the assistance of an Attorney, Professional Land Surveyor, Engineer, Architect, or other Professional in preparing and filing the application.

A copy of the Land Use Ordinance adopted by Lower Alloways Creek Township is available for your perusal in the Clerk's Office in the Municipal Building.

Your failure to comply with the Ordinance may result in your application being deemed incomplete and / or denied.

You must submit to the Board Secretary a completed application, checklist, fees required for the relief requested. When paying the required fee, you must specifically itemize the relief and the fee for each variance, etc. as required by the Ordinance. Failure to pay appropriate fees shall result in your application being deemed incomplete and returned. Please note that all appropriate Checklists must be submitted and each item either provided or a waiver therefrom requested. The notation of "not applicable" or "irrelevant" will result in

the application being deemed incomplete. In the event you do not feel a particular item on the Checklist is applicable, you must request a waiver and set forth, in writing, with particularity your reasons therefore.

If the requested waivers are not granted and you fail to provide required information within 15 days, your application will be denied without prejudice. You will be required to resubmit same, if you intend to proceed, and pay additional fees.

Upon receipt of the application the board shall have 45 days from the date it is received to determine whether or not the application is complete. In the event waivers are requested, the Board will advise you of a date to appear before the board for a hearing on the requests(s). It will be your obligation to establish that a waiver is appropriate in accordance with the procedures set forth in the Ordinance. If, upon initial review of your application, it appears that all items have not been provided and / or waivers requested, your application shall be deemed incomplete without further action by the Board.

If a letter is transmitted by the board advising of some of the reasons the application is incomplete same may be expanded upon at any time during the application.

If the Board deems your application complete, you will be advised and a hearing date will be scheduled. In the event your request requires public notification, you shall not notify the public of the hearing date until same is provided by the Board. If you notice before the Board schedules the hearing date, the Public will be advised you erroneously noticed them and you will be required to re-notice at your expense.

Again, be advised you have any questions regarding the application procedure, the Board Secretary and Professionals have been directed not to respond as they are in a position of conflict and / or do not possess the technical expertise that may be required to answer your question. If by chance you do request direction from the Board's staff or office and act thereon, same shall not be considered by the Board if the Board disagrees with the direction and / or advice given.

The procedure has been established for the purpose of treating all Applicants the same and to avoid your mistakenly relying upon direction given by the board's agents and / or employees.

8/1/05



# Lower Alloways Creek Township Planning Board

P.O. Box 212, Hancock's Bridge, NJ 08038

Phone: (856) 935-1549 Ext. 656

## A GUIDE FOR SUBMISSION OF APPLICATIONS

New or revised applications should be submitted for Completeness Review at least 10 days before the regular Planning Board meeting, which is held on the fourth Wednesday of each month at 7:00 p.m., Court Room, Municipal Building, Hancock's Bridge. An application will not proceed to hearing until it is complete in every detail. Attached are Checklists for your use and to share with the professional preparing the plat. Each item on the Checklists must be addressed or the application will be deemed incomplete. The completed Checklists must be part of the application submission.

If the application has been determined to be incomplete, you will be informed regarding the revisions or additional information needed. When you submit the requested revisions or information, it will once again be reviewed for completeness.

If the application has been determined to be complete, it will be placed on the agenda of the next regular Planning Board meeting. You will be notified of the meeting date and must be present at that meeting.

The Secretary has forty-five (45) days in which to return an incomplete application to the applicant for completion or to inform the applicant that the application is complete and scheduled for hearing. You will be informed of either of the above determinations along with further instructions. **IN THE CASE OF MAJOR SUBDIVISIONS OR SITE PLANS, WHICH MUST BE ADVERTISED, PLEASE DO NOT ADVERTISE UNTIL YOU ARE NOTIFIED THAT THE APPLICATION IS COMPLETE AND CAN BE PUT ON THE AGENDA OF THE REGULAR MEETING. NOTICE MUST APPEAR IN THE SOUTH JERSEY NEWS AT LEAST TEN DAYS PRIOR TO THE PUBLIC HEARING.**

A Resolution setting forth the Board's findings, conditions, and decision will be prepared for the Board's action at the next regular Planning Board meeting following the hearing. The Resolution will then be forwarded to the applicant. The conditions set forth must be met before deeds can be signed.

Application must also be made to the Salem County Planning Board for subdivision review. The Township must have notification of County approval or a determination that County approval is not required before deeds can be signed.

Deeds must be approved by the Planning Board Solicitor and the Township Engineer before they can be signed by the Planning Board Chairman and the Secretary. Also, all costs owed to the Township must be settled before the deeds can be signed.

Planning Board approval expires if the applicant fails to file with the County Recording Officer, Township Engineer, and Township Tax Assessor, copies of the subdivision plat or conveyance documents setting forth the Planning Board's approval within 190 days of the granting of such approval.

If you have any questions, please contact this office at your convenience. The Planning Board phone number is 935-1549 Ext. 656.

Irene Carney, Secretary

Rev: 02/12



**LOWER ALLOWAYS CREEK TOWNSHIP**  
**APPLICATION FORM FOR ACTION OF PLANNING BOARD**

APPLICATION NO. \_\_\_\_\_ NAME OR LOCATION OF SUBDIVISION \_\_\_\_\_

1. Applicant: Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

2. Agent Representing Applicant (if any) \_\_\_\_\_  
Address \_\_\_\_\_

3. Present Owner (if other than applicant) \_\_\_\_\_  
Address \_\_\_\_\_

4. Interest of Applicant \_\_\_\_\_

5. Location of Subdivision \_\_\_\_\_ Street \_\_\_\_\_  
Tax Map: Plate # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Existing Zoning \_\_\_\_\_

6. Number of Proposed Lots \_\_\_\_\_ Minimum Size Lot (Per Zoning Ord.) \_\_\_\_\_

7. Area of Entire Tract \_\_\_\_\_ Area to be Subdivided \_\_\_\_\_

8. Other Action of Board Requested \_\_\_\_\_

9. Intent of Applicant: Construct houses \_\_\_\_\_ Specify  
Sell Lots only \_\_\_\_\_ for sale \_\_\_\_\_ Other \_\_\_\_\_

10. Person Preparing Sketch Plat:  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

11. Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

12. Date Received \_\_\_\_\_ Fee \_\_\_\_\_  
Signature of Secretary of Planning Board \_\_\_\_\_

13. Recommendation of Subdivision Review Committee:  
(a) Subdivision Classification \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_  
(b) Decision \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
(c) Reasons for Action \_\_\_\_\_

Signature, Subdivision Committee Chairman \_\_\_\_\_ Date \_\_\_\_\_

14. Action of Planning Board:  
(a) Confirm Subdivision Review Committee Recommendation \_\_\_\_\_  
(b) Change Subdivision Review Committee Recommendation to: \_\_\_\_\_  
\_\_\_\_\_

AFFIDAVIT OF OWNERSHIP

This is to certify that I/we am/are the sole owner(s) of  
property located on \_\_\_\_\_ Road, and  
listed as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, on the  
Lower Alloways Creek Township Tax Map.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

Sworn and subscribed to before me  
this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

FORM NO. 4

NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.

TOWNSHIP OF \_\_\_\_\_

ZONING BOARD OF ADJUSTMENT

NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: \_\_\_\_\_ OWNER OF PREMISES \_\_\_\_\_  
\_\_\_\_\_

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Board of Adjustment of the Township of \_\_\_\_\_ for a \_\_\_\_\_ variance from the requirements of the Zoning Ordinance so as to permit \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the premises at \_\_\_\_\_ and designated as Lot \_\_\_\_\_ Block \_\_\_\_\_ on the Township Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

A public hearing has been set down for \_\_\_\_\_, 20\_\_\_\_\_, \_\_\_\_\_ P.M., in the Municipal Building, \_\_\_\_\_, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

The following described maps and papers are on file in the office of the Municipal Clerk and are available for inspection.

(Here insert description of documents).

This notice is sent to you by the applicant, by order of the Board of Adjustment.

Respectfully,

\_\_\_\_\_  
(Applicant)

**FORM NO. 5**

**NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER**

**TOWNSHIP OF \_\_\_\_\_  
ZONING BOARD OF ADJUSTMENT**

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
at \_\_\_\_\_ o'clock p.m., a hearing will be held before the  
\_\_\_\_\_ Township Zoning Board of Adjustment at the  
Municipal Building, \_\_\_\_\_ St., \_\_\_\_\_ New Jersey on the  
appeal or application of the undersigned for a variance or other relief so as  
to permit \_\_\_\_\_

\_\_\_\_\_ on the premises located at \_\_\_\_\_

and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the  
\_\_\_\_\_ Township Tax Map.

The following described maps and papers are on file in the office of the  
Municipal Clerk and are available for inspection.

(Here insert description of documents).

Any interested party may appear at said hearing and participate therein  
in accordance with the rules of the Zoning Board of Adjustment.

\_\_\_\_\_  
(Name of Applicant)

Publication Date: \_\_\_\_\_



STATE OF NEW JERSEY )  
 ) SS  
COUNTY OF SALEM )

6. I further certify that notice of this hearing was published in the "TODAY'S SUNBEAM" at least 10 days prior to the scheduled date of said hearing.

Sworn and Subscribed before  
me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_

ARTICLE VII  
FEES*Escrow : \$2000.-**Review Fees : \$150.-*

## Section 4.38 Fees.

A. The following fees shall be charged an applicant for review of an application for development by a municipal agency:

1. Variance pursuant to N.J.S.A. 40:55D-70d: \$500.00 plus review fee deposit as set forth below.
2. Any other type of variance or request made to the Board of Adjustment: \$75.00 plus review fee deposit as set forth below.
3. Direction pursuant to N.J.S.A. 40:55D-34 or 40:55D-36 (building lot in bed of mapped street, etc., or not abutting an improved street): \$100.00 plus review Fee deposit as set forth below.
4. Conditional Use: \$500.00 plus review fee deposit as set forth below.
5. Minor Subdivision: \$100.00 per lot created, excluding anyone parcel to be retained, plus review fee deposit as set forth below.
6. Preliminary Major Subdivision: \$300.00 plus \$100.00 per lot created, plus review fee deposit as set forth below.
7. Final Major Subdivision: \$300.00 plus \$100.00 per lot, plus review fee deposit and inspection fee deposit as set forth below.
8. Appeals from Planning Board to Governing Body: \$1,000.00.
9. Site Plan Review: \$1,000.00 plus review fee deposit and inspection fee deposit as set forth below.
10. Temporary Use Permit: \$1.00 per square foot per month for any structure or land use granted a temporary use permit.
11. Subdivision Certification: \$25.00.



12. Concept Plan Review with Nonbinding Comments (fees for informal review shall be credited toward fees for application for development)

- a. Subdivision of three (3) or less lots: \$25.00.
- b. Subdivision of more than three (3) lots: \$350.00.
- c. Commercial/Industrial Use: \$100.00.

13. Zoning Permit Application: \$35.00.

14. Resubmission or Revision of any Application: For any resubmission or revision of a development plan or application, there shall be paid the same fees and deposits as for a new application, which shall be in addition to the amounts paid or owed for the original application and for any previous resubmissions and revisions. Fees and deposits on account of a revised plan or application shall, at the discretion of the reviewing agency, not be required for any revision not necessary for approval but which is requested by the reviewing agency, nor for any revision not involving any additional costs of review by professional personnel or hearing expenses.

**15. Review Fee Deposit: (Amended 11-20-2007 by Ordinance 2007-16)**

a. Whenever a review fee is required, the developer shall deposit with the Municipal Treasurer, a sum of money which the Municipal Treasurer shall, in turn, deposit in a separate escrow account and carry under the municipality's trust fund section of accounts on the books of the municipality as a review fee escrow fund. The amount of money so deposited, exclusive of all other fees, shall be as follows:

(1) For major subdivisions at preliminary application and again at final application, \$800.00 per lot to be created. At the time of application for final approval any amounts remaining on deposit after the preliminary application review fees have been paid shall be credited to the deposit for the final approval review fee deposit.

(2) For minor subdivisions: \$300.00 per first lot created, and \$200.00 for each additional lot, including any parcel to be retained.

(3) For site plan review: \$1,000.00 per first acre or part thereof, plus \$200.00 each additional acre or part thereof.

(4) For variance pursuant to N.J.S.A. 40:55D 70d for a land mine: \$2,000.00 per first acre or part thereof plus \$250.00 each additional acre or part thereof.

(5) For variance pursuant to N.J.S.A. 40:55D-70d other than for a land mine: \$2,000.00 per first acre or part thereof plus \$150.00 each additional acre or part thereof.



(6) For conditional use: \$2,000.00 per first acre or part thereof plus \$150.00 for each additional acre or part thereof.

(7) Acreage for the purpose of computing the fee for a land mine development application shall include all area within the mandatory buffer area, the buffer area itself plus any improvements outside the buffer area.

(7.1) All other review fees not specifically mentioned above: \$2,000.00.

(8) Said fund is to be used to pay the fees of any professional or technical personnel retained or employed by the Township to assist in processing, reviewing, making recommendations and testifying concerning the subject application.

(9) Within forty-five (45) days after the filing of an application for development, the Planning Board shall review said application for development to determine whether the escrow amount set forth above is adequate. In conducting such review said Board shall consider the following criteria:

- (a) The presence or absence of public water and/or sewer servicing the site.
- (b) Environmental considerations, including but not limited to geological, hydrological and ecological factors.
- (c) Traffic impact of the proposed development.
- (d) Impact of the proposed development on existing aquifer and/or water quality.
- (e) Impact of the proposed development on off tract facilities.
- (f) Surface drainage impact on the site or on surrounding properties of facilities.

(10) Upon completion of said review and within said forty-five (45) day period, the Board shall adopt a resolution specifying whether the escrow amount specified above is sufficient, excessive or insufficient. In the event the Board shall determine that said amount is excessive, it shall in the resolution specify the amount that shall be deemed sufficient. In the event the Board shall determine that the amount specified above is insufficient, it shall so specify and shall further set forth the amount required to be posted in light of the criteria specified herein. In the event the Board shall determine that it is appropriate that no escrow be posted, it shall so specify in its resolution.

(11) No application for development shall be deemed complete until such time as the applicant shall have posted with the Township of Lower Alloways Creek in cash, certified check or money order the amount of escrow deposit determined by the Planning Board to be required in accordance with the provisions of this ordinance.

(12) If at any time it becomes evident that the escrow fund is, or will become, insufficient to cover all reasonable fees for the required professional or technical services, the applicant shall increase the fund as determined by the reviewing agency.



(13) All sums not actually so expended for professional or technical services shall be refunded to the applicant within one hundred twenty (120) days after certification by the Board Chairman that said application has been finally determined. **"Finally determined" shall be**

- (1) denial of preliminary approval; or
- (2) denial of final approval; or
- (3) compliance with all conditions following final approval; or
- (4) withdrawal of application; or
- (5) expiration of approval.

16. Inspection Fees: Prior to final approval of the subdivision or site plan, the developer shall deposit with the Municipal Treasurer, a sum of money which the Municipal Treasurer shall, in turn, deposit in a separate escrow account and carry under the municipality's trust fund section of accounts on the books of the municipality as an inspection fee escrow fund. The amount of money so deposited, exclusive of all other fees shall equal four (4%) percent of the cost of all improvements required as a condition of subdivision, site plan, land mining or earth extraction approval as such cost is estimated by the Municipal Engineer. However, there shall be a minimum inspection fee escrow deposit of \$300.00 even though the aforesaid computation produces a lesser amount, unless there are no improvements required for the subdivision or site plan approval, in which case there shall be no inspection fee escrow fund established.

a. Said escrow fund shall be used to pay the fees of professional personnel employed to inspect and approve the construction of the improvements required for subdivision or site plan approval. Any excess of funds in the escrow at the time when all improvements have been finally accepted or approved shall be returned to the developer. If at any time it becomes evident that the escrow fund is or will be insufficient to cover said inspection fees, the developer shall increase the fund as required by the approving municipal agency.

b. All fees shall be paid by the applicant or appellant to the Secretary or Clerk of the municipal agency to which the application or appeal is being made at the same time as the application is submitted or the appeal is filed. Said fee shall then be turned over to the Municipal Treasurer within forty-eight (48) hours of receipt.

c. Whenever a term is used in this ordinance which is defined in the "Municipal Land Use Law," such term is intended to have the meaning set forth in the definition of such term found in such statute, unless a contrary intention is clearly expressed from the context of this ordinance.

d. All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

e. The fee for the purchase of the Land Use Ordinance of the Township of Lower Alloways Creek is hereby set in the amount of sixty (\$60.00) dollars.

- f. When an amount of money in excess of \$5,000.00 shall be deposited by an applicant in escrow for review fees or inspection fees, the Township shall not refund an amount of interest earned on such deposit which does not exceed \$100.00 per year. If the amount of interest exceeds \$100.00 per year, that entire amount shall belong to the applicant and shall be refunded to him by the Township annually or at the time the deposit is repaid or applied to the purposes for which it was deposited, as the case may be; except, that the Township may retain thirty-three and one-third (33 1/3%) percent of such interest for administrative and custodial expenses.

(Ord. No.97-8; Ord. No.2000-9; Ord. No.2001-6)



## **APPENDIX B APPLICATION CHECKLISTS**

### **SCHEDULE A GENERAL REQUIREMENTS (Township of Lower Alloways Creek)**

The following requirements apply to all development applications submitted to either the Planning Board or the Zoning Board of Adjustment.

A. Administrative Items. All applications submitted shall include one (1) original and eighteen (18) copies of the following information, in addition to the plat details noted in Subsection B. below, and as required in the following checklists for the specific application type.

1. The appropriate application form(s), completely filled in and signed by the applicant, the subdivision plan or site plan, and supporting information. If any item is not applicable to the application, it should be so indicated on the application form(s) or checklist.
2. Certificate from the Tax Collector that all taxes are paid.
3. Receipt from the Planning Board Secretary indicating that all application and escrow fees are paid.
4. Affidavit of ownership. If applicant is not the owner, applicant's interest in land, i.e., tenant, contract-purchaser, lienholder, etc., and an executed copy of the document creating that interest.
5. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least ten (10) percent of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.
6. Names and addresses of witnesses and their expertise, if any.
7. A list of any checklist requirement(s) for which waiver approval is sought with a statement justifying the need for said waiver(s).
8. A list of any design standards, zoning requirements or other information for which either waiver or variance approval is sought, accompanied by a separate statement explaining the basis and reason for the relief sought.
9. Documentation from the NJDEP Division of Coastal Resources regarding coastal permit jurisdiction under CAFRA, the Wetlands Act of 1970, and all other applicable waterfront development statutes.

**Schedule A - Cont.**

10. Documentation from the Federal Emergency Management Agency (FEMA) regarding stream encroachment permits if the subject property is within the A-4 Flood Zone.

11. Other Information. The Planning Board or Zoning Board, may require such additional information not specified herein, or any revisions in the accompanying documents, as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application have been met. The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required by the Planning Board or Zoning Board.

12. If an on-site septic system is proposed, the results and location(s) of all percolation or permeability tests and test borings shall be shown on the plan, for each proposed building lot and a report from the Salem County Health Department as to the suitability of each proposed building lot for an on-site septic disposal system.

13. The location, described by metes and bounds, of any and all wetland areas and required wetlands transition areas as required by the "Freshwater Wetlands Protection Act Rules" (N.J.A.C. 7:7A), or an NJDEP Letter of Interpretation indicating that the proposed development does not require a wetlands permit or delineation.

OR

The locations of any and all wetland areas and required wetlands transition areas within the proposed development as required under the Freshwater Wetlands Protection Act and rules and regulations promulgated by the NJDEP indicating that the proposed activity within the subdivision requires no wetlands permit or delineation; provided, however, in the case of a minor subdivision, the Township Engineer may waive this requirement if the applicant submits a signed statement by a New Jersey licensed engineer, surveyor or planner that:

- a. He/she has personally visited the subject property and conducted a site investigation as necessary to determine that there are not freshwater wetlands or transition areas on the subject property; and
- b. He/she has examined the National Wetlands Inventory map; and
- c. He/she has reviewed the soils on the site as set forth in the Salem County Soil Survey; and
- d. He/she has certified that there are no freshwater wetlands or transition areas on the subject property.



**Schedule A - Cont.**

14. A copy of any protective covenants or deed restrictions applying to the land.
  15. Photographs of the property where necessary to show any unusual topographic, environmental or physical aspect of the site. This would include but not be limited to vegetation, natural drainageways, wetlands and existing structures and improvements.
  16. Survey map dated and prepared not more than one (1) year from the date of application by a licensed surveyor of New Jersey, showing boundaries of the properties, lines of all existing streets and roads, easements, rights-of-way, and areas dedicated to public use within two hundred (200) feet of the development. These shall be dimensioned and where applicable, referenced as to direction.
  17. An environmental impact statement as required by Section 4.11.
- B. Plan Details. All plans submitted shall contain the following information, in addition to the specific plat details as required in the accompanying application checklists.
1. Title block denoting type of application, tax map sheet, name of county and municipality, block and lot numbers, and street address.
  2. Name, address and signature of landowner and applicant. If a corporation is landowner or applicant, the principal office address, name and signature of the president and secretary, shall be included.
  3. Name, address and professional license number and seal of the professional(s) preparing documents and drawings. All plats, except those prepared at the concept stage, shall be signed and sealed as required by applicable State statute.
  4. Signature lines for the Planning Board or Zoning Board Chairman and Secretary, Municipal Clerk and Municipal Engineer, as appropriate.
  5. North arrow, drawing scale, date of plat and any modifications thereto.
  6. All plans shall be based on accurate information at a scale of not more than one inch equals sixty feet (1" = 60') to enable the entire tract to be shown on one sheet.
  7. A location map at a scale of one inch equals one thousand feet (1" = 1,000') or larger scale, showing the entire tract and its relation to the neighborhood within one thousand (1,000) feet giving the accurate location of all existing and proposed property and street lines. This map should also show any contiguous lot in which the applicant has any direct or indirect interest, and the nature of the applicant's interest.



**Schedule A - Cont.**

8. The location, architectural design and approximate age of existing houses, buildings and other structures within the subject site and within two hundred (200) feet thereof, with accurate dimensions from all existing and proposed lot lines, and notations as to whether the houses, buildings and other structures will be retained or removed.

9. The location of existing and proposed streets, roads, vehicle accessways, easements, utility easements, public rights-of-way, streams, bridges, drainage ditches, pipes and culverts, watercourses and floodplains in and within five hundred (500) feet of the subject site.

10. The existing and proposed lot layout and lot dimensions with the lot area of each lot in square feet and acreage, all required setback lines, and any other areas restricted by municipal zoning regulations. Lot acreage shall be based on an outbound survey performed by a New Jersey Licensed Surveyor.

11. The zoning classification of the site and all adjoining lands, including the quantitative aspects of the proposal such as improvement coverage, number of units, square feet of construction, value of construction, density, coverage, number of employees, number of residents and area of land, etc. Specifically identified on the plan, in tabular form, shall be pertinent zoning data, indicating the bulk/area requirements of the zone in which the proposed development is located and how the proposed development corresponds to the zoning requirements.

12. Contours at five (5) foot intervals for slopes averaging ten (10%) percent or greater, and at two (2) foot intervals for land of lesser slope. Contours shall be in the United States Coast and Geodetic Control Survey Datum. Existing contours are to be indicated by short dashed lines. Proposed contours shall be indicated by bold, solid lines. Location of existing high points, watercourses and drainageways, depressions, ponds, marshes, wetlands and buffers, vegetation, wooded areas and other significant existing features including previous flood elevations of watercourses, ponds and areas as determined by survey.

13. Boundary limits, nature and extent of wooded areas, location of all trees with a diameter at breast (dbh) of ten (10) inches or greater, historic sites and structures, and other significant physical features.

14. Vehicular and pedestrian circulation patterns, including the proposed location of at least one possible driveway or other entrance onto a public street for each dwelling unit or principal structure, and the size and location of driveways, sidewalks, fire lanes and curb cuts.

15. Parking plan (where applicable) showing spaces (size and type), aisle width, curb cuts, driveways, and ingress and egress with dimensions.

**Schedule A - Cont.**

16. Sight triangles and curb radii at all intersections.
17. All existing and/or proposed front property corners shall be staked in the field to clearly identify the limits of existing and proposed lots.
18. For any application where found necessary by the Planning Board to assure that there is no adverse effect on the development or provisions of access to the remainder of the tract, a rough indication of an acceptable layout of the remainder of the tract.
19. All land to be dedicated to the municipality or to be reserved for specific use.
20. The location of any municipal boundary within two hundred (200) feet of the site.
21. The names and addresses of all property owners within two hundred (200) feet of the site, including their block and lot, and use classification, as disclosed by the most recent municipal tax records.
22. Any existing protective covenants, easements or deed restrictions applying to the land shall be shown graphically.
23. A statement of the impact of the development upon any structure of historic significance on or within 200 feet of the subject site.
24. Size, height and location of all proposed buildings (including grades), structures, signs and fences, including details for any signs, fences and trash enclosures.
25. The proposed location, height, direction of illumination, power and type of proposed outdoor lighting including details of lighting poles and luminaires, hours and time of lighting.
26. Identification of each abutting parcel of land that is assessed as farmland qualified under the New Jersey Farmland Assessment Act.  
(Ord. No. 97-5)



**APPENDIX B**  
**APPLICATION CHECKLIST**

**SCHEDULE B**  
**MINOR SUBDIVISION**  
**(Township of Lower Alloways Creek)**

Plan Details - In addition to the items required by Checklist A, all minor subdivision plans filed by plat shall be drawn in ink on tracing cloth or its equivalent in compliance with all provisions of the "Map Filing Law," and shall contain the following:

1. Each block and lot numbered in accordance with the system of numbers which will ultimately be the numbers shown on the Township tax map.
2. Acreage of tract(s) to be subdivided to nearest tenth of an acre and the remaining parcel(s).
3. All proposed lot lines and lot lines to be eliminated clearly indicated with bearings and distances, and the approximate area of all lots in square feet.
4. The location, size and direction of flow of all streams, drainage structures and ditches within the area to be subdivided and within five hundred (500) feet of the subdivision.
5. For all applications involving the creation of more than two (2) lots, spot elevations on lot corners and for any application where found necessary by the approving authority, sufficient topographic information for a proper determination of requirements, but not exceeding the topographic information requirement applicable to preliminary major subdivision approval.
6. Existing and proposed monuments.
7. No minor subdivision involving any corner lot shall be approved unless a sight triangle easement shall be granted as specified in this ordinance.
8. Deed descriptions including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications shall be submitted for approval and required signatures prior to filing with the County Recording Officer.  
(Ord. No. 97-5)