Riverside Township
Minor Subdivision Plat Checklist

Name of Applicant _____

Instructions

1. This checklist relates to the submission of minor subdivision plan applications. If your application will require a variance, conditional use, or site plan, applications for these components must also be submitted.

2. You must address each of the items listed on the checklist in your application submission. If your plans do not include an item, you will be deemed incomplete.

3. Non-applicable. You may only indicate that a particular item is non-applicable (N/A) for the items which clearly do not apply to your application. If the item is applicable, you will be deemed incomplete.

4. Waiver requests. You may request that a specific item be waived by marking the appropriate "waiver requested" box and by providing written justification for the request. A determination of any waiver request will be made based upon the written justification. Waivers will only be granted for good and specific reasons and for information that is not necessary for the Board's subdivision approval determination. Please be advised that applications that request waivers will not be deemed complete unless the Board grants the waivers requested.

5. Complete/Incomplete Applications. Please be advised that applications will not be heard by the Board until them have been deemed complete. Applications will not be scheduled and public notices should not be issued or published until the application is deemed complete by the Planning Board. Incomplete applications have no legal status. The time for a decision will only commence when an application is deemed complete.

6. *The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information shall include but not be limited to drainage calculations and traffic analyses; provided however, that no application shall be declared incomplete for the lack of such additional information.*

General Application Requirements

Check		
		Completed Application Form
		Completed Checklist(s)
		Escrow fee and completed escrow agreement
		Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
		Copies of any existing/proposed protective covenants or deed restrictions applying to the land being developed
		Evidence of the submission of the applications for other agency approvals having jurisdiction

Minor Subdivision Plan Requirements

Check	
A.	**Professional Preparation**
1.	Minor Subdivision Plans shall be drawn by a professional engineer and/or land surveyor licensed to practice in the State of New Jersey provided that all engineering data shall be signed and sealed by a professional engineer and all surveying data shall be signed and sealed by a professional land surveyor.
B.	**Plan Format**
1.	**Appropriate Plan Scale** not less than one inch equals 50 feet submitted on one of four of the following standard sheet sizes: 8½ inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; or 30 inches by 42 inches. All plan sheets shall be folded into eighths with the title block revealed.
2.	**Overall Subdivision Plan** at a scale not less than 1"=100' is required if more than one sheet is required to show the entire tract being subdivided at the specified scale; the overall subdivision plan shall show the entire Site and contain a key map indicating the sheets on which the various sections are shown;
3.	**Title Block** on each sheet in accordance with N.J.S.A 45:8-36 including the following information: (a) Subdivision Name (b) Township of Riverside, Burlington County, (c) Name, title, address and telephone number of the developer; (d) Name, title, address, telephone number, signature, seal, license number of professional who prepared the plan; (e) Name, title and address of the owner or owners of record; (f) Scale (written and graphic); (g) Date of original preparation and of each subsequent revision thereof
4.	**North Arrow** on each sheet.
C.	**Title Sheet** **Each major subdivision plan shall show the following information on the title sheet:**
1.	**Key Map** at a scale of one inch equals not more than 400 feet showing the following information:. (a) Zoning districts and boundary delineations; (b) Streets and roads (c) Streams, water bodies and watercourses (d) Property lines; Block/lot designations
2.	**Signed Owner's Certification** indicating that the owner has given consent for the application.
3.	**Approval Signature Lines** for Chairman; Secretary; and Board Engineer.
4.	**Zoning Comparison Table** comparing each proposed lot with all applicable zoning provisions
D.	**Subdivision Plan** **The Subdivision Plan drawing shall show the following information:**
1.	**Tract Acreage** and area to be disturbed (to the nearest tenth of an acre)
2.	**Names of all property owners** and lot and block numbers within 200 feet of the extreme limits of the tract
3.	**Tax sheet, block and lot number**(s) of the lot(s) being subdivided and designations for proposed lots;
4.	**Tract boundary and subdivision lines**; bearings and distances of each lot; number of lots;
5	**Existing and proposed structure** locations, height and size; fences; accessory structures
6.	**Existing and Proposed street and lot layout** with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract and existing lot lines to be eliminated.
7.	**Existing and Proposed easements** and rights-of-way; their location and size; the use(s) for which they are intended to be limited, the manner in which the easements will be controlled and to whom they will be granted.
8.	**Permanent monuments** shall be shown, in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9 et seq.
9.	**Dimensions** necessary to confirm conformity to this chapter including structure setbacks, structure heights, yards, building/lot coverage, and floor area ratios for each proposed lot.
10.	**Street Plans** including width of cartway and right-of-way; sight triangles curb radii, and related information
11.	**Access Plan** indicating the means of vehicular access and egress from public streets, location of driveways, sidewalks, fire lanes and curb cuts; channelization; acceleration and deceleration lanes; signalization; and other proposed devices needed to prevent a difficult traffic situation; location and design of any off-street parking or loading area, showing the size and location of bays, aisles and barriers, curbing and paving specifications;
12.	**Street Profiles and Cross Sections,** on same or separate sheet, of all existing and proposed streets within and abutting the tract and related street construction details;

E.	**Existing Conditions Plan.** **A minor subdivision application shall clearly indicate the existing conditions on the site. The existing site conditions should be shown on a separate Existing Conditions Plan or may be shown on another required drawing if they can be clearly represented.**
1.	**Man-made and Natural Features**, such as bridges, wetlands, treed areas, high points, marshes and depressions, both within the tract and within 100 feet of its boundaries. A Letter of Interpretation (LOI) from the NJ DEP shall be submitted for all delineated wetlands.
2.	**Watercourse and water bodies** within the tract and within 200 feet of the tract shall be shown
3.	**Trees or groups of trees** with *dbh* > 12 inches; Indicate location and species of these trees with an indication of whether they are to be preserved or removed;
4.	**Existing topographic contours** shall be shown as a dashed line at intervals of one foot where slopes are less than 5%; intervals of two feet where slopes are shown between 5% and 10%; and at intervals of five feet where slopes exceed 10%. All contour information shall be related to United States Geological Survey datum.
5.	**Existing structures and their uses**, within the tract and within 100 feet of its boundary, showing existing front, rear and side yard setback distances and an indication of whether the structures and uses will be retained or removed.
6.	**Existing easements and rights-of-way;** their location and size; the use(s) for which they are intended to be limited, the manner in which the easements are controlled and to whom they were granted.
7.	**Existing utility structures** including location and size of all pipes and structures including water and sewer mains, valves, hydrants, gas transmission lines and high-tension power lines on the tract and within 100 feet thereof;
F.	**Stormwater Management/Grading Plan** **A minor subdivision application shall include a grading plan that clearly indicates existing and proposed site grading. The grading plan can be combined with the Utilities Plan or the Subdivision Plan to reduce the number of drawings provided that the information is clearly represented.**
1.	**Existing Topographic contours** from the Existing Conditions Plan shall be shown as screened or dashed lines
2.	**Proposed contours** shall be shown as a solid line at intervals of one foot where slopes are less than 5%, intervals of two feet where slopes are shown between 5% and 10% and at intervals of five feet where slopes exceed 10%. All contour information shall be related to United States Geological Survey datum.
3.	**Stormwater management facilities** including all existing and proposed storm sewer lines within or adjacent to the tract, showing profile, size and slope of the lines, direction of flow; location of each catch basin, inlet, manhole, culvert, headwall and utility lines, including pipe size and grades; detention and retention basins or other water or soil conservation or drainage devices; conservation easements; stream encroachment lines;
4.	**Drainage Area** to each inlet or cross drain; pre-developed and post-developed shed plan; weighted runoff coefficient for each area used in the computations;
5.	**Test boring data** including logs, percolation rates and water levels
6.	**Cross sections and Details**, on same or separate sheet, of watercourses and/or drainage swales showing the extent of the floodplain, top of bank, normal water levels and bottom elevations at the locations required by the Board Engineer; Basin cross sections every 50 feet at right angles to the long access of the basin, each extending 75 feet beyond the top of the rim of the basin on each side;
G.	**Utilities Plan.** **A minor subdivision application shall include a Utilities Plan that clearly indicates existing and proposed utilities. The Utilities Plan may be combined with another required plan provided that the information is clearly presented.**
1.	**Existing utility structures** including location and size of all pipes and structures including water and sewer mains, valves, hydrants, gas transmission lines, power distribution lines on the tract and within 100 feet thereof.
2.	**Proposed utility improvements** including location and size of proposed water and sewer mains, connections to gas, telephone and electrical utility systems; If private utilities are proposed, they shall comply fully with all township, county, state and federal regulations.
4.	**Fire Protection Plan** indicating location of fire lanes, hydrants, code designation of structures; fire protection practices; fire flow data;
3.	**Profiles and Details** of existing/proposed sanitary sewage facilities and water mains with proposed connections.

H.	**Landscaping Plan.** **A minor subdivision application shall include a Landscaping Plan that indicates the existing vegetative conditions, areas that are to be protected or preserved, and proposed landscaping. The Landscaping Plan may be combined with another required drawing provided that the information is clearly presented.**
1.	**Location of all proposed plantings**, screening and buffering,
2.	**Planting Legend** listing the botanical and common names, sizes, and total quantity of each plant keyed to the plan.
3.	**Proposed contours** in landscaped areas;
I.	**Lighting Plan.** **A minor subdivision application shall contain a street lighting plan to indicate the existing and proposed lighting conditions. The Lighting Plan may be combined with the Landscaping Plan to reduce the number of drawings.**
1.	**Outdoor lighting** location, height, direction of illumination, power, and type including details of lighting poles and luminaries, hours and time of lighting;
2.	**Photometric contours** for each light fixture;
J.	**Soil Erosion and Sediment Control Plan.** **A minor subdivision application shall include a Soil Erosion and Sediment Control Plan prepared in accordance with NJSA 4:24-39 et. seq. if it will disturb more than 5,000 square feet.**
1.	**Soil Erosion and Sediment Control** Plan as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Burlington County Soil Conservation District.
2.	**Notes and Details** of Soil Erosion and Sediment Control Plan
K.	**Architectural Plans** **A minor subdivision application shall include architectural drawings of the proposed structures prepared by a licensed architect;**
1.	**Building elevations** (typical) of the proposed dwellings or structures;

Riverside Township
Preliminary Major Subdivision Plat Checklist

Name of Applicant _____

Instructions

1. This checklist relates to the submission of preliminary major subdivision applications. If your application will require a variance, conditional use, or site plan, applications for these components must also be submitted.

2. You must address each of the items listed on the checklist in your application submission. If your plans do not include an item, you will be deemed incomplete.

3. Non-applicable. You may only indicate that a particular item is non-applicable (N/A) for the items which clearly do not apply to your application. If the item is applicable, you will be deemed incomplete.

4. Waiver Requests. You may request that a specific item be waived by marking the appropriate "waiver requested" box and by providing written justification for the request. A determination of any waiver request will be made based upon the written justification. Waivers will only be granted for good and specific reasons and for information that is not necessary for the Board's subdivision approval determination. Please be advised that applications that request waivers will not be deemed complete unless the Board grants the waivers requested.

5. Complete/Incomplete Applications. Please be advised that applications will not be heard by the Board until them have been deemed complete. Applications will not be scheduled and public notices should not be issued or published until the application is deemed complete by the Planning Board. Incomplete applications have no legal status. The time for a decision will only commence when an application is deemed complete.

6. *The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information shall include but not be limited to drainage calculations and traffic analyses; provided however, that no application shall be declared incomplete for the lack of such additional information.*

General Application Requirements

Check		
		Completed Application Form(s)
		Completed Checklist(s)
		Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
		Escrow fee and completed escrow agreement
		Environmental Impact Statement
		Drainage Calculations for Stormwater Management System
		Copies of any existing/proposed protective covenants or deed restrictions applying to the land being developed
		Evidence of the submission of the applications for other agency approvals having jurisdiction

Preliminary Major Subdivision Plat Requirements

Check		
	A.	**Professional Preparation**
	1.	Major Subdivision Plats shall be drawn by a professional engineer and/or land surveyor licensed to practice in the State of New Jersey provided that all engineering data shall be signed and sealed by a professional engineer and all surveying data shall be signed and sealed by a professional land surveyor.
	B.	**Plat Format**
	1.	**Appropriate Plat Scale** not less than one inch equals 50 feet submitted on one of four of the following standard sheet sizes: 8½ inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; or 30 inches by 42 inches. All plan sheets shall be folded into eighths with the title block revealed.
	2.	**Overall Subdivision Plat** at a scale not less than 1"=100' is required if more than one sheet is required to show the entire tract being subdivided at the specified scale; each detail sheet shall contain a key map indicating the relation of the sheet to the entire tract;
	3.	**Title Block** on each sheet in accordance with N.J.S.A 45:8-36 including the following information: (a) Subdivision Name (b) Township of Riverside, Burlington County, (c) Name, title, address and telephone number of the developer; (d) Name, title, address, telephone number, signature, seal, license number of professional who prepared the plan; (e) Name, title and address of the owner or owners of record; (f) Scale (written and graphic); (g) Date of original preparation and of each subsequent revision thereof
	4.	**North Arrow** on each sheet.
	C.	**Title Sheet** **Each preliminary major subdivision application shall show the following information on the title sheet:**
	1.	**Key Map** at a scale of one inch equals not more than 400 feet showing the following information:. (a) Zoning districts and boundary delineations; (b) Streets and roads (c) Streams, water bodies and watercourses (d) Property lines; Block/lot designations
	2.	**Signed Owner's Certification** indicating that the owner has given consent for the application.
	3.	**Approval Signature Lines** for Chairman; Secretary; and Board Engineer.
	4.	**Zoning Comparison Table** comparing each proposed lot with all applicable zoning provisions
	D.	**Preliminary Major Subdivision Plat** **The Preliminary Major Subdivision Plat shall show the following information:**
	1.	**Tract Acreage** and area to be disturbed (to the nearest tenth of an acre)
	2.	**Names of all property owners** and lot and block numbers within 200 feet of the extreme limits of the tract
	3.	**Tax sheet, block and lot number**(s) of the lot(s) being subdivided and designations for proposed lots;
	4.	**Tract boundary and subdivision lines**; bearings and distances of each lot; number of lots;
	5	**Existing and Proposed Structures** indicating the location, height and size of all structures including all accessory structures (fences, garages, trash enclosures) and showing structures to be constructed, removed and retained within the tract and within 100 feet of its boundary as well as all applicable front, rear and side yard setback distances;
	6.	**Existing and Proposed Streets** including width of cartway and right-of-way; sight triangles, curb radii, curve data, and all related street plan information;
	7.	**Existing and Proposed easements** and rights-of-way; their location and size; the use(s) for which they are intended to be limited, the manner in which the easements will be controlled and to whom they will be granted.
	8.	**Permanent monuments** shall be shown, in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9 et seq.
	9.	**Existing and Proposed Site Access Information** indicating the means of vehicular access and egress from public streets; the location of driveways, sidewalks, fire lanes and curb cuts; channelization; acceleration/deceleration lanes; signalization; and other proposed traffic control devices; and the location and design of any off-street parking or loading area showing the size and location of bays, aisles and barriers; curbing and paving details/specifications;
	10.	**Street Profiles and Cross Sections,** on same or separate sheet, of all existing and proposed streets within and abutting the tract and related street construction details;
	11.	**Dimensions** necessary to confirm conformity to this chapter including structure setbacks, structure heights, yards, building/lot coverage, and floor area ratios for each proposed lot.

E.	**Existing Conditions Plan.** **A major subdivision application shall clearly indicate the existing conditions on the site. The existing site conditions should be shown on a separate Existing Conditions Plan or may be shown on another required drawing if they can be clearly represented.**
1.	**Man-made and Natural Features**, such as bridges, wetlands, treed areas, high points, marshes and depressions, both within the tract and within 100 feet of its boundaries. A Letter of Interpretation (LOI) from the NJ DEP shall be obtained and cited and all delineated wetlands shall be defined by metes and bounds;
2.	**Watercourses/bodies, and floodplains** within the tract and within 100 feet of its boundary shall be shown; The basis of the floodplain delineation shall be indicated.
3.	**Existing Vegetation Information** indicating the location of all trees or groups of trees with a *dbh* in excess of 12 inches; and the location and species of trees to be preserved and removed;
4.	**Existing Topographic Contours** shall be shown as a dashed line at intervals of one foot where slopes are less than 5%; intervals of two feet where slopes are shown between 5% and 10%; and at intervals of five feet where slopes exceed 10%. All contour information shall be related to United States Geological Survey datum.
5.	**Existing Structures/Uses**, within the tract and within 100 feet of its boundary, showing existing front, rear and side yard setback distances and an indication of whether the structures and uses will be retained or removed;
6.	**Existing easements and rights-of-way;** their location and size; the use(s) for which they are intended to be limited, the manner in which the easements are controlled and to whom they were granted.
7.	**Existing utility structures** including location and size of all pipes and structures including water and sewer mains, valves, hydrants, gas transmission lines and high-tension power lines on the tract and within 100 feet therof;
F.	**Stormwater Management/Grading Plan** **A major subdivision application shall include a grading plan that clearly indicates existing and proposed site grading. The grading plan can be combined with the Utilities Plan or the Subdivision Plan to reduce the number of drawings provided that the information is clearly represented.**
1.	**Existing Topographic contours** from the Existing Conditions Plan shall be shown as screened or dashed lines
2.	**Proposed contours** shall be shown as a solid line at intervals of one foot where slopes are less than 5%, intervals of two feet where slopes are shown between 5% and 10% and at intervals of five feet where slopes exceed 10%. All contour information shall be related to United States Geological Survey datum.
3.	**Stormwater management facilities** indicating the location, size, profile, slope, and flow direction of all existing and proposed storm sewer lines, catch basins, inlets, manholes, culverts, headwalls, (including rim elevations and inverts); detention/retention basins and any other water/soil conservation or drainage devices; and any 100 year floodplain; stream encroachment lines; or conservation easements within or adjacent to the tract;
4.	**Drainage Plan Information** showing the pre-developed and post-developed drainage shed plan; the drainage area to each inlet or cross drain; and the weighted runoff coefficient for each area used in the drainage computations;
5.	**Test boring data** including logs, percolation rates and water levels
6.	**Cross sections and Details**, on same or separate sheet, of watercourses and/or drainage swales showing the extent of the floodplain, top of bank, normal water levels and bottom elevations at the locations required by the Board Engineer; Basin cross sections every 50 feet at right angles to the long access of the basin, each extending 75 feet beyond the top of the rim of the basin on each side;
G.	**Utilities Plan.** **A major subdivision application shall include a Utilities Plan that clearly indicates existing and proposed utilities. The Utilities Plan may be combined with another required plan provided that the information is clearly presented.**
1.	**Existing utility structures** including location and size of all pipes and structures including water and sewer mains, valves, hydrants, gas transmission lines, power distribution lines on the tract and within 100 feet therof.
2.	**Proposed utility improvements** including location and size of proposed water and sewer mains, connections to gas, telephone and electrical utility systems; If private utilities are proposed, they shall comply fully with all township, county, state and federal regulations.
4.	**Fire Protection Plan** indicating location of fire lanes, hydrants, code designation of structures; fire protection practices; fire flow data;
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H.	**Landscaping Plan.** **A major subdivision application shall include a Landscaping Plan that indicates the existing vegetative conditions, areas that are to be protected or preserved, and proposed landscaping. The Landscaping Plan may be combined with another required drawing provided that the information is clearly presented.**
1.	**Location of all proposed plantings**, screening and buffering,
2.	**Planting Legend** listing the botanical and common names, sizes, and total quantity of each plant keyed to the plan.
3.	**Proposed contours** in landscaped areas;
I.	**Lighting Plan.** **A major subdivision application shall contain a street lighting plan to indicate the existing and proposed lighting conditions. The Lighting Plan may be combined with the Landscaping Plan to reduce the number of drawings.**
1.	**Outdoor lighting** location, height, direction of illumination, power, and type including details of lighting poles and luminaries, hours and time of lighting;
2.	**Photometric contours** for each light fixture;
J.	**Soil Erosion and Sediment Control Plan.** **A major subdivision application shall include a Soil Erosion and Sediment Control Plan prepared in accordance with NJSA 4:24-39 et. seq.**
1.	**Soil Erosion and Sediment Control** Plan as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Burlington County Soil Conservation District.
2.	**Notes and Details** of Soil Erosion and Sediment Control Plan
K.	**Architectural Plans** **A major subdivision application shall include architectural drawings of the proposed structures prepared by a licensed architect;**
1.	**Building elevations** (typical) of the proposed dwellings or structures;

Riverside Township
Final Major Subdivision Plat Checklist

Name of Applicant _____

Instructions

1. This checklist relates to the submission of final major subdivision applications. If your application will require a variance, conditional use, or site plan applications, these components must also be submitted.

2. You must address each of the items listed on the checklist in your application submission. If your plans do not include an item, you will be deemed incomplete.

3. Non-applicable. You may only indicate that a particular item is non-applicable (N/A) for the items which clearly do not apply to your application. If the item is applicable, you will be deemed incomplete.

4. Waiver Requests. You may request that a specific item be waived by marking the appropriate "waiver requested" box and by providing written justification for the request. A determination of any waiver request will be made based upon the written justification. Waivers will only be granted for good and specific reasons and for information that is not necessary for the Board's subdivision approval determination. Please be advised that applications that request waivers will not be deemed complete unless the Board grants the waivers requested.

5. Complete/Incomplete Applications. Please be advised that applications will not be heard by the Board until them have been deemed complete. Applications will not be scheduled and public notices should not be issued or published until the application is deemed complete by the Planning Board. Incomplete applications have no legal status. The time for a decision will only commence when an application is deemed complete.

6. *The Board reserves the right to require additional information before granting final approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information shall include but not be limited to drainage calculations and traffic analyses; provided however, that no application shall be declared incomplete for the lack of such additional information.*

General Application Requirements

Check		
		Completed Application Form(s)
		Completed Checklist(s)
		Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
		Escrow fee and completed escrow agreement
		Environmental Impact Statement approved by Board Planner and Engineer
		Drainage Calculations for Stormwater Management System approved by Board Engineer
		Preliminary Subdivision Plat approved and signed by Board Officials and Board Engineer
		Copies of any existing/proposed protective covenants or deed restrictions applying to the land being developed
		Evidence of the submission of the applications for other agency approvals having jurisdiction
		Certification from Township Engineer that required improvements have been installed or bonds posted

Final Major Subdivision Plat Requirements

Check	
A.	**Professional Preparation**
1.	Major Subdivision Plats shall be drawn by a professional engineer and/or land surveyor licensed to practice in the State of New Jersey provided that all engineering data shall be signed and sealed by a professional engineer and all surveying data shall be signed and sealed by a professional land surveyor.
B.	**Plat Format**
1.	**Appropriate Plat Scale** not less than one inch equals 50 feet submitted on one of four of the following standard sheet sizes: 8½ inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; or 30 inches by 42 inches. All plan sheets shall be folded into eighths with the title block revealed.
2.	**Overall Subdivision Plat** at a scale not less than 1"=100' is required if more than one sheet is required to show the entire tract being subdivided at the specified scale; each detail sheet shall contain a key map indicating the relation of the sheet to the entire tract;
3.	**Title Block** on each sheet in accordance with N.J.S.A 45:8-36 including the following information: (a) Subdivision Name (b) Township of Riverside, Burlington County, (c) Name, title, address and telephone number of the developer; (d) Name, title, address, telephone number, signature, seal, license number of professional who prepared the plan; (e) Name, title and address of the owner or owners of record; (f) Scale (written and graphic); (g) Date of original preparation and of each subsequent revision thereof
4.	**North Arrow** on each sheet.
C.	**Title Sheet** **Each final major subdivision application shall show the following information on the title sheet:**
1.	**Key Map** at a scale of one inch equals not more than 400 feet showing the following information:. (a) Zoning districts and boundary delineations; (b) Streets and roads (c) Streams, water bodies and watercourses (d) Property lines; Block/lot designations
2.	**Signed Owner's Certification** indicating that the owner has given consent for the application.
3.	**Approval Signature Lines** for Chairman; Secretary; and Board Engineer.
4.	**Zoning Comparison Table** comparing each proposed lot with all applicable zoning provisions
D.	**Final Major Subdivision Plat** **The Final Major Subdivision Plat shall show the following information:**
1.	**Tract Acreage** and area to be disturbed (to the nearest tenth of an acre)
2.	**Names of all property owners** and lot and block numbers within 200 feet of the extreme limits of the tract
3.	**Tax sheet, block and lot number**(s) of the lot(s) being subdivided and designations for proposed lots;
4.	**Tract boundary and subdivision lines**; bearings and distances of each lot; number of lots; ***All dimensions of the exterior boundaries of the subdivision shall be balanced and closed.***
5	**Existing and Proposed Structures** indicating the location, height and size of all structures including all accessory structures (fences, garages, trash enclosures) and showing structures to be constructed, removed and retained within the tract and within 100 feet of its boundary as well as all applicable front, rear and side yard setback distances;
6.	**Existing and Proposed Streets** including width of cartway and right-of-way; sight triangles, curb radii, curve data, and all related street plan information;
7.	**Existing and Proposed easements** and rights-of-way; their location and size; the use(s) for which they are intended to be limited, the manner in which the easements will be controlled and to whom they will be granted.
8.	**Permanent monuments** shall be shown, in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9 et seq.
9.	**Existing and Proposed Site Access Information** indicating the means of vehicular access and egress from public streets; the location of driveways, sidewalks, fire lanes and curb cuts; channelization; acceleration/deceleration lanes; signalization; and other proposed traffic control devices; and the location and design of any off-street parking or loading area showing the size and location of bays, aisles and barriers; curbing and paving details/specifications;
10.	Street Profiles and Cross Sections, **on same or separate sheet, of all existing and proposed streets within and abutting the tract and related street construction details;**
11.	**Dimensions** necessary to confirm conformity to this chapter including structure setbacks, structure heights, yards, building/lot coverage, and floor area ratios for each proposed lot.

12.	**File Plat.** The final subdivision plat shall conform to the requirements of the map filing law. All bearings and dimensions for each proposed lot shall be balanced and closed. Concrete monuments shall be shown at each exterior outbound.
13.	**Phasing Plan.** A phasing plan showing the phases of construction that is related to the bond estimate shall be submitted unless the entire project will be constructed in one phase.
E.	**Existing Conditions Plan.** **A major subdivision application shall clearly indicate the existing conditions on the site. The existing site conditions should be shown on a separate Existing Conditions Plan or may be shown on another required drawing if they can be clearly represented.**
1.	**Man-made and Natural Features**, such as bridges, wetlands, treed areas, high points, marshes and depressions, both within the tract and within 100 feet of its boundaries. A Letter of Interpretation (LOI) from the NJ DEP shall be obtained and cited and all delineated wetlands shall be defined by metes and bounds;
2.	**Watercourses/bodies, and floodplains** within the tract and within 100 feet of its boundary shall be shown; The basis of the floodplain delineation shall be indicated.
3.	**Existing Vegetation Information** indicating the location of all trees or groups of trees with a *dbh* in excess of 12 inches; and the location and species of trees to be preserved and removed;
4.	**Existing Topographic Contours** shall be shown as a dashed line at intervals of one foot where slopes are less than 5%; intervals of two feet where slopes are shown between 5% and 10%; and at intervals of five feet where slopes exceed 10%. All contour information shall be related to United States Geological Survey datum.
5.	**Existing Structures/Uses**, within the tract and within 100 feet of its boundary, showing existing front, rear and side yard setback distances and an indication of whether the structures and uses will be retained or removed;
6.	**Existing easements and rights-of-way;** their location and size; the use(s) for which they are intended to be limited, the manner in which the easements are controlled and to whom they were granted.
7.	**Existing utility structures** including location and size of all pipes and structures including water and sewer mains, valves, hydrants, gas transmission lines and high-tension power lines on the tract and within 100 feet therof;
F.	**Stormwater Management/Grading Plan** **A major subdivision application shall include a grading plan that clearly indicates existing and proposed site grading. The grading plan can be combined with the Utilities Plan or the Subdivision Plan to reduce the number of drawings provided that the information is clearly represented.**
1.	**Existing Topographic contours** from the Existing Conditions Plan shall be shown as screened or dashed lines
2.	**Proposed contours** shall be shown as a solid line at intervals of one foot where slopes are less than 5%, intervals of two feet where slopes are shown between 5% and 10% and at intervals of five feet where slopes exceed 10%. All contour information shall be related to United States Geological Survey datum.
3.	**Stormwater management facilities** indicating the location, size, profile, slope, and flow direction of all existing and proposed storm sewer lines, catch basins, inlets, manholes, culverts, headwalls, (including rim elevations and inverts); detention/retention basins and any other water/soil conservation or drainage devices; and any 100 year floodplain; stream encroachment lines; or conservation easements within or adjacent to the tract;
4.	**Drainage Plan Information** showing the pre-developed and post-developed drainage shed plan; the drainage area to each inlet or cross drain; and the weighted runoff coefficient for each area used in the drainage computations;
5.	**Test boring data** including logs, percolation rates and water levels
6.	**Cross sections and Details**, on same or separate sheet, of watercourses and/or drainage swales showing the extent of the floodplain, top of bank, normal water levels and bottom elevations at the locations required by the Board Engineer; Basin cross sections every 50 feet at right angles to the long access of the basin, each extending 75 feet beyond the top of the rim of the basin on each side;
G.	**Utilities Plan.** **A major subdivision application shall include a Utilities Plan that clearly indicates existing and proposed utilities. The Utilities Plan may be combined with another required plan provided that the information is clearly presented.**
1.	**Existing utility structures** including location and size of all pipes and structures including water and sewer mains, valves, hydrants, gas transmission lines, power distribution lines on the tract and within 100 feet therof.
2.	**Proposed utility improvements** including location and size of proposed water and sewer mains, connections to gas, telephone and electrical utility systems; If private utilities are proposed, they shall comply fully with all township, county, state and federal regulations.

4.	**Fire Protection Plan** indicating location of fire lanes, hydrants, code designation of structures; fire protection practices; fire flow data;
3.	**Profiles and Details** of existing/proposed sanitary sewage facilities and water mains with proposed connections.
H.	**Landscaping Plan.** **A major subdivision application shall include a Landscaping Plan that indicates the existing vegetative conditions, areas that are to be protected or preserved, and proposed landscaping. The Landscaping Plan may be combined with another required drawing provided that the information is clearly presented.**
1.	**Location of all proposed plantings**, screening and buffering,
2.	**Planting Legend** listing the botanical and common names, sizes, and total quantity of each plant keyed to the plan.
3.	**Proposed contours** in landscaped areas;
I.	**Lighting Plan.** **A major subdivision application shall contain a street lighting plan to indicate the existing and proposed lighting conditions. The Lighting Plan may be combined with the Landscaping Plan to reduce the number of drawings.**
1.	**Outdoor lighting** location, height, direction of illumination, power, and type including details of lighting poles and luminaries, hours and time of lighting;
2.	**Photometric contours** for each light fixture;
J.	**Soil Erosion and Sediment Control Plan.** **A major subdivision application shall include a Soil Erosion and Sediment Control Plan prepared in accordance with NJSA 4:24-39 et. seq.**
1.	**Soil Erosion and Sediment Control** Plan as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Burlington County Soil Conservation District.
2.	**Notes and Details** of Soil Erosion and Sediment Control Plan
K.	**Architectural Plans** **A major subdivision application shall include architectural drawings of the proposed structures prepared by a licensed architect;**
1.	**Building elevations** (typical) of the proposed dwellings or structures;
2.	**Architectural design drawing** of each proposed building.

Riverside Township
Minor Site Plan Checklist

Name of Applicant _____

Instructions

1. This checklist relates to the submission of minor site plan applications. If your application will require a variance, conditional use, or subdivision, applications for these components must also be submitted.

2. You must address each of the items listed on the checklist in your application submission. If your plans do not include an item, you will be deemed incomplete.

3. Non-applicable. You may only indicate that a particular item is non-applicable (N/A) for the items which clearly do not apply to your application. If the item is applicable, you will be deemed incomplete.

4. Waiver Requests. You may request that a specific item be waived by marking the appropriate "waiver requested" box and by providing written justification for the request. A determination of any waiver request will be made based upon the written justification. Waivers will only be granted for good and specific reasons and for information that is not necessary for the Board's subdivision approval determination. Please be advised that applications that request waivers will not be deemed complete unless the Board grants the waivers requested.

5. Complete/Incomplete Applications. Please be advised that applications will not be heard by the Board until them have been deemed complete. Applications will not be scheduled and public notices should not be issued or published until the application is deemed complete by the Planning Board. Incomplete applications have no legal status. The time for a decision will only commence when an application is deemed complete.

6. *The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information shall include but not be limited to drainage calculations and traffic analyses; provided however, that no application shall be declared incomplete for the lack of such additional information.*

General Application Requirements

Check		
		Completed Application Form
		Completed Checklist(s)
		Escrow fee and completed escrow agreement
		Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
		Copies of any existing/proposed protective covenants or deed restrictions applying to the land being developed
		Evidence of the submission of the applications for other agency approvals having jurisdiction

Minor Site Plan Requirements

Check		
	A.	**Professional Preparation**
	1.	Minor Site Plans shall be drawn by a professional engineer and/or land surveyor licensed to practice in the State of New Jersey provided that all engineering data shall be signed and sealed by a professional engineer and all surveying data shall be signed and sealed by a professional land surveyor.
	B.	**Plan Format**
	1.	**Appropriate Plan Scale** not less than one inch equals 50 feet submitted on one of four of the following standard sheet sizes: 8½ inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; All plan sheets shall be folded into eighths with the title block revealed.
	2.	**Composite Site Plan** at a scale of 1"=100' is only required if more than one sheet is required to show the entire site; each detail sheet shall include a key map showing its relation to the whole tract.
	3.	**Title Block** on each sheet in accordance with N.J.S.A 45:8-36 including the following information: (a) Tract Name (b) Township of Riverside, Burlington County, (c) Name, title, address and telephone number of the developer; (d) Name, title, address, telephone number, signature, seal, license number of professional who prepared the plan; (e) Name, title and address of the owner or owners of record; (f) Scale (written and graphic); (g) Date of original preparation and of each subsequent revision thereof on each sheet;
	4.	**North Arrow** on each sheet.
	C.	**Title Sheet** **Each minor site plan application shall show the following information on a separate title sheet or on the Site Plan drawing:**
	1.	**Key Map** at a scale of one inch equals not more than 400 feet showing the following information:. (a) Zoning districts and boundary delineations; (b) Streets and roads (c) Streams, water bodies and watercourses (d) Property lines; Block/lot designations
	2.	**Signed Owner's Certification** indicating that the owner has given consent for the application.
	3.	**Approval Signature Lines** for Chairman; Secretary; and Board Engineer.
	4.	**Zoning Comparison Table** comparing proposed development with all applicable zoning provisions
	D.	**Site Plan** **The Site Plan drawing for a minor site plan application shall show the following information on one or more sheets. All existing site information shall be clearly distinguished from proposed site development:**
	1.	**Tract Acreage** and area to be disturbed (to the nearest tenth of an acre)
	2.	**Names of all property owners** and lot and block numbers within 200 feet of the extreme limits of the tract
	3.	**Tax sheet, block and lot number**(s) of the lot(s) to be developed
	4.	**Tract boundary line** (heavy solid line) and existing/proposed property lines within the tract;
	5	**Existing and Proposed Structures** indicating the location, height and size of all structures including all accessory structures (fences, garages, trash enclosures) and showing structures to be constructed, removed and retained within the tract and within 100 feet of its boundary as well as all applicable front, rear and side yard setback distances;
	6.	**Existing and Proposed Streets** including width of cartway and right-of-way; sight triangles, curb radii, and related street information
	7.	**Existing and Proposed Easements** and rights-of-way; their location and size; the use(s) for which they are intended to be limited, the manner in which the easements will be controlled and to whom they will be granted.
	8.	**Existing and Proposed Site Access Information** indicating the means of vehicular access and egress from public streets, location of driveways, sidewalks, fire lanes and curb cuts; location and design of any off-street parking or loading area, showing the size and location of bays, aisles and barriers, curbing and paving specifications;
	9.	**Existing Man-made and Natural Features**, such as bridges, watercourses, floodplains, wetlands, treed areas, high points, marshes and depressions, both within the tract and within 100 feet of its boundaries. Wetlands information is to be based on NJDEP database; Flood prone areas are to be based on Federal Rate Insurance Maps (FIRM)
	10.	**Existing and Proposed Landscaping** indicating the location and species of existing trees to be preserved and removed and the location and species of all proposed screening and buffering;
	11.	**Existing Topographic information** based on USGS or County topographic maps or other readily available resource data source at the interval presented;
	12.	**Proposed Topographic information** (when warranted) to indicate site grading

13.	**Existing and Proposed Utility Structures** including the location and size of all pipes and structures such as water and sewer mains, valves, hydrants, gas and power distribution lines on the tract and within 100 feet thereof;
14.	**Existing and Proposed Drainage Facilities** including the location, size, flow direction and slope of all storm sewer lines as well as all catch basins, inlets, manholes, culverts, headwalls, detention and retention facilities, conservation easements; stream encroachment lines within or adjacent to the tract;
15.	**Existing and Proposed Outdoor Lighting information** indicating the location, height, direction, power, duration, and type of Site illumination with details of lighting poles and luminaries,
16.	**Existing and Proposed Signage Information** indicating the location and size of signs with appropriate details and signage table;
17.	**Dimensions** necessary to demonstrate conformity to this Chapter including structure setbacks, structure heights, yards, building/lot coverage, and floor area ratios.
E.	**Architectural Plans** **A minor site plan application shall include architectural information of proposed building improvements, where appropriate;**
1.	**Building elevations** of each principal structure;

Riverside Township
Major Site Plan Checklist

Name of Applicant _____

Instructions

1. This checklist relates to the submission of major site plan applications. If your application will require a variance, conditional use, or subdivision, applications for these components must also be submitted.

2. You must address each of the items listed on the checklist in your application submission. If your plans do not include an item, you will be deemed incomplete.

3. Non-applicable. You may only indicate that a particular item is non-applicable (N/A) for the items which clearly do not apply to your application. If the item is applicable, you will be deemed incomplete.

4. Waiver Requests. You may request that a specific item be waived by marking the appropriate "waiver requested" box and by providing written justification for the request. A determination of any waiver request will be made based upon the written justification. Waivers will only be granted for good and specific reasons and for information that is not necessary for the Board's subdivision approval determination. Please be advised that applications that request waivers will not be deemed complete unless the Board grants the waivers requested.

5. Complete/Incomplete Applications. Please be advised that applications will not be heard by the Board until them have been deemed complete. Applications will not be scheduled and public notices should not be issued or published until the application is deemed complete by the Planning Board. Incomplete applications have no legal status. The time for a decision will only commence when an application is deemed complete.

6. *The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information shall include but not be limited to drainage calculations and traffic analyses; provided however, that no application shall be declared incomplete for the lack of such additional information.*

General Application Requirements

Check		
		Completed Application Form(s)
		Completed Checklist(s)
		Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
		Escrow fee and completed escrow agreement
		Environmental Impact Statement
		Drainage Calculations for Stormwater Management System
		Copies of any existing/proposed protective covenants or deed restrictions applying to the land being developed
		Evidence of the submission of the applications for other agency approvals having jurisdiction

Major Site Plan Requirements

Check		
	A.	**Professional Preparation**
	1.	Major Site Plans shall be drawn by a professional engineer and/or land surveyor licensed to practice in the State of New Jersey provided that all engineering data shall be signed and sealed by a professional engineer and all surveying data shall be signed and sealed by a professional land surveyor.
	B.	**Plan Format**
	1.	**Appropriate Plan Scale** not less than one inch equals 50 feet submitted on one of four of the following standard sheet sizes: 8½ inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; or 30 inches by 42 inches. All plan sheets shall be on the same sheet size and shall be folded into eighths with the title block revealed.
	2.	**Composite Site Plan** drawn at a scale of 1"=100' is required if more than one sheet is needed to show the entire Site; Each detail sheet shall show its relation to the whole tract with a key map.
	3.	**Title Block** on each sheet in accordance with N.J.S.A 45:8-36 including the following information: (a) Tract Name (b) Township of Riverside, Burlington County, (c) Name, title, address and telephone number of the developer; (d) Name, title, address, telephone number, signature, seal, license number of professional who prepared the plan; (e) Name, title and address of the owner or owners of record; (f) Scale (written and graphic); (g) Date of original preparation and of each subsequent revision thereof on each sheet;
	4.	**North Arrow** on each sheet.
	C.	**Title Sheet** **Each major site plan application shall show the following information on the title sheet:**
	1.	**Key Map** at a scale of one inch equals not more than 400 feet showing the following information:. (a) Zoning districts and boundary delineations; (b) Streets and roads (c) Streams, water bodies and watercourses (d) Property lines; Block/lot designations
	2.	**Signed Owner's Certification** indicating that the owner has given consent for the application.
	3.	**Approval Signature Lines** for Chairman; Secretary; and Board Engineer.
	4.	**Zoning Comparison Table** comparing proposed development with all applicable zoning provisions
	D.	**Site Plan** **The Site Plan drawing shall show the following information on one or more sheets. All existing information shall be clearly distinguished from proposed site development.**
	1.	**Tract Acreage** and area to be disturbed (to the nearest tenth of an acre)
	2.	**Names of all property owners** and lot and block numbers within 200 feet of the extreme limits of the tract
	3.	**Tax sheet, block and lot number**(s) of the lot(s) to be developed
	4.	**Tract boundary line** (heavy solid line) and any proposed subdivision lines within the tract and number of lots with bearings and distances.
	5.	**Existing and Proposed Structures** indicating the location, height and size of all structures including all accessory structures (fences, garages, trash enclosures) and showing structures to be constructed, removed and retained within the tract and within 100 feet of its boundary as well as all applicable front, rear and side yard setback distances;
	6.	**Existing and Proposed Streets** including width of cartway and right-of-way; sight triangles, curb radii, and related street information;
	7.	**Existing and Proposed Easements** and rights-of-way; their location and size; the use(s) for which they are intended to be limited, the manner in which the easements will be controlled and to whom they will be granted;
	8.	**Existing and Proposed Site Access Information** indicating the means of vehicular access and egress from public streets; the location of driveways, sidewalks, fire lanes and curb cuts; channelization; acceleration/deceleration lanes; signalization; and other proposed traffic control devices; and the location and design of any off-street parking or loading area showing the size and location of bays, aisles and barriers; curbing and paving details/specifications;
	9.	**Street Profiles and Cross Sections**, on same or separate sheet, of all existing and proposed streets within and abutting the tract and related street construction details;
	10.	**Dimensions** necessary to demonstrate conformity to this chapter including structure setbacks, structure heights, yards, building/lot coverage, and floor area ratios.

E.	**Existing Conditions Plan.** **A major site plan application shall clearly indicate the existing conditions on the site. The existing site conditions shall either be shown on a separate Existing Conditions Plan or may be shown on another required drawing.**
1.	**Man-made and Natural Features**, such as bridges, wetlands, treed areas, high points, marshes and depressions, both within the tract and within 100 feet of its boundaries; A Letter of Interpretation (LOI) from the NJDEP shall be obtained and cited and the delineated wetlands shall be defined by metes, bounds, and coordinates;
2.	**Watercourses/bodies, and floodplains** within the tract and within 100 feet of the tract shall be shown; The basis of the floodplain delineation shall be indicated;
3.	**Existing Vegetation** indicating the location of all trees or groups of trees with a *dbh* in excess of 12 inches; and the location and species of trees to be preserved and removed;
4.	**Existing Topographic Contours** shall be shown as a dashed line at intervals of one foot where slopes are less than 5%; intervals of two feet where slopes are shown between 5% and 10%; and at intervals of five feet where slopes exceed 10%. All contour information shall be related to United States Geological Survey datum.
5.	**Existing Structures/Uses**, within the tract and within 100 feet of its boundary, showing existing front, rear and side yard setback distances and an indication of whether the structures and uses will be retained or removed.
6.	**Existing Easements and rights-of-way;** their location and size; the use(s) for which they are intended to be limited, the manner in which the easements are controlled and to whom they were granted.
7.	**Existing Utility structures** including location and size of all pipes and structures including water and sewer mains, valves, hydrants, gas and electric power distribution lines on the tract and within 100 feet thereof;
F.	**Stormwater Management/Grading Plan.** **A major site plan application shall include a grading plan that clearly indicates existing and proposed site grading. The grading plan can be combined with the utilities plan or the site plan to reduce the number of drawings provided that the information is clearly represented.**
1.	**Existing Topographic Contours** from the Existing Conditions Plan shall be shown as screened or dashed lines;
2.	**Proposed Topographic Contours** shall be shown as a solid line at intervals of one foot where slopes are less than 5%, intervals of two feet where slopes are shown between 5% and 10% and at intervals of five feet where slopes exceed 10%. All contour information shall be related to United States Geological Survey datum.
3.	**Stormwater management facilities** indicating the location, size, profile, slope, and flow direction of all existing and proposed storm sewer lines, catch basins, inlets, manholes, culverts, headwalls, (including rim elevations and inverts); detention/retention basins and any other water/soil conservation or drainage devices; and any 100 year floodplain; stream encroachment lines; or conservation easements within or adjacent to the tract;
4.	**Drainage Plan** showing the pre-developed and post-developed drainage shed plan; the drainage area to each inlet or cross drain; and the weighted runoff coefficient for each area used in the drainage computations;
5.	**Test boring data** including boring logs, permeability/percolation rates and seasonal high water levels;
6.	**Cross Sections and Details**, on same or separate sheet, of watercourses and/or drainage swales showing the extent of the floodplain, top of bank, normal water levels and bottom elevations at the locations required by the Board Engineer; as well as Basin cross sections every 50 feet at right angles to the long access of the basin, each extending 75 feet beyond the top of the rim of the basin on each side;
G.	**Utilities Plan.** **A major site plan application shall include a utilities plan that clearly indicates existing and proposed utilities. The Utilities Plan may be combined with another required plan provided that the information is clearly presented.**
1.	**Existing utility structures** including location and size of all pipes and structures such as water and sewer mains, valves, hydrants, gas transmission lines, power distribution lines on the tract and within 100 feet therof.
2.	**Proposed utility improvements** including location and size of proposed water and sewer mains, connections to gas, telephone and electrical utility systems; If private utilities are proposed, they shall comply fully with all township, county, state and federal regulations.
3.	**Fire Protection Plan** indicating location of fire lanes, hydrants, code designation of structure; fire protection practices; fire flow data;
4.	**Profiles and Details** of all existing and proposed sanitary sewage facilities and water mains with proposed connections and indicating any conflicts with any other utility lines;

H.	**<u>Landscaping Plan.</u>** **A major site plan application shall include a Landscaping Plan that indicates the existing vegetative conditions, areas that are to be protected or preserved, and proposed landscaping. The Landscaping Plan may be combined with another required drawing provided that the information is clearly presented.**
1.	**Proposed Landscaping Information** indicating the location of all proposed plantings, screening and buffering,
2.	**Planting Legend** listing the botanical and common names, sizes, and total quantity of each plant keyed to the plan.
3.	**Proposed Topographic Contours** within landscaped areas;
I.	**<u>Lighting Plan.</u>** **A major site plan application shall contain a street lighting plan to indicate the existing and proposed lighting conditions. The lighting plan may be combined with the landscaping plan to reduce the number of drawings.**
1.	**Street/Outdoor Lighting Information** indicating the location, height, direction of illumination, duration, power, and type of outdoor lighting; with details of lighting poles and luminaries,
2.	**Level of Illumination** indicated by footcandle levels or photometric contours for all proposed lighting;
J.	**<u>Signage Plan.</u>** **A major site plan application shall include a Sign Plan indicating the existing and proposed signage conditions. The sign plan may be combined with the landscaping plan or lighting plans to reduce the number of drawings if the information can be legibly shown.**
1.	**Sign location and size with appropriate details;**
2.	**Signage Table**
K.	**<u>Soil Erosion and Sediment Control Plan.</u>** **A major site plan application shall include a Soil Erosion and Sediment Control Plan prepared in accordance with NJSA 4:24-39 et. seq.**
1.	**Soil Erosion and Sediment Control** Plan as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Burlington County Soil Conservation District.
2.	**Notes and Details** of Soil Erosion and Sediment Control Plan
L.	**<u>Architectural Plans</u>** **A major site plan application shall include architectural drawings prepared by a licensed architect;**
1.	**Building elevations** of each principal structure;
2.	**Floor Plans** of all principal structures
3.	**Roof plan** showing location of exterior mechanical equipment, if applicable
4.	**Building Section** showing relation of structure to the adjacent land

Riverside Township
Variance Application Checklist

Name of Applicant _____

Instructions

1. This checklist relates to the submission of variance applications. If your application will require a conditional use, site plan, or subdivision, applications for these components must also be submitted.

2. You must address each of the items listed on the checklist in your application submission. If your plans do not include an item, you will be deemed incomplete.

3. Non-applicable. You may only indicate that a particular item is non-applicable (N/A) for the items which clearly do not apply to your application. If the item is applicable, you will be deemed incomplete.

4. Waiver Requests. You may request that a specific item be waived by marking the appropriate "waiver requested" box and by providing written justification for the request. A determination of any waiver request will be made based upon the written justification. Waivers will only be granted for good and specific reasons and for information that is not necessary for the Board's subdivision approval determination. Please be advised that applications that request waivers will not be deemed complete unless the Board grants the waivers requested.

5. Complete/Incomplete Applications. Please be advised that applications will not be heard by the Board until them have been deemed complete. Applications will not be scheduled and public notices should not be issued or published until the application is deemed complete by the Planning Board. Incomplete applications have no legal status. The time for a decision will only commence when an application is deemed complete.

6. *Note that Use Variance applications must be accompanied by a written statement describing the proposed use and the basis of the use variance request.*

General Application Requirements

Check		
		Completed Application Form (including Use Variance written statement)
		Completed Checklist(s)
		Escrow fee and completed escrow agreement
		Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
		Copies of any existing/proposed protective covenants or deed restrictions applying to the land being developed

Variance Application Requirements

Check		
	A.	**Professional Plan**
	1.	**Property Survey** prepared by a licensed land surveyor that accurately represents existing site boundary and structural conditions;
	B.	**Key Map** **Each variance application shall be accompanied by a key (tax) map that indicates the location of the subject property;**
	1.	**Key Map** at a scale of one inch equals not more than 400 feet showing the following information:. (a) Streets and roads (b) Streams, water bodies and watercourses (c) Property lines; Block/lot designations
	C.	**Sketch Plan** **Each variance application shall be accompanied by a sketch plan or plat that depicts the proposed conditions:**
	1.	**Plan Scale** not less than one inch equals 50 feet submitted on one of four of the following standard sheet sizes: 8½ inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; All plan sheets shall be folded into eighths with the title block revealed.
	2.	**Title Block** on each sheet in accordance with N.J.S.A 45:8-36 including the following information: (a) Name, title, address and telephone number of the applicant; (b) Name, title, address and license number of the professional who prepared the plan, if applicable (c) Township of Riverside, Burlington County, (d) Name, title and address of the owner or owners of record; (e) Scale (written and graphic); (f) Date of original preparation and of each subsequent revision thereof on each sheet;
	3.	**North Arrow**
	4.	**Signed Owner's Certification** indicating that the owner has given consent for the application.
	5.	**Approval Signature Lines** for Chairman; Secretary; and Board Engineer.
	6.	**Zoning Comparison Table** comparing proposed development with all applicable zoning provisions
	7.	**Tax sheet, block and lot number**(s) of the lot(s) to be developed
	8.	**Tract boundary line** (heavy solid line) and any proposed subdivision lines;
	9.	**Tract Acreage** and area to be disturbed (to the nearest tenth of an acre)
	10.	**Names of all adjacent property owners** with block/lot numbers within 200 feet of the extreme limits of the tract
	11.	**Existing structures** location, height and size; fences and trash enclosures.
	12.	**Proposed structures and their uses**, within the tract showing existing front, rear and side yard setback distances and an indication of whether the existing structures and uses will be retained or removed.
	13.	**Existing easements** and rights-of-way; their location and size; the use(s) for which they are intended to be limited, the manner in which the easements will be controlled and to whom they will be granted.
	14.	**Site Access Information** including existing and proposed access drives, parking and loading areas;
	15.	**Man-made and Natural Features**, such as bridges, wetlands, water bodies, flood plains, treed areas, high points, marshes and depressions within the tract; Wetlands information shall be from NJDEP database and flood prone area shall be based on Federal Insurance Rate Maps (FIRM)
	16.	**Dimensions** necessary to confirm conformity to this chapter including structure setbacks, structure heights, yards, building/lot coverage, and floor area ratios.
	17.	**Proposed buffer or landscaped areas** indicating the location and type of plantings
	D.	**Building Plans** **A variance application shall be accompanied by a sketch of any proposed building additions or alterations, where appropriate;**
	1.	**Architectural sketch** of the proposed building improvements demonstrating that the proposed change is comatible with any existing structures;

Riverside Township
Informal Review Application Checklist

Name of Applicant _____

Instructions

1. This checklist relates to the submission of concept plans for informal review. If your application will require a conditional use, site plan, or subdivision, applications for these components must also be submitted.

2. You must address each of the items listed on the checklist in your application submission. If your plans do not include an item, you will be deemed incomplete.

3. Non-applicable. You may only indicate that a particular item is non-applicable (N/A) for the items which clearly do not apply to your application. If the item is applicable, you will be deemed incomplete.

4. Waiver Requests. You may request that a specific item be waived by marking the appropriate "waiver requested" box and by providing written justification for the request. A determination of any waiver request will be made based upon the written justification. Waivers will only be granted for good and specific reasons and for information that is not necessary for the Board's subdivision approval determination. Please be advised that applications that request waivers will not be deemed complete unless the Board grants the waivers requested.

5. Complete/Incomplete Applications. Please be advised that applications will not be heard by the Board until them have been deemed complete. Applications will not be scheduled and public notices should not be issued or published until the application is deemed complete by the Planning Board. Incomplete applications have no legal status. The time for a decision will only commence when an application is deemed complete.

6. *Note that Informal Review applications must be accompanied by a written statement describing the proposed use and the basis of the conceptual design.*

General Application Requirements

Check		
		Completed Application Form (including Use Variance written statement)
		Completed Checklist(s)
		Informal Review Fee or Escrow fee and completed escrow agreement
		Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
		Copies of any existing/proposed protective covenants or deed restrictions applying to the land being developed

Informal Review Application Requirements

Check		
	A.	**Professional Plan**
	1.	**Property Survey** prepared by a licensed land surveyor that accurately represents existing site boundary and structural conditions;
	B.	**Key Map** **Each variance application shall be accompanied by a key (tax) map that indicates the location of the subject property;**
	1.	**Key Map** at a scale of one inch equals not more than 400 feet showing the following information:. (a) Streets and roads (b) Streams, water bodies and watercourses (c) Property lines; Block/lot designations
	C.	**Sketch Plan** **Each variance application shall be accompanied by a sketch plan or plat that depicts the proposed conditions:**
	1.	**Plan Scale** not less than one inch equals 50 feet submitted on one of four of the following standard sheet sizes: 8½ inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; All plan sheets shall be folded into eighths with the title block revealed.
	2.	**Title Block** on each sheet in accordance with N.J.S.A 45:8-36 including the following information: (a) Name, title, address and telephone number of the applicant; (b) Name, title, address and license number of the professional who prepared the plan, if applicable (c) Township of Riverside, Burlington County, (d) Name, title and address of the owner or owners of record; (e) Scale (written and graphic); (f) Date of original preparation and of each subsequent revision thereof on each sheet;
	3.	**North Arrow**
	4.	**Signed Owner's Certification** indicating that the owner has given consent for the application.
	5.	**Approval Signature Lines** for Chairman; Secretary; and Board Engineer.
	6.	**Zoning Comparison Table** comparing proposed development with all applicable zoning provisions
	7.	**Tax sheet, block and lot number**(s) of the lot(s) to be developed
	8.	**Tract boundary line** (heavy solid line) and any proposed subdivision lines;
	9.	**Tract Acreage** and area to be disturbed (to the nearest tenth of an acre)
	10.	**Names of all adjacent property owners** with block/lot numbers within 200 feet of the extreme limits of the tract
	11.	**Existing structures** location, height and size; fences and trash enclosures.
	12.	**Proposed structures and their uses**, within the tract showing existing front, rear and side yard setback distances and an indication of whether the existing structures and uses will be retained or removed.
	13.	**Existing easements** and rights-of-way; their location and size; the use(s) for which they are intended to be limited, the manner in which the easements will be controlled and to whom they will be granted.
	14.	**Site Access Information** including existing and proposed access drives, parking and loading areas;
	15.	**Man-made and Natural Features**, such as bridges, wetlands, water bodies, flood plains, treed areas, high points, marshes and depressions within the tract; Wetlands information shall be from NJDEP database and flood prone area shall be based on Federal Insurance Rate Maps (FIRM)
	16.	**Dimensions** necessary to confirm conformity to this chapter including structure setbacks, structure heights, yards, building/lot coverage, and floor area ratios.
	17.	**Proposed buffer or landscaped areas** indicating the location and type of plantings
	D.	**Building Plans** **A variance application shall be accompanied by a sketch of any proposed building additions or alterations, where appropriate;**
	1.	**Architectural sketch** of the proposed building improvements demonstrating that the proposed change is compatible with any existing structures;