

Township of Eastampton, Burlington County, New Jersey
Site Plan, Subdivision and Use Variance Checklist
Chapter 460

Application Name.: _____

Applicant: _____

Property Address: _____

Block(s): _____ Lot(s): _____

Type of Application: _____

Zoning District: _____

No.	Description	Informal Conf.	Minor		Major Site Plan		Major Subdivision		Bulk Variance	Use Variance	Waiver	
			Site Plan	Sub-Division	Prelim.	Final	Prelim.	Final			Waiver Request-ed	Backup Submitted
1	Completed Application	X	X	X	X	X	X	X	X	X		
2	Fees & Escrow	X	X	X	X	X	X	X	X	X		
3	Completed Checklist	X	X	X	X	X	X	X	X	X		
4	Certificate from Tax Collector that all taxes are current	X	X	X	X	X	X	X	X	X		
5	Traffic Impact Study, as defined in Chapter 460				X	X	X	X		X		
6	Environmental Impact Report (Subdivisions of 11 or more lots or greater than 10 acres, whichever may apply, and site plans on lots greater than 10 acres)				X	X	X	X				
7	Environmental Assessment, as defined in Chapter 460				X	X	X	X				
8	Stormwater Management Report, as provided in Chapter 450		X	X	X	X	X	X				
9	Architectural Plans and Elevations				X	X			X	X		
10	Photographs of Site	X	X	X	X	X	X	X	X	X		
11	Survey, by a licensed NJ Land Surveyor, certified with a date within 1 year of the submission)		X	X	X	X	X	X	X	X		
12	Municipal agency reviews from the Police Department and the Fire Marshall		X	X	X	X	X	X				
13	Summary of Project A written description of the proposed use(s) and operation(s) of the building(s), i.e. the number of employees or users of non-residential buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, expected truck traffic, noise, glare, radiation, heat, odor, safety hazards, air and water pollution.	X	X	X	X	X	X	X	X	X		
14	Plan Size. Plans shall be presented on sheets of one of the following dimensions: 30"x48", 24"x36", 15"x21" or 11"x17"	X	X	X	X	X	X	X	X	X		
15	Title Block (with signature blocks, block, lot, address, municipality, county, date and revision blocks)	X	X	X	X	X	X	X	X	X		
16	Preparer. Name, address, telephone no, email, signature and seal of the Plan Preparer.	X	X	X	X	X	X	X	X	X		
17	Name and Address of applicant and owner, with signed consent of the latter, if different from	X	X	X	X	X	X	X	X	X		
18	Graphic Scale	X	X	X	X	X	X	X	X	X		

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19	North Arrow	X	X	X	X	X	X	X	X	X		
20	Key Map	X	X	X	X	X	X	X	X	X		
21	Zone(s) in which property falls, zone(s) of adjoining properties, & all property within 200 ft.	X	X	X	X	X	X	X	X	X		
22	Zoning Schedule (showing required, proposed and existing information)	X	X	X	X	X	X	X	X	X		
23	All existing and proposed buildings and improvements showing setbacks from existing and new property lines, all water courses and other topographical features	X	X	X	X	X	X	X	X	X		
24	Names of owners of the tax lot and block of all contiguous properties within 200 feet of the property-in-question showing the tax block and lot numbers of these contiguous properties		X	X	X	X	X	X	X	X		
25	All existing street widths		X	X	X	X	X	X				
26	All street widening dedications		X	X	X	X	X	X				
27	All easements, including location, width, purpose, and to whom the easement is being granted		X	X	X	X	X	X				
28	All found and set monumentation. Set monumentation shall be in accordance with the Map Filing		X	X	X	X	X	X				
29	Right-of-Way Improvements		X	X	X	X	X	X				
30	Soil Boring and Percolation Information for Proposed Stormwater Magement Basins, and for applications in non-sewered areas		X	X	X	X	X	X				
31	Grading Plan (with contours at 2' intervals)		X	X	X	X	X	X				
32	Utility Plan		X	X	X	X	X	X				
33(a.)	If service is to be provided by an existing water or sewer utility company, a letter from that company shall be submitted, indicating that service shall be available prior to occupancy of any		X	X	X	X	X	X				
(b.)	Location of Well and Septic System		X	X	X	X	X	X				
34	Landscape Plan		X	X	X	X	X	X				
35	Lighting Plan		X	X	X	X	X	X				
36	Soil Erosion & Sediment Control Plan and Notes, per County Soil Conservation		X	X	X	X	X	X				
37	Construction Details		X	X	X	X	X	X				
38	Flood Plain Limits (based on FEMA maps)		X	X	X	X	X	X				

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39	Freshwater Wetlands and Transition Areas , Riparian Buffers and Flood Hazard Areas		X	X	X	X	X	X				
40	Submission of Documents											
(a.)	Six (6) hard copies of Item Nos. 1 through 13, and Item No. 33(a.) if applicable), as required by application type, and one (1) electronic copy in PDF form of said items on a disc	X	X	X	X	X	X	X	X	X		
(b.)	Twelve (12) hard copies of plans with information provided in Item Nos. 14 through 32, Item No. 33(b.) if applicable, and Item Nos. 34 through 39 as required by application type, and one (1)	X	X	X	X	X	X	X	X	X		

Required Submission Item.
 If a waiver from a submission item is requested, a request for the waiver in writing shall be submitted with any required back-up materials. The submission item will not be considered 'complete' without a written waiver request.
 A written explanation for items the applicant believes are not applicable (N/A) to the application shall be provided. The Planning Administrator shall determine whether an item is not applicable basing his/her d