

**East Greenwich Township Land Development Checklist**  
 Last revised by ordinance \_\_\_\_\_ (Chapter 16.08.080 and 16.16.070)  
 X : denotes required for submission

Name of Applicant: American Tower Corporation Application #: \_\_\_\_\_

		Site Plan			Subdivision			Variance (w/o site plan)	General Development Plan	Applicant Check	Official Verification
		Minor	Preliminary Major	Final Major	Minor	Preliminary Major	Final Major				
1.	Completed signed Application form, checklist and escrow agreement (24 copies)	X	X	X	X	X	X	X	X	X	
2.	Five (5) sets of plans and exhibits folded with title block showing for PB secretary/professionals. Thirteen (13) reduced size for members. Total eighteen (18)	X	X	X	X	X	X	X	X	X	
3.	Application and Escrow Fees Paid	X	X	X	X	X	X	X	X	X	
4.	Affidavit of Ownership; if the applicant is not the owner, applicant's interest in the land, e.g., tenant, contract purchaser, lien holder, etc., and a copy of the document creating that interest (price may be deleted), consent of owner.	X	X	X	X	X	X	X	X	N/A	
5.	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least ten (10%) of its stock of any class as required by N.J.S.A. 40:55d-48.1	X	X	X	X	X	X	X	X	X	
6.	The names and addresses of witnesses and their expertise, if any.	X	X	X	X	X	X	X	X	X	
7.	Copies of applications to and certification of approvals from all outside agencies with jurisdiction over the proposal (Gloucester County, NJDEP, NJDOT, Soil Conservation District, etc)	X	X	X	X	X	X	X	X	To be provided when available.	
8.	Completed Environmental Site Plan/ Subdivision Checklist in accordance with Chapter 16.16.060		X	X		X	X			X	

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9.	The plat/plan shall be prepared under the supervision of and be signed and sealed by a licensed New Jersey land surveyor, professional planner, professional engineer or registered architect in accordance with the provisions of N.J.A.C.13:40-7.1, et seq.	X	X	X	X	X	X	X (if no site plan or subdivision are proposed, request waiver	X	X	
10.	The map/plan shall include: <ul style="list-style-type: none"> <li>• Name and address of the owner and applicant</li> <li>• Name and address of the person preparing the plan with license #, seal and signature</li> <li>• Signature block for Chairman and Secretary of the planning board</li> <li>• Signature of the applicant and land owner</li> <li>• Date of the original plan and revision dates</li> <li>• Legend/ Title block including title, block and lot, zone district, address, name of the development, municipality and county, plan scale</li> </ul>	X	X	X	X	X	X		X	X	
11.	Source and date of current or re-certified property survey prepared and sealed by a registered NJ Land surveyor. (prepared or certified within the last 1 year)	X	X	X	X	X	X	X	X	X	
12.	Certification and monumentation required by Map Filing law.				X	X	X			N/A	

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13.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all lots, center lines and rights-of-way, utility easements and centerline curves on streets and drive aisles, with design vehicles identified.	X	X	X	X	X	X			X	
14.	Certification from the Tax Collector that all taxes are paid to date.	X	X	X	X	X	X	X	X	X	
15.	Narrative statement providing an overview of the proposed uses of the land and improvements, alterations, or additions	X	X	X	X	X	X	X	X	X	
16.	Location key map at a scale of 1"=2000' or larger showing the entire tract, location of existing and proposed property/street lines, entire subdivision/site plan and its relation to surrounding area and all features shown on the Official Map/Master Plan & located within 1/2 mile of the limits of the subject tract.	X	X	X	X	X	X		X	X	
17.	A key map, at an appropriate scale, with a north arrow showing the location of the site with zone boundaries and municipal boundaries.	X	X	X	X	X	X		X	X	
18.	The Tax Map sheet, block and lot numbers as per the Assessor's records	X	X	X	X	X	X	X	X	X	
19.	Proposed street names and new block/lot numbers approved by the tax assessor and the police department.				X	X	X			N/A	
20.	The names of all property owners	X	X	X	X	X	X	X		X	

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	within 200 feet, as disclosed by the most recent tax records with block and lot.										
21.	A schedule of mandated and provided zoning district requirements, including total acreage, lot area, lot width, lot depth, yard setbacks for structures and pavement, building coverage and square footage, lot coverage, open space area, density and parking.	X	X	X	X	X	X	X	X	X	
22.	Anticipated number of residents or number of employees and distance to nearest residential use.	X	X	X	X	X	X	X		X	
23.	A statement as to any application requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.	X	X	X	X	X	X	X	X	N/A	
24.	A list of all other requirements or standards of the Township Unified Development Ordinance that are not met by the application and for which a waiver or variance is sought.	X	X	X	X	X	X	X	X	N/A	
25.	Proposed phasing and construction schedule for entire project.		X	X		X	X		X	No phasing proposed	
26.	For a General Development Plan, all items listed in section 16.16.055								X	N/A	
27.	Plans shall be prepared at a minimum scale of one (1) inch equals fifty (50) feet. If the entire plan does not fit on one sheet, an overall plan with entire tract on one sheet shall be included at a smaller scale (1"=100' or 200')	X	X	X	X	X	X	X		X	
28.	For cluster development where permitted, a "by-right" sketch to determine the lot yield for a					X			X	N/A	

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	conventional subdivision.										
29.	North designation by arrow on each sheet	X	X	X	X	X	X	X	X	X	
30.	Date reference meridian and graphic scale	X	X	X	X	X	X		X	X	
31.	An environmental impact statement.	X	X			X				N/A - No environmental impacts proposed – see environmental checklist.	
32.	A Phase I Environmental Assessment report conforming to current ASTM standards		X (if applicable)			X (if applicable)				X	
33.	Traffic Impact Study prepared, signed and sealed by a licensed professional engineer in NJ in accordance with section 16.16.060 and 16.19.040. If a full traffic study is not needed, the Board may request a modified traffic impact statement.		X			X			X	Traffic Impact Memo provided	
34.	Statement and demonstration of compliance with affordable housing requirements as applicable including § 15.20 and 16.57	X	X	X	X	X	X		X	N/A	
35.	The names and widths of all abutting streets and driveways, including the right-of-way and cartway (pavement width). Streets designed in accordance with chapter 16.48	X	X	X	X	X	X		X	X	
36.	Copy of any protective covenants or deed restrictions that apply to the subject parcel		X		X	X				N/A	
37.	Drafts of proposed protective covenants, deed restrictions, HOA documents or easements for review by			X	X		X			N/A	

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	the Land Use Board and its professional staff										
38.	Photographs of the site taken from the opposite side of the street and to show any unusual physical aspects of the site. And for a variance, any other vantage that would be instructive.	X	X		X	X		X		X	
39.	All proposed lot lines, lot lines to be eliminated, area of proposed and existing lots in square feet and setback lines.	X	X		X	X				X	
40.	The location, design and dimensions of each proposed and existing structure and wooded area on the property and within 200 feet.	X	X	X		X	X	X	X	X	
41.	Location of existing wells and septic systems and distances between them, and within 100 feet on adjacent properties.	X	X		X	X		X		N/A	
42.	The existing and proposed use of all buildings and structures including bridges, culverts, paving, lighting, signs and grade elevations for each structure.	X	X	X		X	X	X	X	X	
43.	The location, dimensions and arrangement of proposed streets, vehicular access ways and driveways, curb openings, turn radii, off-street parking areas, methods of separating land traffic and parking traffic within off street parking areas and the location, dimensions and arrangement of loading and unloading areas, and islands evidencing a feasible and safe vehicular circulation pattern	X	X	X		X	X			X	
44.	Calculation of required number of	X	X	X		X	X		X	X	

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	parking spaces and total number of parking spaces provided.										
45.	Existing or proposed rights-of-way and easements with dimensions; all land to be dedicated to the municipality or reserved for specific uses.		X	X		X	X		X	X	
46.	Landscape plan in accordance with section 16.54 and buffering plan in accordance with section 16.28 showing what vegetation will remain and what will be planted (common and botanical name), indicating names of plants and trees and dimensions, approximate time of planting, method of planting, and corner sight distance triangles in accordance with 16. . .	X	X	X		X	X			X	
47.	Distance along rights-of-way lines of existing streets to the nearest intersection with other streets	X	X		X	X				X	
48.	The location of all existing trees or tree masses, indicating general sizes and species of trees in accordance section 16.18.080	X	X		X	X			X	X	
49.	Tree Protection Plan in accordance with section 16.55.080, and limits of clearing	X	X		X	X				X	
50.	The location, design and dimensions of open space areas, conservation areas, buffer areas, pedestrian walkways and any recreation areas and facilities proposed by the developer.		X			X			X	N/A	
51.	Method by which common/public open space or commonly held building or structure is to be owned and maintained in accordance with section 16.18.100		X			X			X	N/A	

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52.	Any structures of historic significance on or within two hundred (200) feet of the tract, and a statement of the impact of the development on the historic structure.	X	X		X	X		X	X	N/A	
53.	Identification of all abutting land that is currently assessed as qualified farmland.		X	X		X	X		X	N/A	
54.	Contours at 5 foot intervals for the entire tract and within 100 feet (USGS Topographic maps are sufficient) and conformance with the grading plan requirements in section 16.21 prior to the issuance of any building permits.	X	X		X	X		X		X	
55.	Contours at five (5) foot intervals for slopes averaging ten percent or more, at 2 foot intervals for slopes of 5% to 10% and at one (1) foot intervals for land of a lesser slope. Contours shall be in the United States Coast and Geodetic Control Survey Datum and are to be shown as solid lines. At least 2 permanent benchmarks for each 50 acres or portion thereof shall be established on opposite ends of the site with descriptions and elevation.		X	X		X	X			X	
56.	A grading plan showing existing and proposed spot elevations, based upon the datum, at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations sufficient to assure that the project will not have an adverse affect	X	X		X (request waiver if no construction or grading is proposed- will be a condition)	X				X	

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	on the existing drainage pattern (16-21 and 16.45).										
57.	Soil Erosion and Sediment Control Plan consistent with the requirements of the soil conservation district.	X	X		X	X	X			X	
58.	Location of Soil Borings to determined soil suitability and indication of whether topsoil will be transported to the site and/or removed and transported outside the municipal boundary.	X	X			X	X			X	
59.	The location, size and direction of flow of all streams, brooks, ditches, lakes and ponds. The boundaries of the floodplains of all water courses shall also be submitted.	X	X	X		X	X			X	
60.	Cross sections and center-line profiles of all existing or proposed streets or water courses with dimensions at 50 foot intervals.		X	X		X	X			N/A	
61.	Plans and design data for storm drainage facilities including calcs.	X	X			X				X	
62.	Preliminary plans and profiles of proposed utility layouts and connections to existing or proposed utility systems and water and sewer facilities.		X	X		X	X			Plan view shown. Water profile to be provided when updated flow	

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										test received.	
63.	A written commitment from the East Greenwich Township Water and Sewer Department of sufficient capacity to provide sewer and water service for the project when completed (Forms A & B).	X	X	X	X	X	X		X	To be provided when available.	
64.	If on-site sewerage disposal is required (septic system), the results and location of all percolation tests and test borings and a copy of the application for approval when submitted.	X	X	X	X	X	X	X		Perc test shown in report. Application to be provided when available	
65.	Floor plan and front elevation of all proposed principal buildings and contemplated accessory buildings and structures, and any side or rear elevations in public view.	X	X	X			X			X	
66.	Gross floor area per building, floor area ratio (FAR) and square footage allocation of uses per building.	X	X	X					X	X	
67.	Lighting plan showing the location, height, light distribution, design and distance from intersections of for all freestanding lights, street lights, building mounted lights, sign lighting and ground lighting in accordance with Twp standards.	X	X	X		X				X	
68.	Location, size and materials of containers and enclosures for solid waste and recycling, and a detail of same.	X	X	X						X	
69.	If lots proposed for subdivision or development have frontage on or require access to a State Highway, submit copies of any permits issued by	X	X	X		X	X			N/A	



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	management and control, including plans and profiles. Location of all stormwater inlets within 100 feet of property boundaries.	X	X	X		X	X				
72.	Utilities. Preliminary plans and profiles of proposed scale of not more than one (1) inch equals fifty (50) feet horizontally and one(1) inch equals five (5) feet vertically showing connections to existing and proposed utility systems including water, sewer, electric, gas and cable. Include design calculations.	X	X	X		X	X			Plan view shown. Water profile to be provided once updated fire flow test received.	
73.	Recreation Facilities Plan and details where applicable in accordance with section 16.38 and 16.19.070		X	X		X	X			N/A	
74.	Size, type, copy and location of all proposed signs in accordance with chapter 16.42	X	X	X			X	X (if applicable)		N/A	
75.	Where there is potential future development of adjacent parcels or undeveloped portions of the subject lot, locations of future pedestrian and vehicular connections.		X			X			X	N/A	
76.	Municipal Developer Agreement between the developer and the municipality for redevelopment, general development plan or other subdivision or site plan where off tract improvements are contemplated.			X			X		X	N/A	
77.	Barrier free sub code requirements if applicable	X	X	X		X				N/A	
78.	Traffic control and directional signage plan (elevation, size, color, etc) in accordance with section 16.____.	X	X	X		X				N/A	
79.	Construction details required by RSIS (NJAC 5:21), including cross section		X	X		X	X			X	

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	details of all drainage systems and details for roads, sidewalks, stormwater management systems, fire hydrants, water supply and sewer systems.										
80.	Existing and proposed curb openings, with width at curb line and property line.	X	X		X	X				N/A	
81.	Letter containing a list of all items not installed or completed and to be covered by a performance guarantee, with quantities and cost of each item and the total cost of all items in accordance with chapter 16.14.			X			X			N/A	