

Borough of Bellmawr Land Development Checklist

Name of Applicant: _____ Application #:_____

Submission Item Number and Description		Site Plan			Subdivision			Bulk Variance Only	Waiver Requested	Submitted
		Minor	Preliminary Major	Final Major	Minor	Preliminary Major	Final Major			
1.	Completed signed Application form, checklist, and escrow agreement (14 copies)	X	X	X	X	X	X	X		
2.	Fourteen (14) sets of plans and exhibits folded with title block showing	X	X	X	X	X	X	X		
3.	Application Fee and Escrow Deposit Paid	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		
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		
6.	The names and addresses of witnesses and their expertise, if any (attach to app).	X	X	X	X	X	X	X		
7.	List of outside agency approvals required and copies of applications to/approvals from outside agencies with jurisdiction (Camden County Planning Board, Camden County Health Dept., NJDEP (wetlands, stream encroachment, NJPDES), NJDOT, Soil Conservation District, etc)	X	X	X	X	X	X			
8.	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			

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9.	The map/plan shall include: <ul style="list-style-type: none"> • Name and address of the owner and applicant • Name and address of the person preparing the plan with license #, seal and signature • Signature block for Chairman, Land Use Board Secretary, and Engineer • Signature of the applicant and land owner • Date of the original plan and revision dates • Legend/ Title block including title, block and lot, tax map sheet, zone district, address, name of the development, municipality and county, plan scale 	X	X	X	X	X	X			
10.	Current or re-certified property survey prepared and sealed by a registered NJ Land surveyor (prepared or certified within the last 1 year) with source and date, showing all existing structures and features.	X	X	X	X	X	X			
11.	Certification and monumentation required by Map Filing law.	X	X	X	X	X	X			
12.	Metes and bounds bearings and dimensions, 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			
13.	Certification from the Tax Collector that all taxes are paid to date.	X	X	X	X	X	X			
14.	Narrative statement providing an overview of the proposed uses of the land and improvements, alterations, or additions (page 4 of application)	X	X	X	X	X	X			

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15.	A list of each item for which waiver is sought, together with a statement of reasons why waivers should be granted.	X	X	X	X	X	X			
16.	A list of variances sought, and a statement of the reasons why the variances should be granted (pg 3 and 5 of application).	X	X	X	X	X	X	X		
17.	Location key map 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 & located within 200 feet of the limits of the subject tract.	X	X	X	X	X	X			
18.	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			
19.	Plans should be prepared at a minimum scale of one (1) inch equals forty (40) feet. If the property is of a larger size then the scale may be prepared at a maximum of one (1) inch equals one hundred (100) feet.	X	X	X	X	X	X			
20.	North designation by arrow on each sheet.	X	X	X	X	X	X			
21.	Date reference meridian and graphic scale	X	X	X	X	X	X			
22.	The Tax Map sheet, block and lot numbers as per the Assessor's records	X	X	X	X	X	X			
23.	Proposed street names and new block/lot numbers approved by the tax assessor and the emergency services department.				X	X	X			
24.	The names of all property owners within 200 feet, as disclosed by the most recent tax records with block and lot. (within 6 months)	X (not needed if no variances)	X	X	X	X	X			

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25.	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. Setback lines on plan	X								
26.	Anticipated number of residents or number of employees.	X	X	X	X	X	X			
27.	Proposed phasing and construction schedule for entire project.		X	X		X	X			
28.	For a General Development Plan, all items listed in NJSA 40:55D-45.1 and 45.2									
29.	An environmental impact statement. In accordance with §208-132	X	X	X		X	X			
30.	A Phase I Environmental Assessment report conforming to current ASTM standards including soil testing results if required.		X			X				
31.	Traffic impact study addressing the impact of the proposed development on existing roadways. [See §208-133]		X	X		X	X			
32.	The names and widths of all abutting streets and driveways, including the right-of-way and cartway (pavement width).	X	X	X	X	X	X			
33.	Copy of any protective covenants or deed restrictions that apply to the subject parcel	X	X	X	X	X	X			
34.	Drafts of proposed protective covenants, deed restrictions, HOA documents or easements for review by the Land Use Board and its professional staff	X		X	X		X			
35.	Photographs of the site taken from the opposite side of the street, and to show any notable physical aspects of the site that may be instructive.	X	X		X	X		X		
36.	All proposed lot lines with metes and bounds, lot lines to be eliminated, area of proposed and existing lots in square feet	X	X	X	X	X	X			

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37.	The location, design and dimensions of each proposed and existing structure and wooded area on the property and within 200 feet.	X (within 50 feet for minor)	X	X	X (within 50 feet for minor)	X	X			
38.	A description of the method by which sanitary sewerage will be disposed.	X	X	X	X	X	X			
39.	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			
40.	Vehicle Circulation. The location, dimensions and arrangement of existing and proposed streets, vehicular access ways and driveways, curb openings, turn radii, off-street parking areas, location, dimensions and arrangement of loading and unloading areas	X	X	X		X	X			
41.	Calculation of required number of parking spaces and total number of parking spaces provided.	X	X	X		X	X			
42	Existing or proposed rights-of-way, road widening and easements with dimensions; and all land to be dedicated to the municipality or reserved for specific uses.		X	X	X	X	X			
43	Landscape Buffers in accordance with the Design Standards	X	X	X	X	X	X			
44.	Landscape plan and buffering plan as required, including what vegetation will remain and what will be planted (common and botanical name), quantities, size at time of planting, dimensions, method of planting, and corner sight distance triangles	X	X	X	X	X	X			
45.	Distance along rights-of-way lines of existing streets to the nearest intersection with other streets	X	X	X	X	X	X			
46.	The location, design and dimensions of open space areas, conservation areas, buffer areas, pedestrian walkways and any recreation areas and facilities proposed.		X	X		X	X			

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47.	Method by which common/public open space or commonly held building or structure is to be owned and maintained.		X			X				
48.	Any structures of historic significance on or within two hundred (200) feet of the tract, and if applicable a statement of the impact of the development on the historic structure.	X	X		X	X				
49.	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 prior to the issuance of any building permits.	X	X	X	X	X	X			
50.	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 on the existing drainage pattern.	X	X	X	X (request waiver if no construction or grading is proposed- will be a condition)	X	X			
51.	Soil Erosion and Sediment Control Plan consistent with the requirements of the soil conservation district.	X	X	X	X	X	X			
52.	Location of and results of the soil borings and soil testing indicating the depth to groundwater, seasonal high groundwater, and soil permeability rates within each stormwater management facility area.	X	X	X	X	X	X			
53.	The location, size and direction of flow of all streams, brooks, ditches, lakes and ponds with Floodplain boundaries.	X	X	X	X	X	X			
54.	An analysis of the condition of the nearest downstream drainage structure substantiating its capacity and integrity.		X	X		X	X			
55	Location of the existing and proposed 100 year floodplain within or adjacent to the proposed development and method of establishment.	X	X	X	X	X	X			

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56.	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			
57.	Stormwater Control Plan and Drainage Calculations in accordance with Ordinance 393.	X	X	X		X	X			
58.	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			
59.	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 consistent with the design standards for the zone.	X	X	X		X	X			
60.	Gross floor area per building, floor area ratio (FAR) and square footage allocation of uses per building.	X	X	X		X	X			
61.	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 Borough standards.	X	X	X		X	X			
62.	Location, size and materials of containers and enclosures for solid waste and recycling, and a detail of same.	X	X	X		X	X			
63.	If lots proposed for subdivision or development have frontage on or require access to a State Highway, submit copies of any permits issued by NJDOT pursuant to NJAC 16:47-1 et. seq.	X	X	X	X	X	X			
64.	Metes and bounds monumentation of wetlands line and wetlands buffer line.	X	X	X	X	X	X			

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65.	A letter of interpretation from the New Jersey Department of Environmental Protection either verifying the locations of the freshwater wetlands boundary and transition areas on the subject property, or determining and certifying that the proposal is exempt from the provisions of the Fresh Water Wetlands Protection Act, or confirming the absence of freshwater wetlands or freshwater wetlands transition areas on the subject property. Wetlands line and buffer must be shown on plans.	X	X	X	X	X	X			
66.	Lots consisting of both wetlands and uplands are to show the total lot area and the area of the uplands exclusive of the wetland buffers.	X	X		X	X				
67.	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			
68.	Size, type, copy and location of all proposed signs	X	X	X			X			
69	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	X			
70.	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			
71.	Barrier free sub code requirements if applicable	X	X	X		X	X			
72.	Traffic control and directional signage plan (elevation, size, color, etc)	X	X	X		X	X			

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73.	Construction details required by RSIS (NJAC 5:21), including cross section details of all drainage systems and details for roads, sidewalks, stormwater management systems, fire hydrants, water supply and sewer systems.		X	X		X	X			
74.	Letter containing a list of all items to be covered by a performance guarantee, with quantities and cost of each item and the total cost of all items			X			X			

TYPES OF APPLICATIONS

Minor Site Plan: An application that proposes minor site improvements that does not involve planned development, more than 500 sf of building addition, additional off street parking, or utility main extensions and has land disturbance of greater than 500 sf but less than 2,000 sf.

Major Site Plan: Any Site Plan application that is not classified as a Minor Site Plan.

Minor Subdivision: An application for the subdivision of land containing not more than three (3) lots fronting on an existing minor street, not involving any new street or road or the extension of municipal facilities.

Major Subdivision: Any Subdivision application that is not classified as a Minor Subdivision.

Bulk Variance Only: An application that involves no more than two (2) bulk variances and land disturbance of 500 sf or less.