

SOUTH ORANGE VILLAGE
Municipal Offices
76 South Orange Ave
Suite 302
South Orange
Essex County
New Jersey 07079

www.southorange.org
P 973.378.7715
F 973.763.0987



ORDINANCE #2023-06

Introduction: March 27, 2023

Adoption:

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF SOUTH ORANGE VILLAGE, SECTION 185-221 ADOPTING A REVISED "TOWNSHIP OF SOUTH ORANGE VILLAGE LAND DEVELOPMENT APPLICATION CHECKLIST"

WHEREAS, the current Township of South Orange Village Land Development Application was last amended in 2011 and requires amendment; and

WHEREAS, the Board of Trustees for the Township of South Orange wish to adopt and restate an amended Land Development Application Checklist in the form attached hereto or in a form substantially similar thereto; and

WHEREAS, the Board of Trustees was provided with the attached memorandum offering extensive explanation of the proposed amendments and wishes to attach said memorandum to the introduction of the within ordinance for informational purposes only and for the benefit of the general public and Planning Board in connection with their review as requested below. The memorandum shall not be part of the Ordinance nor shall it be codified or published as part of same.

NOW THEREFORE BE IT ORDAINED, by the Board of Trustees of the Township of South Orange Village, a municipal corporation of New Jersey located in Essex County thereof, as follows:

SECTION 1.

Chapter 185, Section 221 is hereby amended and restated as follows:

Attachment 1, attached to this Part 14, entitled "Township of South Orange Village Land Development Application Checklists" is hereby adopted and made the official checklist for the Township of South Orange Village, which checklist is to be given to each applicant at the time forms of application for development are given to said applicant.

SECTION 2.

Chapter 185, Section 221, Attachment 1 is hereby amended and restated in its entirety in the form attached hereto or in a form substantially similar thereto.

SECTION 3.

After introduction, the Village Clerk is hereby directed to submit a copy of the within Ordinance, Attachment 1 and Memorandum of Explanation of the Proposed Amendments (with the memorandum being transmitted for informational purposes only and not as part



of the proposed Ordinance) to the Planning Board of the Township of South Orange Village for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Board of Trustees, within 35 days after referral, a report including identification of any provisions in the proposed ordinance which are inconsistent with the Master Plan and recommendations concerning any inconsistencies and any other matter as the Planning Board deems appropriate.

SECTION 4.

This Ordinance shall be construed as to not conflict with any provision of New Jersey or Federal law. The provisions of this Ordinance shall be cumulative with, and not in substitution for, all other applicable zoning, planning and land use regulations. If any section, subsection, sentence, clause, phrase or portion of this Ordinance or its subject is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 5.

All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

SECTION 6.

This ordinance shall take effect upon final passage and publication as required by law.

SECTION 7.

On passage this ordinance shall be codified.

Introduction – First Reading

Trustee Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brown			X			
Coallier			X			
Haskins			X			
Hartshorn Hilton		X	X			
Jones			X			
Schnall	X		X			



CERTIFICATION

I, Ojetti E. Davis, Village Clerk of the Township of South Orange Village, County of Essex, State of New Jersey, do hereby certify that this Ordinance was introduced on first reading by the Board of Trustees at their meeting held on March 27, 2023.



Ojetti E. Davis
Village Clerk

Adoption – Second Reading

Trustee Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brown						
Coallier						
Haskins						
Hartshorn Hilton						
Jones						
Schnall						

CERTIFICATION

I, Ojetti E. Davis, Village Clerk of the Township of South Orange Village, County of Essex, State of New Jersey, do hereby certify that this Ordinance was adopted on second reading by the Board of Trustees at their meeting held on May 8, 2023.

Ojetti E. Davis
Village Clerk

Adopted:

Attest:

Sheena C. Collum
Village President

Ojetti E. Davis
Village Clerk

Township of South Orange Village Land Development Application Checklists

The administrative checklist must be submitted for all land development applications. The applicant should identify the type of application (i.e. Major Subdivision) on the application form, and submit the corresponding checklist and materials. 1 original and 17 copies of all required documents and plans should be provided, unless specified otherwise. An application shall not be considered complete until all the materials and information specified below have been submitted.

The applicant should make a mark under the "Applicant Response" column to indicate either compliance or that a submission waiver is sought. If an item is considered by the applicant to be "not applicable," a waiver request should be made, and the waiver requested box should be checked. The applicant should submit an attached statement identifying the submission waiver requirement and an explanation of why an exemption is sought. This waiver request will be adjudicated as part of the Completeness Determination, and within 45 days of receipt of said request.

Any questions regarding the submission of Land Development Application documents should be directed to the Board Secretary (973) 378-7715 ext. 7722. All application materials should be submitted to the Board Secretary, 76 South Orange Avenue, Suite 302, South Orange, NJ 07079.

Administrative Checklist (To Be Submitted For All Applications)

Administrative Checklist Requirement	Applicant Response	Staff Response
1. COMPLETED CHECKLIST · This shall include written explanations for all requested completeness waivers, signed by the applicant.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
2. APPLICATION FORM · Completed Township of South Orange Village application form.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
3. SUBMISSION WAIVER STATEMENT · Completed statement attachment for the explanation of any submission waiver requests, identifying the submission requirement and the reason for desired exemption.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
4. APPLICATION FEE CHECK · This shall be made out to the Township of South Orange Village and include the applicant's Federal ID number.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
5. ESCROW REVIEW FEE CHECK · This shall be made out to the Township of South Orange Village and include the applicant's Federal ID number.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
6. TAX COLLECTOR CERTIFICATION (2 COPIES) · This shall be obtained from the Township of South Orange Village Tax Collector to confirm all taxes and assessments are paid in full.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
7. CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET (2 COPIES) · To be obtained by the Township of South Orange Village Tax Assessor.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
8. DEED(S) FOR LANDS (5 COPIES) · This shall be provided for all land related to protective covenants, deed restrictions, road widening, sight triangles, open space, recreation, utilities, and existing and proposed easements.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
9. COMPLETED ESCROW AGREEMENT + W9 FORM (2 COPIES)	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	

Administrative Checklist Requirement	Applicant Response	Staff Response
10. OWNERSHIP DISCLOSURE AFFIDAVIT (FORM ATTACHED) (2 COPIES)	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
11. SITE INSPECTION AUTHORIZATION (FORM ATTACHED) (2 COPIES)	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
12. PUBLIC HEARING NOTIFICATION (FORM ATTACHED) (2 COPIES)	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
13. DIGITAL COPY OF ALL APPLICATION DOCUMENTS · Email attachments or web link. A copy of all application documents shall be submitted to the Board Secretary.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
14. PHOTOGRAPHS OF SUBJECT PREMISES · Photographs of site's existing conditions and areas affected by proposal.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
15. PROFESSIONAL SEALED PLANS (18 COPIES TOTAL – 5 SEALED) · All plans or plats prepared by a New Jersey licensed engineer or licensed Land Surveyor. Each sheet must be signed and sealed by the appropriate professional and contain all contact information of the professional.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
16. PROPERTY/BOUNDARY SURVEY · This shall be the survey used to prepare the plan showing any deed restrictions, covenants, or easements. This survey shall be recent (within the past 5 years) and reflect the conditions as they currently exist.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
17. SPECIAL DISTRICT DESIGNATION · Indication if the application is subject to special design standards or review by a Village Committee, Commission, or Board (i.e. Environmental Commission, Design Review Board, Historic Preservation Commission). Such applications will be forwarded to applicable groups by the Board Secretary.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
18. HISTORIC SITE OR DISTRICT IDENTIFICATION · Identification of this site as a historic site or part hereof, or within a historic district as included in the Historic Preservation Ordinance or Master Plan.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
19. PLAN DETAILS - TITLE BLOCK (ALL SHEETS) · This shall include lot and block number(s) of subject property, original plan date and date(s) of all revisions, scale, and graphic scale.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
20. PLAN DETAILS – OWNER + APPLICANT INFORMATION · This shall include names, addresses, and telephone numbers.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
21. PLAN DETAILS – NORTH ARROW WITH REFERENCE (ALL SHEETS)	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
22. PLAN DETAILS – SCALE · Drawn at a scale not less than 1 inch equals 50 feet.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
23. PLAN DETAILS - ZONING COMPLIANCE TABLE · This shall include information regarding compliance with all applicable zoning requirements (i.e. use, bulk, design, sign, parking, etc.) and any notation as to any variances and/or design waivers requested.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
24. PLAN DETAILS – BOUNDARY + LOT INFORMATION · Existing and proposed boundary information and lot lines with bearing and distance including existing lot lines to be removed based upon a current survey. Existing and proposed lot areas shown in acres and square feet. The minimum lot area within 100 feet of the front property line should be identified if different from the total area measured within 100 feet and the total lot area.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
25. PLAN DETAILS – SHORTEST DISTANCE LINES · All existing and proposed front, side, and rear yard setback lines shall be	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	

Administrative Checklist Requirement	Applicant Response	Staff Response
<ul style="list-style-type: none"> · shown on the plans and be consistent with the zoning compliance table. · All required front, side, and rear yard setback lines shall be shown on the plans in accordance with the applicable zoning. · All shortest distance lines between any existing and/or proposed buildings and structures. 		
<p>26. PLAN DETAILS – SIGNATURE BLOCKS</p> <ul style="list-style-type: none"> · This shall be for the Board Chairperson, Secretary, and Engineer. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>27. PLAN DETAILS – KEY MAP</p> <ul style="list-style-type: none"> · This shall be at a scale of not less than 1 inch equals 400 feet showing street names and zone district. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>28. PLAN DETAILS – ADJACENT PROPERTIES</p> <ul style="list-style-type: none"> · All structures, driveways, and tree canopies within 100 feet of the subject parcel shall be depicted. The dimensions on this plan can be approximate if physical access for accurate measurement is not available. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>29. EXISTING CRITICAL ENVIRONMENTAL AREAS</p> <ul style="list-style-type: none"> · This shall include the location of any critical environmental areas, stream corridors, flood boundaries, and wetlands on the property and within 300 feet of the property. If none, exist an engineer’s statement shall be provided. Dimensions of off-site features can be approximate if physical access for accurate measurement is not available. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>30. STORMWATER RUNOFF</p> <ul style="list-style-type: none"> · The Applicant shall demonstrate how the project will comply with Municipal and State Stormwater Standards. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>31. EXISTING TREES</p> <ul style="list-style-type: none"> · The location, species, and size of all existing trees meeting the criteria of Chapter 334 – Trees and Shrubbery and Section 185-XVIII of the Ordinance. · Tree removal and protection plan identifying all existing trees to be removed or protected meeting the criteria of Chapter 334 – Trees and Shrubbery and Section 185-XVIII of the Ordinance. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>32. EXISTING WELLS + SEPTIC SYSTEMS</p> <ul style="list-style-type: none"> · On the property. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>33. POST-APPROVAL CONTINGENCIES</p> <ul style="list-style-type: none"> · Acknowledgement that the following items may be required as part of resolution compliance and/or as part of the construction approval process: <ul style="list-style-type: none"> ○ Developer’s Fees/Affordable Housing Obligation per Ordinance Section 185-222 though -259 ○ Final Plat/Site Plan ○ Engineer’s Cost Estimate ○ Approved Block and Lot Designations ○ “As Built” Plans or Final Plats ○ Approved Road Names and Subdivision Name ○ Certification from the Applicant’s Engineer 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	

Preliminary + Final Major Site Plan Checklist

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
1. SIGNED UTILITY LETTERS (2 COPIES) • Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
2. ENVIRONMENTAL IMPACT STATEMENT • This shall include the following: <ul style="list-style-type: none"> ◦ Map of the site ◦ Description of proposed development ◦ Inventory of existing conditions including, hydrology, geology, soils, topography and slope, drainage, vegetation, air quality, wildlife, noise, and information about site contamination, if any ◦ Calculation of water and sewer demand for both existing and proposed conditions ◦ Required permits and approvals ◦ Assessment of impacts ◦ Impact mitigation steps ◦ Alternatives to development 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
3. TRAFFIC + PARKING IMPACT ASSESSMENT • This shall include the following: <ul style="list-style-type: none"> ◦ Peak traffic generation (AM/PM) ◦ Predicted future conditions (build/no-build) ◦ Level of Service impacts ◦ Mitigation requirements ◦ Parking generation ◦ Onsite & offsite parking capacity ◦ Compliance with ordinance standards 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
4. RIGHTS-OF-WAY + EASEMENTS • Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown. This shall include 1-foot contours for areas up to 20% grade and 2-foot contours for all grades above 20%.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
5. TOPOGRAPHIC SURVEY • This shall show contours at 2-foot intervals within the tract and within 50 feet of the tract, if the off-site information is reasonably available. This shall include 1-foot contours for areas up to 20% grade and 2-foot contours for all grades above 20%.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
6. GRADING PLAN • This shall show all grading on site and off site based upon 2-foot contour topographic survey; provide typical cross sections where necessary.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
7. STORMWATER MANAGEMENT PLAN • This shall show how stormwater will be controlled and in what manner it will be released, including pre- and post- development drainage area map, drainage calculations and water quality control methods. This plan shall demonstrate compliance with applicable stormwater management requirements, which includes, but is not limited to, a geotechnical investigation, groundwater mounding analysis and compliance with other regulatory requirements.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
8. CIRCULATION PLAN • This shall show proposed vehicular and pedestrian circulation systems, showing how the proposed ties into the existing system including: <ul style="list-style-type: none"> ◦ Location of off-street parking and loading spaces with dimensions ◦ Width of traffic aisles 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
<ul style="list-style-type: none"> o Direction of traffic flow o Profiles, and cross sections of all streets, common driveways or private roads o Sight clearance triangles at street intersections and where driveways and curb cuts intersect with streets o Specifications and construction details sheet of existing and proposed paving and curbing o Dimensions, location, and treatment of proposed entrances and gates to public rights-of-way o Identify use of traffic control devices, signs and traffic signals, channelization and all other traffic alterations o Identify accessible routes in accordance with accessibility requirements <p>• See applicable requirements at Ordinance Section 185-112 through -115.</p>		
<p>9. PARKING CALCULATIONS</p> <p>• This shall include:</p> <ul style="list-style-type: none"> o Number of required parking spaces o Number of proposed parking spaces o Location of the parking area o Dimensions from parking spaces to the property lines, street, and structures o Identification of electric vehicle parking and details of such as required by State Law 2021, Chapter 171 o Identification of any required variance relief <p>• See parking requirements at Ordinance Section 185-174 through -177</p>	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>10. LIGHTING PLAN</p> <p>• This shall clearly delineate all exterior lighting including:</p> <ul style="list-style-type: none"> o Proposed isolux patterns with footcandle levels o Mounting height o Manufacturer’s specifications and construction details including materials, colors, fixture and pole type o Color temperature <p>• See lighting requirements at Ordinance Section 185-116.</p>	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>11. LANDSCAPING PLAN</p> <p>• This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names.</p> <p>• See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118.</p>	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>12. SIGN PLANS</p> <p>• This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated.</p> <p>• Sign compliance chart indicating compliance or variance requested.</p> <p>• See sign requirements at Ordinance Section 185-138 through -151.</p>	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>13. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES</p> <ul style="list-style-type: none"> • For existing buildings, elevations and floor plans shall be provided. • For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. • Height information and measurements including grade point / elevations at corners of building to highest points of structure. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>14. SUSTAINABILITY STATEMENT</p> <p>• A statement regarding the proposed developments incorporation of sustainable practices shall be provided on the plans.</p>	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
<p>15. UTILITY SYSTEMS</p> <ul style="list-style-type: none"> · This shall show connections to existing and proposed systems including, but not limited to: <ul style="list-style-type: none"> ○ Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations ○ Drainage area map and drainage calculations ○ Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities ○ Existing and proposed water mains, showing sizes and materials ○ Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health ○ Existing electric and natural gas lines and proposed connections thereto ○ Location of existing and proposed water wells ○ Building service size connections ○ Letter of intent to serve the property from utilities (gas, electric, telephone, etc.) ○ A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. ○ Screening details 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>16. SOIL EROSION + SEDIMENT CONTROL PLAN</p> <ul style="list-style-type: none"> · This shall be designed in accord with the Hudson-Essex-Passaic Soil Conservation District, including 2 copies of the application(s) made thereto. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>17. COMMON OPEN SPACE DETAILS</p> <ul style="list-style-type: none"> · This shall include the amount (SF and acres) and location of common open space to be provided, location and description of the organization to be established for the ownership, and maintenance of any common space. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>18. SOIL PERMEABILITY LOGS</p> <ul style="list-style-type: none"> · This shall include a minimum of two logs with the permeability test results for each proposed lot or use if on-site sewage disposal system proposed. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>19. APPROVALS STATEMENT</p> <ul style="list-style-type: none"> · Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>20. ON-SITE STRUCTURE LOCATIONS + USE</p> <ul style="list-style-type: none"> · For existing and proposed structures, the following must be provided: <ul style="list-style-type: none"> ○ Residential – Number of proposed units and bedrooms ○ Office/Commercial/Industrial – Number of employees, total and in maximum shift ○ Description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials to be stored on-site. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>21. SOLID WASTE + RECYCLABLE MATERIAL</p> <ul style="list-style-type: none"> · A statement and/or details identifying provisions for the collection, storage and disposal of such shall be shown on the plan. · See applicable requirements at Ordinance Section 185-112 and -123. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>22. ESSEX COUNTY PLANNING BOARD APPLICATION FORM (2 COPIES)</p> <ul style="list-style-type: none"> · Completed County Planning Board application forms (if applicable, i.e. on a County Road or impacting County drainage facility), including copy of a check made payable to Essex County. · Link to application webpage: http://www.ecdpw.org/subdivision_and_site_plans.php 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>23. ESSEX COUNTY HEALTH DEPARTMENT APPLICATION (2 COPIES)</p> <ul style="list-style-type: none"> · Completed County Health Department application forms, including copy of a check made payable to Essex County. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
24. HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT APPLICATION (5 COPIES) <ul style="list-style-type: none"> • Completed Hudson-Essex-Passaic Soil Conservation District application and submitted soil erosion and sediment control plan, including copy of check made payable to "HEPSCD". • Link to application webpage: http://hepsoilnj.org/forms/ 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
25. NEW JERSEY STATE APPROVALS (5 COPIES) <ul style="list-style-type: none"> • Copies of any and all Department of Transportation and Department of Environmental Protection approvals. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	

Minor Site Plan Checklist

Minor Site Plan Checklist Requirement	Applicant Response	Staff Response
<p>1. SIGNED UTILITY LETTERS (2 COPIES)</p> <ul style="list-style-type: none"> · Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>2. LANDSCAPING PLAN</p> <ul style="list-style-type: none"> · This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. · See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>3. UTILITY SYSTEMS</p> <ul style="list-style-type: none"> · This shall show connections to existing and proposed systems including, but not limited to: <ul style="list-style-type: none"> o Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations o Drainage area map and drainage calculations o Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities o Existing and proposed water mains, showing sizes and materials o Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health o Existing electric and natural gas lines and proposed connections thereto o Location of existing and proposed water wells o Letter of intent to serve the property from utilities (gas, electric, telephone, etc.) o A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. o Screening details 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>4. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES</p> <ul style="list-style-type: none"> · For existing buildings, elevations and floor plans shall be provided. · For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. · Height information and measurements including grade point / elevations at corners of building to highest points of structure. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>5. SUSTAINABILITY STATEMENT</p> <ul style="list-style-type: none"> · A statement regarding the proposed developments incorporation of sustainable practices shall be provided on the plans. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>6. SOLID WASTE + RECYCLABLE MATERIAL</p> <ul style="list-style-type: none"> · A statement and/or details identifying provisions for the collection, storage and disposal of such shall be shown on the plan. · See applicable requirements at Ordinance Section 185-112 and -123. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>7. RIGHTS-OF-WAY + EASEMENTS</p> <ul style="list-style-type: none"> · Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	

Minor Site Plan Checklist Requirement	Applicant Response	Staff Response
<p>8. LIGHTING PLAN</p> <ul style="list-style-type: none"> · This shall clearly delineate all exterior lighting including: <ul style="list-style-type: none"> ○ Proposed isolux patterns with footcandle levels ○ Mounting height ○ Manufacturer's specifications and construction details including materials, colors, fixture and pole type ○ Color temperature · See lighting requirements at Ordinance Section 185-116. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>9. SIGN PLANS</p> <ul style="list-style-type: none"> · This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated. · Sign compliance chart indicating compliance or variance requested. · See sign requirements at Ordinance Section 185-138 through -151. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>10. APPROVALS STATEMENT</p> <ul style="list-style-type: none"> · Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>11. ESSEX COUNTY PLANNING BOARD APPLICATION FORM (2 COPIES)</p> <ul style="list-style-type: none"> · Completed County Planning Board application forms (if applicable, i.e. on a County Road or impacting County drainage facility), including copy of a check made payable to Essex County. · Link to application webpage: http://www.ecdpw.org/subdivision_and_site_plans.php 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>12. ESSEX COUNTY HEALTH DEPARTMENT APPLICATION (2 COPIES)</p> <ul style="list-style-type: none"> · Completed County Health Department application forms, including copy of a check made payable to Essex County. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>13. HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT APPLICATION (5 COPIES)</p> <ul style="list-style-type: none"> · Completed Hudson-Essex-Passaic Soil Conservation District application and submitted soil erosion and sediment control plan, including copy of check made payable to "HEPSCD". · Link to application webpage: http://hepsoilnj.org/forms/ 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>14. NEW JERSEY STATE APPROVALS (5 COPIES)</p> <ul style="list-style-type: none"> · Copies of any and all Department of Transportation and Department of Environmental Protection approvals. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	

Preliminary + Final Major Subdivision Checklist

Preliminary + Final Subdivision Checklist Requirement	Applicant Response	Staff Response
1. SIGNED UTILITY LETTERS (2 COPIES) • Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
2. ENVIRONMENTAL IMPACT STATEMENT • This shall include the following: <ul style="list-style-type: none"> ◦ Map of the site ◦ Description of proposed development ◦ Inventory of existing conditions including, hydrology, geology, soils, topography and slope, drainage, vegetation, air quality, wildlife, noise, and information about site contamination, if any ◦ Required permits and approvals ◦ Assessment of impacts ◦ Impact mitigation steps ◦ Alternatives to development 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
3. LANDSCAPING PLAN • This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. • See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
4. RIGHTS-OF-WAY + EASEMENTS • Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
5. TOPOGRAPHIC SURVEY • This shall show contours at 2-foot intervals within the tract and within 50 feet of the tract, if the off-site information is reasonably available.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
6. GRADING PLAN • This shall show all grading on site and off site based upon 2-foot contour topographic survey; provide typical cross sections where necessary.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
7. STORMWATER MANAGEMENT PLAN • This shall show how stormwater will be controlled and in what manner it will be released; including pre- and post- development drainage area map, drainage calculations and water quality control methods.	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
8. CIRCULATION PLAN • This shall show proposed vehicular and pedestrian circulation systems, showing how the proposed ties into the existing system including: <ul style="list-style-type: none"> ◦ Location of off-street parking and loading spaces with dimensions ◦ Width of traffic aisles ◦ Direction of traffic flow ◦ Profiles, and cross sections of all streets, common driveways or private roads ◦ Sight clearance triangles at street intersections and where driveways and curb cuts intersect with streets ◦ Specifications and construction details sheet of existing and proposed paving and curbing ◦ Dimensions, location, and treatment of proposed entrances and gates to 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	

Preliminary + Final Subdivision Checklist Requirement	Applicant Response	Staff Response
<ul style="list-style-type: none"> public rights-of-way o Identify use of traffic control devices, signs and traffic signals, channelization and all other traffic alterations o Identify accessible routes in accordance with accessibility requirements · See applicable requirements at Ordinance Section 185-112 through -115. 		
<p>9. PARKING CALCULATIONS</p> <ul style="list-style-type: none"> · This shall include: <ul style="list-style-type: none"> o Number of required parking spaces o Number of proposed parking spaces o Location of the parking area o Dimensions from parking spaces to the property lines, street, and structures o Identification of electric vehicle parking and details of such as required by State Law 2021, Chapter 171 o Identification of any required variance relief · See parking requirements at Ordinance Section 185-174 through -177 	<p style="text-align: center;">SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>10. LIGHTING PLAN</p> <ul style="list-style-type: none"> · This shall clearly delineate all exterior lighting including: <ul style="list-style-type: none"> o Proposed isolux patterns with footcandle levels o Mounting height o Manufacturer's specifications and construction details including materials, colors, fixture and pole type o Color temperature · See lighting requirements at Ordinance Section 185-116. 	<p style="text-align: center;">SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>11. SIGN PLANS</p> <ul style="list-style-type: none"> · This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated. · Sign compliance chart indicating compliance or variance requested. · See sign requirements at Ordinance Section 185-138 through -151. 	<p style="text-align: center;">SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>12. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES</p> <ul style="list-style-type: none"> · For existing buildings, elevations and floor plans shall be provided. · For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. · Height information and measurements including grade point / elevations at corners of building to highest points of structure. 	<p style="text-align: center;">SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>13. UTILITY SYSTEMS</p> <ul style="list-style-type: none"> · This shall show connections to existing and proposed systems including, but not limited to: <ul style="list-style-type: none"> o Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations o Drainage area map and drainage calculations o Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities o Existing and proposed water mains, showing sizes and materials o Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health o Existing electric and natural gas lines and proposed connections thereto o Location of existing and proposed water wells o Letter of intent to serve the property from utilities (gas, electric, telephone, etc.) 	<p style="text-align: center;">SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	

Preliminary + Final Subdivision Checklist Requirement	Applicant Response	Staff Response
<ul style="list-style-type: none"> ◦ A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. ◦ Screening details 		
<p>14. SOIL EROSION + SEDIMENT CONTROL PLAN</p> <ul style="list-style-type: none"> · This shall be designed in accord with the Hudson-Essex-Passaic Soil Conservation District, including 2 copies of the application(s) made thereto. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>15. COMMON OPEN SPACE DETAILS</p> <ul style="list-style-type: none"> · This shall include the amount (SF and acres) and location of common open space to be provided, location and description of the organization to be established for the ownership, and maintenance of any common space. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>16. SOIL PERMEABILITY LOGS</p> <ul style="list-style-type: none"> · This shall include a minimum of two logs with the permeability test results for each proposed lot or use if on-site sewage disposal system proposed. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>17. APPROVALS STATEMENT</p> <ul style="list-style-type: none"> · Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>18. ON-SITE STRUCTURE LOCATIONS + USE</p> <ul style="list-style-type: none"> · For existing and proposed structures, the following must be provided: <ul style="list-style-type: none"> ◦ Residential – Number of proposed units and bedrooms ◦ Office/Commercial/Industrial – Number of employees, total and in maximum shift ◦ Description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials to be stored on-site. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>19. SOLID WASTE + RECYCLABLE MATERIAL</p> <ul style="list-style-type: none"> · A statement and/or details identifying provisions for the collection, storage and disposal of such shall be shown on the plan. · See applicable requirements at Ordinance Section 185-112 and -123. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>20. ESSEX COUNTY PLANNING BOARD APPLICATION FORM (2 COPIES)</p> <ul style="list-style-type: none"> · Completed County Planning Board application forms (if applicable, i.e. on a County Road or impacting County drainage facility), including copy of a check made payable to Essex County. · Link to application webpage: http://www.ecdpw.org/subdivision_and_site_plans.php 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>21. ESSEX COUNTY HEALTH DEPARTMENT APPLICATION (2 COPIES)</p> <ul style="list-style-type: none"> · Completed County Health Department application forms, including copy of a check made payable to Essex County. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>22. HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT APPLICATION (5 COPIES)</p> <ul style="list-style-type: none"> · Completed Hudson-Essex-Passaic Soil Conservation District application and submitted soil erosion and sediment control plan, including copy of check made payable to "HEPSCD". · Link to application webpage: http://hepsolnj.org/forms/ 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	
<p>23. NEW JERSEY STATE APPROVALS (5 COPIES)</p> <ul style="list-style-type: none"> · Copies of any and all Department of Transportation and Department of Environmental Protection approvals. 	SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/>	

Minor Subdivision Checklist

Minor Subdivision Checklist Requirement	Applicant Response	Staff Response
<p>1. SIGNED UTILITY LETTERS (2 COPIES)</p> <ul style="list-style-type: none"> · Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>2. LANDSCAPING PLAN</p> <ul style="list-style-type: none"> · This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. · See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>3. UTILITY SYSTEMS</p> <ul style="list-style-type: none"> · This shall show connections to existing and proposed systems including, but not limited to: <ul style="list-style-type: none"> ◦ Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations ◦ Drainage area map and drainage calculations ◦ Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities ◦ Existing and proposed water mains, showing sizes and materials ◦ Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health ◦ Existing electric and natural gas lines and proposed connections thereto ◦ Location of existing and proposed water wells ◦ Letter of intent to serve the property from utilities (gas, electric, telephone, etc.) ◦ A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. ◦ Screening details 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>4. RIGHTS-OF-WAY + EASEMENTS</p> <ul style="list-style-type: none"> · Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	
<p>5. APPROVALS STATEMENT</p> <ul style="list-style-type: none"> · Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same. 	<p>SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/></p>	

Use + Bulk Variance Checklist

Use + Bulk Variance Checklist Requirement	Applicant Response	Staff Response
<p>1. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES</p> <ul style="list-style-type: none"> • For existing buildings, elevations and floor plans shall be provided. • For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. • Height information and measurements including grade point / elevations at corners of building to highest points of structure. 	<p style="text-align: center;"> SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/> </p>	
<p>2. ADDITIONAL SUPPORTIVE INFORMATION</p> <ul style="list-style-type: none"> • Other information necessary to show the nature and extent of the variance requested. 	<p style="text-align: center;"> SUBMITTED <input type="checkbox"/> WAIVER REQUESTED <input type="checkbox"/> </p>	



UNLOCKING POTENTIAL
IN PLACES YOU LOVE

Memorandum Explaining Amendments to Board Application Completeness Checklist

The purpose of this memo is to outline the amendments to the Completeness Checklist used for land development applications. When applications for development are submitted to either the Planning Board or the Zoning Board of Adjustment, they are first reviewed for completeness. Applicants must submit all items contained in the application's Completeness Checklist or submit submission waiver requests explaining why the item is not applicable or necessary. The Board Secretary reviews the application to make sure the administrative items are complete, such as ownership disclosure forms and escrow payments. The Board Professionals review the documents to make sure they provide adequate amount of information for the Board to review and evaluate the application's compliance and merits. This evaluation is presented to the respectful Boards at the monthly public hearings, where the completeness of the application materials is discussed and ultimately deemed complete and ready for a hearing on the merits, or incomplete and additional information is required.

The existing Completeness Checklist underwent an analysis and improvement to address four major concerns:

- The template format was often used incorrectly, and many Applicants thought the example was part of their submission.
- The phrasing of the requirements left many questions about the actual item required, the amount of detail needed, and the form in which the information should be provided. This resulted in application delays and burdens on Board staff to individually clarify requirements to each Applicant.
- Many Applicants would have questions about the requirements themselves and where to find the statute.
- The information wasn't properly categorized, leaving the Board Secretary looking several separate places for proper administrative documentation.

The checklist updates solve these by:

- Having separate checklists per application type, so to not leave it to the Applicant to disseminate what is required and what is not.
- Grouping administrative items together in one place to facilitate the various board professionals' review.
- Providing code citations so applicants can find the applicable requirements themselves and provide the information at the onset.

The content of this amendment has been reviewed by the Village Engineer, Planning/Zoning Board Engineer, Planning Board Attorney, Zoning Board Attorney, Planning/Zoning Board

Secretary, Planning Board Chairman, and Zoning Board Chairman. It is now presented to the Board of Trustees for consideration and comment.

There are two sections discussed in this memo:

- I. Section I outlines how the new checklists will be organized
- II. Section II contains a list of every change made to each application type

I. Checklist Reconfiguration:

1. The completeness checklist is separated into separate checklists, one for each application type. All application types will submit the Administrative Checklist plus a checklist for their application type (Preliminary + Final Major Site Plan, Minor Site Plan, Preliminary + Final Major Subdivision, Minor Subdivision, and Use + Bulk Variance). If the Applicant proposed a combination of application types (i.e. Major Site Plan with Bulk Variances), then both checklists must be submitted.
2. The General Development Plan, "a" Variance, and "b" Variance application types are to be removed from the checklist since the Administrative Checklist captures all necessary items.
3. 18 copies of all required documents and plans are to be provided, unless specified within an individual checklist item.
4. Items that are not required as part of completeness but are necessary in the post-approval process were removed as items that needed to be provided but relocated into a new item (#33 of the Administrative Checklist) which will require the Applicant to acknowledge what will need to be provided post-approval for transparency.
5. The following items from the existing checklist are to be removed since they are captured within the Administrative Checklist requirements.
 - o Checklist Requirement #20, Affirmative Statement in Writing
 - o Checklist Requirement #34, Areas and Dimensions of Lots
 - o Checklist Requirement #48, The Entire Tract on One Sheet

II. Checklist Amendments for all 6 Application Types:

1. Administrative Checklist:

This checklist must be submitted with every land development application. This checklist mainly includes items that were required for every application within the existing checklist, along with some new requirements and updated requirement descriptions. All amendments are outlined below:

1. Checklist Requirement #3 is a new requirement for the explanation of any waiver requests and reasoning for the desired exemption.
2. The individual checks item is to be separated into two items for each type of fee. Checklist Requirement #4 is to be for application fee checks, and Checklist Requirement #5 is to be for escrow review fee checks.
3. Checklist Requirement #11 is a new requirement for site inspection authorization.

4. The title for the "digital copy of the site plan" item has been amended to **"Digital Copy of All Application Documents"**. This item description "in a format approved by the Township Engineer. Plan to show lot lines, easements, buffers, existing and proposed structures" has been amended to state **"Email attachments or web link. A copy of all application documents shall be submitted to the Board Secretary"**.
5. The item description for the photographs of subject premises requirement has been amended to **"Photographs of site's existing conditions and areas affected by proposal"** from "that may prove useful in helping the Board make a more informed decision on the application".
6. The title for the "Professional Seals" item has been amended to **"Professional Sealed Plans"**.
7. Checklist Requirement #16 is a new requirement for a property/boundary survey.
8. Checklist Requirement #17 is a new requirement for the applicant to indicate if the application is subject to special design standards or review by a Village Committee, Commission, or Board (i.e. Environmental Commission, Design Review Board, Historic Preservation Commission).
9. The item description for the historic site or district requirement has been clarified from "Identification of any historic district shown on the master plan or in the zoning regulations involving the property" to **"Identification of this site as a historic site or part hereof, or within a historic district as included in the Historic Preservation Ordinance or Master Plan"**.
10. The title for the "Title Block" item has been reworded for consistency to **"Plan Details – Title Block (All Sheets)"**
11. The title for the "Name, Address, And Telephone Number" item has been reworded for consistency to **"Plan Details – Owner + Applicant Information"**.
12. The title for the "North Arrow with Reference" item has been amended to **"Plan Details – North Arrow With Reference (All Sheets)"**.
13. The title for the "Drawn at Scale" item has been reworded for consistency to **"Plan Details – Scale"**.
14. The title for the "Zoning Compliance Schedule" item has been amended to **"Plan Details – Zoning Compliance Table"**. This item description has been expanded from "Including notation as to any variance/waivers requested" to state **"This shall include information regarding compliance with all applicable zoning requirements (i.e., use, bulk, design, sign, parking, etc.) and any notation as to any variance and/or design waivers requested"**.
15. The title for the "Boundary, Information, Lot Lines" item has been amended to **"Plan Details – Boundary + Lot Information"**. This item description has been amended from "both existing and proposed, with bearing and distance, including existing lot lines to be removed based upon a current survey. Original boundary survey used to prepare the plan should be provided with the application" to state **"Existing and proposed boundary information and lot lines with bearing and distance including existing lot lines to be removed based upon a current survey. Existing and proposed lot areas shown in acres and square feet. The minimum lot area within 100 feet of the front property line should be identified if different from the total area measured within 100 feet and the total lot area"**.
16. The title for the "Setback Lines" item has been amended to **"Plan Details – Shortest Distance Lines"**. This item description has been expanded from "all front, side, and rear setback lines shall be shown in accord with the applicable zoning" to state **"All existing and proposed front, side, and rear yard setback lines shall be shown on the plans and be consistent with the zoning compliance table. All required front, side, and rear yard setback lines shall be shown on the plans in accordance with the applicable zoning. All shortest distance lines between any existing and/or proposed buildings and structures"**.

17. The title for the "Signature Blocks" item has been reworded for consistency to "Plan Details – Signature Blocks".
18. The title for the "Key Map" item has been reworded for consistency to "Plan Details – Key Map".
19. Checklist Requirement #28 is a new requirement for all structures, driveways, and tree canopies within 100 feet of the subject parcel to be depicted on the plan.
20. The item description for the existing critical environmental areas requirement has been amended from "Location of any of the following features on the property and within 50 feet of the property: critical environmental areas, stream corridors, flood boundaries, wetlands on the property. If none exist, supply a separate engineer's statement" to "This shall include the location of any critical environmental areas, stream corridors, flood boundaries, and wetlands on the property and within 150 feet of the property. If none, exist an engineer's statement shall be provided. Dimensions of off-site features can be approximate if physical access for accurate measurement is not available".
21. Checklist Requirement #30 is a new requirement to demonstrate how the applicant will comply with Municipal and State Stormwater Standards.
22. The item description for the existing wells and septic systems requirement has been amended from "on the property and within 100 feet of the property" to "on the Property".
23. Checklist Requirement #33 is a new requirement for Post-Approval Contingencies that states, "Acknowledgement that the following items may be required as part of resolution compliance and/or as part of the construction approval process: Developer's Fees/Affordable Housing Obligation per Ordinance Section 185-222 through -259, Final Plat/Site Plan, Engineer's Cost Estimate, Approved Block and Lot Designations, "As Built" Plans or Final Plats, Approved Road Names and Subdivision Name, Certification from the Applicant's Engineer".

2. Preliminary + Final Major Site Plan Checklist:

This checklist must be submitted with every preliminary + final major site plan application. Amendments are as follows:

1. The title for the "Letter(s) Signed By A Responsible Officer Of The Water Company, Sewer Authority, Or Other Utility Company" item has been amended to "Signed Utility Letters (2 Copies)". This item description has been amended from "Which provides water, sewer, gas, telephone, and/or electricity, stating approval for each proposed utility installation design and indicating who will construct the facility" to state "Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, and starting availability of service".
2. The title for the "Environmental Impact Assessment" item has been amended to "Environmental Impact Statement". Additionally, "information about any site contamination" has been included in the item description.
3. The title for the "Existing and Proposed Rights of Way And Easements" item has been amended to "Rights-Of-Way + Easements".
4. The title for the "Current Topographic Survey" item has been amended to "Topographic Survey". This item description has been amended from "with contours at 2-foot intervals within the tract and within 50 feet of the tract" to state "This shall show contours at 2-foot intervals within the tract and within 50 feet of the tract, if the off-site information is reasonably available".

5. The "Stormwater Management Plan" item description has been amended to include "This plan shall demonstrate compliance with applicable stormwater management requirements, which includes, but is not limited to, a geotechnical investigation, groundwater mounding analysis and compliance with other regulatory requirements".
6. The "Circulation Plan" item description has been amended to include "Identify accessible routes in accordance with accessibility requirements" and "See applicable requirements at Ordinance Section 185-112 through -115." Additionally, "vision clearance triangles" has been amended to state "sight clearance triangles".
7. The "Parking Calculations" item description has been amended to include "Identification of electric vehicle parking and details of such as required by State Law 2021, Chapter 171. Identification of any required variance relief. See parking requirements at Ordinance Section 185-174 through -177."
8. The item description of the Lighting Plan requirement has been amended from "clearly delineating all exterior lighting, including proposed Isolux patterns, mounting height, pole type, manufacturer's identification, construction details" to "This shall clearly delineate all exterior lighting including proposed isolux patterns with footcandle levels, mounting height, manufacturer's specifications and construction details including materials, colors, fixtures and pole type, color temperature. See lighting requirements at Ordinance Section 185-138 through -151".
9. The item description for the landscaping plan requirement has been amended from "delineating all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. The plan shall be signed and sealed in accord with applicable laws" to "This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. See landscaping requirements at Ordinances Section 185-100, -104, -117, and -118".
10. The item description of the Sign Plan requirement has been amended from "showing all exterior signage, both identification and traffic control. The size and type of signs and height shall be delineated" to "This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated. Sign compliance chart indicating compliance or variance requested. See sign requirements at Ordinance Section 185-138 through -151."
11. The title for the "Architectural Plans and Elevations" item has been amended to "Architectural Plans, Elevations, Floor Plans, Colored Renderings + Material Board Samples". This item description has been amended from "of all sides for proposed buildings or structures, Elevations at the corners of all proposed buildings, paved areas, property corners, if new buildings or paved areas are proposed. All such plans shall be signed and sealed in accord with the applicable laws" to "For existing buildings, elevations and floor plans shall be provided. For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. Height information and measurements including grade point / elevations at corners of building to highest points of structure".
12. Checklist Requirement #14 is a new requirement to show what sustainable practices will be incorporated within the application.
13. Screening details have been added to the item description for the "utility systems" requirement.
14. Checklist Requirement #18 is a new requirement to detail the amount and location of provided common open space.
15. The item description for the Approvals Statement requirement has been amended from "Confirmation that all federal, state, county, and local permits or approvals have been obtained and a complete listing

of the same" to "Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same."

16. The title for the "Structure Locations and Use" item has been amended to "On Site Structure Locations + Use". This item description has been amended from "Identify the locations and uses of all existing structures within 200 feet of the property. For buildings on site that are: Residential - Include number of proposed apartments or family units. Office/Commercial/Industrial – Include number of employees, total and in maximum shift. Require machinery operation or processes performed on site – include a description any proposed machinery operation, products, by products and processes to be contained on the site including a description of raw materials from which products are to be manufactured" to "For existing and proposed structures, the following must be provided: Residential: Number of proposed units and bedrooms. Office/ Commercial/ Industrial: Number of employees, total and in maximum shift. Description of any proposed machinery operation, products, by products and processes to be contained on the site, including a description of raw materials to be stored on site".
17. The "Solid Waste + Recyclable Material" item description has been expanded to include "See applicable requirements at Ordinance Section 185-112 and -123."
18. The title for the "Application Form – County" item has been amended to "Essex County Planning Board Application Form (2 Copies)". Furthermore, the link to the application webpage has been added to this item description.
19. The link to the application webpage has been added to the Hudson-Essex-Passaic Soil Conservation District Application item description.

3. Minor Site Plan Checklist:

This checklist must be submitted with every minor site plan application. Amendments are as follows:

1. The title for the "Letter(s) Signed By A Responsible Officer Of The Water Company, Sewer Authority, Or Other Utility Company" item has been amended to "Signed Utility Letters (2 Copies)". This item description has been amended from "Which provides water, sewer, gas, telephone, and/or electricity, stating approval for each proposed utility installation design and indicating who will construct the facility" to state "Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, and starting availability of service".
2. The item description for the landscaping plan requirement has been amended from "delineating all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. The plan shall be signed and sealed in accord with applicable laws" to "This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. See landscaping requirements at Ordinances Section 185-100, -104, -117, and -118".
3. Screening details have been added to the item description for the utility systems requirement.
4. The title for the "Architectural Plans and Elevations" item has been amended to "Architectural Plans, Elevations, Floor Plans, Colored Renderings + Material Board Samples". This item description has been amended to "For existing buildings, elevations and floor plans shall be provided. For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. Height information and measurements including grade point / elevations at corners of building to highest points of structure" from "of all sides for proposed buildings or structures, Elevations at the corners of all proposed buildings,

paved areas, property corners, if new buildings or paved areas are proposed. All such plans shall be signed and sealed in accord with the applicable laws”.

5. Checklist Requirement #5 is a new requirement to show what sustainable practices will be incorporated within the application.
6. The item description for the Solid Waste + Recyclable Material requirement has been amended to add **“See applicable requirements at Ordinance Section 185-112 and -123”**.
7. The title for the **“Existing and Proposed Rights Of Way And Easements”** item has been amended to **“Rights-Of-Way + Easements”**.
8. The item description of the Lighting Plan requirement has been amended from **“clearly delineating all exterior lighting, including proposed Isolux patterns, mounting height, pole type, manufacturer’s identification, construction details”** to **“This shall clearly delineate all exterior lighting including proposed isolux patterns with footcandle levels, mounting height, manufacturer’s specifications and construction details including materials, colors, fixtures and pole type, color temperature. See lighting requirements at Ordinance Section 185-138 through -151”**.
9. The item description of the Sign Plan requirement has been amended to **“This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated. Sign compliance chart indicating compliance or variance requested. See sign requirements at Ordinance Section 185-138 through -151.”** from **“showing all exterior signage, both identification and traffic control. The size and type of signs and height shall be delineated.”**
10. The item description for the Approvals Statement requirement has been amended to **“Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same.”** from **“Confirmation that all federal, state, county, and local permits or approvals have been obtained and a complete listing of the same”**.
11. The title for the **“Application Form – County”** item has been amended to **“Essex County Planning Board Application Form (2 Copies)”**. Furthermore, the link to the application webpage has been added to this item description.
12. The link to the application webpage has been added to the Hudson-Essex-Passaic Soil Conservation District Application item description.

4. Preliminary + Final Major Subdivision Checklist:

This checklist must be submitted with every preliminary + final major subdivision application. Amendments are as follows:

1. The title for the "Letter(s) Signed By A Responsible Officer Of The Water Company, Sewer Authority, Or Other Utility Company" item has been amended to "Signed Utility Letters (2 Copies)". This item description has been amended from "Which provides water, sewer, gas, telephone, and/or electricity, stating approval for each proposed utility installation design and indicating who will construct the facility" to state "Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, and starting availability of service".
2. The title for the "Environmental Impact Assessment" item has been amended to "Environmental Impact Statement". Additionally, "information about any site contamination" has been included in the item description.
3. The item description for the landscaping plan requirement has been amended from "delineating all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. The plan shall be signed and sealed in accord with applicable laws" to "This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. See landscaping requirements at Ordinances Section 185-100, -104, -117, and -118".
4. The title for the "Existing and Proposed Rights of Way And Easements" item has been amended to "Rights-Of-Way + Easements".
5. The title for the "Current Topographic Survey" item has been amended to "Topographic Survey". This item description has been amended from "with contours at 2-foot intervals within the tract and within 50 feet of the tract." to state "This shall show contours at 2-foot intervals within the tract and within 50 feet of the tract, if the off-site information is reasonably available."
6. The "Circulation Plan" item description has been amended to include "Identify accessible routes in accordance with accessibility requirements" and "See applicable requirements at Ordinance Section 185-112 through -115." Additionally, "vision clearance triangles" has been amended to state "sight clearance triangles".
7. The "Parking Calculations" item description has been amended to include "Identification of electric vehicle parking and details of such as required by State Law 2021, Chapter 171. Identification of any required variance relief. See parking requirements at Ordinance Section 185-174 through -177."
8. The item description of the Lighting Plan requirement has been amended from "clearly delineating all exterior lighting, including proposed Isolux patterns, mounting height, pole type, manufacturer's identification, construction details" to "This shall clearly delineate all exterior lighting including proposed isolux patterns with footcandle levels, mounting height, manufacturer's specifications and construction details including materials, colors, fixtures and pole type, color temperature. See lighting requirements at Ordinance Section 185-138 through -151".
9. The item description of the Sign Plan requirement has been amended from "showing all exterior signage, both identification and traffic control. The size and type of signs and height shall be delineated" to "This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated. Sign compliance chart indicating compliance or variance requested. See sign requirements at Ordinance Section 185-138 through -151."

10. The title for the "Architectural Plans and Elevations" item has been amended to **"Architectural Plans, Elevations, Floor Plans, Colored Renderings + Material Board Samples"**. This item description has been amended from "of all sides for proposed buildings or structures, Elevations at the corners of all proposed buildings, paved areas, property corners, if new buildings or paved areas are proposed. All such plans shall be signed and sealed in accord with the applicable laws" to **"For existing buildings, elevations and floor plans shall be provided. For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. Height information and measurements including grade point / elevations at corners of building to highest points of structure"**.
11. Screening details have been added to the item description for the "utility systems" requirement.
12. Checklist Requirement #15 is a new requirement to detail the amount and location of provided common open space.
13. The item description for the Approvals Statement requirement has been amended from "Confirmation that all federal, state, county, and local permits or approvals have been obtained and a complete listing of the same" to **"Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same."**
14. The title for the "Structure Locations and Use" item has been amended to **"On Site Structure Locations + Use"**. This item description has been amended from "Identify the locations and uses of all existing structures within 200 feet of the property. For buildings on site that are: Residential - Include number of proposed apartments or family units. Office/Commercial/Industrial – Include number of employees, total and in maximum shift. Require machinery operation or processes performed on site – include a description any proposed machinery operation, products, by products and processes to be contained on the site including a description of raw materials from which products are to be manufactured" to **"For existing and proposed structures, the following must be provided: Residential - Number of proposed units and bedrooms. Office / Commercial / Industrial – Number of employees, total and in maximum shift. Description of any proposed machinery operation, products, by products and processes to be contained on the site, including a description of raw materials to be stored on site"**.
15. The "Solid Waste + Recyclable Material" item description has been amended to include **"See applicable requirements at Ordinance Section 185-112 and -123."**
16. The title for the "Application Form – County" item has been amended to **"Essex County Planning Board Application Form (2 Copies)"**. Furthermore, the link to the application webpage has been added to this item description.
17. The link to the application webpage has been added to the Hudson-Essex-Passaic Soil Conservation District Application item description.

5. Minor Subdivision Checklist:

This checklist must be submitted with every minor subdivision application. Amendments are as follows:

1. The title for the "Letter(s) Signed By A Responsible Officer Of The Water Company, Sewer Authority, Or Other Utility Company" item has been amended to **"Signed Utility Letters (2 Copies)"**. This item description has been amended from "Which provides water, sewer, gas, telephone, and/or electricity, stating approval for each proposed utility installation design and indicating who will construct the facility" to state **"Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, and starting availability of service"**.

2. The item description for the landscaping plan requirement has been amended from "delineating all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. The plan shall be signed and sealed in accord with applicable laws" to **"This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. See landscaping requirements at Ordinances Section 185-100, -104, -117, and -118"**.
3. Screening details have been added to the item description for the utility systems requirement.
4. The title for the "Existing and Proposed Rights Of Way And Easements" item has been amended to **"Rights-Of-Way + Easements"**.

6. Use + Bulk Variance Checklist:

This checklist must be submitted with every application for use and/or bulk variances. The Administrative Checklist includes most of the required information for this type of application. The only additional information needed for this type of application is the following:

1. Checklist Requirement #1 for Architectural Plans, Elevations, Floor Plans, Colored Renderings + Material Board Samples. This item description is "For existing buildings, elevations and floor plans shall be provided. For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. Height information and measurements including grade point / elevations at corners of building to highest points of structure".
2. Checklist Requirement #2 for Additional Supportive Information. This item description is "Other information necessary to show the nature and extent of the variance requested".