

LAND USE AND DEVELOPMENT

245 Attachment 3

Township of Manchester

Appendix 3

Application Checklist and Documents Required to be Submitted
 [Amended 11-27-2000 by Ord. No. 00-040; 11-28-2005 by Ord. No. 05-053; 2-22-2010 by Ord. No. 10-006;
 6-24-2013 by Ord. No. 13-005]

No.	Description	Variance	Informal Sketch Plat	Minor Application		Major Application				Submitted			
				Subdivision		Site Plan		Subdivision		Site Plan			
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final				
A.	Application Form (20 copies for review)	X	X	X	X	X	X	X	X	X	X	X	N/A
B.	Project Plat Information (20 copies for review)												
	1. Name, telephone number and address of owner and applicant	X	X	X	X	X	X	X	X	X	X	X	X
	2. Notarized signature/affidavit of ownership. If applicant is not the owner, state applicant's interest in plan. (Final Plat prior to filing)	X	X	X	X	X	X	X	X	X	X	X	X
	3. Name, signature, license number, e-mail, address, telephone number, professional engineer, land surveyor, architect, planner and certified landscape architect, as applicable, involved in preparation of plat.	X	X	X	X	X	X	X	X	X	X	X	X
	4. Title block denoting type of application, Tax Map sheet, county, name of municipality, block and lot, and street location.	X	X	X	X	X	X	X	X	X	X	X	X

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				Subdivision	Site Plan	Subdivision		Site Plan		<input type="checkbox"/>	<input type="checkbox"/>	
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5.	Key map at specified scale showing location to surrounding properties, streets, easements, municipal boundaries, etc., within 500 feet of property.	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	N/A
6.	North arrow and scale for key map and plat. Scale to include bar graph depicting feet.	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UAV
7.	Schedule of required zoning district requirements including lot area, density, FAR, width, depth, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	N/A
8.	Signature and date blocks for Board Chairman, Secretary and Engineer.			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	N/A
9.	Proof that taxes are current.	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10.	Certification blocks required by Map Filing Law.			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	N/A
11.	Monumentation as specified by Map Filing Law and required by Township Engineer.			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	N/A
12.	Date of current property survey, name of reference plat and name and license number of New Jersey Professional Land Surveyor.			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	N/A

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	13. Plans to a scale of not less than 1 inch = 50 feet (except that 40 acres or larger may be 1 inch = 10 feet) and not larger than 1 inch = 10 feet on one of four of the following standard sheet sizes: 8 1/2" x 13" 15" x 21" 24" x 36" 30" x 42"			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	14. Metes and bounds description showing dimensions, bearings of original and proposed lots.			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	15. Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on streets.			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	16. Acreage of tract to the nearest tenth of an acre (for GDP to nearest acre).	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	17. Date and number of original preparation and of each subsequent revision. Include brief narrative of each revision.	X		X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	18. Size and location of any existing and proposed structures with all setbacks and length measurement of perimeter building walls dimensioned.	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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19.	Size and location of all existing structures within 200 feet of the site boundaries. (General use for sketch plat.)		X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/> N/A
20.	Tax lot and block numbers of existing lots. The final plat shall show block and lot numbers, street names and addresses (numbers) approved by the Tax Assessor.			X	X	X	X	X	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
21.	Proposed lot lines and area of proposed lots in square feet.		X		X	X	X			
22.	Any existing or proposed easement or land reserved for or dedicated to public use.	X	X		X	X	X	X	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
23.	Property owners within 200 feet of subject property. (Most recent municipal tax records.)	X	X		X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24.	Location of natural slopes of 15% or greater, streams, floodplains, wetlands and other environmentally sensitive area on or within 200 feet of the project site. "Natural slopes," for checklist purposes, shall not include areas previously cleared and/or graded in gravel and mineral mining areas. (Note: Applications for bulk variances need only show these features on-site.)	X		X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25.	List of variances required or requested.	X		X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
26.	List of requested design exceptions.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A

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	27. Phasing plan as applicable to include: a. Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site. b. Phasing sequence.					X			X			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	28. Preliminary architectural plans and elevations.	X	X				X			X		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	29. Site identification signs, traffic control signs, and identification signs.			X		X	X		X			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	30. Sight triangles.			X				X	X			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	31. Proposed street names when new street is proposed.				X	X	X		X			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	32. Parking plan showing spaces, size and type, side width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided.				X				X			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	32.1. Number of employees, total and maximum per shift.				X				X			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	33. Solid waste management and recycling plan showing dumpster and holding location and provisions for waste and recyclables.				X	X	X		X			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	34. Size and location of any existing or proposed streets (general location for sketch plat).	X	X	X		X	X		X			<input type="checkbox"/>	<input checked="" type="checkbox"/>

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35.	Topographical features of subject property from USC and GS map.		X	X						<input checked="" type="checkbox"/>	N/A
36.	Boundary, limit, nature and extent of wooded areas, specimen trees, and other significant physical features (details may vary).	X	X	X		X	X		X		N/A
37.	Existing system of drainage of subject site and of any larger tract or basin of which it is a part.				X	X	X		X		N/A
38.	Drainage area map.				X	X	X		X		N/A
39.	Drainage calculations.				X	X	X		X		N/A
40.	Perculation and soil lots (where septic system, retention basin, or groundwater recharge is proposed).			X	X	X	X		X		N/A
41.	Existing rights-of-way and easements within 200 feet of the tract.		X	X	X	X	X		X		N/A
42.	Number of lots following subdivision and acreage if over one acre, square feet if one acre or less.	X	X	X	X	X	X		X		N/A
43.	Identification and calculation of critical areas.		X	X	X	X	X		X		N/A
44.	Overall concept plan for all phased development parks and planned office industrial parks.		X		X	X	X		X		N/A

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							Preliminary	Final				
	45. Lot yield map showing the number of lots possible under conventional zoning and the number of lots proposed, notation of any variances or design exceptions or waivers necessary to achieve the yield under conventional zoning and all environmental constraints affecting the tract proposed for development.					X				<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
	46. Indication of existing utilities.		X							<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	47. Copy of plat and plans on a CD in a .dxf file format if the plat or plans are drawn with the aid of a computer in AutoCAD or GIS format.						X			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	48. Two copies of the final map as filed with the Ocean County Clerk shall be filed with the Township Tax Assessor and Engineer.						X			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C.	Construction Plans											
	1. Site layout showing all roadways, circulation patterns, curbs, sidewalks, buffers, structures, open space, recreation, etc., as applicable.				X				X	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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	2. Grading and utility plan to include, as applicable:				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Existing and proposed contours at one-foot intervals for grades 3% or less and at two-foot intervals for grades more than 3% (at a distance of 50 feet beyond limits of major subdivision).												
	b. Elevations of existing and proposed structures.												
	c. Location and invert elevation of existing and proposed drainage structures.												
	d. Location of all streams, ponds, lakes, wetland areas.												
	e. Locations of existing and proposed utilities, including depth of structures, locations of manholes, valves, services, etc.												
	3. a. Typical cross-sections and center-line profiles of all proposed streets, including utilities and stormwater facilities.					<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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3.	Final center-line profiles for all new streets. Show existing grade, proposed grade, stationing and proposed elevations of all proposed vertical curves, stationing and proposed elevations and intersection of all utility and stormwater lines.								<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Landscaping plan to include:													
a.	Location of existing vegetation, including all shade trees 10 inches in caliper or greater at 5 feet above ground level and all ornamental trees 4 inches in caliper or greater at one foot above ground limits and clearing limits.													
b.	Proposed buffer areas and method of protection during construction.													
c.	Proposed landscaped areas.													
d.	Number, size, species and location of proposed plantings including street trees.													
e.	Details for method of planting including optimum planting season.													
5.	Soil Erosion and Sediment Control Plan prepared in accordance with the standards for soil erosion and sediment control in New Jersey and the requirements of Chapter 188, Soil and Land Conservation.													

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	6. Lighting plan to include:				X		X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1. Location and height of proposed fixtures.												
	2. Detail for construction of fixture.												
	7. All required standard Township construction details for all improvements, including:				X		X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1. Roadways												
	2. Curb												
	3. Sidewalk												
	4. Driveway aprons												
	5. Drainage inlets												
	6. Pipe backing												
	7. Outfalls												
	8. Manholes												
	9. Gutters												
	10. Plantings												
	11. Soil erosion and sediment control structures												
	12. Parking lots												
	13. Water services, fire hydrants, and valves												
	D. Supplementary Documents												
	1. List of all federal, state, county regional and/or municipal approvals or permits required.	X		X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2. Copies of any existing or proposed deed restrictions or covenants.	X		X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	3. Freshwater wetlands letter of interpretation for the project area.			X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	4. Disclosure statement. (See N.J.S.A. 40:55D-48.1 et seq.)	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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5.	Statement from utility companies as to serviceability of the site.			X	X	X	X	X	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Stormwater management calculations.				X	X	X	X	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Payment of all applicable fees.	X	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Statement of Environmental Impact and Assessment (SEIA).				X			X		<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Number of witnesses and their expertise, if any.	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>