#### TOWNSHIP OF GALLOWAY

**LAND DEVELOPMENT APPLICATION CHECKLIST**

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Application # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Filed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Block\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lot\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### GENERAL REQUIREMENTS FOR ALL APPLICATIONS

**All checklist items must be submitted with the application prior to the application being deemed complete.**

1.\_\_\_\_\_Complete application form with completed checklist and copies,

 documents, reports and plans relating to application (original and

 fifteen (15) copies filed with the Administrative Officer.).

2.\_\_\_\_Certification from the Township of Galloway Tax Collector that all taxes are

 paid as of the date the application is filed.

3.\_\_\_\_Application Fee(s) and Escrow Deposit(s).

4.\_\_\_\_ **Minor and Major Subdivisions Only.** Administrative Tax Map Fees must be submitted on a separate check calculated at $50 per lot.

5.\_\_\_\_Proof that there are no outstanding uncollected fees and escrows resulting from past

 applications or prior submissions by this applicant involving this property or any

 other properties within the Township.

6.\_\_\_Statement of justification in support of any variance(s) or waiver(s) from the development standards and/or filing submissions must be submitted as part of the application.

7.\_\_\_Proof that any conditions required as a result of any prior approval granted for the

 subject property have been fulfilled.

8. \_\_\_If applicable, a Pinelands Certificate of Filing or a Letter of No Interest is required to be submitted with the submission of an application.

9. \_\_\_ **Tree Clearing:  Proof of no tree clearing or proof of proper permitting or notification of any permitted tree clearing within two years of application.**

##### Details required for Minor Subdivision Plats

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1. \_\_\_\_Plats or Plans signed and sealed by a New Jersey Licensed Land Surveyor or

Professional Engineer, Planner or architect as required by State regulations, and folded into eighths with the title block revealed.

2\_\_\_\_Plan proposed at a scale of not less than one inch equals fifty feet (1”=50’)

and submitted on one (1) of the following standard sheet sizes( 24” x 36”; or

30”x 42”). If one sheet is not sufficient to contain the entire territory, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.

3.\_\_\_\_North arrow based on U.S.N.V.D. data on plans, graphic scale (inches to feet).

4. \_\_\_\_Key map(s)with project site plotted thereon at a scale not less than 1” equals 2000’ based on the official zoning map, tax map, U.S.G.S. map and a soils map with a north arrow on each key map.

 5.\_\_\_\_\_Title Block:

 \_\_\_\_\_a. Name of subdivision or development

 \_\_\_\_\_b. Name, address and telephone number of subdivider or developer

 \_\_\_\_\_c. Name, title, address, phone and fax number and license number

 of the professional who prepared the plot or plan;

 \_\_\_\_\_d. Name, address and telephone number of the owner(s) of record;

 \_\_\_\_\_e. Scale in inches to feet; and,

 \_\_\_\_\_f. Original date that the plans were prepared and the date of each subsequent revision thereof and a list of specific revisions entered on each sheet

6. \_\_\_\_Lot area in acreage and square feet to the nearest one hundredth, both with and without any area(s) located within any existing or proposed public rights of way.

 7. \_\_\_\_Approval signature lines:

 \_\_\_\_a. Board Chairman

 \_\_\_\_b. Board Secretary

 \_\_\_\_c. Township Engineer

8.\_\_\_\_Acreage to the nearest hundredth an acre and a computation of the area of the tract

to be disturbed in square feet and the proposed number of lots, including the area and dimensions of each proposed lot.

9. \_\_\_\_Existing block and lot number(s) to be subdivided or developed as they

appear on the current Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request. Subdivision or development boundary lot lines to be removed as a result of this application should be shown with a faded line, and new lots with a heavy solid line and labeled as such.

10. \_\_\_\_The location of existing and proposed property lines (with bearings and distances)

 streets, buildings, with their dimensions to the nearest hundredth (100”) feet and an indication as to whether existing buildings will be retained or removed, existing wells, septic systems, parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as burial grounds and buildings more than sixty (60) years old, both within the site and within two hundred (200’) feet of its boundary.

11. \_\_\_\_The location and width of all existing and proposed utility easements.

12. \_\_\_\_ Zoning districts affecting the tract, including district names and requirements.

13.\_\_\_\_\_All required setback lines shall be shown on the plans and clearly labeled.

14. \_\_\_\_Delineation of flood plains, including floodway and flood fringe areas and location of all wetland areas and buffers on or within 300’ of site.

15.\_\_\_\_ Existing contours shall be based on the most current N.G.V.D. datum.

16.\_\_\_\_\_Marshes, ponds and land subject to flooding within the tract and within two hundred feet (200’) thereof.

17. \_\_\_\_Certified list of property owners whose property is located within 200 feet of the

subject property must be added to the plans. (This certified list of property owners must be less than six (6) months old as of the date of submission of the application.)

18. \_\_\_\_The location and material of all existing and proposed monuments including iron and copper pins.

19. \_\_\_\_ If the proposed development is not served by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system and a copy of any written review and report by the Atlantic County Board of Health must be submitted. The location(s) of the test boring(s), test results and a statement by the engineer that the site soils are in compliance with the “Individual Sewage Disposal Code of New Jersey” as well as N.J.A.C. 719A-1.1 et. Seq., “Standards for Individual Subsurface Sewage Disposal Systems” shall be shown on the plat and certified by a licensed professional engineer.

20. \_\_\_\_Road right-of-way dedication and improvements, if required.

21.\_\_\_\_\_All sight triangle easements with dimensions and/or bearings and distances.

22.\_\_\_\_Legal descriptions of all easements, including a metes and bounds description,

 copies of all existing or proposedeasements, and/or covenants, restrictions now affecting the property, including the roadway and sight triangle dedication.

23.\_\_\_\_Soil erosion/sediment control plans.

Any sections for which a waiver or bulk/area variance(s) is specifically being requested MUST include a narrative paragraph explaining why the applicant believes that they are entitled to such relief. The requirements for copies includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by laws of any homeowner’s or community associations; proposed deeds for dedication of any portion of the affected property for public use or for ownership by any public body. It is a requirement of the Township of Galloway that any of the instruments specified above must be in clear and understandable English language. Prior to granting any approval or as a condition of granting approval the Board will review all descriptions and their legal instruments.

24. \_\_\_\_ Impact Statements

 \_\_\_\_ a. Community Impact Statement (Short Form)

 \_\_\_\_ b. Stormwater Management Calculations in compliance with

 NJAC 7:8-1.1 ET SEQ. or a Statement of Non-Applicability

 \_\_\_\_\_ c. Traffic Impact Statement (Short Form)

25.\_\_\_\_Driveway apron details must be added to the plans per Township standards.

THESE ITEMS MUST BE SUBMITTED ON THE LANDSCAPING PLAN.

26. \_\_\_\_\_a. Proposed screening, buffer(s) and the location and species of all individual trees or groups of trees having caliper of eight inches (8”) or more measured three (3’) feet above the ground level, shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development.

 \_\_\_\_\_b. The location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes of plant material at time of planting.

 \_\_\_\_\_c. The total quantity of each plant, and the location of each of each plant keyed to the plan or plat.

Note: All plans must conform to the limits of clearing contained in §233-52.Tree Protection in the Galloway Township Land Management Ordinance.

Tree Clearing:  Proof of no tree clearing or proof of proper permitting or notification of any permitted tree clearing within two years of application.

27. \_\_\_\_ A copy of any easements, protective covenants or deed restrictions applying to

 the land being developed and an indication of the location of them on the

submitted plat or plan. All required utility easements must be shown. The purpose of each easements and the entity to be responsible for its maintenance shall also be noted on the plans.

Details required for

Preliminary And Final Major Subdivision Plats

1. \_\_\_\_Plats or Plans signed and sealed by a New Jersey Licensed Land Surveyor or

Professional Engineer, Planner or architect as required by State regulations, and folded into eighths with the title block revealed.

 2.\_\_\_\_North arrow based on U.S.N.V.D. data on plans, graphic scale (inches to feet).

 3.\_\_\_\_Plans prepared at a scale not less than one inch equals fifty feet (1”=50’) and

submitted on one of the following standard sheet sizes (24” x 36” or 30” x 42”). If one sheet is not sufficient to contain the entire site, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.

4\_\_\_\_\_Key map at less no less than one inch equals two thousand feet (1”=2000’) based on the official Zoning Map, Tax Map, U.S.G.S. Map and a Soils Map with a north arrow on each key map. Project site shall be accurately plotted thereon.

 5. Title Block

 **\_\_\_\_** \_a. Name of subdivision or development

 \_\_\_\_\_b. Name, address and telephone number of subdivider or developer

 \_\_\_\_\_c. Name, title, address, telephone, fax and license number of the professional(s) who prepared the plot or plan.

 \_\_\_\_\_d. Name, address and telephone number of the owner(s) of record;

 \_\_\_\_\_e. Graphic scale and scale in inches to feet and bar scale; and,

 \_\_\_\_\_f. Original date of preparation of the plans and the date of each subsequent

 revisions and a list of specific revisions entered on each sheet.

6. \_\_\_\_ Lot area in acreage and square feet to the nearest one hundredth, both with and without any area(s) located within any existing or proposed public rights of way.

7. \_\_\_\_Approval signature lines.

 \_\_\_\_a. Board Chairman

 \_\_\_\_b. Board Secretary

 \_\_\_\_c. Township Engineer

 \_\_\_\_d. Township Clerk

 \_\_\_\_e. Township Tax Collector

8.\_\_\_\_ Acreage to the nearest hundredth an acre and a computation of the area of the tract

to be disturbed in square feet and the proposed number of lots, including the area and dimensions of each proposed lot.

9.\_\_\_\_ Certified list of property owners whose property is located within 200 feet of the

subject property, must be added to the plans. (This certified list of property owners must be less than six (6) months old as of the date of submission of the application).

10. \_\_\_\_Existing block and lot number(s) to be subdivided or developed as they

 appear on the Township Tax Map, and proposed block and lot numbers as

 provided by the Township Tax Assessor upon written request.Subdivision or development boundary lines. All lot lines to be removed as a result of this application should be shown with a faded line and new lot lines shown with a heavy solid line and labeled as such.

11. \_\_\_\_ Zoning districts affecting the tract, including district names and requirements.

12.\_\_\_\_Zoning matrix or table containing the requirements of zoning district(s) and how

 proposed project conforms to district(s) regulations.

13.\_\_\_\_The locations and dimensions of existing and proposed bridges and the location of

 natural features, including but not limited to wooded areas and any extensive rock formations, both within the tract and within 200 feet of its boundaries.

THESE ITEMS MUST BE SUBMITTED ON THE LANDSCAPING PLAN.

14. \_\_\_\_\_a. Proposed screening, buffer(s) and the location and species of all individual trees or groups of trees having caliper of eight inches (8”) or more measured three (3’) feet above the ground level, shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development.

 \_\_\_\_\_b. The location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes of plant material at time of planting.

 \_\_\_\_\_c. The total quantity of each plant, and the location of each of each plant keyed to the plan or plat.

Note: All plans must conform to the limits of clearing contained in §233-52.Tree Protection in the Galloway Township Land Management Ordinance.

Tree Clearing:  Proof of no tree clearing or proof of proper permitting or notification of any permitted tree clearing within two years of application.

PURSUANT TO NJDEP STORMWATER REGULATIONS

Existing and proposed watercourses (including lakes and ponds) with the following

required information:

15. \_\_\_\_a. When a stream is proposed for alteration, improvement or relocation or when a

 drainage structure or fill is proposed over, under, in or along a running stream,

 a report on the status of review by the New Jersey Department of Environmental Protection must be submitted.

 \_\_\_\_\_b. Cross-sections of watercourses and/or drainage swales at an appropriate scale

 showing the extent of flood plain, top of bank, normal water levels and bottom

 elevations at the locations specified in the Ordinance.

 \_\_\_\_\_c. The total acreage of the drainage basin of any watercourse running through or

 adjacent to the tract.

 \_\_\_\_\_d. The location and extent of drainage and conservation easements and stream

 encroachments lines.

 \_\_\_\_\_e. The location, extent and water level elevation of all existing or proposed lakes or

 ponds within the tract and within the tract and within 200 feet of the tract.

 \_\_\_\_\_f. Statement of compliance with N.J.A.C. 7:8 (SMR).

 \_\_\_\_­\_g. Delineation of flood plains, including floodway and flood fringe areas and location of all wetland areas and buffers on or within 300’ of site.

 \_\_\_\_\_h. Marshes, ponds and land subject to flooding within the tract and within two hundred feet (200’) thereof.

16. \_\_\_\_\_\_ Existing contours shall be based on the most current N.G.V.D datum.

17. \_\_\_\_\_\_\_Soil erosion and sediment control plans.

18. \_\_\_\_\_\_\_Locations of all existing structures, and indicate if existing structures and uses will be retained or removed. If retained all setbacks must be delineated on the plans.

19. \_\_\_\_\_\_Size, height, location and details of all proposed buildings, structures, and signs.

20.\_\_\_\_\_\_These items must be indicated on a Lightning Plan. The proposed location, direction of illumination, power and type of proposed outdoor lighting, includes details regarding light standards and fixtures, lumen pattern and foot-candle. Information shall be submitted in accordance to Ordinance §233-17.2 Outdoor Lightning.

21.\_\_\_\_\_\_The location and design of any off-street parking area(s), showing size and

location of parking stalls, bays, aisles and barriers.

22.\_\_\_\_\_\_All means of vehicular ingress to or egress from the site onto public streets, with

 all information required by Ordinance.

23.\_\_\_\_\_\_Plans must show all proposed improvements and location of proposed utilities, and existing utility structures on the tract and within 200 feet of the boundaries of the site.

24.\_\_\_\_\_\_ Plans must show proposed connections to existing water supply and sanitary sewerage systems or alternative means of providing these services.

25.\_\_\_\_\_\_Plans, typical cross sections, construction details and horizontal and vertical

 alignment of the centerline of all proposed streets and of existing streets abutting

 the tract, shall be shown on the plans.

26.\_\_\_\_\_\_A copy of any easements, protective covenants or deed restrictions applying to the land being developed and an indication of the location of them on the

 submitted plat or plan. All required utility easements should be shown. The purpose of each easements and the entity to be responsible for its maintenance shall also be noted on the plans.

The requirements for easements or deed restrictions includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by laws of any homeowner’s or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body. The Township of Galloway requires that any of the instruments specified above must be in clear and understandable English language. All documents will be reviewed prior to the Board granting any approvaland / or condition of approval.

27. \_\_\_\_The location and material of all existing and proposed monuments including iron and copper pins

28. \_\_\_In the case of any subdivision involving planned development information for all of the properties comprising the planned development must be provided.

29.\_\_\_\_Impact Statement

 \_\_\_\_ a. Environmental Impact Statement

 \_\_\_\_ b. Traffic Impact Statement

 \_\_\_\_ c. Community Impact Statement

 \_\_\_\_ d. Stormwater Management Calculations in compliance with

 NJAC 7:8-1.1 ET SEQ.

30. \_\_\_\_A phasing plan, if proposed.

31. \_\_\_\_ All proposed recreation facilities must be indicated on the subdivision plans and in compliance with §233-43 (Common Open Space and Recreation Requirements.) If recreation is not proposed, then the application must be in compliance with

 § 233-43 (L).

32. \_\_\_\_Driveway apron details must be added to the plans per Township standards.

33. \_\_\_\_The location of existing and proposed property lines (with bearings and distances)

 streets, buildings, with their dimensions to the nearest hundredth (100”) feet and an indication as to whether existing buildings will be retained or removed), existing wells and septic systems parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as burial grounds and buildings more than sixty (60) years old, both within the site and within two hundred (200’) feet of its boundary.

34. \_\_\_\_All required setback lines shall be shown on the plans and clearly labeled.

35. \_\_\_\_ If the proposed lot(s) is (are) not served by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system and a copy of any written review and report by the Atlantic County Board of Health must be submitted. The location(s) of the test boring(s), test results and a statement by the engineer that the site soils are in compliance with the “Individual Sewage Disposal Code of New Jersey” as well as N.J.A.C. 719A-1.1 et. Seq., “Standards for Individual Subsurface Sewage Disposal Systems” shall be shown on the plat and certified by a licensed professional engineer.

36. \_\_\_\_ Road right-of-way dedication and improvements, if required.

37.\_\_\_\_ All sight triangle easements with dimensions and/or bearings and distances.

38.\_\_\_\_\_Legal descriptions of all easements, including a metes and bounds description,

 copies of all existing or proposedeasements, and/or covenants, restrictions now affecting the property, including the roadway and sight triangle dedication.

39.\_\_\_\_ All proposed limits of clearing must be shown on plans.

**PURSUANT TO COAH (AFFORDABLE HOUSING) REGULATIONS**

**Preliminary Approval:** For any residential site plan or subdivision application for preliminary approval consisting of **20 or more dwelling units**, the developer must submit the following to address their affordable housing obligation:

40. \_\_\_\_A plan identifying the location of affordable housing units **on-site** in accordance with Section 233-83.O. The plan shall provide phasing, housing style (i.e. type of construction), list of any variances and justification for variances; or

If the units are proposed **off site** an application for residential site plan/subdivision identifying the location of affordable housing units within the Township in accordance with Section 233-83.O. The plan shall provide phasing, housing style (i.e. type of construction), list of any variances and justifications for variances. Units that are proposed off-site will be accepted at the discretion of the Planning Board.

41.\_\_\_\_In accordance with Section 233-59.G the applicant shall identify the number of

 bedrooms in each unit, and indicate if the units will be for sale or rent;

42.\_\_\_\_ For units proposed **off-site** the applicant shall submit copies of all applications submitted to any outside agency required for approval of their affordable housing units, including but not limited to the County Planning Board, Pinelands and DEP/CAFRA.

**Final Approval**: For any residential site plan or subdivision application for preliminary approval consisting of **20 or more dwelling units**, the developer must submit the following to address their affordable housing obligation:

43.\_\_\_\_An application for final residential site plan/subdivision approval for any affordable unit that will be developed **off-site**;

44.\_\_\_\_In accordance with Section 233-59.G the applicant shall submit an affirmative

 marketing plan for units provided **on-site** or **off-site**.