

APPLICATION SUBMISSION MATRIX

Rev Date 6/09/08

SCHEDULE A - ADMINISTRATIVE INFORMATION

NOTE: CHECK ALL COLUMNS ABOVE HEADINGS (APPLICATIONS) THAT APPLY

Applicant Name: _____ Lot(s) #: _____
 Project Name: _____ Block(s) #: _____

		Planning Board/ Zoning Board of Adjustment											Present Y/N	
		Minor Site Plan	Minor Subdivi- sion	Prelim- inary Site Plan	Prelim- inary Major Subdivi- sion	Final Site Plan	Final Major Subdivi- sion	"A" Appeal	X	"C" Varianc e	X	Condi- tional Use		Plannin g Varianc e
									"B" Interpre- tation or Special Questio n		"D" Varianc e			
1.	Application form.	X	X	X	X	X	X	X	X	X	X	X	X	
2.	Affidavit of ownership and/or owner's consent to make the application.	X	X	X	X	X	X	X		X	X	X	X	
3.	Corporate disclosure statement if owner is a corporation.	X	X	X	X	X	X	X	X	X	X	X	X	
4.	Copy of certified list of owners within 200 feet of the subject property.	X	X	X	X	X	X	X		X	X	X	X	
5.	Affidavit of proof of services.			X	X			X		X	X	X	X	
6.	Proof of publication.			X	X			X		X	X	X	X	
7.	Copy of Public Notice.			X	X			X		X	X	X	X	
8.	Submittal of application and escrow fees.	X	X	X	X	X	X	X	X	X	X	X	X	
9.	Certificate that taxes are paid.	X	X	X	X	X	X	X		X	X	X	X	
10.	Copies of plans, reports, calculations and other supporting information (refer to Schedules B and C).	X	X	X	X	X	X	X	X	X	X	X	X	
11.	List of requested checklist waivers (refer to Schedules B and C), including justification for each waiver request.	X	X	X	X	X	X	X	X	X	X	X	X	

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SCHEDULE A - ADMINISTRATIVE INFORMATION

NOTE: CHECK ALL COLUMNS ABOVE HEADINGS (APPLICATIONS) THAT APPLY

		Planning Board/ Zoning Board of Adjustment											Present Y/N	
									X		X			
		Minor Site Plan	Minor Subdivi- sion	Prelim- inary Site Plan	Prelim- inary Major Subdivi- sion	Final Site Plan	Final Major Subdivi- sion	"A" Appeal	"B" Interpre- tation or Special Questio n	"C" Varianc e	"D" Varianc e	Condi- tional Use		Plannin g Varianc e
12.	List of requested design waivers from the applicable design standards including justification for each waiver request.	X	X	X	X	X	X					X	X	
13.	List of requested variances from the Schedule of District Regulations including a justification for each variance request.							X	X	X	X	X	X	
14.	List of requested variances, waivers and de minimus exceptions from the New Jersey Residential Site Improvement Standards (for residential projects only) including justification for each request.	X	X	X	X	X	X					X	X	
15.	List of all agencies having jurisdiction over the project and the status of any application or permit.	X	X	X	X	X	X	X	X	X	X	X	X	

X - Indicates that an item is required for the type of application in the heading. If multiple application types are involved in the entire development, duplication is not necessary.

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SCHEDULE B - APPLICATIONS FOR DEVELOPMENT APPROVAL

NOTE: CHECK ALL COLUMNS ABOVE HEADINGS (APPLICATIONS) THAT APPLY

Applicant Name: _____ Lot(s) #: _____
 Project Name: _____ Block(s) #: _____

		Minor Site Plan	Minor Subdivision Plan	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision	Present Y/N
PINELANDS REQUIREMENTS								
1.	Certificate of Filing, Pinelands Development Approval or Interim Rules Approval.	X	X	X	X			
2.	Pinelands "No Call Up" letter on preliminary approval.					X	X	
3.	Cultural Resource Survey.	X	X	X	X	X	X	
4.	Air Quality Analysis.			X	X			
5.	Proof of purchase of Pinelands Development Credits.	X	X	X	X	X	X	
GENERAL PLAN REQUIREMENTS								
6.	Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet in the case of a minor site plan or minor subdivision and 1 inch equals 50 feet otherwise.	X	X	X	X	X	X	
7.	Sheet size either 15 x 21, 24 x 36, or 30 x 42.	X	X	X	X	X	X	
8.	Plans shall be prepared by an appropriately licensed professional in accordance with state regulations.	X	X	X	X	X	X	
9.	Plans shall contain a certification that the applicant is the owner of the land or his/her authorized agent, giving names and addresses of both.	X	X	X	X	X	X	
10.	Plans shall contain a certification as to whether the applicant or a company, in which the applicant has a proprietary interest, owns or has contracted to purchase abutting land.			X	X	X	X	

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NOTE: CHECK ALL COLUMNS ABOVE HEADINGS (APPLICATIONS) THAT APPLY

		Minor Site Plan	Minor Subdivision Plan	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision	Present Y/N
11.	Title block containing type of application, municipality and county, tax map sheet, block and lot numbers, street address, name and address of professional preparing plan, including signature, license number, seal and business address, date prepared and date of last amendment.	X	X	X	X	X	X	
12.	Include Certificate of Authorization (COA) if required by State regulations.	X	X	X	X	X	X	
DEVELOPMENT PLAN REQUIREMENTS								
13.	Provide a Cover Sheet showing general site data, including:	X	X	X	X	X	X	
14.	Provide spaces for signatures of Chairman and Secretary of the Municipal Agency, Municipal Tax Collector and Municipal Agency Engineer.	X	X	X	X	X	X	
15.	Include Applicant's and Owner's Name and Address.	X	X	X	X	X	X	
16.	Include Owner's signed consent, if different from applicant.	X	X	X	X	X	X	
17.	Provide a description of all existing and proposed uses of the subject property.	X	X	X	X	X	X	
18.	Provide a written statement describing the proposed development.	X	X	X	X	X	X	
19.	Include copies of the relevant portions of the following maps showing the location of the site:							
a.	Municipal Tax Map.	X	X	X	X	X	X	
b.	Municipal Zoning Map.	X	X	X	X	X	X	
c.	USGS Quadrangle Sheet.	X	X	X	X	X	X	
d.	County Soils Map.	X	X	X	X	X	X	

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		Minor Site Plan	Minor Subdivision Plan	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision	Present Y/N
20.	Include a key map at a scale of 1 inch equals 1000 feet showing the location of the entire tract and all streets and land uses to be considered in relation to surrounding area, within 200 feet.	X	X	X	X	X	X	
21.	Include the names and addresses of all property owners within 200 feet of subject property.	X	X	X	X	X	X	
22.	Show the zoning district in which the subject property is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.	X	X	X	X	X	X	
23.	Include the acreage of the subject property to the nearest hundredth of an acre.	X	X	X	X	X	X	
24.	Provide information regarding contiguous property that is in common ownership with the applicant.	X	X	X	X	X	X	
25.	Include a list of all other required permits and approvals.	X	X	X	X	X	X	
26.	Provide copies of any existing protective covenants or deed restrictions applying to the land being developed as part of the application.	X	X	X	X	X	X	
27.	Provide an Existing Conditions Plan accurately showing the conditions at the site prior to any development that is proposed.	X	X	X	X	X	X	

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28.	Provide a metes and bounds description of parcel in question based upon current land survey information. A signed and sealed copy of the survey prepared by a Land Surveyor that is licensed to practice in the State of New Jersey shall be provided.	X	X	X	X	X	X	
29	Provide an Overall (site or subdivision) Development Plan showing general aspects and details of the proposed development including but not limited to; streets, lots, buildings, parking and drives, lighting and landscaping, signs, stormwater management, utilities, etc. in accordance with applicable regulations (e.g. State, County and Municipal). Detailed plans can be shown where required on partial areas of the site, provided that they are properly referenced.			X	X	X	X	
30.	Show all driveways, streets, roads, highways and their respective right of way widths within 200' of the site.	X	X	X	X	X	X	
31.	Show all required road, other right of way and easement dedication.	X	X	X	X	X	X	
32.	Include a plan of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.			X	X			
33.	Show locations and dimensions of all off-street parking, loading areas, aisles, traffic patterns and driveways for ingress and egress.	X	X	X	X	X	X	
34.	Show proposed vehicular and pedestrian circulation plans.	X	X	X	X	X	X	

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35.	Provide plans, profiles cross sections and details for all existing and proposed streets abutting the site.			X	X	X	X	
36.	Show location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.	X	X	X	X	X	X	
37.	Provide sight easements where required in accordance with AASHTO or County standards (where applicable).	X	X	X	X	X	X	
38.	Provide the number of lots following subdivision including areas in acres if one acre or over or in square feet if under one acre.		X		X		X	
39.	Show all areas of open space and show the corresponding acreages and percentages within a table (residential projects only).			X	X	X	X	
40.	Show the location and description of monuments. Whether set or to be set.		X		X		X	
41.	Show the location of existing and proposed lots lines and lot lines to be eliminated.		X		X		X	
42.	Provide a written description of the use for each proposed non-residential building, including information such as number of employees/occupants, hours of occupation, shifts per day, employees per shift, truck deliveries per day, sources of noise, glare, air and water pollution.	X		X		X		

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43.	Show the outside dimensions of all existing and/or proposed principal and accessory structures. Include dimensions showing the setback from existing or proposed property lines for all existing structures that are to remain.	X	X	X	X	X	X	
44.	Provides details for all proposed site improvements.	X	X	X	X	X	X	
45.	Show the means and methods to be used for solid waste storage and disposal.	X		X	X	X	X	
46.	Provide location, dimensions and details of all proposed signs.	X	X	X	X	X	X	
47.	If there is to be any phasing of the development, provide information sufficient to explain the nature of the phasing plan.			X	X	X	X	
48.	Show any existing improvements that are to be demolished.	X	X	X	X	X	X	
49.	Show wooded areas indicating predominant species and size.	X	X	X	X	X	X	
50.	Include the location of trees 6 inches or more in diameter, as measured four feet above ground level, outside of wooded area, designating species of each.			X	X	X	X	
51.	Show areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X	X	X	X	X	X	
52.	Show the purpose of any proposed easement or land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	X	X	X	X	X	X	
53.	Show proposed utility or other drainage easements where required.	X	X	X	X	X	X	

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54.	Show the location of existing wells and subsurface sewage disposal systems.	X	X	X	X	X	X	
55.	Provide a natural resource inventory information Including;							
a.	Soil types as shown by the current Soil Conservation Survey Maps.			X	X			
b.	Soil depth to restrictive layers of soil.			X	X			
c.	Soil depth to bedrock.			X	X			
d.	Permeability of the soil by layers.			X	X			
e.	Height of soil water table and type of water table.			X	X			
f.	Flood plain soil (status).			X	X			
g.	Limitation for foundation.			X	X			
h.	Limitation for septic tank absorption field (only where septic tank is proposed to be used).			X	X			
i.	Limitation for local road and streets.			X	X			
j.	Agricultural capacity classifications.			X	X			
k.	Erosion hazard.			X	X			
56.	Provide an Overall Grading and Stormwater Management Plan showing all information related thereto in accordance with applicable regulations (e.g. State, County and Municipal). Detailed plans can be shown where required on partial areas of the site, provided that they are properly referenced.			X	X	X	X	
57.	Provide plans, profiles, cross sections and details of proposed storm drains and stormwater management facilities, showing feasible connections to existing or proposed utility systems.			X	X	X	X	

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58.	Provide soil logs, permeability tests and locations for each proposed stormwater management facility.	X	X	X	X	X	X	
59.	Show the location and extent of drainage and conservation easements and stream encroachment lines.	X	X	X	X	X	X	
60.	Show water surface elevations for all existing and proposed surface water features at the site.			X	X	X	X	
61.	Show all areas to be disturbed by grading or construction.	X	X	X	X			
62.	Provide proposed grades at the corners of all proposed structures and lots.	X	X	X	X			
63.	Provide an Overall Utility Plan showing all information related thereto in accordance with applicable regulations (e.g. State, County and Municipal). Detailed plans can be shown where required on partial areas of the site, provided that they are properly referenced.			X	X	X	X	
64.	Provide plans, profiles and details of proposed utility layouts, such as sewers, water, gas, communications and electric, showing feasible connections to existing or proposed utility systems.			X	X	X	X	
65.	When an applicant intends to use an onsite individual subsurface sewage disposal system: include the location of soil borings, profile pits or test holes, soil logs or test results and approximate location of the intended disposal area.	X	X	X	X			

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66.	When an applicant intends to use an individual onsite well: include the approximate location of the intended well.	X	X	X	X			
67.	Provide an Overall Lighting, Landscaping and Buffering Plan showing all information related thereto in accordance with applicable regulations (e.g. State, County and Municipal). Detailed plans can be shown where required on partial areas of the site, provided that they are properly referenced.	X		X	X	X	X	
68.	Provide plans and details for all exterior lighting, including type of standard, luminaire, and wattage, type of light, accessories, isolux patterns and maintained horizontal foot-candles.	X		X	X	X	X	
69.	Provide plans and details including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.	X		X	X	X	X	
70.	Provide a Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district (when disturbance exceeds 5000 square feet).	X	X	X	X	X	X	

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71.	Provide an Off-tract Improvement Plan showing all information (plans, profiles and details) related thereto in accordance with applicable regulations (e.g. State, County and Municipal).			X	X	X	X	
72.	Provide a Final Plan of Lots in accordance with the requirements of the "Map Filing Law"						X	
OTHER PLAN INFORMATION								
73.	Include scale of plan, both written and graphic.	X	X	X	X	X	X	
74.	Include north arrow giving reference meridian.	X	X	X	X	X	X	
75.	Each block and lot shall be numbered in conformity with the municipal tax map as determined by the municipal tax assessor.	X	X	X	X	X	X	
76.	Show the location of existing and proposed property lines with dimensions in feet and hundredths of a foot and bearings in degrees, minutes and seconds.	X	X	X	X	X	X	
77.	Include topography of the site and within 200 feet thereof. Contours to determine the natural slope and drainage patterns of the land. Intervals shall be: up to 10% slopes - 1 foot; over 10% slopes - 2 feet. Plans shall include a benchmark tied to NGVD.	X	X	X	X	X	X	
78.	Show cliffs and rock outcroppings.	X	X	X	X	X	X	
79.	Show wetlands, flood plains and required buffer lines.	X	X	X	X	X	X	

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80.	Show natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.	X	X	X	X	X	X	
81.	Show aquifer recharge areas, including safe sustained ground water yield.	X	X	X	X	X	X	
82.	Show the location of existing structures and their setbacks from existing and proposed property lines.	X	X	X	X	X	X	
83.	Show the location of all existing overhead utility lines.	X	X	X	X	X	X	
84.	Show the location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.	X	X	X	X	X	X	
MISCELLANEOUS								
85.	Provide architectural floor plans and elevations of all proposed buildings showing color, texture and type of material to be used in the construction of same.	X	X	X	X	X	X	
86.	Provide performance and maintenance guarantees in accordance with an engineer's estimate of cost approved by the municipal engineer for all required improvements. Provide inspection fees for the required improvements.					X	X	
87.	Provide evidence of receipt of other required permits, approvals or exemptions.	X	X	X	X	X	X	
88.	Provide a photograph of the premises in question taken from the opposite side of the street.	X	X	X	X	X	X	

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89.	Provide a listing of any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	X	X	X	X	X	X	
90.	Conceptual Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency. (Concept discussion only)							
TECHNICAL REPORTS AND CALCULATIONS								
91.	Provide stormwater management calculations for all stormwater management facilities conforming to the NJDEP, NJRSIS, Pinelands, County and Municipal standards.	X	X	X	X	X	X	
92.	Provide NJDEP Low Impact Development Checklist.	X	X	X	X	X	X	
93.	Provide a Phase One Environmental Site Assessment.			X	X	X	X	
94.	Provide an Environmental Impact Statement.			X	X			
95.	Provide a Traffic Impact Study.			X	X	X	X	
96.	Provide a Fiscal Impact Analysis.			X	X	X	X	

X - Indicates that an item is required for the type of application in the heading. If multiple application types are involved in the entire development, duplication is not necessary

For the items required by the matrix but not present in the application submission, the applicant must provide a list of the missing items and a reason for the granting of a waiver from the submission requirement for consideration by the Board. Failure to address this requirement may be reason to be deemed incomplete for review.

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SCHEDULE C - APPLICATIONS FOR INTERPRETATION, RELIEF, CONDITIONAL USE OR PLANNING VARIANCES

NOTE: CHECK ALL COLUMNS ABOVE HEADINGS (APPLICATIONS) THAT APPLY

Applicant Name: _____ Lot(s) #: _____
 Project Name: _____ Block(s) #: _____

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance	Present Y/N
PINELANDS REQUIREMENTS								
1.	Certificate of Filing, Pinelands Development Approval or Interim Rules Approval.	X		X		X	X	
2.	Proof of purchase of Pinelands Development Credits.	X	X	X	X	X	X	
GENERAL PLAN REQUIREMENTS								
3.	Provide a plan clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet.			X	X	X	X	
4.	Sheet size either 11 x 17, 15 x 21, 24 x 36, or 30 x 42.			X	X	X	X	
5.	Plans shall be prepared by an appropriately licensed professional in accordance with state regulations, or the Applicant, when permitted.			X	X	X	X	
6.	Plan shall be based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Municipal Agency.			X	X	X	X	
GENERAL INFORMATION								
7.	Provide a copy of the current deed or land survey information for subject property.			X	X	X	X	
8.	Include property line distances shown in feet and bearings shown in degrees, minutes and seconds.			X	X	X	X	
9.	Include a key map showing location of tract to be considered in relation to surrounding area.			X	X	X	X	

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SCHEDULE C - APPLICATIONS FOR INTERPRETATION, RELIEF, CONDITIONAL USE OR PLANNING VARIANCES

NOTE: CHECK ALL COLUMNS ABOVE HEADINGS (APPLICATIONS) THAT APPLY

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance	Present Y/N
10.	Include a title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.			X	X	X	X	
11.	Include each block and lot number in conformity with the municipal tax map as determined by the municipal tax assessor.			X	X	X	X	
12.	Provide the scale of map, both written and graphic.			X	X	X	X	
13.	Provide a north arrow giving reference meridian.			X	X	X	X	
14.	Provide names and addresses of all property owners within 200 feet of subject property.	X	X	X	X	X	X	
15.	Show zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.			X	X	X	X	
16.	Provide the Zoning District requirements per Ordinance and per application.			X	X	X	X	
17.	Provide the acreage of affected parcel to the nearest hundredth of an acre.			X	X	X	X	
NATURAL FEATURES								
18.	Include topography of the site and within 200 feet thereof. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2 feet; over 10% grade-5 feet.					X	X	

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SCHEDULE C - APPLICATIONS FOR INTERPRETATION, RELIEF, CONDITIONAL USE OR PLANNING VARIANCES

NOTE: CHECK ALL COLUMNS ABOVE HEADINGS (APPLICATIONS) THAT APPLY

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance	Present Y/N
19.	Show cliffs and rock outcroppings.					X	X	
20.	Show flood plains.					X	X	
21.	Show natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.					X	X	
22.	Show aquifer recharge areas, including safe sustained ground water yield.					X	X	
23.	Show wooded areas indicating predominant species and size.					X	X	
24.	Show location of trees 6 inches or more in diameter, as measured one foot above ground level, outside of wooded area, designating species of each.					X	X	
25.	Show areas in which construction is precluded due to presence of stream corridors and/or steep slopes.					X	X	
26.	Show all areas to be disturbed by grading or construction.					X	X	
MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF								
27.	Show the location of existing and proposed structures and their setbacks from existing and proposed property lines. Height in stories and feet, floor area ratio, total floor area, total percentage of lot coverage and impervious coverage shall be included.	X		X		X	X	
28.	Show the location of existing streets, roads, highways, easements or rights of way including power lines.	X		X		X	X	

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SCHEDULE C - APPLICATIONS FOR INTERPRETATION, RELIEF, CONDITIONAL USE OR PLANNING VARIANCES

NOTE: CHECK ALL COLUMNS ABOVE HEADINGS (APPLICATIONS) THAT APPLY

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance	Present Y/N
29.	Show the location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.	X		X		X	X	
30.	Show the location, dimension and number of driveways, aisles, parking spaces and loading spaces.	X		X		X	X	
31.	Show the location of existing and proposed wells and subsurface sewage disposal systems.	X		X		X	X	
32.	Show the location, height and size of screen plantings, fences and signs.	X		X		X	X	
33.	When Applicant intends to use an individual subsurface sewage disposal system: location of soil borings, profile pits or test holes, soil logs or test results and approximate location of the intended disposal area.	X		X	X	X	X	
34.	Provide plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.	X				X	X	
STREETS								
35.	Show the location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.	X		X		X	X	
36.	Show required road dedication.	X		X		X	X	
37.	Provide plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets.	X				X	X	

APPLICATION SUBMISSION MATRIX

Rev Date 6/09/08

SCHEDULE C - APPLICATIONS FOR INTERPRETATION, RELIEF, CONDITIONAL USE OR PLANNING VARIANCES

NOTE: CHECK ALL COLUMNS ABOVE HEADINGS (APPLICATIONS) THAT APPLY

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance	Present Y/N
MISCELLANEOUS								
38.	Show proposed sight easements where required.	X		X		X	X	
39.	Show proposed drainage easements where required.	X		X		X	X	
40.	Provide landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.					X	X	
41.	Provide Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.					X	X	
42.	Provide design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.	X		X	X	X	X	
43.	Show the purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	X	X	X	X	X	X	
44.	Provide evidence of other required permits, approvals or exemptions.	X	X	X	X	X	X	

X - Indicates that an item is required for the type of application in the heading. If multiple application types are involved in the entire development, duplication is not necessary

For the items required by the matrix but not present in the application submission, the applicant must provide a list of the missing items and a reason for the granting of a waiver from the submission requirement for consideration by the Board. Failure to address this requirement may be reason to be deemed incomplete for review.