

ANDOVER BOROUGH

SCHEDULE E

APPLICATION FOR CONDITIONAL USE/SITE PLAN

DATE: _____ BLOCK: _____ LOT: _____

APPLICANT NAME: _____

PROPERTY ADDRESS: _____

		APPLICANT		BOROUGH	
		Complies	Waiver Request	Complies	Does Not Comply
1	Three (3) copies of completed application form.				
2	Three (3) copies of the plans prepared, signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer or other professional as required.				
3	Payment of applicable fees and deposits (escrow).				
4	Proof of ownership; if applicant is not owner, consent of owner to submit application.				
5	Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date.				
6	List of any approvals which may be required by other units of government or agencies thereof.				

7	If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest.				
8	Block and Lot numbers are assigned by the Tax Assessor.				
9	Maps clearly and legibly drawn, with title.				
10	Tax map sheet, block and lot, number and name of project in the title block.				
11	Name, address and telephone number of person who prepared plat.				
12	Applicant's and/or owner's name and address, telephone number and signature on drawings.				
13	Certification block for Planning/Zoning Board Engineer, Chairperson and Secretary of the Board's signature.				
14	Date of drawing and date of latest revision on each drawing and on cover sheet, if present.				
15	Certification that lots are staked and flagged.				
16	Permission to inspect premises.				
17	Proposed use(s) of land and buildings.				
18	Maps to be drawn to a scale no smaller than one inch equals fifty (50) feet and no larger than one inch equals twenty (20) feet, sheets no larger than 36x24 inches.				
19	North arrow.				
20	Key map showing entire development.				
21	Existing zones of development site and any different zones within 200 feet of the property.				
22	Distance of the property line to the nearest intersection.				

23	Boundaries of the property, building and setback lines, lines of existing streets, lots, reservations, easements and areas dedicated to public use.				
24	Locations of all utility structures and lines, existing and proposed stormwater drainage on-site and on-tract and from buildings and structures, as well as telephone, power and light, water, hydrant locations, sewer, gas, etc., whether privately or publicly owned with manholes, inlets, pipe sizes, grades, inverts and directions of flow.				
25	Location, size and nature of the entire lot or lots in question; of contiguous lots owned by the applicant or owner of record, or in which the applicant has a direct interest even though only a portion of the entire property is involved in site plan development, and key map.				
26	All proposed easements and public and community areas.				
27	All means of vehicular ingress and egress to and from the site onto public streets, showing the size and location of driveways, curb cuts and curbing, sight lines and radii.				
28	Location and design of off-street parking areas, showing size and the location of internal circulation, traffic patters, parking space, aisles, driveways, curbing, barriers and wearing surface finished and construction, all of which shall conform to the requirements of municipal ordinances.				
29	Location, arrangement and dimensions of truck loading				

	and unloading platforms and docks.				
30	Provisions for refuse and garbage disposal, not exposed to view, unpolluting, covered from weather, and secure from vandalism.				
31	Provisions for screening storage of equipment, attached or separate from building.				
32	All existing or proposed exterior lighting.				
33	Existing and proposed signs and their sizes; nature of construction and location, height and orientation, including all identification signs, traffic directional signs and arrows, freestanding and façade signs and time control for sign lighting.				
34	Locations, dimensions or construction of off-site sidewalks, on-site exits, walks and sidewalks.				
35	Proposed screening, green areas, landscaping and fencing, including a planting plan and schedule, prepared by a qualified landscape architect or landscape designer.				
36	Improvements to adjoining streets and roads and traffic control devices necessary in streets or highways. Acceleration and deceleration lanes, paving, land dedication or acquisition for roads.				
37	Copies of any covenants and deed restrictions intended to cover any of the development site.				
38	Elevations, sketches, renderings or pictures of any new buildings or structures.				
39	Preliminary architectural floor plans and elevations, with the name, address,				

	professional number and seal of the architect.				
40	Names and addresses of adjacent property owners as shown on municipal tax records.				
41	Acreage of entire tract to nearest one-tenth (0.10) acre.				
42	Existing and proposed buildings with dimensions, first floor elevation, present and finished grade elevations at all corners and entrances.				
43	Buildings and structures to be removed.				
44	Certified survey of the property showing boundaries of properties, lines of all existing streets, roads, easements, rights-of-way, and areas dedicated to public use, within 200 feet of the property.				
45	Certified survey of the property showing distances of all property lines to the nearest one-hundredth (0.01) foot.				
46	Meets and Bounds of lots.				
47	Topographic map with existing contours at 2 foot intervals up to 10 feet beyond property lines.				
48	Proposed grading and contours, wooded areas, trees (12" or greater in diameter), flood plains, ponds, streams and drainage ditches.				
49	Location of all existing and proposed structures, including walls, fences, coverts, bridges, and roadways, with grade elevations for each structure.				
50	Location of existing natural and topographic features on				

	and within 200 feet of the site boundary.				
51	Location of all existing and proposed improvements, other impervious surfaces, storm drainage facilities, retaining walls, and all water bodies, including but not limited to streams, lakes and wetlands.				
52	General location and density of all existing vegetation, including meadow, forest and scrub lands, and a tabulation of those areas of vegetation which will be removed as well as vegetation to be preserved.				
53	Grading Plans for slopes of 15% in grade or greater, depicting slope classes of 0-14.99%, 15-19.99%, 20-24.99%, 25-29.99%, and 30% and greater, based on 2 foot contours analyzed on a 10 foot horizon interval; with a chart summarizing area of each slope class and area percentage to be disturbed.				
54	Environmental Impact Statement per Section 109-10.				
55	Landscaping Plan per Section 134-64.2(E).				
56	Stormwater Plan for "major development" per Chapter 115, Stormwater Control.				
57	Lighting plan.				
58	Sediment and Soil Erosion Control Plan for slopes of 15% or greater, according to the requirements of the Sussex County Soil Conservation District.				
59	Hydrology, drainage and flooding analysis report for slopes 15% or greater, per Section 134-67(D)(4).				
60	Geotechnical Investigation Program for development				

	within the carbonate areas, as set forth in Chapter 48.				
61	Traffic impact study for developments of 20,000 square feet or greater.				
62	Fire protection details including building occupancy, total structure size by volume, height of structure from basement to attic, available water supply, watermain size, flow, hydrant location, distance, proposed fire protection plan, fire lanes, type of occupancy and process.				
63	Copies of stream encroachment permit applications, if applicable.				
64	1 soil log and 1 perc test for each lot.				
65	List of any variances or design waivers.				

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

Applicant's Engineer/Surveyor

UHL
N:\USERS\Clients\6740-901 Andover Boro P-Z\5 Documents\SCHEDULE E APPLICATION CHECKLIST.doc
05/20/15