

City of Burlington
Joint Land Use Board

Land Use Development Application
A Completeness Checklists

Choose the appropriate checklist(s) for your application type and submit completed checklist(s) with ALL application packages.

Do Not Leave Checklist Blank. Options are Provided or Shown or Waiver Requested.

- “a” Variance (Appeal of Decision by Zoning Officer)-**pgs. 2&3**
- “b” Variance (Interpretation of Zoning Ordinance or Map)-**pgs. 4&5**
- “c” Variance (Bulk)-**pgs. 6&7**
- “d” Variance (Use)-**pgs. 8&9**
- Variance to Build on a Lot Not Fronting on a Street-**pgs. 10&11**
- Certificate of Nonconformity **Additional Instructions- pg. 12**

- Subdivision, Minor or Amended Minor-**pgs. 13-16**
- Subdivision, Major Preliminary or Amended Major Preliminary-**pgs. 17-21**
- Subdivision, Major Final or Amended Major Final-**pgs.22-25**

- Site Plan, Minor or Amended Minor-**pgs.26-29**
- Site Plan, Major Preliminary or Amended Major Preliminary-
(Nonresidential or Residential)-**pgs.30-35**
- Site Plan, Major Final or Amended Major Final
(Nonresidential or Residential)-**pgs.36-38**

- Subdivision or Site Plan, Informal Review-**pgs.39-40**

**“a” VARIANCE
 (APPEAL OF DECISION BY ZONING OFFICER)
 COMPLETENESS CHECKLIST
 Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____)_____ Fax: (____)_____ Email: _____ Interest in Property: _____	<p style="text-align: center;"><i>Complete this section if applicant is not owner.</i></p> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____)_____ Fax: (____)_____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
<hr/> PRINTED NAME AND TITLE	<hr/> SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
4	Submit a copy of the decision of the Zoning Officer by which the applicant feels aggrieved and from which the applicant requests relief.	<input type="checkbox"/>	<input type="checkbox"/>
5	Submission of plats, plans or survey of property (15 sets) as necessary to show the relief which is requested by the applicant. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>

**“a” VARIANCE
 (APPEAL OF DECISION BY ZONING OFFICER)
 COMPLETENESS CHECKLIST
 Page 2**

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The applicant shall submit whatever plans are necessary to show the proposed construction for which the Zoning Officer has issued a decision contrary to that requested by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
2	The applicant shall provide a written statement which sets forth the facts regarding the matter before the Board and which details the reasons the applicant is seeking relief from the Zoning Officer's decision.	<input type="checkbox"/>	<input type="checkbox"/>

**“b” VARIANCE
(INTERPRETATION OF ZONING ORDINANCE OR MAP
OR REQUEST FOR DECISION ON SPECIAL QUESTION)
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____)_____ Fax: (____)_____ Email: _____ Interest in Property: _____	<p style="text-align: center;"><i>Complete this section if applicant is not owner.</i></p> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____)_____ Fax: (____)_____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
4	Submission of plats, plans or survey of property (15 sets) as necessary to show the relief which is requested by the applicant. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>

**“b” VARIANCE
 (INTERPRETATION OF ZONING ORDINANCE OR MAP
 OR REQUEST FOR DECISION ON SPECIAL QUESTION)
 COMPLETENESS CHECKLIST
 Page 2**

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The applicant shall submit whatever plans are necessary to describe the ordinance, map or special question for which an interpretation or a decision is requested.	<input type="checkbox"/>	<input type="checkbox"/>
2	The applicant shall provide a written statement which sets forth the facts regarding the matter before the Board and which details the reasons the applicant is requesting an interpretation of the zoning ordinance or map or a decision on a special question.	<input type="checkbox"/>	<input type="checkbox"/>

**“c” VARIANCE
(BULK)
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____)_____ Fax: (____)_____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____)_____ Fax: (____)_____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE _____ DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	<input type="checkbox"/>	<input type="checkbox"/>
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	<input type="checkbox"/>	<input type="checkbox"/>
5	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
6	Submission of plats or plans (15 sets) as necessary to show the variance(s) which are requested by the applicant. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A., as required, and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>

**“c” VARIANCE
(BULK)
COMPLETENESS CHECKLIST
Page 2**

Item #	Requirement	Provided or Shown	Waiver Requested
7	Submission of (1) one signed & sealed survey and (15) fifteen copies of the property for which the bulk variance is requested.	<input type="checkbox"/>	<input type="checkbox"/>

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The applicant shall submit a written statement which describes in detail the variance(s) which are requested and the reasons the requested relief should be granted.	<input type="checkbox"/>	<input type="checkbox"/>
2	The applicant shall submit a plot plan and/or architectural plan as necessary to show the type, magnitude and extent of the requested relief and the impacts on the surrounding neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>
3	Scale of not less than 1" = 100'.	<input type="checkbox"/>	<input type="checkbox"/>
4	Key map at scale of 1" = 1,000'.	<input type="checkbox"/>	<input type="checkbox"/>
5	Title block in accordance with the rules governing Title Blocks and Seals for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, signature, address and license number of the professional(s) who prepared the plan(s); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet. 	<input type="checkbox"/>	<input type="checkbox"/>
6	Acreage of the tract.	<input type="checkbox"/>	<input type="checkbox"/>
7	The location and width of all existing easements and rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
8	The zoning district(s) affecting the tract and a summary of the required and proposed area, yard and building requirements.	<input type="checkbox"/>	<input type="checkbox"/>
9	If a variance is requested for a proposed addition or new construction, an architectural sketch shall be submitted which demonstrates that the proposed addition is architecturally consistent with the existing structure or, in the case of new construction, demonstrates that the proposed structure is consistent with the architectural styles existing in the surrounding neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>

**“d” VARIANCE
(USE)
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<p style="text-align: center;"><i>Complete this section if applicant is not owner.</i></p> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	<input type="checkbox"/>	<input type="checkbox"/>
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	<input type="checkbox"/>	<input type="checkbox"/>
5	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
6	Submission of plats, plans or survey (15 sets) as necessary to show the use or uses which are proposed for the property in question. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A., as required, and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>

**“d” VARIANCE
(USE)
COMPLETENESS CHECKLIST
Page 2**

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The applicant shall submit a written statement which describes in detail the use or uses which are proposed at the site and the reasons the applicant is seeking a use variance.	<input type="checkbox"/>	<input type="checkbox"/>
2	The applicant shall submit whatever plans are necessary to show the use or uses which are proposed at the site and to demonstrate that the proposed use is compatible with the existing uses in the surrounding neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>
3	Scale of not less than 1" = 100'.	<input type="checkbox"/>	<input type="checkbox"/>
4	Key map at scale of 1" = 1,000'.	<input type="checkbox"/>	<input type="checkbox"/>
5	Title block in accordance with the rules governing Title Blocks and Seals for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, signature, address and license number of the professional(s) who prepared the plan(s); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet. 	<input type="checkbox"/>	<input type="checkbox"/>
6	Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the tax map.	<input type="checkbox"/>	<input type="checkbox"/>
7	A schedule indicating the acreage of the tract, the approximate number of lots, the zone(s), minimum required lot areas, and the required and proposed setbacks, yards and dimensions and percentage of recreation area provided.	<input type="checkbox"/>	<input type="checkbox"/>
8	Approximate location of wooded areas, streams, lakes, shoreline, flood plains, wetlands and existing and/or proposed buffer areas.	<input type="checkbox"/>	<input type="checkbox"/>
9	Existing lot lines to be eliminated, if any.	<input type="checkbox"/>	<input type="checkbox"/>
10	If the use variance is requested for a residential subdivision, show the proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.	<input type="checkbox"/>	<input type="checkbox"/>
11	If the use variance is requested for commercial or industrial development of the property, show the proposed layout of the site including all existing and proposed buildings, driveways, parking areas, loading areas, buffers and landscaped areas.	<input type="checkbox"/>	<input type="checkbox"/>

VARIANCE TO BUILD ON A LOT NOT FRONTING ON A STREET COMPLETENESS CHECKLIST Page 1

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____)_____ Fax: (____)_____ Email: _____ Interest in Property: _____	<p style="text-align: center;"><i>Complete this section if applicant is not owner.</i></p> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____)_____ Fax: (____)_____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
<hr style="border: 0.5px solid black;"/> PRINTED NAME AND TITLE	<hr style="border: 0.5px solid black;"/> SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
4	Submission of plans (15 sets) showing the location of the property in question and the construction which is proposed at the site. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>

**VARIANCE TO BUILD ON A LOT
NOT FRONTING ON A STREET
COMPLETENESS CHECKLIST
Page 2**

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The applicant shall provide information to demonstrate the type of development which has occurred surrounding the property in question, if any, and demonstrating that adequate access will be available to support the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>
	Prior to a public hearing, the applicant shall obtain letters from the following agencies to demonstrate that adequate access will be available for service to the property in question:		
2	City of Burlington Police Department	<input type="checkbox"/>	<input type="checkbox"/>
3	City of Burlington Fire Department	<input type="checkbox"/>	<input type="checkbox"/>
4	City of Burlington First Aid Squad	<input type="checkbox"/>	<input type="checkbox"/>
5	City of Burlington Public Works Department	<input type="checkbox"/>	<input type="checkbox"/>
6	City of Burlington Sewer & Drainage Utility Division, if required	<input type="checkbox"/>	<input type="checkbox"/>
7	City of Burlington Water Utility Division, if required	<input type="checkbox"/>	<input type="checkbox"/>



*City of Burlington
Joint Land Use
City Hall, 525 High Street, Burlington, NJ 08016
609-386-0200 x. 140 (Phone) 609-386-0214 (Fax)
www.burlingtonnj.us*

CERTIFICATE OF NONCONFORMITY APPLICATION ADDITIONAL INSTRUCTIONS

All Land Use Development Application instructions must be followed. These additional instructions apply to Certificate of Nonconformity applications ONLY.

1. All evidence must pre-date the specific ordinance restricting the use.
2. Evidence must be arranged in chronological order, collated, stapled in sets and attached to the Land Use Development Application. Evidence packages that are not submitted in this format will not be accepted. See Land Use Development Application Instructions for specifics regarding submitting an application package.
3. It is the applicant's burden to provide documentation that is sufficient to prove the applicant's case. Documentation should include a current survey of the property. Examples of additional accepted evidence or documentation of proof supporting a claim of nonconformity include but are not limited to:
 - Property Record Card
 - Certificate of Occupancy
 - Building Permits
 - State History Cards
 - Mercantile Licenses
 - Rent Control Filing Records
 - Landlord Registration Statements
 - Fire Code Inspection Reports
 - Previously Recorded Deeds
 - Advertisements or Telephone Directory Listings
4. Applicants are not precluded from submitting personal documents which may support the claim of nonconformity. Applicants are cautioned, however, that this category of documents may or may not be accepted by the Joint Land Use Board. Examples include but are not limited to:
 - Property Survey
 - Utility Bills
 - Third Party Affidavits
 - Fire and/or Flood Insurance Policies
 - Private Inspection Reports
 - Lease Agreements and/or Rent Receipts

**MINOR SUBDIVISION AND
AMENDED MINOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER		2. OWNER	
Name: _____	<i>Complete this section if applicant is not owner.</i>		
Address: _____ _____	Name: _____		
City: _____ State: _____ Zip: _____	Address: _____ _____		
Phone: (____) _____ Fax: (____) _____	City: _____ State: _____ Zip: _____		
Email: _____	Phone: (____) _____ Fax: (____) _____		
Interest in Property: _____	Email: _____		
3. NAME OF PROJECT & LOCATION OF PROPERTY			
Name of Project: _____			
Street Address: _____	Block(s): _____		
Zone: _____	Lot(s): _____		
4. SIGNATURE OF PERSON PREPARING CHECKLIST			
_____	_____	_____	
PRINTED NAME AND TITLE	SIGNATURE	DATE	

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	<input type="checkbox"/>	<input type="checkbox"/>
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	<input type="checkbox"/>	<input type="checkbox"/>
5	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
6	Submission of plats or plans (15 sets) signed and sealed by an N.J.P.L.S. and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>

**MINOR SUBDIVISION AND
AMENDED MINOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 2**

Item #	Requirement	Provided or Shown	Waiver Requested
	If freshwater wetlands are present or are suspected to be present on or near the subject property then one of the following must be submitted:		
7a	A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands and establishing the required transition areas OR	<input type="checkbox"/>	<input type="checkbox"/>
7b	A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act and regulations promulgated thereunder OR	<input type="checkbox"/>	<input type="checkbox"/>
7c	A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.	<input type="checkbox"/>	<input type="checkbox"/>

PLAT REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The minor subdivision plan shall be clearly and legibly drawn or reproduced at a scale of no more than 50 feet to an inch.	<input type="checkbox"/>	<input type="checkbox"/>
2	Key map at scale of 1" = 1,000' showing the location of the tract to be subdivided with reference to surrounding areas and existing streets which intersect or border the tract.	<input type="checkbox"/>	<input type="checkbox"/>
3	Title block in accordance with the rules governing title blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name of development; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, signature, address and license number of the professional(s) who prepared the plan(s); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet. 	<input type="checkbox"/>	<input type="checkbox"/>
4	Scale (written and graphic).	<input type="checkbox"/>	<input type="checkbox"/>
5	Name, address and telephone number of the owner(s) of record.	<input type="checkbox"/>	<input type="checkbox"/>
6	Name, address and telephone number of the developer.	<input type="checkbox"/>	<input type="checkbox"/>
7	Acreage of the tract to be subdivided to the nearest tenth of an acre.	<input type="checkbox"/>	<input type="checkbox"/>
8	Distance in feet to the nearest intersection.	<input type="checkbox"/>	<input type="checkbox"/>
9	North arrow with reference meridian.	<input type="checkbox"/>	<input type="checkbox"/>
10	Approval block with signature lines for Chairperson, Secretary and Board Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
11	Existing block and lot numbers of the property to be subdivided as they appear on the tax map and proposed block and lot numbers as approved in writing by the Tax Assessor.	<input type="checkbox"/>	<input type="checkbox"/>
12	Existing tract boundary line and all proposed lot lines with bearings and distances.	<input type="checkbox"/>	<input type="checkbox"/>
13	The location of that portion which is to be subdivided in relation to the entire tract.	<input type="checkbox"/>	<input type="checkbox"/>

**MINOR SUBDIVISION AND
AMENDED MINOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 3**

Item #	Requirement	Provided or Shown	Waiver Requested
14	All existing structures within the portion of the tract to be subdivided.	<input type="checkbox"/>	<input type="checkbox"/>
15	A schedule indicating the acreage of the tract, number of lots, zone, minimum required lot areas, proposed area for each new lot and the required and proposed setbacks, yards and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
16	The location of all existing streets including names and right-of-way widths, structures with their numerical dimensions and an indication as to whether existing structures will be retained or removed, parking areas, loading areas, driveways, watercourses, floodplains, railroads, bridges, culverts, drain pipes and any natural features such as wooded areas, wetlands and lands subject to flooding, marshes, swamps, bogs, ponds, flood hazard zones and 100 year flood elevation, both within the tract and within two hundred feet (200') of its boundary.	<input type="checkbox"/>	<input type="checkbox"/>
17	The name of the adjoining property owners as well as those across any street or easement as disclosed by the most recent municipal tax records.	<input type="checkbox"/>	<input type="checkbox"/>
18	The tax map sheet, block and lot numbers of adjoining property owners as well as those across any street or easement.	<input type="checkbox"/>	<input type="checkbox"/>
19	The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited and the manner in which the easements will be controlled.	<input type="checkbox"/>	<input type="checkbox"/>
20	The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
21	A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided shall be provided to the Board OR a certification shall be provided that none exist.	<input type="checkbox"/>	<input type="checkbox"/>
22	Minor subdivisions involving a corner lot shall provide a sight triangle easement.	<input type="checkbox"/>	<input type="checkbox"/>
23	A statement from the applicant noting if the minor subdivision will be perfected by deed or by map.	<input type="checkbox"/>	<input type="checkbox"/>
24	If the minor subdivision is to be perfected by the filing of a map, the map must show all existing and proposed monuments and must conform to all of the requirements set forth in the Map Filing Law.	<input type="checkbox"/>	<input type="checkbox"/>
25	If the minor subdivision is to be perfected by deed then the appropriate deed documents, including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications shall be submitted to the Board for approval prior to filing with the County Recording Officer.	<input type="checkbox"/>	<input type="checkbox"/>
26	No minor subdivision involving any street(s) which does not conform to the right-of-way widths specified in the Master Plan or on the Official Map shall be approved unless the additional half width right-of-way necessary to make the street(s) conforming shall be granted to the Municipality or other agency having jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
	As a condition of any approval granted by the Board the applicant must obtain the following approvals when applicable to the project :		
27	The City of Burlington Water Utility Division	<input type="checkbox"/>	<input type="checkbox"/>
28	The City of Burlington Sewer & Drainage Utility Division	<input type="checkbox"/>	<input type="checkbox"/>
29	Burlington County Planning Board	<input type="checkbox"/>	<input type="checkbox"/>

**MINOR SUBDIVISION AND
AMENDED MINOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 4**

Item #	Requirement	Provided or Shown	Waiver Requested
30	Burlington County Soil Conservation District	<input type="checkbox"/>	<input type="checkbox"/>
31	Burlington County Board of Health	<input type="checkbox"/>	<input type="checkbox"/>
32	Burlington County Bridge Commission	<input type="checkbox"/>	<input type="checkbox"/>
	New Jersey Department of Environmental Protection:		
33	Freshwater Wetlands	<input type="checkbox"/>	<input type="checkbox"/>
34	Waterfront Development	<input type="checkbox"/>	<input type="checkbox"/>
35	Sanitary Sewer System Extensions	<input type="checkbox"/>	<input type="checkbox"/>
36	Potable Water System Extensions	<input type="checkbox"/>	<input type="checkbox"/>
37	Stream Encroachment	<input type="checkbox"/>	<input type="checkbox"/>
38	New Jersey Department of Transportation	<input type="checkbox"/>	<input type="checkbox"/>
39	All other outside agency approvals as may be required	<input type="checkbox"/>	<input type="checkbox"/>

RESIDENTIAL SITE IMPROVEMENT STANDARDS

Item #	Requirement	Provided or Shown	Waiver Requested
1	An Engineering Report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the Engineering Report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.	<input type="checkbox"/>	<input type="checkbox"/>
2	A Stormwater Management Report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.	<input type="checkbox"/>	<input type="checkbox"/>
3	A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
4	Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>

**PRELIMINARY MAJOR SUBDIVISION AND
AMENDED PRELIMINARY MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

Page 1

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<p style="text-align: center;"><i>Complete this section if applicant is not owner.</i></p> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that the Applicant is the owner of the land or his properly authorized Agent, or that the Owner has consented in writing to the filing of this application.	<input type="checkbox"/>	<input type="checkbox"/>
4	Concerning Corporations or Partnerships, completion of the Ownership Disclosure Statement.	<input type="checkbox"/>	<input type="checkbox"/>
5	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
6	Submission of plats or plans (15 sets) signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A., as required, and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>
7	Submission of Environmental Impact Statement, Composite Environmental Constraints map and test borings, percolation rates, water levels and ground water samples as set forth in Chapter 100 of the Land Use Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>

**PRELIMINARY MAJOR SUBDIVISION AND
AMENDED PRELIMINARY MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

Page 2

Item #	Requirement	Provided or Shown	Waiver Requested
8	Submission of Traffic Impact Analysis.	<input type="checkbox"/>	<input type="checkbox"/>
	If freshwater wetlands are present or are suspected to be present on or near the subject property then one of the following must be submitted:		
9a	A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands and establishing the required transition areas OR	<input type="checkbox"/>	<input type="checkbox"/>
9b	A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act and regulations promulgated thereunder OR	<input type="checkbox"/>	<input type="checkbox"/>
9c	A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.	<input type="checkbox"/>	<input type="checkbox"/>

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Scale of not less than 1" = 100'.	<input type="checkbox"/>	<input type="checkbox"/>
2	Key map at scale of 1" = 1,000'.	<input type="checkbox"/>	<input type="checkbox"/>
3	Title block in accordance with the rules governing title blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name of development; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, signature, address and license number of the professional(s) who prepared the plan(s); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet. 	<input type="checkbox"/>	<input type="checkbox"/>
4	Scale (written and graphic).	<input type="checkbox"/>	<input type="checkbox"/>
5	Name, address and telephone number of the owner(s) of record.	<input type="checkbox"/>	<input type="checkbox"/>
6	Name, address and telephone number of the developer.	<input type="checkbox"/>	<input type="checkbox"/>
7	North arrow with reference meridian.	<input type="checkbox"/>	<input type="checkbox"/>
8	Approval block with signature lines for Chairperson, Secretary and Board Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
9	Names of all owners of and property lines of parcels within two hundred (200) feet of the land to be subdivided, including properties across the street, as shown on the most recent records of the City, shall be included on the plan.		
10	The tax map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest City tax map.	<input type="checkbox"/>	<input type="checkbox"/>
11	All existing streets, watercourses, floodplains, floodway and flood hazard areas within the proposed subdivision and within two hundred (200) feet of the boundaries thereof shall be shown on the plan.	<input type="checkbox"/>	<input type="checkbox"/>

**PRELIMINARY MAJOR SUBDIVISION AND
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COMPLETENESS CHECKLIST**

Page 3

Item #	Requirement	Provided or Shown	Waiver Requested
12	Both the width of the paving and the width of the right-of-way of each street, existing public easements and City borders within two hundred (200) feet of the subdivision shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
13	All existing structures shall be shown along with an indication of those which are to be destroyed or removed and the front, rear and side yard dimensions of those which are to remain.	<input type="checkbox"/>	<input type="checkbox"/>
14	The boundaries, nature and extent of wooded areas and the location of any other significant physical features including swamps, bogs and ponds within the proposed subdivision and within two hundred (200) feet thereof shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
15	The detailed layout of the proposed development showing all existing and/or proposed lots, streets, utilities, curbs, sidewalks, traffic and street signs, street lighting and grading and drainage improvements, including plans, profiles, cross-sections and construction details drawn in accordance with the detailed provisions set forth in the City of Burlington Land Use Ordinance shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>
16	Detailed plans for Soil Erosion and Sediment Control shall be submitted in conformance with the requirements of the Burlington County Soil Conservation District.	<input type="checkbox"/>	<input type="checkbox"/>
17	Preliminary utility layouts showing the methods of connection and sources of service shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>
18	If the subdivision is to be developed in sections, then the plan shall include a sectionalization and staging plan showing each such section.	<input type="checkbox"/>	<input type="checkbox"/>
19	The proposed location and area, in acres or square feet, of all required or proposed open space shall be shown on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
20	The area(s) reserved for recreational purposes shall be shown on the plan. In addition, detailed plans for improvement of these areas for active and passive recreation shall be provided as required by ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
21	All proposed public easements or rights-of-way, the purposes thereof and proposed streets within the subdivision shall be shown on the plan. The proposed streets shall show the right-of-way and pavement widths.	<input type="checkbox"/>	<input type="checkbox"/>
22	Existing one (1) foot interval contours based on United States Coast and Geodetic Survey datum (MSL + 0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract in question and shall be certified by a New Jersey licensed land surveyor as to accuracy, except that where the slopes exceed five percent (5%), a two (2) foot interval may be used. The source of the elevation datum base shall be noted on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
23	A schedule should be placed on the plan indicating the acreage of the tract, the number of lots, the zone, minimum required lot areas, setbacks, yards and dimensions and the percentage of recreation acreage provided.	<input type="checkbox"/>	<input type="checkbox"/>
24	The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
25	All proposed lot lines and the areas of all lots, in square feet, shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
26	A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided shall be provided to the Board or certification that none exists.	<input type="checkbox"/>	<input type="checkbox"/>

**PRELIMINARY MAJOR SUBDIVISION AND
AMENDED PRELIMINARY MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

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Item #	Requirement	Provided or Shown	Waiver Requested
27	A landscape plan shall be provided showing the proposed location of all proposed plantings, buffer areas and screening strips, a legend listing the botanical and common names of each proposed plant type, the sizes at the time of planting, a planting schedule, method of irrigation, and the total quantity of each plant type.	<input type="checkbox"/>	<input type="checkbox"/>
28	The proposed first floor elevation, garage floor elevation and basement floor elevation, if applicable, shall be shown on the plan for each existing and/or proposed dwelling.	<input type="checkbox"/>	<input type="checkbox"/>
29	The existing system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage, shall be shown on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
30	The acreage of the drainage area (or areas) of each natural or man-made watercourse traversing the subdivision, including the area within the subdivision and the area upstream from the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
31	Soil borings to a depth of ten (10) feet and percolation tests shall be submitted [one (1) for each five (5) acres] for all subdivisions where on-site sanitary disposal septic systems are proposed. The location of the soil borings and percolation tests shall be indicated.	<input type="checkbox"/>	<input type="checkbox"/>

RESIDENTIAL SITE IMPROVEMENT STANDARDS

Item #	Requirement	Provided or Shown	Waiver Requested
1	An engineering report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the engineering report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.	<input type="checkbox"/>	<input type="checkbox"/>
2	A stormwater management report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.	<input type="checkbox"/>	<input type="checkbox"/>
3	A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
4	Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>

**PRELIMINARY MAJOR SUBDIVISION AND
AMENDED PRELIMINARY MAJOR SUBDIVISION APPLICATION
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Item #	Requirement	Provided or Shown	Waiver Requested
5	If any <i>de minimis</i> exceptions from the requirements of the Residential Site Improvement Standards are requested, an application must be filed in writing with the municipal approving authority and shall include the following:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • A statement of the requirements of the standards from which an exception is sought; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • A statement of the nature and extent of such practical difficulties. 	<input type="checkbox"/>	<input type="checkbox"/>
6	If any waivers are requested, the waiver request must be submitted in writing to the New Jersey Department of Community Affairs, with a copy to the administrative officer of the City, and shall include the following information:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • A copy of the development application as submitted to the municipal approving authority; and 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • A brief memorandum to the Commissioner of the Department of Community Affairs containing sufficient information upon which to base a determination, including: <ul style="list-style-type: none"> • A short description of the project in narrative form; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • citation to the particular site improvement standard from which waiver is requested; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • clear description of the condition(s) giving rise to the request; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • clear description of the anticipated result if the standard were to be followed; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, address and telephone number of a contact person for the developer; and 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, address and telephone number of a contact person for the municipal approving authority. 	<input type="checkbox"/>	<input type="checkbox"/>
7	The applicant's engineer must provide to the Board a written certification which states that, with the exception of any waivers or <i>de minimis</i> exceptions requested, the project has been designed in full compliance with the requirements of the Residential Site Improvement Standards.	<input type="checkbox"/>	<input type="checkbox"/>

**FINAL MAJOR SUBDIVISION AND
AMENDED FINAL MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

Page 1

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<p style="text-align: center;"><i>Complete this section if applicant is not owner.</i></p> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	<input type="checkbox"/>	<input type="checkbox"/>
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	<input type="checkbox"/>	<input type="checkbox"/>
5	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
6	Submission of final major subdivision plans (15 sets) signed and sealed by an N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A., as required, and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>
7	Submission of final major subdivision plats (15 sets) signed and sealed by an N.J.P.L.S. and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>

**FINAL MAJOR SUBDIVISION AND
AMENDED FINAL MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

Page 2

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Scale of the final major subdivision plats shall not be less than 1" = 50' and shall not contain more than one hundred (100) lots	<input type="checkbox"/>	<input type="checkbox"/>
2	Title block in accordance with the rules governing Title Blocks and Seals for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name of development; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, signature, address and license number of the professional(s) who prepared the plan(s); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet. 	<input type="checkbox"/>	<input type="checkbox"/>
3	The final plat shall be one (1) of four (4) standard sizes: thirty by forty-two (30 x 42) inches, twenty-four by thirty-six (24 x 36) inches, fifteen by twenty-one (15 x 21) inches or eight by thirteen (8 x 13) inches as measured from the cutting edges. If one (1) sheet is not of sufficient size to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal size, with references on each sheet to the adjoining sheets.	<input type="checkbox"/>	<input type="checkbox"/>
4	The final plat shall show the dimensions, bearings and curve data, including lengths of tangents, radii, arcs, chords and central angles for all center-line and right-of-way line curves on streets, sufficient to enable the definite location of all lines and boundaries shown thereon, including drainage easements, public easements and areas dedicated for public use.	<input type="checkbox"/>	<input type="checkbox"/>
5	The final plat shall show the tangents, chords, arcs, radii and central angles at all street corners.	<input type="checkbox"/>	<input type="checkbox"/>
6	All dimensions, both linear and angular, of the exterior boundaries of the subdivision, and all lots and all lands reserved or dedicated for public use shall balance, and their description shall close within a limit of error of not more than one (1) part in ten thousand (10,000).	<input type="checkbox"/>	<input type="checkbox"/>
7	Any easement or land reserved for or dedicated to the public use shall be so designated on the final plat. The proposed use of sites other than residential shall be noted on the plat.	<input type="checkbox"/>	<input type="checkbox"/>
8	Each block and each lot shall be numbered in accordance with a scheme approved by the City Tax Assessor and written proof of that approval shall be submitted to the Board.	<input type="checkbox"/>	<input type="checkbox"/>
9	All municipal boundary lines crossing or adjacent to the territory intended to be subdivided shall be shown and designated.	<input type="checkbox"/>	<input type="checkbox"/>
10	The names of adjoining subdivisions, if any, and the file number of the recording or the names of the owners of adjacent properties shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
11	All natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines existing or dedicated by the filing of the plat shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
12	The final plat shall clearly show all monumentation and property markers as required including monuments found, monuments set and monuments to be set. An indication shall be made where monumentation found has been reset. All monumentation shall be placed in compliance with the requirements of the Map Filing Law.	<input type="checkbox"/>	<input type="checkbox"/>
13	The final plat must include the required certifications as stipulated in the Map Filing Law.	<input type="checkbox"/>	<input type="checkbox"/>

**FINAL MAJOR SUBDIVISION AND
AMENDED FINAL MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST
Page 3**

Item #	Requirement	Provided or Shown	Waiver Requested
14	The final plat shall indicate the zone and tract acreage and show the required minimum lot area, front, side and rear yard setback lines and the lot line dimensions and areas of each lot being created by the proposed subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
15	The date of the survey shall be shown on the final plat.	<input type="checkbox"/>	<input type="checkbox"/>
16	A Point of Beginning (P.O.B.) shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
17	Scale (written and graphic).	<input type="checkbox"/>	<input type="checkbox"/>
18	Name, address and telephone number of the owner(s) of record.	<input type="checkbox"/>	<input type="checkbox"/>
19	Name, address and telephone number of the developer.	<input type="checkbox"/>	<input type="checkbox"/>
20	North arrow with reference meridian.	<input type="checkbox"/>	<input type="checkbox"/>
21	Approval block with signature lines for Chairperson, Secretary and Board Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
22	The final major subdivision plans submitted for final approval must have been revised to address all of the conditions of preliminary approval as set forth in the preliminary approval resolution and the prior engineering review letters.	<input type="checkbox"/>	<input type="checkbox"/>
	The applicant must post sufficient funds with the City to cover the costs of the following assessments as required by City ordinances:		
23	Drainage Assessment	<input type="checkbox"/>	<input type="checkbox"/>
24	Recreation Assessment	<input type="checkbox"/>	<input type="checkbox"/>
25	Tax Map Assessment	<input type="checkbox"/>	<input type="checkbox"/>
	As a condition of any final approval granted by the Board, the following documentation must be submitted:		
26	City of Burlington Water Utility Division	<input type="checkbox"/>	<input type="checkbox"/>
27	City of Burlington Sewer & Drainage Utility Division	<input type="checkbox"/>	<input type="checkbox"/>
28	Burlington County Planning Board	<input type="checkbox"/>	<input type="checkbox"/>
29	Burlington County Soil Conservation District	<input type="checkbox"/>	<input type="checkbox"/>
30	Burlington County Board of Health, if required	<input type="checkbox"/>	<input type="checkbox"/>
31	Burlington County Bridge Commission, if required	<input type="checkbox"/>	<input type="checkbox"/>
	New Jersey Department of Environmental Protection:		
32	Freshwater Wetlands	<input type="checkbox"/>	<input type="checkbox"/>
33	Waterfront Development	<input type="checkbox"/>	<input type="checkbox"/>
34	Sanitary Sewer System Extensions	<input type="checkbox"/>	<input type="checkbox"/>

**FINAL MAJOR SUBDIVISION AND
AMENDED FINAL MAJOR SUBDIVISION APPLICATION
COMPLETENESS CHECKLIST**

Page 4

Item #	Requirement	Provided or Shown	Waiver Requested
35	Potable Water System Extensions	<input type="checkbox"/>	<input type="checkbox"/>
36	Stream Encroachment	<input type="checkbox"/>	<input type="checkbox"/>
37	New Jersey Department of Transportation, if required	<input type="checkbox"/>	<input type="checkbox"/>
38	All other outside agency approvals as may be required	<input type="checkbox"/>	<input type="checkbox"/>

**MINOR SITE PLAN OR
AMENDED MINOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST
Page 1**

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____)_____ Fax: (____)_____ Email: _____ Interest in Property: _____	<i>Complete this section if applicant is not owner.</i> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____)_____ Fax: (____)_____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
4	Submission of plats, plans or survey of property (15 sets) as necessary to show the use or uses which are proposed for the property in question. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>

**MINOR SITE PLAN OR
AMENDED MINOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST**

Page 2

PLAT REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	The minor site plan shall be clearly and legibly drawn or reproduced at a scale of no more than 50 feet to an inch.	<input type="checkbox"/>	<input type="checkbox"/>
2	For topography and boundary survey information, the site plan shall be signed and sealed by a licensed land surveyor.	<input type="checkbox"/>	<input type="checkbox"/>
3	For all elements of design including drainage, pavements, curbing, walkways, embankments, horizontal and vertical, geometrics, utilities and all pertinent structures, drawings shall be signed and sealed by a licensed professional engineer.	<input type="checkbox"/>	<input type="checkbox"/>
	The plan shall show or be accompanied by the following:		
4	A key map at a scale of one inch equals 400 feet or 500 feet showing the location of the tract and its relationship to surrounding areas within 1,000 feet of its boundaries. Zoning boundaries and the intersection of at least two public streets, together with the names of such streets, shall also be shown.	<input type="checkbox"/>	<input type="checkbox"/>
5	Title block in accordance with the rules governing title blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name of development; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, signature, address and license number of the professional(s) who prepared the plan(s); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet. 	<input type="checkbox"/>	<input type="checkbox"/>
6	A title box containing the title of the map, the Tax Map sheet, block and lot numbers, the name, address, license number, signature and embossed seal of the engineer who prepared the engineering details, the date of original plat preparation and a box to record revision dates, all to appear in the lower right-hand corner of the site plan.	<input type="checkbox"/>	<input type="checkbox"/>
7	A survey prepared by a surveyor licensed in the State of New Jersey or certification of a licensed land surveyor as to boundaries and topographic conditions. Such certification shall include name, address, license number, signature and seal.	<input type="checkbox"/>	<input type="checkbox"/>
8	Notes adjacent to the title box shall include the name and address of the owner and of the applicant, if different from the owner. The current zoning and a schedule showing compliance with the zoning district bulk requirements shall also be provided.	<input type="checkbox"/>	<input type="checkbox"/>
9	Names of all landowners within 200 feet as disclosed by current tax records. Block and lot numbers shall also be provided.	<input type="checkbox"/>	<input type="checkbox"/>
10	North point and graphic scale.	<input type="checkbox"/>	<input type="checkbox"/>
11	The location, size, type and specifics of all existing and proposed utilities and storm drainage facilities necessary to service the site.	<input type="checkbox"/>	<input type="checkbox"/>
12	The location, size and use of all existing structures, wooded areas, watercourses and drainage facilities on the site and within 200 feet of the property in question, as well as the location of all property in question, as well as the location of all easements, rights-of-way, existing fences, walls, culverts, bridges, roadways, curbs, sidewalks and driveways on the tract. All trees with caliper of eight inches or more as measured four feet above the ground shall also be shown, as shall floodway and flood hazard boundaries and setback lines. Structures to be removed shall be so indicated.	<input type="checkbox"/>	<input type="checkbox"/>

**MINOR SITE PLAN OR
AMENDED MINOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST**

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Item #	Requirement	Provided or Shown	Waiver Requested
13	Elevations based upon U.S. Coast and Geodetic Survey datum showing existing contours with interval of one foot where slopes are 7% or less, two feet where slopes are more than 7% but less than 15% and five feet where slopes are 15% or more. Where changes in grade are proposed, finished grades shall be indicated. Topographic data shall be provided for the entire site as well as suitable overlap onto adjacent properties as deemed necessary to determine the existing drainage and grading patterns.	<input type="checkbox"/>	<input type="checkbox"/>
14	Existing spot elevations on structures, pavements, walks or physical features with sufficient detail to determine the existing conditions.	<input type="checkbox"/>	<input type="checkbox"/>
15	The proposed use(s) of land and buildings and proposed location of structures, including finished floor elevations and elevations of outside corners. Elevations should also be shown for loading docks, ramps and other points where necessary to determine proper construction of same.	<input type="checkbox"/>	<input type="checkbox"/>
16	All proposed means of vehicular access for ingress and egress to and from the site onto public streets, showing the size and location of driveways and curb cuts, acceleration and deceleration lanes and any other device necessary to prevent a difficult traffic situation.	<input type="checkbox"/>	<input type="checkbox"/>
17	All walkways and rights-of-way for pedestrian traffic.	<input type="checkbox"/>	<input type="checkbox"/>
18	The location and design of any off-street parking or loading areas, showing the size and location of bays, aisles and barriers.	<input type="checkbox"/>	<input type="checkbox"/>
19	The organization of all existing and proposed storm drainage structures, indicating pipe, swale or ditch sizes, inverts, capacities, grades and direction of flow. In addition to design information, the plan shall include a stormwater analysis report from the applicant's engineer detailing the methodologies used for calculation of runoff from all areas contributing to stormwater drainage.	<input type="checkbox"/>	<input type="checkbox"/>
20	The location of all proposed waterlines, valves, hydrants and service connections and of all sewer lines.	<input type="checkbox"/>	<input type="checkbox"/>
21	Cross sections, center line profiles and tentative grades of all proposed streets and plans and profiles of all proposed utility layouts showing feasible connections to any existing or proposed systems.	<input type="checkbox"/>	<input type="checkbox"/>
22	Architectural details showing proposed front, rear and site building elevations, floor plans and type of construction materials.	<input type="checkbox"/>	<input type="checkbox"/>
23	Location of all existing and proposed signs, including materials, colors, method of attachment or support, dimensions, area and illumination.	<input type="checkbox"/>	<input type="checkbox"/>
24	The proposed location, type of fixture, direction of illumination, power and time of proposed outdoor lighting showing average isolux footcandle patterns in plan view and appropriate details.	<input type="checkbox"/>	<input type="checkbox"/>
25	Proposed screening and landscaping, including a planting plan which identifies type, size and quantity of planting.	<input type="checkbox"/>	<input type="checkbox"/>
26	The location and size of refuse areas and means of screening same.	<input type="checkbox"/>	<input type="checkbox"/>
27	A copy of any covenants, deed restrictions or exceptions that are intended to cover all or part of the tract.	<input type="checkbox"/>	<input type="checkbox"/>
28	Certificate from the Tax Collector that no property taxes, sewer taxes or assessments for local improvements are due or delinquent.	<input type="checkbox"/>	<input type="checkbox"/>
29	All proposed soil erosion and sediment control measures.	<input type="checkbox"/>	<input type="checkbox"/>
30	Environmental impact statement.	<input type="checkbox"/>	<input type="checkbox"/>

**MINOR SITE PLAN OR
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Item #	Requirement	Provided or Shown	Waiver Requested
31	Signature block for signatures of the Chairperson and Secretary of the Board.	<input type="checkbox"/>	<input type="checkbox"/>
32	The site plan shall indicate the following improvements: necessary water and sewer services, curb, sidewalk, site grading, paved driveway, concrete driveway apron, improved roadway pavement or pavement repairs along frontage of all adjoining streets and all other improvements required for the development of the site. The site plan shall also contain a list of the various types of surfacing materials used, and their identification in plan view.	<input type="checkbox"/>	<input type="checkbox"/>
33	Such other information or data as may be required by the Board in order to determine that the details of the site plan are in accordance with the standards of this chapter and all other chapters of the Code of the City of Burlington, and further, that the building or use will not offend the public interest.	<input type="checkbox"/>	<input type="checkbox"/>
34	Trees proposed to be saved must be located and tree save details provided. Limit of disturbance line must be shown.	<input type="checkbox"/>	<input type="checkbox"/>
35	The location and dimensions of surface or subsurface structures proposed for demolition must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
36	List of stockholders holding at least 10% of stock must be provided (nonresidential development only).	<input type="checkbox"/>	<input type="checkbox"/>
37	Traffic impact analysis.	<input type="checkbox"/>	<input type="checkbox"/>
38	In addition to all the above requirements, minor site plans for applications to the C-1, C-2 or C-3 Districts shall also provide a list of all elements or existing and proposed street furniture, their specifications and their proposed locations. The percentage of building coverage and site with impervious coverage should be indicated. Colors and color chips shall be provided from all proposed front, rear and side building elevations. For projects involving major renovation and/or new construction, colored renderings and perspectives shall be provided at an appropriate scale. The location of all existing and proposed signs, including materials, colors, method of attachment or support, dimensions, area and illumination, shall also be provided.	<input type="checkbox"/>	<input type="checkbox"/>
39	The site plan shall provide percentage of building coverage and percentage of the site with impervious surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
40	The site plan shall contain a note that the developer will provide a copy of as-built plans to the City in a form satisfactory to the City Engineer to be inserted into the City's GIS program. The as-built plans shall be provided following release of the certificate of occupancy, or in the case of multiple certificates of occupancy, upon the release of the last certificate of occupancy.	<input type="checkbox"/>	<input type="checkbox"/>

**PRELIMINARY MAJOR SITE PLAN AND
AMENDED PRELIMINARY MAJOR SITE PLAN APPLICATION
COMPLETENESS CHECKLIST**

Page 1

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<p style="text-align: center;"><i>Complete this section if applicant is not owner.</i></p> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	<input type="checkbox"/>	<input type="checkbox"/>
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	<input type="checkbox"/>	<input type="checkbox"/>
5	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
6	Submission of site plan drawings (15 sets) signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A., as required, and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>
7	Submission of preliminary architectural plans and elevations (15 sets) signed and sealed by an N.J.R.A. and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>

**PRELIMINARY MAJOR SITE PLAN AND
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Item #	Requirement	Provided or Shown	Waiver Requested
8	Submission of (1) one signed & sealed survey and (15) fifteen copies of the property for which the bulk variance is requested.	<input type="checkbox"/>	<input type="checkbox"/>
9	Submission of Environmental Impact Statement, Composite Environmental Constraints map and test borings, percolation rates, water levels and ground water samples as set forth in Chapter 100 of the Land Use Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
10	Submission of Traffic Impact Analysis.	<input type="checkbox"/>	<input type="checkbox"/>
	If freshwater wetlands are present or are suspected to be present on or near the subject property then one of the following must be submitted:		
11a	A letter of interpretation from the N.J.D.E.P indicating the absence of freshwater wetlands or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands and establishing the required transition areas OR	<input type="checkbox"/>	<input type="checkbox"/>
11b	A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act and regulations promulgated thereunder OR	<input type="checkbox"/>	<input type="checkbox"/>
11c	A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.	<input type="checkbox"/>	<input type="checkbox"/>

PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Scale of not less than 1" = 50'.	<input type="checkbox"/>	<input type="checkbox"/>
2	Key map at scale of not less than 1" = 1,000'.	<input type="checkbox"/>	<input type="checkbox"/>
3	Title block in accordance with the rules governing Title Blocks and Seals for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name of development; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, signature, address and license number of the professional(s) who prepared the plan(s); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet. 	<input type="checkbox"/>	<input type="checkbox"/>
4	Scale (written and graphic).	<input type="checkbox"/>	<input type="checkbox"/>
5	Name, address and telephone number of the owner(s) of record.	<input type="checkbox"/>	<input type="checkbox"/>
6	Name, address and telephone number of the developer.	<input type="checkbox"/>	<input type="checkbox"/>
7	North arrow with reference meridian.	<input type="checkbox"/>	<input type="checkbox"/>
8	Approval block with signature lines for Chairperson, Secretary and Board Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
9	A schedule shall be placed on the map indicating the acreage of the tract, the zone and the minimum required lot areas, setbacks, yards and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>

**PRELIMINARY MAJOR SITE PLAN AND
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Item #	Requirement	Provided or Shown	Waiver Requested
10	Names of all owners of and property lines of parcels within two hundred (200) feet of the site shall be included on the plan, including properties across the street, as shown on the most recent records of the City.	<input type="checkbox"/>	<input type="checkbox"/>
11	The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
12	Existing one (1) foot interval contours based on United States Coast and Geodetic Survey datum (MSL-0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract in question and shall be certified by a New Jersey Licensed Land Surveyor as to accuracy, except where the slopes exceed five percent (5%), a two (2) foot interval may be used. The source of the elevation datum shall be noted on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
13	All existing streets, watercourses, floodplains, floodway and flood hazard areas within the proposed subdivision and within two hundred (200) feet of the boundaries thereof shall be shown on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
14	Both the width of the paving and the width of the right-of-way of each street, existing public easements and city borders within two hundred (200) feet of the site shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
15	The distances measured along the right-of-way line of existing streets abutting the property to the nearest intersections with other public streets shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
16	All existing structures shall be shown along with an indication of those which are to be destroyed or removed and the front, rear and side yard dimensions of those which are to remain. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.	<input type="checkbox"/>	<input type="checkbox"/>
17	The boundaries, nature and extent of wooded areas and the location of any other significant physical features including swamps, bogs and ponds within the proposed site and within two hundred (200) feet thereof shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
18	All proposed public easements or rights-of-way, the purposes thereof and proposed streets within the proposed site shall be shown on the plan. The proposed streets shall show the right-of-way and proposed pavement width.	<input type="checkbox"/>	<input type="checkbox"/>
19	The detailed layout of the proposed development showing all existing and/or proposed lots, streets, utilities, curbs, sidewalks, traffic and street signs, driveways, parking and loading areas, lighting, trash enclosures, grading and drainage improvements, including plans, profiles, cross-sections and construction details drawn in accordance with the detailed provisions set forth in the City of Burlington Land Use Ordinance shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>
20	The limits of all areas of proposed cuts and fills, exclusive of excavations for basements, shall be clearly designated on the plans.	<input type="checkbox"/>	<input type="checkbox"/>
21	The vehicular circulation pattern on site and the means of ingress and egress of the development, showing, in particular, the size and location of driveways and curb cuts, walkways, the proposed traffic channels, acceleration and deceleration lanes, if any, and any other means of controlling vehicular and pedestrian traffic, shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
22	The existing system of drainage of the site and of any larger tract of which it is a part shall be provided, together with information on how it is proposed to dispose of surface drainage.	<input type="checkbox"/>	<input type="checkbox"/>
23	The acreage of the drainage area or areas of each natural or man-made watercourse traversing the site shall be provided, including the area within the site and the area upstream from the site.	<input type="checkbox"/>	<input type="checkbox"/>

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Item #	Requirement	Provided or Shown	Waiver Requested
24	The plans shall include a grading and drainage plan which shall show the locations of all existing and proposed drainage swales and channels, retention-recharge basins, the scheme of surface drainage and other items pertinent to drainage to demonstrate compliance with the detailed requirements of the City's drainage ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
25	The plans shall show the proposed grading contours at one (1) foot intervals, except that if slopes exceed five percent (5%), a two (2) foot interval may be used.	<input type="checkbox"/>	<input type="checkbox"/>
26	The plans shall show the approximate area contributing to each inlet, and all proposed drainage shall be shown with pipe type and sizes, invert elevations, grades and direction of flow. The direction of flow of all surface water and water courses shall be shown on the plans.	<input type="checkbox"/>	<input type="checkbox"/>
27	The plans shall include an off-site drainage map which provides details regarding the limits of the drainage basin in which the project is located, including pertinent off-site existing drainage which receives or discharges runoff from or onto the site. The off-site drainage map shall include the existing ground contours, other basins which may impact or be impacted by the site, the invert elevations of all existing pipes, pipe types, sizes, direction of flow and other appropriate physical data for open or nonpipe conduits.	<input type="checkbox"/>	<input type="checkbox"/>
28	The plans shall be accompanied by a set of drainage calculations which have been prepared in accordance with the detailed requirements set forth in the City ordinances.	<input type="checkbox"/>	<input type="checkbox"/>
29	A copy of any existing or proposed covenants or deed restrictions applying to the site or certification that none exists shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>
30	Detailed plans for soil erosion and sediment control shall be submitted in conformance with the requirements of the Burlington County Soil Conservation District.	<input type="checkbox"/>	<input type="checkbox"/>
31	The method of sewerage and solid waste disposal shall be described, with percolation tests and soil borings to a depth of four (4) feet below the septic facility where septic tanks and leaching fields are proposed.	<input type="checkbox"/>	<input type="checkbox"/>
32	Detailed utility layouts showing feasible connections to any existing or proposed utility systems shall be provided. The proposed locations of all fire hydrants shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
33	The locations and type of the nearest and/or proposed fire hydrants and sprinkler connections shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
34	The location and type of garbage and refuse disposal facilities shall be shown on the plans.	<input type="checkbox"/>	<input type="checkbox"/>
35	The location of driveways within one hundred (100) feet of the site boundaries shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
36	The location and use of all existing structures within one hundred (100) feet of the tract boundaries shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
37	The location, direction and illumination, height, intensity and hours of operation of the existing or proposed outdoor lighting shall be shown, to be expressed in average horizontal footcandles.	<input type="checkbox"/>	<input type="checkbox"/>
38	The location, size, type and height of directional, regulatory or advisory signs or pavement markings shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
39	The proposed location and area, in acres or square feet, of all required or proposed open space areas shall be shown on the plan.	<input type="checkbox"/>	<input type="checkbox"/>

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Item #	Requirement	Provided or Shown	Waiver Requested
40	If the site is to be developed in sections, then the plan shall include a sectionalization and staging plan showing each such section. The staging of the various sections shall be such that if development were to be discontinued after the completion of any section the developed portion would be provided with adequate street access, traffic circulation, pedestrian safety, drainage and utility systems.	<input type="checkbox"/>	<input type="checkbox"/>
41	The location, size and type of existing natural features including trees and shrubs shall be shown on the plans, both those to be removed as well as those to be preserved.	<input type="checkbox"/>	<input type="checkbox"/>
42	A landscape plan shall be provided showing the proposed location of all proposed plantings, buffer areas and screening strips, a legend listing the botanical and common names of each proposed plant type, the sizes at the time of planting, a planting schedule, method of irrigation, and the total quantity of each plant type.	<input type="checkbox"/>	<input type="checkbox"/>
43	A detailed written description of the proposed use and operation of the building(s), the proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation open to public use shall be submitted to the Board.	<input type="checkbox"/>	<input type="checkbox"/>
44	No site plan involving any street(s) which do not conform to the right-of-way widths specified in the Master Plan or on the Official Map shall be approved unless the additional half width right-of-way necessary to make the street(s) conforming shall be granted to the municipality or other agency having jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
45	Site plans involving corner lot shall provide a sight triangle easement.	<input type="checkbox"/>	<input type="checkbox"/>
46	Site triangles shall be provided and shown on the plan as required by the City ordinances.	<input type="checkbox"/>	<input type="checkbox"/>
47	All required deed descriptions, including utility easements, restrictive covenants, roadway dedications and sight triangle easements, shall be submitted for approval prior to filing with the County Recording Officer.	<input type="checkbox"/>	<input type="checkbox"/>

THE FOLLOWING SECTION APPLIES TO RESIDENTIAL SITE PLAN APPLICATIONS ONLY.

RESIDENTIAL SITE IMPROVEMENT STANDARDS

Item #	Requirement	Provided or Shown	Waiver Requested
1	An Engineering Report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the Engineering Report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.	<input type="checkbox"/>	<input type="checkbox"/>
2	A Stormwater Management Report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.	<input type="checkbox"/>	<input type="checkbox"/>

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Item #	Requirement	Provided or Shown	Waiver Requested
3	A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
4	Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
5	If any <i>de minimis</i> exceptions from the requirements of the Residential Site Improvement Standards are requested, an application must be filed in writing with the municipal approving authority and shall include the following:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> A statement of the requirements of the standards from which an exception is sought; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> A statement of the nature and extent of such practical difficulties. 	<input type="checkbox"/>	<input type="checkbox"/>
6	If any waivers are requested, the waiver request must be submitted in writing to the New Jersey Department of Community Affairs, with a copy to the administrative officer of the City, and shall include the following information:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> A copy of the development application as submitted to the municipal approving authority; and 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> A brief memorandum to the Commissioner of the Department of Community Affairs containing sufficient information upon which to base a determination, including: 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> A short description of the project in narrative form; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> A citation to the particular site improvement standard from which waiver is requested; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> A clear description of the condition(s) giving rise to the request; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> A clear description of the anticipated result if the standard were to be followed; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> The name, address and telephone number of a contact person for the developer; and 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> The name, address and telephone number of a contact person for the municipal approving authority. 	<input type="checkbox"/>	<input type="checkbox"/>
7.	The applicant's engineer must provide to the Board a written certification which states that, with the exception of any waivers or <i>de minimis</i> exceptions requested, the project has been designed in full compliance with the requirements of the Residential Site Improvement Standards.	<input type="checkbox"/>	<input type="checkbox"/>

**FINAL MAJOR SITE PLAN AND
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Page 1

1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<p style="text-align: center;"><i>Complete this section if applicant is not owner.</i></p> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has consented in writing to the filing of this application.	<input type="checkbox"/>	<input type="checkbox"/>
4	Concerning corporations or partnerships, completion of the Ownership Disclosure Statement.	<input type="checkbox"/>	<input type="checkbox"/>
5	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
6	Submission of plats or plans (15 sets) signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., or N.J.R.A., as required, and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>
7	Submission of (1) one signed & sealed survey and (15) fifteen copies of the property for which the bulk variance is requested.	<input type="checkbox"/>	<input type="checkbox"/>

**FINAL MAJOR SITE PLAN AND
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PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Scale of not less than 1" = 50'.	<input type="checkbox"/>	<input type="checkbox"/>
2	Key map at scale of not less than 1" = 1,000'.	<input type="checkbox"/>	<input type="checkbox"/>
3	Title block in accordance with the rules governing Title Blocks and Seals for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name of development; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, signature, address and license number of the professional(s) who prepared the plan(s); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet. 	<input type="checkbox"/>	<input type="checkbox"/>
4	Scale (written and graphic).	<input type="checkbox"/>	<input type="checkbox"/>
5	Name, address and telephone number of the owner(s) of record.	<input type="checkbox"/>	<input type="checkbox"/>
6	Name, address and telephone number of the developer.	<input type="checkbox"/>	<input type="checkbox"/>
7	North arrow with reference meridian.	<input type="checkbox"/>	<input type="checkbox"/>
8	Approval block with signature lines for Chairperson, Secretary and Board Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
9	The plans submitted for final approval must have been revised to address all of the conditions of preliminary approval as set forth in the preliminary approval resolution and the prior engineering review letters.	<input type="checkbox"/>	<input type="checkbox"/>
	The applicant must post sufficient funds with the City to cover the costs of the following assessments as required by City ordinances:		
10	Drainage Assessment	<input type="checkbox"/>	<input type="checkbox"/>
11	Recreation Assessment	<input type="checkbox"/>	<input type="checkbox"/>
12	Tax Map Assessment	<input type="checkbox"/>	<input type="checkbox"/>
	As a condition of any final approval granted by the Board, the following documentation must be submitted:		
13	City of Burlington Water Utility Division	<input type="checkbox"/>	<input type="checkbox"/>
14	City of Burlington Sewer & Drainage Utility Division	<input type="checkbox"/>	<input type="checkbox"/>
15	Burlington County Planning Board	<input type="checkbox"/>	<input type="checkbox"/>
16	Burlington County Soil Conservation District	<input type="checkbox"/>	<input type="checkbox"/>
17	Burlington County Board of Health, if required	<input type="checkbox"/>	<input type="checkbox"/>
18	Burlington County Bridge Commission, if required	<input type="checkbox"/>	<input type="checkbox"/>

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Item #	Requirement	Provided or Shown	Waiver Requested
	New Jersey Department of Environmental Protection:		
19	Freshwater Wetlands	<input type="checkbox"/>	<input type="checkbox"/>
20	Waterfront Development	<input type="checkbox"/>	<input type="checkbox"/>
21	Sanitary Sewer System Extensions	<input type="checkbox"/>	<input type="checkbox"/>
22	Potable Water System Extensions	<input type="checkbox"/>	<input type="checkbox"/>
23	Stream Encroachment	<input type="checkbox"/>	<input type="checkbox"/>
24	New Jersey Department of Transportation, if required	<input type="checkbox"/>	<input type="checkbox"/>
25	All other outside agency approvals as may be required	<input type="checkbox"/>	<input type="checkbox"/>

SUBDIVISION OR SITE PLAN, INFORMAL REVIEW APPLICATION COMPLETENESS CHECKLIST

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1. APPLICANT/DEVELOPER	2. OWNER
Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Interest in Property: _____	<p style="text-align: center;"><i>Complete this section if applicant is not owner.</i></p> Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____ Email: _____
3. NAME OF PROJECT & LOCATION OF PROPERTY	
Name of Project: _____ Street Address: _____ Block(s): _____ Zone: _____ Lot(s): _____	
4. SIGNATURE OF PERSON PREPARING CHECKLIST	
_____ PRINTED NAME AND TITLE	_____ SIGNATURE DATE

GENERAL REQUIREMENTS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Submission of completed application form and checklist(s). 15 sets	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>
3	Certification that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
4	Submission of plats, plans or survey of property (15 sets) as necessary to show the use or uses which are proposed for the property in question. All plans submitted by the applicant shall be signed and sealed by an N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>
5	A written statement which describes in detail the type of development that is proposed at the site.	<input type="checkbox"/>	<input type="checkbox"/>

**SUBDIVISION OR SITE PLAN, INFORMAL REVIEW APPLICATION
COMPLETENESS CHECKLIST**

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PLAT DETAILS

Item #	Requirement	Provided or Shown	Waiver Requested
1	Scale of not less than 1" = 100'.	<input type="checkbox"/>	<input type="checkbox"/>
2	Key map at scale of 1" = 1,000'.	<input type="checkbox"/>	<input type="checkbox"/>
3	Title block in accordance with the rules governing title blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40-1 et seq.) including:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name of development; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • name, signature, address and license number of the professional(s) who prepared the plan(s); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • and date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet. 	<input type="checkbox"/>	<input type="checkbox"/>
4	A schedule indicating the acreage of the tract, the approximate number of lots, the zone, minimum required lot areas, setbacks, yards and dimensions and percentage of recreation area provided.	<input type="checkbox"/>	<input type="checkbox"/>
5	Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Tax Map.	<input type="checkbox"/>	<input type="checkbox"/>
6	Existing lot lines to be eliminated, if any.	<input type="checkbox"/>	<input type="checkbox"/>
7	Approximate location of wooded areas, streams, lakes, shoreline, flood plains, wetlands and existing and/or proposed buffer areas.	<input type="checkbox"/>	<input type="checkbox"/>
8	For residential development, the proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.	<input type="checkbox"/>	<input type="checkbox"/>
9	For commercial or industrial development, the proposed access points, buildings, parking area layout, drives and traffic circulation patterns, showing that portion proposed for development in relation to the entire tract.	<input type="checkbox"/>	<input type="checkbox"/>