

BOROUGH OF FANWOOD
Site Plan & Subdivision Checklist

Application Procedures

In addition to those items required by Zoning Form #3, Application for Hearing, an application for a site plan or subdivision plan must include (§ 184-82):

- **A copy of the deed** for the subject property and any restrictions, easements or variances granted.
- **One copy of the site plan or subdivision plan**, signed and sealed by the licensed professional preparer. All such plans shall contain the following information:
 - ❑ Title block containing the type of application, name and address of applicant and owner; name, address, signature, license number and seal of plan preparer; existing lot and block numbers; municipality and county, date prepared and date(s) of all plan amendments.
 - ❑ Signature block for signatures of Chair and Secretary of the Board.
 - ❑ The name of all adjoining property owners as disclosed by current Borough tax records.
 - ❑ A key map showing the location of the tract to be considered in relation to the surrounding area within at least 500 feet of the subject property.
 - ❑ Scale of map, both written and graphic. The scale shall consist of no more than 50 feet to the inch.
 - ❑ North arrow.
 - ❑ Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating tract area, lot area(s), lot width(s), all yard setbacks, building and impervious coverage, building height, floor area ratio, density and number of parking spaces, both as to required, existing and proposed, for the subject property. If the application involves a conditional use, compliance with the applicable conditional use standards shall be indicated on the plan.
 - ❑ Existing and proposed boundaries of the site(s) in question, with bearings and dimensions of same. The number of each existing tax lot in accordance with the tax map shall be shown.
 - ❑ Municipal boundary line(s), if any, crossing or adjacent to the subject property.
 - ❑ Location and width of existing easements or rights-of-way on or abutting the subject property, including but not limited to streets, utility and drainage easements, sight easements and access easements.
 - ❑ Location of existing and proposed buildings, with setbacks from property lines dimensions on the plan.
 - ❑ Location of existing and proposed paved areas, including parking and loading areas, driveways, sidewalks, etc., showing the design of such areas.
 - ❑ Location of natural features, including woodlands, all trees with a trunk caliper of at least six inches at a distance of four feet above the ground, streams and other bodies of water, wetlands, flood hazard areas and rock outcrops on the property, and also on adjacent properties if same affect the proposed development.
 - ❑ Location of any required dedication or reservation for streets or any area shown on the Borough's Master Plan.

- Soil erosion and sedimentation control plan, if required pursuant to the Soil Erosion and Sediment Control Act.
- Construction details and specifications sufficient to illustrate the nature of site improvements, including but not limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.

Applicant may also need to satisfy additional requirements as follows:

If you are applying for a	Then refer to:
Concept Plan	Zoning Form 19-a
Minor Subdivision Checklist	Zoning Form 19-b
Preliminary & Final Major Subdivision Checklist	Zoning Form 19-c
Minor Site Plan Checklist	Zoning Form 19-d
Preliminary & Final Major Site Plan Checklist	Zoning Form 19-e
Variance Application Or Appeal Without Site Plan Or Subdivision	Zoning Form 19-f

- Upon approval at a hearing, a resolution will be developed to include any and all agreed modification to the original application.
- Once the application has been approved, the applicant may submit revised final plans to the engineer for review before final submission and approval by Engineer, Planning Board Chair & Planning Board Secretary
- The applicant may be required to provide performance guarantees, maintenance guarantees and engineering fees prior to the final plans being signed. In the case of major subdivisions, the applicant will be required to submit a translucent copy of the drawing, suitable for making prints.
- The final map of all or a portion of a subdivision which is submitted for final Board approval in accordance with this chapter and which, if approved, shall be filed with the County Clerk complying with the Map Filing Law. If the subdivision is deemed minor, filing a deed clearly describing the approved minor subdivision will suffice.
- Applicant will be required to provide multiple copies of the final signed and approved plans.