

SITE PLAN (PRELIMINARY AND FINAL) AND CONDITIONAL USE  
CHECKLIST

Please complete ALL items on the checklist. Indicate "X" if submitted, N/A if it does not apply to your application and "W" if you will be requesting a waiver from submittal. A request of waiver must be submitted in writing with justification as to the reason a waiver should be granted. Failure to complete all items will result in an incomplete application.

Applicant \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Application No. \_\_\_\_\_ Date Submitted \_\_\_\_\_

Plan Name \_\_\_\_\_

Items required for submittal of application	Submitted (check)	Staff Use Only
1. Completed Application form (15 copies)		
2. Application fee paid		
3. Escrow Deposit paid		
4. Escrow Agreement signed		
5. Certification from Tax Collector that taxes are paid current.		
6. Completed Checklist		
7. Plans folded and collated for each set (15 copies)		
8. Statement describing variance request or waiver from development standards and reasons why it should be granted. (15 copies)		
9. Statement as to any request for a waiver from the filing or submission requirements, along with a statement of reasons why said waiver should be granted. (15 copies)		

Items required for submittal of application (prelim/final site plan & conditional use)	Submitted (check)	Staff Use Only
10. Proof that there are no outstanding, uncollected fees or escrow resulting from past applications or prior submissions by this applicant and/or involving this property or any part thereof, including the base tract, by any applicant.		
11. Copy of Deed		
12. Name of Development Project		
13. Date of the original plan and each Subsequent revision date		
14. North arrow.		
15. Graphic scale.		
16. Total tract acreage to hundredth of an acre.		
17. Existing and proposed street names.		
18. Floodplain areas based on 100-year storms.		
19. All roads, driveways, watercourses and existing buildings within 200 feet of the tract.		
20. A key map at a scale of 1 inch equals 2,000 feet, showing location of the site within the community.		
21. Zoning of the site and the lots adjacent to it and the tax plate, block and lot numbers and the owner of record.		
22. A topographic survey of the site with contours at 2 foot intervals and a survey certified by a licensed land surveyor. If a waiver is requested, a reasonable number of spot elevations must be provided.		

Items required for submittal of application (prelim/final site plan & conditional use)	Submitted (check)	Staff Use Only
23. Exact size, shape and location of all existing and proposed buildings, structures, parking areas and open spaces		
24. All setbacks, lot and right-of-way lines and the dimensions, locations and entity to whom dedicated and purpose of all easements.		
25. Location and arrangement of vehicular access and the location, size and capacities of all parking areas and curbs, sidewalks, walkways and all other area devoted to pedestrian use. A traffic impact study if deemed necessary by the Township Engineer.		
26. Basic drainage design, including size, type, location and grade of pipes, location of structures in the system and design calculations in accordance with Chapter XIX of the Township Code.		
27. A parking space tabulation schedule which indicates that the proposed site will have the required number of parking spaces in accordance with Chapter XX, Section 20.16 of the Township Zoning Ordinance (which deals with off-street parking and loading.)		
28. A statement of how the site will be serviced with regarding to sanitation, potable water, public utilities and municipal services.		
29. Proposed building floor elevation(s), floor plans, and exterior architectural features.		
30. Test borings, percolation tests or permeability tests showing soil types, depth to seasonal high water table, percolation rates and permeability factor for detention basins, retention basins and exfiltration trenches.		

Items required for submittal of application (prelim/final site plan & conditional use)	Submitted (check)	Staff Use Only
31. Where on-site sewerage facilities are proposed, percolation test results from the area proposed for disposal submitted. Location of the test must be indicated on the plan. (The percolation test shall be witnessed by the Township Engineer or County Board of Health)		
32. Grading, topsoil and seeding plan in accordance with Chapter XX of the Township Code.		
33. Cross sections of existing watercourses and drainage ditches at an appropriate scale.		
34. All political boundary lines.		
35. A clear statement of the use proposed.		
36. Standard details, i.e., proposed inlets, curbs, headwalls, manholes, and typical cross sections i.e., streets, drainage, channels and detention basins.		
37. Accurate delineation of flood-plain and/or other environmentally sensitive areas must be shown on the plan.		
38. An environmental impact statement in accordance with Section 19-23.2 Chapter XIX of the Township Code.		
39. If property is covered by Chapter XXII, Section 22-13 (which deals with the Flood Plain District), has applicant complied with All requirements of that section particularly 22-13.5.		
40. If applicable, has the applicant complied with all of the provisions of Chapter XXII, Section. 22-15 of the Township Zoning Ordinance (Open Space)		
41. Landscape and screening plan prepared in conformance with Chapter XIX, 19-22.9, of the Township Code.		

Items required for submittal of application (prelim/final site plan & conditional use)	Submitted (check)	Staff Use Only
42. A lighting plan prepared in conformance with Chapter 73-16.c.4 of the Township Code		
43. In combined applications, plat detail for preliminary and final plats		