

TOWNSHIP OF CLINTON
APPLICATION CHECKLIST
SEE LAND USE REGULATIONS SECTION 165-41

Revised 2/13/19

Name of Application _____
 Block _____ Lot _____

Appl. No. _____
 Date Filed _____

An application shall not be considered complete until all the materials and information specified below have been submitted, unless upon receipt of a written waiver request from the applicant, a specified requirement is waived by the municipal agency. The waiver request shall be granted or denied within 45 days of receipt of said request. If an item is considered by the applicant to be "Not Applicable", a waiver request should be made.

ITEM NUMBER	MINOR		MAJOR				VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP MARK	COMMENTS
	AMENDED		PRELIM.	FINAL	40:55D-70									
	SUBDIVISION	SITE PLAN	AMENDED PRELIM.	AMENDED FINAL	(a) & (b)	(c)	(d)							
	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN										
1	•	•	•	•	•	•	•	•	Calculation of the application fee (Section 165-13) and the review escrow (Section 165-14).	COMPLIES				
										WAIVER				
2	•	•	•	•	•	•	•	•	Individual checks made out to Clinton Township in the amount calculated for the application fee, review escrow.	COMPLIES				
										WAIVER				
3	•	•	•	•	•	•	•	•	A completed Checklist (latest revision) with written explanations for <u>all</u> requested completeness waivers.	COMPLIES				
										WAIVER				
4	•	•	•	•	•	•	•	•	Six (6) completed application forms. 12 additional copies to be provided to Board Administrator upon determination of completeness.	COMPLIES				
										WAIVER				
5	•	•	•	•	•	•	•	•	Completed Escrow Agreement signed by owner and applicant.	COMPLIES				
										WAIVER				
6	•	•	•	•	•	•	•	•	Certification from the Clinton Township Tax Collector that all taxes and assessments on the property are paid in full.	COMPLIES				
										WAIVER				
7	•	•	•	•	•	•	•	•	Certification that the applicant is the owner or authorized agent, or consent of owner to file application.	COMPLIES				
										WAIVER				
8	•		•		•				Certification from the Tax Assessor approving the block and lot designations.	COMPLIES				
										WAIVER				

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			PRELIM.	FINAL										
		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)						
9		•		•					A completed and signed certification of receipt of the Clinton Township Master Plan subplan element titled "Preserving Community Character - Community Guidelines for Clinton Township" (for all commercial development)		COMPLIES			
											WAIVER			
10				•					Certification from the Road Naming Committee approving the road names and subdivision name.		COMPLIES			
											WAIVER			
11				•					A conceptual development plan of the property in accordance with the "conventional lot" requirements of the Township Land Use Ordinance (for cluster development)		COMPLIES			
											WAIVER			
12					•	•			An engineer's estimate of all the site improvements identified on the preliminary plan, which remain to be completed at the time of final plat submission.		COMPLIES			
											WAIVER			
13					•	•			An engineer's estimate of all the site improvements on the approved preliminary plans, whether completed or remaining to be completed.		COMPLIES			
											WAIVER			
14	•	•	•	•				•	Six (6) Environmental Impact Statements in accordance with Section 165-72, including a Letter of Interpretation from the NJDEP. 12 more copies to be submitted upon determination of completeness.		COMPLIES			
											WAIVER			
15	•		•	•					Six (6) Geotechnical Site Investigation Reports in accordance with Section 165-72C(7), or a determination from the Township Geotechnical Expert that a Geotechnical Site Investigation is not required. 12 more copies to be submitted upon determination of completeness.		COMPLIES			
											WAIVER			
16	•	•	•	•					Six (6) Surface Water Management Plans in accordance with Article XXXV, including pre- and post- development calculations and drainage area maps. 12 more copies to be submitted upon determination of completeness.		COMPLIES			
											WAIVER			

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17			•	•					Six (6) Hydro Geologic Reports in accordance with Section 165-72C(8), including two copies of the laboratory analysis of the groundwater sample. 12 more copies to be submitted upon determination of completeness		COMPLIES			
											WAIVER			
18			•	•	•	•		•	A digital copy of the plan in a format approved by the Township Engineer. Plan to show lot lines, easements, existing and proposed structures.		COMPLIES			
											WAIVER			
19					•	•			Deed descriptions including metes and bounds for all easements and right of way dedications, as required per the Preliminary approval		COMPLIES			
											WAIVER			
20	•	•	•	•	•	•		•	Six (6) black or blue line prints prepared by a New Jersey professional engineer or land surveyor. Each sheet must be signed and sealed by the appropriate professional. 12 more copies to be submitted when determined complete.		COMPLIES			
											WAIVER			
									Plans shall show or include the following:					
21	•	•	•	•	•	•		•	Map scale not less than 1 inch = 100 feet showing the entire tract on one sheet.		COMPLIES			
											WAIVER			
22	•	•	•	•	•	•		•	A Key Map showing the entire site, the surrounding area (at least 1000 feet from the property) and any and all zone district boundary lines in the surrounding area.		COMPLIES			
											WAIVER			
23	•	•	•	•	•	•		•	Site name.		COMPLIES			
											WAIVER			
24	•	•	•	•	•	•			Scale and reference meridian. The reference source (i.e. deed, filed map, etc.) of the meridian should be identified.		COMPLIES			
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25										Name and address of the following:				
a.	•	•	•	•	•	•	•	•	•	Professional responsible for preparing the plans.	COMPLIES			
											WAIVER			
b.	•	•	•	•	•	•				Owner of the site, and	COMPLIES			
											WAIVER			
c.	•	•	•	•	•	•				Applicant	COMPLIES			
											WAIVER			
26	•	•	•	•	•	•	•	•	•	Date of the plans and revision block identifying any and all revisions.	COMPLIES			
											WAIVER			
27	•	•	•	•	•	•	•			Approval signature block for Board Chairman, Secretary and Township Engineer.	COMPLIES			
											WAIVER			
28	•	•	•	•	•	•	•	•	•	The name of the owner and the block and lot designation of any and all property located within 200 feet of the site.	COMPLIES			
											WAIVER			
29	•	•	•	•	•	•				Existing contours at 2 feet intervals within the site and within 200 feet of the tract.	COMPLIES			
											WAIVER			
30	•	•	•	•	•	•	•		•	The tax map sheet, block and lot numbers.	COMPLIES			
											WAIVER			
31	•	•	•	•	•	•	•		•	All existing streets, roads, watercourses and water bodies on the property and within 500 feet of the property.	COMPLIES			
											WAIVER			
32	•	•	•	•	•	•	•	•	•	Lot line dimensions. Original boundary survey used to prepare the plan should be provided with the application.	COMPLIES			
											WAIVER			
33	•	•	•	•	•	•	•	•	•	Location of all existing structures on the property, and within 100 feet of the property. Property lines of adjacent properties should be shown.	COMPLIES			
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34	•	•	•	•	•	•				Location of all proposed streets, property lines, lot lines and areas. All lot areas to be shown in acres and square feet. The area within the maximum depth of measurement should be identified if different from entire area.	COMPLIES			
35	•	•	•	•	•	•	•	•		Dimensional ties from existing structures to property lines. Ties from proposed structures to property lines for site plans. A minimum of two ties per structure.	COMPLIES			
36	•	•	•	•	•	•	•	•		Building envelope of each proposed lot as defined by the minimum yard setbacks required by the zoning ordinance.	COMPLIES			
37	•	•	•	•	•	•	•	•		Schedule of applicable zoning regulations pursuant to Section 165-86.	COMPLIES			
38	•	•	•	•	•			•		Existing wells and septic systems on the property and within 100 feet of the property.	COMPLIES			
39	•	•	•	•	•	•	•	•		Location of any flood hazard areas, wooded areas, stone rows, tree rows, rights of way and structures on the property.	COMPLIES			
40	•	•	•	•	•	•	•	•		Copies of all easements, covenants and deed restrictions including metes and bounds descriptions, on or affecting the property in question. Show all easements on the plan.	COMPLIES			
41		•		•		•		•		Use of existing and proposed buildings by floor area. Floor area and ground area of existing and proposed buildings in square feet.	COMPLIES			
42		•		•		•		•		Parking requirement calculations and the location of the parking area. The actual spaces should be designated for existing parking areas. Show dimensions from parking spaces to the property lines, street and structures. Show loading areas.	COMPLIES			
43		•		•						Plans, profiles and cross sections of all streets.	COMPLIES			
44	•	•	•	•						A minimum of two (2) soil logs, together with the permeability test results for each proposed lot or use if on-site sewerage disposal system proposed.	COMPLIES			

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45									A site plan for any manufacturing or industrial use as permitted in the C-1 and ROM Zones shall be accompanied by the following:	COMPLIES				
										WAIVER				
a	•		•						A description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured.	COMPLIES				
										WAIVER				
b	•		•						A statement containing estimates of daily water consumption, volume and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities.	COMPLIES				
										WAIVER				
c	•		•						A statement on the anticipated number of shifts and number of employees per shift.	COMPLIES				
										WAIVER				
46			•	•	•	•			Residential cluster details including amount and location of common open space to be provided, location and description of common facilities and a description of the organization to be established for the ownership and maintenance of any common space.	COMPLIES				
										WAIVER				
47				•		•			Elevations at the corners of all proposed buildings, paved areas and property corners, if new buildings or paved areas are proposed.	COMPLIES				
										WAIVER				
48			•	•					Specifications for the construction of any on-site improvements (i.e. curb, pavement, fences, sidewalk, lighting, etc.)	COMPLIES				
										WAIVER				
49	•		•			•			Location of any solid waste storage facilities.	COMPLIES				
										WAIVER				
50	•	•	•	•	•	•			Public utility "will serve" letters.	COMPLIES				
										WAIVER				
51			•	•		•			A Landscaping Plan in accordance with Section 165-63.K(9)	COMPLIES				
										WAIVER				
52			•	•		•			A Lighting Plan in accordance with Section 165-74.	COMPLIES				
										WAIVER				

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53	•		•	•		•				A Soil Erosion and Sediment Control Plan in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.	COMPLIES			
											WAIVER			
54	•	•	•	•		•				Plans and profiles of utility layouts (i.e. sanitary sewers, storm sewers, water mains, gas and electric)	COMPLIES			
											WAIVER			
55			•	•		•				Specific location and design of traffic control devices, signs and traffic signals.	COMPLIES			
											WAIVER			
56		•		•					•	Preliminary architectural plans for proposed buildings or structures, including floor plans and elevations.	COMPLIES			
											WAIVER			
57				•		•				Location and treatment of proposed entrances and gates to public rights of way, including use of signals, channelization and all other traffic alterations.	COMPLIES			
											WAIVER			
58				•		•				Location and dimensions of all off street loading areas.	COMPLIES			
											WAIVER			
59			•	•	•	•			•	Location, specifications and lighting for all outdoor signage.	COMPLIES			
											WAIVER			
60					•					All certifications and signature lines in accordance with the Map Filing Act.	COMPLIES			
											WAIVER			
61					•					Location and description of all monuments, whether found or to be set in accordance with the Map Filing Act.	COMPLIES			
											WAIVER			
62					•					The tract boundary lines, right of way lines and easement areas shall be defined with accurate dimensions including bearings and distances, curve data including central angle, radius, arc and accurate dimensions to the actual street intersections.	COMPLIES			
											WAIVER			
63					•					A certification from the applicant's engineer stating that the final plat conforms to the preliminary plat as submitted and approved.	COMPLIES			
											WAIVER			

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64					•					The entire tract on one sheet at the same scale as the Tax Map sheet it appears on.	COMPLIES			
											WAIVER			
65					•					As-built drawings depicting all the proposed site improvements approved during the preliminary site plan application and any deviations noted in the actual constructed improvements.	COMPLIES			
											WAIVER			
66	•	•	•	•	•	•	•	•		NJ Highlands Consistency Determination in accordance with Section 165-41.1	COMPLIES			
											WAIVER			

Application Deemed Complete:

By: _____ Date: _____

This completeness determination subject to the applicant providing certified proof of the distribution of plans to the outside review agencies and Board consultants as indicated below:

<u>Agency</u>		<u>Consultant</u>	
Clinton Town Water Co. (if public water)	Yes/No	Board Architect	Yes/No
Clinton Twp Bd of Health (if well or septic)	Yes/No	Board Attorney	Yes/No
Clinton Twp Constr Dept	Yes/No	Board Engineering Expert (w/ SWM)	Yes/No
Clinton Twp Fire Dept	Yes/No	Board Environmental Expert w/ EIS and SWM reports	Yes/No
Clinton Twp Police Dept	Yes/No	Board Geotechnical Expert w/ Geotechnical reports	Yes/No
Clinton Twp Sewer Authority (if in service area)	Yes/No	Board Historic Expert	Yes/No
Hunterdon Cty Bd of Health (if well or septic)	Yes/No	Board Hydro Geological Expert w/ Hydro geologic report	Yes/No
Clinton Twp Env. Comm.	Yes/No	Board Landscape Architect	Yes/No
Clinton Twp Hist. Comm.	Yes/No	Board Lighting Expert	Yes/No
		Board Planner	Yes/No
		Board Traffic Expert	Yes/No

Application Incomplete pending the Board's determination regarding the following written waiver requests:

By: _____ Date: _____

Application Incomplete with the following information to be submitted or written waiver requests provided:

By: _____ Date: _____