



# *Township of Branchburg*

1077 US HIGHWAY 202 NORTH, BRANCHBURG, NJ 08876-3936

TELEPHONE: (908) 526-1300 x139 FAX: (908) 526-7479

[www.branchburg.nj.us](http://www.branchburg.nj.us)

## **PLANNING/ZONING BOARD APPLICATION**

Application to be filled out for:

- ✓ Minor Site Plans
- ✓ Preliminary Site Plans
- ✓ Final Site Plans
- ✓ Major subdivisions
- ✓ Minor Subdivisions
- ✓ Conceptual Plans

The application is to be submitted with all required documents and fees to:  
Tom Leach, Municipal Administrative Officer,  
in the Engineering Department



TOWNSHIP OF BRANCHBURG  
OFFICE OF THE ZONING OFFICER  
PLANNING/ZONING BOARD APPLICATION

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## CONCEPT, SITE PLAN AND/OR SUBDIVISION APPLICATION

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Location: \_\_\_\_\_

Total area: \_\_\_\_\_ Number of lots proposed: \_\_\_\_\_

Present use: \_\_\_\_\_

Proposed construction/use: \_\_\_\_\_

Application is hereby made to the Planning Board for site plan/subdivision review as shown and described on the attached application, documents and plans.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Please  if unlisted

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Please  if unlisted

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Plans prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
 Applicant's signature

\_\_\_\_\_  
 Date

**Authority of Property Owner (must be completed if Applicant does not own property)**

I, \_\_\_\_\_, the owner of the subject property have reviewed this application and accompanying information and do hereby grant \_\_\_\_\_ permission to file this appeal with the Branchburg Township Municipal Land Use Officer.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**For Office Use Only**

Fees paid: \_\_\_\_\_ Case number: \_\_\_\_\_



## APPLICANT OWNER DISCLOSURE STATEMENT

Exhibit A

The Municipal Land Use Law requires that in certain circumstances an applicant for the Planning Board, Board of Adjustment or the governing body seeking developmental approval, make disclosure about ownership if the applicant is a partner or corporation. A principal purpose of such disclosure is to avoid potential conflicts of interest. Approval may not be granted unless this kind of disclosure is made.

Please fill out the following disclosure statement and have it signed before a Notary Public. Cross out words which are not applicable.

State of New Jersey, County of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(name of person making affidavit)

of full age, being duly sworn according to law on his/her oath, deposes and says:

1. I am a partner, shareholder, or owner of \_\_\_\_\_, a  
(name of applicant on application)  
\_\_\_\_\_ corporation or partnership with offices at \_\_\_\_\_  
(State business is in) (business address)

2. The names and addresses of all persons owning 10% or more of the stock of the corporation, or a 10% or greater ownership interest in the partnership are:

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Sworn to and signed before me

On this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(name of deponent)



## 6-6.2 PRE-APPLICATION CONCEPT PLAN PLAT DETAILS AND REQUIREMENTS CHECKLIST

<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original of complete application and seven (7) copies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Correct Filing Fee received.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	Required variance or conditional use application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	Certification that property tax payments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Ownership disclosure statement where required by law. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more that ten percent (10%) interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	All plans submitted shall be folded individually with signature block positioned in lower right adjacent to title block (to be visible when folded). Space for approval block signatures shall be adjacent to title block. Space for approval block signatures of Chairman, Secretary of Planning Board and Township Engineer (except concept).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	When drawings are re-submitted, provide 17 copies and revision date marked on each copy of each revised map and cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	Location of tract to be subdivided in relation to entire tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	Key map at 1" equals 2000' showing general location of tract with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500' and date of current survey.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Tax map sheet, block/lot number of site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Total acreage of site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	Name and address of owner and applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Name, signature, license number, seal, address and telephone number of engineer, land surveyor, architect, planner, landscape architect, and/or other as applicable in preparation of plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	North Arrow and graphic and numeric scale not smaller than 100' for concept plan review.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Identification of property owners located within 200' located on the most recent tax map sheet and on the most recent tax records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	General location of all existing/proposed structures, driveways and sidewalks on tract to be subdivided. Type of building proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	General location of all streets, rights-of-way and easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Copy and/or delineation of any existing deed restrictions or covenants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	General location of all watercourses, ponds, lakes, wetlands, flood hazard areas and other environmentally sensitive areas on and within 200' of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	Location and acreage of all land and/or easements reserved for or to be dedicated to public use and/or all open space areas.



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<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Zoning districts and location of zoning boundaries, list of bulk requirements including lot area, width at street line and setback, front, rear and side yard setbacks, depth, coverage, floor area ratio, etc. and variances and/or waivers required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Maximum density permitted and proposed density. Number of units proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	Topographical features of subject property for USGS mapping.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	Seventeen (17) copies of plans.



## 6-6.3 SITE PLAN SUBMISSION DETAILS AND REQUIREMENTS CHECKLIST

Scale: 1" = 10'; 20'; 30'; 40'; 50'  
 Plan Legibility: Satisfactory  Unsatisfactory

<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) original and seven (7) copies of a complete application signed by applicant and owner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Application fee and escrow deposit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	Proof that soil erosion and sediment control filing has been made, if required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	Required variance or conditional use application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Certification that property taxes, sewer fees and assessments where applicable, are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	Proof that filing has been made with Somerset County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	Ownership disclosure statement where required by law. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more that ten percent (10%) interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	All plans submitted shall be folded individually with signature block positioned in lower right adjacent to title block (to be visible when folded). Space for approval block signatures shall be adjacent to title block. Space shall be provided for signatures of Chairman, Secretary of Planning Board and Township Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	When drawings are re-submitted, to comply with comments of the Administrative Officer for completeness, provide seventeen (18) copies of complete plans with revision date on each revised plan and on the cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Name, title, address of owner and applicant, including telephone numbers and signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Name, telephone number, signature, license number, seal and address of engineer, land surveyor, architect, planner and/or landscape architect, as applicable in preparation of plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	North arrow and scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	An index sheet showing each sheet's location in relation to the overall project and list of attached drawings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Type of application (minor, preliminary or final site plan), current tax map sheet, block/lot number (in the title block), street address, municipality and county of the premises affected.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Proof of ownership; if applicant is not owner, consent of owner to submit application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	Key map at 1" equals 2000 ' scale, showing location of tract with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500 feet and date of current survey.



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<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	Identification of property owners located within 200' located on the most recent tax map sheet and on the most recent tax records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Date of original preparation/date of revisions, tract name, north arrow, reference meridian, graphic and numeric scale, on each drawing and on cover sheet, if present.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	Acreage of entire tract to nearest one-hundredth (0.01) acre.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	List of zone district bulk requirements and proposed bulk requirements, including lot area, width at setback and street line, front, side, rear setbacks, lot and building coverage, FAR, parking spaces, etc. and variances and/or waivers required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Location on the plan of all existing/proposed principal and accessory structures showing setback.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Location, size, nature of property and contiguous property owned by the applicant or in which the applicant has direct or indirect interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	All lot line dimensions and area of lot based on accurate survey certified by licensed NJ surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	Complete building elevation and floor plan drawings of proposed structure(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	The location, type, size of all existing/proposed pathways, driveways, fences, retaining walls, outdoor storage areas, and trash receptacle areas. All off-street parking and loading areas, dimensions, schedules and associated parking and loading calculations. All ingress and egress areas and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	Location of all existing/proposed rights-of-way, easements on and within 200' of the tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	Sight triangles, text of deed restrictions or other encumbrances, which may affect premises, location, size and description of lands contemplated for dedication to Township.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Location of proposed vehicular and pedestrian circulation patterns.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	Location, size, widths of all existing/proposed streets and sidewalks abutting premises, property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	Road and paving cross sections and profiles and traffic sight distances. Cross sections to show: existing grade, proposed grade at centerline, topsoil depth, side slopes, earth berm, cut, fill, stripping in cut, stripping infill and topsoiling quantities, drainage facilities, depth of base and pavement, guardrails.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Existing/proposed topographical features of site, contours at two foot intervals, on and within 50 feet of property. The elevation datum is NAVD 1988.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Steep slopes by the following categories: less than 15%; 15% or more but less than 25%; and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.





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<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Spot and finished elevations at all property corners, corners of all structures or dwelling and existing and proposed first floor elevation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of all watercourses, ponds, lakes, wetlands, swamps, wooded areas, and environmentally sensitive areas or significant natural terrain features on and within 200' of the site. Watercourses identified as trout production or trout maintenance as applicable with buffer as required by ordinance shown. Classification of watercourse as per NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Location of all individual existing trees noted for preservation within the area of development and thirty (30) feet beyond the limit of disturbance. Trees over six (6) inches in diameter, as measured above the existing ground level, shall be located and identified by name and diameter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	Sign details, showing existing and proposed signs, location on site, their size, type of construction, lettering detail, proposed illumination, if any, and proposed colors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Lighting plan showing the location of existing and proposed lighting, including size, height, area, direction of illumination, lumen power, including building security lighting plan and 0.2 and 0.5 isofotcandle curves.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	Four copies of a Storm Water Management Plan, prepared in accordance with Article XII of the Township Land Development Ordinances, including a maintenance and repair plan for any related improvements that are to be privately maintained. Any development as defined as a Major Development under LDO 12-2.2 shall provide all checklist items outlined in LDO 12-2.9.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(39)	Soil Erosion & Sediment Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(40)	Soil Removal Application (where applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(41)	Traffic Impact Statement (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(42)	Environmental Impact Study (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(43)	Community Impact Study (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(44)	Landscape Plan, including information required under Section 5-7.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(45)	Tree Removal Permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(46)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(47)	Solid Waste Management Plan including location, size and details of garbage/recycling facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(48)	Location and extent of drainage and conservation easements and stream encroachment lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(49)	Location and acreage of all land reserved for or dedicated to public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(50)	Location of wetlands, transition areas and letter of interpretation from NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(51)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(52)	Septic testing, design and location, date. Results of perc and soil log tests with NJ licensed engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(53)	Location of test holes accurately designated and evidence of personal inspection of test holes by Township Health Officer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(54)	Historic sites designated in the Master Plan.



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<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(55)	Development stages or staging plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(56)	Residential cluster details, including: <ul style="list-style-type: none"><li>a) Amount of common open space to be provided.</li><li>b) Location of common open space to be provided.</li><li>c) Location of any common facilities to be provided.</li><li>d) Description of any common facilities to be provided.</li><li>e) Description of organization to be established for ownership of any common open space.</li><li>f) Description of organization to be established for ownership of any common facilities.</li><li>g) Description of organization to be established for maintenance of any common open space.</li><li>h) Description of organization to be established for maintenance of any common facilities.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(57)	List of municipal, county, state and/or federal approvals or permits required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(58)	Seventeen (18) copies of plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(59)	Any/all other information/dates necessary to meet any requirement of the Land Development Ordinance not listed above. (Ord. No. 2001-865 § 8)



## 6-6.4 MINOR SUBDIVISION PLAT DETAILS AND REQUIREMENTS

Plan Accuracy & Legibility Sufficient for Review:      Yes     No

Plat Size:            Satisfactory     Unsatisfactory

Scale:                Satisfactory     Unsatisfactory

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original application form by the owner and applicant and seven (7) copies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Application and escrow deposit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	Proof of filing has been made, if appropriate, for soil erosion and sediment control.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	Required variance or conditional use application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Certification that property taxes, sewer fees and assessments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	Proof that filing has been made with the Somerset County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	Ownership disclosure statement where required by law. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	All plans submitted shall be folded individually with signature block positioned in lower right adjacent to title block (to be visible when folded). Space for approval block signatures shall be adjacent to title block. Space shall be provided for signatures of Chairman, Secretary of Planning Board and Township Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	When drawing are re-submitted, to comply with comments of the Administrative Officer for completeness, provide seventeen (18) copies of sealed plans with revision date on each revised plan and the cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Name and address of owner(s), applicant(s) and subdivider(s), including telephone numbers and signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Name, signature, license number, seal, telephone number and address of engineer, land surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	An index sheet showing each sheet's location in relation to the overall project and list of attached drawings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Proof of ownership; if applicant is not owner, consent of owner to submit application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Key map at a scale not smaller than 1" = 2000', showing location of tract with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500' and date of current survey.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Location of tract to be subdivided in relation to entire tract and acreage of entire tract to nearest one-hundredth (0.01) acre.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	Type of application, current tax map sheet, block/lot number, street address, municipality and county shown in the title block.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	New block/lot numbers confirmed with local assessor.



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Identification of property owners located within 200' located on the most recent tax map sheet and on the most recent tax records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	Date of original preparation/date of revisions, tract name, north arrow, reference meridian, graphic and numeric scale on each drawing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	Map to be drawn at a scale not smaller than 1" = 100'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Location of all existing/proposed structure, driveways and sidewalks on tract to be subdivided and within 200' of entire tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	Location of all existing and proposed streets, rights-of-way, easements and sight triangles, restrictions of each easement, text of restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	List of zone district bulk requirements and minimum proposed bulk measurements including lot area, width at setback and streetline, front, side, rear setbacks and variance or waivers required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	Building envelope with front/rear, side yard setback lines dimensioned for newly proposed and existing lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	Road profiles and traffic sight distances (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	Location of all watercourses, ponds, lakes, wetlands, swamps and other environmentally sensitive areas or significant natural terrain features on and within 50' of the site. Watercourses identified as trout production or trout maintenance as approved with buffer or required by ordinance shown. Classification of watercourse as per NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Location and acreage of all land reserved for or dedicated to public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	Wetlands letter of interpretation from NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	Topographical features of subject site, contours at two-foot intervals, on and within 50 feet of the site. The datum is to be referenced and shall be NAVD 1988, unless otherwise approved by the Township Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Steep slopes by the following categories: less than 15%; 15% or more but less than 25% and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Septic testing, design and location, date. Results of perc and soil log tests (1 per lot) with NJ licensed engineer's signature and seal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of test holes accurately designated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Evidence of personal inspection of test holes by Board of Health or its designated agents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	List of municipal, county, state and/or federal approvals or permits required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Seventeen (18) copies of plans.



TOWNSHIP OF BRANCHBURG  
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NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	One (1) copy of application signed by owner and applicant. Resource Conversation Area Plan depicting the various resources conversation factors and existing conservation easement areas as required by Section 5-9. The plan shall include the Resource Conservation Area Maximum Tract Yield Calculation Form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(39)	Resource Conversation Area Plan depicting the various resource conservation factors and existing conservation easement areas as required by Section <b>5-9</b> . The plan shall include the Resource Conservation Area Maximum Tract Yield Calculation Form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(40)	Applications that include lots that can be further subdivided shall provide evidence that the proposed location of the dwelling(s) and driveway(s) do not preclude the development of the lots in conformance with the Township's Land Development Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(41)	Four copies of a Stormwater Management Plan prepared in accordance with Article <b>XII</b> of the Township Land Development Ordinances, including a maintenance and repair plan for any related improvements that are to be privately maintained. Any development as defined as a Major Development under LDO 12-2.2 shall provide all checklist items outlined in LDO 12-2.9.

(Ord. No. 2001-865 § 8)



## 6-6.5 PRELIMINARY MAJOR SUBDIVISION PLAT DETAILS AND REQUIREMENTS CHECKLIST

Prepared by P.E or L.S. Yes  No

### General Information to be Contained in Application Package

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original application form by the owner and applicant. NOTE: All signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Ownership disclosure statement where required by law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: Signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	One (1) signed original variance application form where required. NOTE: All signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Application and escrow deposit, provided by separate checks made payable to Township of Branchburg. Applicant may include \$10.00 fee for preparation of certified property owner's list with application fee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	One (1) copy of the soil erosion and sediment control application that has been filed with the Somerset Union Soil Conservation District.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	One (1) copy of the application that has been filed with the Somerset County Planning Board, or a letter of non-applicability from the Somerset County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	Written documentation from the Township Tax Collector that property taxes, sewer fees and assessments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	Written confirmation from the Township Tax Assessor that proposed block and lot numbers are acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Six (6) individually bound sets of plans in standard D or E size that have been folded to fit within an 8.5" x 14" file folder. NOTE: Any applications that include plans that have not been folded correctly will be rejected out of hand and thereby deemed incomplete. Any plans that are not bound in complete sets will also be rejected out of hand and thereby deemed incomplete. Plan sets comprised of more that twenty-five (25) individual sheets may be bound in two separately folded subsets. All plan sheets in plan set must be of the same size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Four copies of a Stormwater Management Plan prepared in accordance with Article XII of the Township Land Development Ordinances, including a maintenance and repair plan for any related improvements that are to be privately maintained. Any development as defined as a Major Development under LDO 12-2.2 shall provide all checklist items outlined in LDO 12-2.9.



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NA	Yes	No	Item#	Description
<b>Information to be contained on face of folded plan set</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	Signature block for Board Chairperson, Board Secretary and Township Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Project title block which includes the following information: a) Applicant's name b) Street address of property that is the subject of application c) Type of application d) Tax map block and lot number of property that is the subject of the application
<b>Information to be contained on Cover Sheet of plan set</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Name, mailing address, telephone number and signature of property owner and applicant. NOTE: original signature must be in <i>blue ink</i> to insure originality. Original signature may not be present for completeness review, but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: signatures must be in <i>blue ink</i> to insure originality. Original signature may not be present for completeness review, but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	Name, mailing address, telephone number, professional license number, professional seal and signature of professional in responsible charge of preparation of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	Index of all sheets in plan set in order presented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Key map at a scale not smaller than 1" = 2000' showing the location of the property in question with reference to surrounding properties, rights of way, zoning districts and municipal boundaries for a distance of 500' beyond the tract boundary. Key map should also include north arrow and written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	List of all sections of the Township Land Development Ordinances for which variances are sought and descriptions of variances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	List of all outside agency approvals required as part of project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Date of original preparation and date of all subsequent revisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Identification of all property owners located within 200' of the tract based upon the most recent records of the Township Tax Assessor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	List of all Township zone district bulk requirements, existing conditions and proposed conditions upon completion of the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	For residential subdivisions, provide the following information with regard to the Residential Site Improvement Standards: a) Certification of compliance endorsed by the professional in responsible charge of preparation of the plans. b) List of all sections of the standards the applicant is proposing to exceed. c) List of all sections of the standards for which the applicant is seeking exceptions.



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NA	Yes	No	Item#	Description
<b>Information to be contained within Plan Set</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	All additional plan sheets are to include the professional title block currently required under state law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	All plan sheets to be numbered sequentially utilizing whole numbers and referencing total number of drawings in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	Outbound survey used in preparation of subdivision to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Final plat prepared in accordance with most recent version of the New Jersey Map Filing Law to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	North arrow with reference on all sheets containing plan views.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	Numeric and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Building envelope with front, rear and side yard setback lines with typical dimensions for all newly proposed lots and all existing lots adjacent to property that is subject of application. Delineation and area (s.f.) of unconstrained lot area and delineation of lot circle for all newly proposed lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Location of all existing/proposed elements of circulation system including driveways, sidewalks, rights of way, roads, traffic control and direction signs, railroads and all associated easements on tract to be subdivided and within 200'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Location of all property owned or reserved by the Township, County, State or any other not for profit organization within 200' of tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of all existing/proposed elements of utility infrastructure including sanitary sewer, water, stormwater management, telephone, electric, gas and cable TV and all associated easements on tract to be subdivided and within 200'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Location of all watercourses, ponds, lakes, wetlands, swamps and other environmentally sensitive areas or significant natural terrain features on and within 200' of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	Location and limits of flood plain, wetlands and transition areas for property and within 200' of tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Topographical features of subject site, contours at two-foot intervals for property and within 200' of tract. Datum is to be NAVD 1998.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	Steep slopes in the following categories: less than 15%; 15% or more but less than 25%; and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(39)	Grading plan showing proposed contours at two-foot intervals, spot elevations at corners of all existing/proposed structures and dwellings and proposed first floor and garage floor elevations. Datum is to be NAVD 1988.





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NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(40)	Plans and profiles of all proposed roads including existing and proposed grade along centerline, edge of pavement and right-of-way line and existing and proposed underground utilities. All profiles drawings to be at a scale of 1" = 5' vertical and 1" = 50' horizontal. Plans to be at a scale of 1" = 50'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(41)	Proposed sanitary and storm sewer profiles to be drawn at a scale of 1" = 5' and 1" = 50' horizontal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(42)	Detailed plans of any off-site and off-tract improvements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(43)	Soil Erosion & Sediment Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(44)	Landscaping plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(45)	Work zone safety plan and detour plans prepared in accordance with the Manual for Uniform Traffic Control Devices for any work proposed within existing Township rights-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(46)	For lots that are to be serviced by individual subsurface sewage disposal systems, provide the locations and results of all tests conducted as part of the design/suitability investigation along with written approval of the final design by a representative of the Township Health Department or its designated representative.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(47)	Phasing plan when the project is proposed to be developed in phases.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(48)	Seventeen (18) copies of an Environmental Impact Statement prepared in accordance with Article 6 of the Township Land Development Ordinances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(49)	For all proposed developments generating 100 or more peak hour trips during the morning and evening as analyzed using the most recent edition of the Trip Generation Handbook of the Institute of Transportation Engineers, or if otherwise required, seventeen (18) copies of a Traffic Impact Statement prepared in accordance with Article VI of the Township Land Development Ordinances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(50)	Seventeen (18) copies of a community Impact Statement prepared in accordance with Article VI of the Township Land Development Ordinances.

NOTE: Once the applicant receives notification of completeness from the Township Administrative Officer, they are required to immediately furnish the Board with seventeen (18) copies of the complete plan set for distribution. (Ord. No. 2001-865 § 8)



## 6-6.6 FINAL MAJOR SUBDIVISION PLAT DETAILS AND REQUIREMENTS CHECKLIST

Prepared by P.E or L.S. Yes  No

### General Information to be Contained in Application Package

NA	Yes	No	Item#	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original application form by the owner and applicant. NOTE: all signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Ownership disclosure statement where required by law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: Signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	One (1) signed original variance application form where required. NOTE: all signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Application and escrow deposit, provided by separate checks made payable to the Township of Branchburg. Applicant may include \$10.00 fee for preparation of certified property owner's list with application fee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	One copy of the soil erosion and sediment control application that has been filed with the Somerset Union Soil Conservation District.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	One (1) copy of the application that has been filed with the Somerset County Planning Board, or a letter of non-applicability from the Somerset County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	Written documentation from the Township Tax Collector that property taxes, sewer fees and assessments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	Written confirmation from the Township Tax Assessor that proposed block and lot numbers are acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Six (6) individually bound sets of plans in standard D or E size that have been folded to fit within an 8.5" x 14" file folder. NOTE: Any applications that include plans that have not been folded correctly will be rejected out of hand and thereby deemed incomplete. Any plans that are not bound in complete sets will also be rejected out of hand and thereby deemed incomplete. Plan sets comprised of more that twenty-five (25) individual sheets may be bound in two separately folded subsets. All plan sheets in plan set must be of the same size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Four copies of a Stormwater Management Plan prepared in accordance with Article XII of the Township Land Development Ordinances, including a maintenance and repair plan for any related improvements that are to be privately maintained. Any development as defined as a Major Development under LDO 12-2.2 shall provide all checklist items outlined in LDO 12-2.9.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	One construction cost estimate of all municipal improvements associated with the project.



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NA	Yes	No	Item#	Description
<b>Information to be contained on face of folded plan set</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Signature block for Board Chairperson, Board Secretary and Township Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Project title block which includes the following information: <ul style="list-style-type: none"> <li>a) Applicant's name.</li> <li>b) Street address of property that is the subject of the application.</li> <li>c) Type of Application.</li> <li>d) Tax map block and lot number of property that is the subject of the application.</li> </ul>
<b>Information to be contained on cover sheet of plan set</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Name, mailing address, telephone number and signature of property owner and of applicant. NOTE: original signature may be in <i>blue ink</i> to insure originality. Original signature must not be present for completeness review but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: Signatures must be in <i>blue ink</i> to insure originality. Original signature may not be present for completeness review, but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	Name, mailing address, telephone number, professional license number, professional seal and signature of professional in responsible charge of preparation of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Index of all sheets in plan set in order presented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	Key map at a scale not smaller than 1" = 2000' showing the location of the property in question with reference to surrounding properties, rights of way, zoning districts and municipal boundaries for a distance of 500' beyond the tract boundary. Key map should also include north arrow and written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	List of all sections of the Township Land Development Ordinances for which variances are sought and descriptions of variances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	List of all outside agency approvals required as part of project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Date of original preparation and date of all subsequent revisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	Identification of all property owners within 200 feet of the tract based upon the most recent records of the Township Tax Assessor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	List of all Township zone district bulk requirements, existing conditions and proposed conditions upon completion of the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	For all residential subdivisions, provide the following information with regard to the Residential Site Improvement Standards: <ul style="list-style-type: none"> <li>a) Certification of compliance endorsed by the professional in responsible charge of preparation of the plans.</li> <li>b) List of all sections of the standards the applicant is proposing to exceed.</li> <li>c) List of all sections of the standards for which the applicant is seeking exceptions.</li> </ul>



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NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	All additional plan sheets are to include the professional title block currently required under state law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	All plan sheets to be numbered sequentially utilizing whole numbers and referencing total number of drawings in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Outbound survey used in preparation of subdivision to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	Final plat prepared in accordance with most recent version of the New Jersey Map Filing Law to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	North arrow with reference on all sheets containing plan views.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Numeric and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Building envelope with front, rear and side yard setback lines with typical dimensions for newly proposed and all existing lots adjacent to property that is subject of application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Location of all existing/proposed elements of circulation system including driveways, sidewalks, rights of way, roads, traffic control and direction signs and railroads and associated easements on tract to be subdivided and within 200'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of all property owned or reserved by the Township, County, State or any other not for profit organization within 200' of tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Location of all existing/proposed elements of utility infrastructure including sanitary sewer, water, stormwater management, telephone, electric, gas and cable TV and all associated easements on tract to be subdivided and within 200'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	Location of all watercourses, ponds, lakes wetlands, swamps and other environmentally sensitive areas or significant natural terrain features on and within 200' of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Location and limits of flood plain, wetlands and transition areas for property and within 200' of tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	Topographical features of subject site, contours at two-foot intervals for property and within 200' of tract. Datum is to be NAVD 1998.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(39)	Steep slopes in the following categories: less than 15%; 15% or more but less than 25%; and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(40)	Grading plan showing proposed contours at two-foot intervals, spot elevations at corners of all existing/proposed structures and dwellings and proposed first floor and garage floor elevations. Datum is to be NAVD 1988.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(41)	Plans and profiles of all proposed roads including existing and proposed grade along centerline, edge of pavement and right-of-way line and existing and proposed underground utilities. All profiles drawings to be at a scale of 1" = 5' vertical and 1" = 50' horizontal. Plans to be at a scale of 1" = 50'.



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NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(42)	Proposed sanitary and storm sewer profiles to be drawn at a scale of 1" = 5' and 1" = 50' horizontal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(43)	Detailed plans of any off-site and off-tract improvements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(44)	Soil Erosion & Sediment Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(45)	Landscaping plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(46)	Work zone safety plan and detour plans prepared in accordance with the Manual for Uniform Traffic Control Devices for any work proposed within existing Township rights-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(47)	For lots that are to be serviced by individual subsurface sewage disposal systems, provide the locations and results of all tests conducted as part of the design/suitability investigation along with written approval of the final design by a representative of the Township Health Department or its designated representative.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(48)	Phasing plan when the project is proposed to be developed in phases.

NOTE: Once the applicant receives notification of completeness from the Township Administrative Officer, they are required to immediately furnish the Board with seventeen (17) copies of the complete plan set for distribution. (Ord. No. 2001-865 § 8)



## 7-2.1 APPLICATION FEES AND ESCROW DEPOSITS

(Ord. No. 2000-839 § 1; Ord. No. 2001-849 § 3; Ord. No. 2009-1120 § 1; Ord. No. 2012-1193; Ord. No. 2012-2014)

- A. The following schedule of fees and escrow deposits for filing applications shall be paid to the Township. Such Payment shall be made in two separate checks made payable to the Township of Branchburg and shall be submitted to the Administrative Officer at the time of filing the application, unless exempted as provided elsewhere in this Article.

<u>Type of Application</u>	<u>Application Charge</u>	<u>Initial Deposit to Escrow Account</u>
Concept plans:	\$250	\$500
1) Subdivisions:		
a. Minor Plat	\$150	\$1,000
b. Major Preliminary Plat	\$250 plus \$10 per provided a minimum \$1,000 shall be deposited	\$150 for each of lot, first 10 lots; \$75 per of lot thereafter; minimum deposit of \$5,000
c. Major Final Plat	\$200	\$100 per lot; minimum deposit of \$2000
2) Site Plans:		
a. Minor Plans	\$200	\$1,000
b. Preliminary Plan	\$250	\$150 per acre or part or part thereof and thereof and \$5 per dwelling, provided a minimum of \$2,000 shall be deposited
c. Final Plan	\$200	\$25 per acre or part thereof and \$3 per dwelling, provided a minimum of \$2,000 shall be deposited
3) Variances		
a. Appeals (40:55D-70a)	\$150	\$500
b. Interpretation (40:55D-70b)	\$150	\$500
c. "c" variance (40:55D-70c)	\$150	\$400
d. "d" variance (40:55D-70d)	\$250	\$1,500
e. Conditional Use Permit (40:55D-34 & 35)	\$150	\$250
4) Appeals to Township Committee	\$250	None required
5) Proof of non-conformity	\$150	\$500*
6) Certified list of property owners	\$.025 per name or \$10, whichever is greater	None required
7) Copy of transcripts	As provided in resolution or ordinance adopted pursuant to N.J.S.A. 47:1A-1	None required



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<u>Type of Application</u>	<u>Application Charge</u>	<u>Initial Deposit to Escrow Account</u>
8) Copy of minutes or decision	N.J.S.A. 47:1A-1	None require
9) Wireless telecommunications:		
a) No tower proposed	\$5,000	\$2,500
b) Tower proposed	\$10,000	\$5,000

\*Maximum escrow charge to applicant regardless of review costs. If review costs are less, the difference will be refunded.

B.

1. The application charge is a flat fee to cover direct administrative expenses and is nonrefundable. The escrow deposit is to cover the costs of professional services including engineering, legal, planning, and other expenses for the review of the application and for the preparation of required legal documents. Escrow sums not utilized in this process shall be returned to the applicant.
2. If additional escrow deposits are deemed necessary to cover projected or actual deficiencies in the escrow account, the applicant shall be notified of the required additional amounts needed and shall add the required amounts to the escrow account within 14 days of notice.
3. If the escrow account is not sufficient to cover the costs of professional services, the Township Committee may by resolution authorize a lien against the property that is the subject of the application for the unpaid costs of professional services.
4. If the property owner is not the applicant, the property owner shall sign the application and acknowledge that:
  - a. The property owner grants the applicant permission to file the application;
  - b. The property owner has knowledge of the escrow fund requirements; and
  - c. The property owner knows that a deficiency in the escrow balance may become a lien on the property.
5. Statements of the escrow balance shall be available upon request not more often than monthly at a cost of \$10 per statement.

C. Where one application for development includes several approved requests, the sum of the individual required fees shall be paid.

D.

1. In accordance with this subsection, each applicant for subdivision or site plan approval; shall pay all reasonable costs for professional review of the application and for preparation of any required legal documentation, including a mandatory Developer's agreement, plus costs incurred with any informal review of a concept plan which may have proceeded the submission of a preliminary application. Additionally, each applicant shall pay all reasonable costs for the municipal inspection and testing of the improvements during installation and/or as constructed.



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2. All costs for review and for the preparation of all required legal documentation must be paid before any approved plat, plan, or deed is signed; all costs for inspections must be paid before any construction permit is issued; and any remaining costs must be paid before any occupancy of the premises is permitted or a certificate of occupancy is issued.
- E. If an applicant desires a Court Report, the cost of taking testimony and transcribing it and providing a copy of the transcript to the Township shall be at the expense of the applicant who shall arrange for the Reporter's attendance.
- F. The fees and escrow accounts provided for in this section shall be required with respect to any application for development certified as complete on or after November 9, 1987. No other fees for the services described above in paragraph B shall be charged to the proponents of any such application.
- G. Resubmission or extension of preliminary plat:
1. Resubmission. 10% of the original preliminary application fee but provided that it encompasses the same land as the original submission and further provided that the resubmission is filed within six months of the date of the last Planning Board action on the previous submission or if there was no Planning Board action then within six months of the previous submission.
  2. Extension. 10% of the original preliminary application fee for each extension.
- H. Resubmission of final plat: 10% of the original final application fee if it encompasses the same land as the original final subdivision plat and provided that the resubmission is filed within three years of the preliminary approval of the Planning Board.
- I. Certificate of approval and release of two-year maintenance bond: \$25 fee for each lot shown on plat.
- J. Special meeting: Special meetings of the Planning Board or Zoning Board of Adjustment made at the request of any applicant or applicant's authorized representative shall require a fee of \$250 to defray the costs of scheduling and holding such special meeting. This fee shall be in addition to all other fees and charges heretofore or hereafter established.
- K. Request to amend zoning map. Any person requesting a zone change shall do so on a Zone Change Request form available in the Township Clerk's office accompanied by a fee of \$250. Any such request shall be submitted to the Township Clerk. Attached to the request shall be an appropriate scaled map identifying the area to be rezoned in specific relation to the neighborhood and to the entire Township. Zone boundary lines shall be provided for an area within 1,500 feet of the proposed zone change area. Other information to be submitted shall include the rationale why a zone change is requested and the basis for the change.
- L. In the event that the Planning Board or Board of Adjustment finds it necessary to obtain the advice or testimony of specialists or consultants in connection with an application, such specialists or consultants shall be compensated by the applicant as reasonably required by the Board. Advice or testimony of such consultants shall be given at the hearing with full right of cross examination afforded to the applicant.





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Certificate of approval and release of two-year maintenance bond: \$25.00 fee for each lot shown on plat.

Special meeting: Special meetings of the Planning Board or Zoning Board of Adjustment made at the request of any applicant or applicant's authorized representative shall require a fee of \$250.00 to defray the costs of scheduling and holding such special meeting. This fee shall be in addition to all other fees and charges heretofore or hereafter established.

Request to amend zoning map. Any person requesting a zone change shall do so on a Zone Change Request form, available in the Township Clerk's office, accompanied by a fee of \$250.00. Any such request shall be submitted to the Township Clerk. Attached to the request shall be an appropriate scaled map identifying the area to be rezoned in specific relation to the neighborhood and to the entire Township. Zone boundary lines shall be provided for an area within 1,500 feet of the proposed zone change area. Other information to be submitted shall include the rationale why a zone change is requested and the basis for the change.

In the event that the Planning Board or Board of Adjustment finds it necessary to obtain the advice or testimony of specialists or consultants in connection with an application, such specialists or consultants shall be compensated by the Applicant as reasonably required by the Board. Advice or testimony of such consultants shall be given at the hearing with full right of cross examination afforded to the Applicant.

(Ord. No. 2000-839 § 1; Ord. No. 2001-849 § 3)



## ESCROW FUND AGREEMENT

I/we \_\_\_\_\_ authorize the Township of Branchburg to utilize review and/or inspection funds to satisfy either review or inspection charges. This will only become necessary in the event that charges arise near the completion of the review process and or inspection process, and one of the accounts has a balance to cover the charges.

\_\_\_\_\_  
Print Name  
Person Authorizing Agreement

\_\_\_\_\_  
Date



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**PROPERTY OWNER'S ESCROW AUTHORIZATION FORM**  
**(THIS FORM MUST BE COMPLETED IF THE APPLICANT DOES NOT OWN THE SUBJECT LOT)**  
**Exhibit B**

I, \_\_\_\_\_, the owner of the subject  
(print property owner's name)

property, have reviewed this application and accompanying information and do hereby

grant \_\_\_\_\_  
(print authorized agent's name)

permission to file this application with the Township of Branchburg.

I understand that, as a part of this application, the applicant is required to provide escrow funds to pay for the costs of professional services incurred in reviewing this application. I also understand that if the escrowed funds do not cover the total costs of professional services rendered, and the applicant fails to pay the difference, any balance owed may result in a lien being filed against my property. (As per Ordinance no. 2012-193)

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner's Name

\_\_\_\_\_  
Address of Subject Lot

***\*Please be advised additional escrow funds may be necessary during the course of your application. Failure to provide these funds within a timely manner upon request may result in a tax lien\****



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SITE INSPECTION  
Exhibit C

Re: Lot \_\_\_\_\_ in Block \_\_\_\_\_

I, \_\_\_\_\_, the undersigned property owner, do here authorize  
Branchburg

Township Officials and Board Members to inspect the property owned by

\_\_\_\_\_ at

\_\_\_\_\_

Branchburg Township, New Jersey, in connection with our application to the Board of  
Adjustment/Planning Board for this property.

\_\_\_\_\_  
(Property Owner or Authorized Agent)

\_\_\_\_\_  
(Title)

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_



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FORM W-9 ATTACHED HERE