



Application:	
Date Rcvd.:	
Received by:	

CONCEPTUAL / INFORMAL REVIEW CHECKLIST

1. Applicant's Name:	
Contact Person:	
Address:	
Telephone:	
Email:	
Relationship to Owner:	

2. Property Address:	
Development Name:	
Zoning District:	
Block(s):	
Lot(s):	

3. Property Owner:	
Contact Person:	
Address:	
Telephone:	
Email:	

4. Name of Attorney:	
Firm:	
Address:	
Telephone:	
Email:	

5. Has this property ever been subject of a previous application to the Planning or Zoning Board? If so, please describe (incl. Resolution #):

6. Description of Property, brief history of the site, its location and description of current use(s) (may attach addendum):

7. Provide Detail of the Exact Nature of the Application (may attach addendum):

8. Description of Relief Requested, including Section(s) of Ordinance variance is requested (may attach addendum):

INSTRUCTIONS:

1. This checklist shall be completed by the applicant or its authorized representative and submitted with the application. All items in Section I of this checklist must be submitted in their entirety in order for the application to be agendized for review by the Technical Review Committee (TRC). Sections II and III of this checklist require information which may or may not be practical to be provided at the time of submission. Failure to provide the information in Sections II or III will not jeopardize conceptual review. However, any information not provided may prevent a comprehensive review of the conceptual application.
2. Applicant to complete checklist column with an "X" in the appropriate column, when line item is provided per checklist.
3. The applicant shall submit three (3) collated copies of all correspondence (including cover and response letters) and administrative forms. The applicant shall submit three (3) signed and sealed copies of all maps, plans or reports and all additional submission item(s). All submissions must include a digital copy in pdf. format of all submission items (email to BoardSecretary@robbinsville.net, dropbox, thumb drive or disk). All re-submissions must include a point-by-point response letter addressing all comments from the Board's professionals or from the Technical Review Committee (TRC) Meeting. All submissions must be made as one comprehensive submission, not under separate cover.

I. ADMINISTRATIVE		
Township Use Only		Provided per Checklist
<input type="checkbox"/>	1. Completed General Land Use Application Form.	
<input type="checkbox"/>	2. Completed Fee Schedule Form.	
<input type="checkbox"/>	3. Payment of Required Fees (two separate checks).	
<input type="checkbox"/>	4. Completed Escrow Agreement Form with Escrow Contact Sheet.	
<input type="checkbox"/>	5. Completed W-9 Form (for Escrow Account).	
<input type="checkbox"/>	6. Tax & Utility Assessment Certification Form (Applicant part complete)	
<input type="checkbox"/>	7. Completed Affidavit of Ownership Form (notarized).	
<input type="checkbox"/>	8. Completed Disclosure Statement Form.	
<input type="checkbox"/>	9. Completed Consent of Entry Form.	
<input type="checkbox"/>	10. Completed Checklist(s) for Conceptual / Informal Review Request.	
<input type="checkbox"/>	11. "Zoning Permit Denial" or "Notice of Violation" (N.O.V.) from Zoning, Code or Construction Official.	
<input type="checkbox"/>	12. Resolution(s) for all previous Planning/Zoning Board approvals.	
<input type="checkbox"/>	13. List of all necessary Outside Agency Approvals indicating status of approvals, including copies of each approval (NJDOT, NJDEP, Mercer County Planning Board, etc.).	
<input type="checkbox"/>	14. Anticipated Operations Statement, including details of anticipated use(s), hours of operation, number of employees, provisions for maintenance, etc., signed by Applicant and notarized.	
<input type="checkbox"/>	15. Current Survey (< 2 years old), to scale, accurately showing all existing conditions (including fencing, pavement, any accessory or other buildings and structures), with accurate distances from property lines shown.	
<input type="checkbox"/>	16. Conceptual Plan, designed and drawn by the Applicant, or an appropriate licensed professional. A plan by a licensed professional is recommended, but not required for Conceptual Review. Plan shall be based on Current Survey, to scale, showing existing conditions and anticipated structures, additions, driveways, pools, other buildings or structures, including anticipated dimensions, with anticipated distances from property lines shown.	
<input type="checkbox"/>	17. Completed Bulk Requirements Schedule/Table, indicating the Zoning District, showing Permitted, Existing and Anticipated improvement conditions (on plan).	

<input type="checkbox"/>	18. Spec sheets, brochures, and/or conceptual architectural elevations showing details of anticipated proposal, including size, height, materials, design, color, etc.	
<input type="checkbox"/>	19. List of all necessary Outside Agency Approvals, noting status of each.	
<input type="checkbox"/>	20. Complete application, filed as one submission, with quantities and digital copies as noted in the Instructions, #3.	

II. HEALTH		
Township Use Only		Provided per Checklist
<input type="checkbox"/>	21. Approximate location of any existing on-site or on adjacent lots within 200 feet, dwellings or buildings, septic systems and wells.	
<input type="checkbox"/>	22. Identification of on-site soils pursuant to the "Mercer County Soil Survey".	
<input type="checkbox"/>	23. Identification of underlying geologic formation pursuant to the "Environmental Resources Inventory" of the Township of Robbinsville.	
<input type="checkbox"/>	24. The results of any preliminary percolation test and soil log, if available.	

III. ENGINEERING/PLANNING		
Township Use Only		Provided per Checklist
<input type="checkbox"/>	25. Conceptual Plan shall show existing conditions and anticipated structures, additions, driveways, parking spaces, loading areas, other buildings or structures on site, north arrow reference, including anticipated dimensions, with anticipated distances from property lines shown, legend identifying symbols and drafting techniques used, and any details deemed necessary by the Township/Board Engineer.	
<input type="checkbox"/>	26. Title block containing minimum data per current statutes.	
<input type="checkbox"/>	27. Plan shall be blackline reproduction on standard sized sheets: 30" x 42", 24" x 36", 11" x 17", 8 1/2" x 13".	
<input type="checkbox"/>	28. A key map showing the tract in question; north arrow; zoning; tax lot numbers, tax block numbers, tax sheet numbers, owners names as identified on certified list provided by Township for tract in question and all lots within 200 feet of tract; Municipal Boundaries; names and address of owner, applicant and professional preparing the map; owners certification, anticipated lots, and index of sheets (where applicable). All measurements specified herein shall be measured radially from the boundary and shall include all lots, zones, etc. on opposite sides of road and within other municipalities.	
<input type="checkbox"/>	29. Bulk Requirements Schedule/Table indicating Zoning District shall be tabulated to show all bulk requirements of the zone or zones in which the site is located and the bulk data anticipated by the proposal. This tabulation shall also identify compliance or noncompliance for all existing structures. All lot areas shown shall be identified as gross and net areas. Density shall be shown as defined by the Land Use and Development Ordinance. Bulk Requirements Schedule/Table shall identify permitted, existing and anticipated improvement conditions. Any relief previously granted shall be indicated and referenced.	
<input type="checkbox"/>	30. Any anticipated bulk variances or design waivers shall be indicated on the plans.	
<input type="checkbox"/>	31. Location and approximate size of any existing and anticipated buildings, structures, parking areas, access drives, pedestrian and vehicular traffic circulation patterns.	
<input type="checkbox"/>	32. Plan shall provide a data table of existing, required and anticipated parking spaces, electric vehicle (E.V.) charging stations and loading areas.	
<input type="checkbox"/>	33. Location of existing and/or anticipated septic systems and wells on property (shown on plan).	

<input type="checkbox"/>	34. Location of any existing and all anticipated utilities - wastewater disposal, potable water source, solid waste disposal, electric, gas, telephone service are to be indicated (A general note on the plan will suffice).	
<input type="checkbox"/>	35. Location of all anticipated easements (including conservation, buffer, etc.), public right-of-ways, etc. (shown on plan).	
<input type="checkbox"/>	36. General location of all anticipated landscaping, and/or all relocation of existing landscaping (shown on plan), any landscape buffer areas and general species.	
<input type="checkbox"/>	37. Area of anticipated disturbance shall be clearly delineated and dimensioned.	
<input type="checkbox"/>	38. All existing and anticipated setback distances to property lines.	
<input type="checkbox"/>	39. An environmental inventory plan identifying any wetlands, buffer areas, etc.	
<input type="checkbox"/>	40. Location of all existing and anticipated easements (including wetlands, conservation, buffer, transition areas, etc.), public right-of-ways (including existing and anticipated widths, by dimension), etc.	
<input type="checkbox"/>	41. Location of anticipated area reserved for stormwater detention.	
<input type="checkbox"/>	42. Location of all existing and anticipated on-site roadways, stoned and paved areas, including delineation of existing and anticipated parking stalls.	
<input type="checkbox"/>	43. Location of all anticipated and/or relocation of all existing signage, lighting	
<input type="checkbox"/>	44. Location of all anticipated Electric Vehicle charging stations or "Make-Ready" parking spaces.	
<input type="checkbox"/>	45. Location of any anticipated pedestrian and bicycle circulation systems (including width and materials) and site furnishings	
<input type="checkbox"/>	46. List of any anticipated developer contributions, fees, Fair-Share payments, etc.	

IV. PRIOR TO APPEARANCE		Acknowledged by Preparer (initial)
<input type="checkbox"/>	47. Tax & Utility Assessment Certification Form, to be re-certified, if necessary.	
<input type="checkbox"/>	48. Escrow Account must be current prior to appearance.	

Person Preparing Checklist:	
Firm:	
Address:	
Telephone:	
Email:	

CERTIFICATION:

I have prepared this checklist. I certify that the checklist is complete and accurate.

Signature/Certification of Person Preparing Checklist

Date

TOWNSHIP USE ONLY BELOW THIS LINE

Application No: _____ Fees Paid: _____
Date(s) Received: _____ Escrow Paid: _____
Referred To (Planning Board or Zoning Board): _____