



Application:	
Date Rcvd.:	
Received by:	

PRELIMINARY SITE PLAN 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. This checklist shall be used in determining completeness or incompleteness of the application pursuant to Robbinsville Township’s Land Use and Development Ordinance(s). The applicant is advised that failure to provide all data required on this checklist or failure to apply for the appropriated waivers will render the application incomplete. Applications will not be placed on an agenda until it has been deemed complete by the Administrative Officer.
2. Applicant to complete checklist column with an “X” in the appropriate column. A waiver should be requested for all checklist item you may consider “not applicable” (“n/a”) and reason(s) you would consider it “not applicable.” **** All waivers requested should be explained in detail on the Waiver/Variance Request Form.** Failure to provide a reason for the request will render the application incomplete.
3. The Technical Review Committee (TRC) will determine if any item where a waiver is requested shall be required to be provided and the application shall be considered incomplete if not provided.
4. 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	**Waiver Requested
<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 Waiver/Variance Request Form.		
<input type="checkbox"/>	8. Completed Affidavit of Ownership Form (notarized).		
<input type="checkbox"/>	9. Completed Disclosure Statement Form.		
<input type="checkbox"/>	10. Completed Consent of Entry Form.		
<input type="checkbox"/>	11. Completed Checklist(s) for All Applicable Requests.		
<input type="checkbox"/>	12. “Zoning Permit Denial” or “Notice of Violation” (N.O.V.) from Zoning, Code or Construction Official.		
<input type="checkbox"/>	13. Resolution(s) for all previous Planning/Zoning Board approvals.		
<input type="checkbox"/>	14. Proposed Operations Statement, including details of existing and proposed use(s), hours of operation, number of employees, provisions for maintenance, etc., signed by Applicant and notarized.		
<input type="checkbox"/>	15. Certification by the Applicants Engineer that proposal is consistent with Wastewater Management Plan of the Township of Robbinsville.		
<input type="checkbox"/>	16. Boundary and Topographic Survey of the total tract, certified to the Applicant, signed and sealed by the preparing N.J. Licensed Land Surveyor in accordance with current statute. Current-no greater than two (2) years old, to scale, accurately showing all existing conditions (including fencing, pavement, pools, all buildings and structures), with accurate distances from property lines shown.		
<input type="checkbox"/>	17. “Will Serve” letters for all Applicable Utilities		

<input type="checkbox"/>	18. Preliminary Site Plan, designed, drawn, signed and sealed by N.J.P.E., L.S. or A.I.A. as appropriate, to scale, sheets numbered consecutively, folded, collated, bound, signed and sealed with a common preparation and/or revision date(s).		
<input type="checkbox"/>	19. Architectural Floor Plans and Elevations, signed and sealed by the preparing N.J. licensed Architect, sheets numbered consecutively, folded, collated, bound, with a common preparation and/or revision date(s) with the site plan, with the uses of each area clearly defined on plan.		
<input type="checkbox"/>	20. Rendered Elevations for site.		
<input type="checkbox"/>	21. Sign Inventory Plan and Details, sheets numbered consecutively, folded, collated, with a common preparation and/or revision date(s).		
<input type="checkbox"/>	22. List of all necessary Outside Agency Approvals indicating status of approvals, including copies of each approval (NJDOT, NJDEP, etc.).		
<input type="checkbox"/>	23. List of any anticipated developer contributions, fees, fair-share payments, anticipated payments in lieu for waivers requested, etc. to be paid to the Township, per current Codes or Ordinance.		
<input type="checkbox"/>	24. Community Impact Statement/Study, signed.		
<input type="checkbox"/>	25. Environmental Impact Statement/Study, signed and sealed.		
<input type="checkbox"/>	26. Traffic Impact Assessment/Study, signed and sealed.		
<input type="checkbox"/>	27. Soil Test Reports, collated, signed and sealed.		
<input type="checkbox"/>	28. Water Quality Test Reports by NJDEPE certified laboratory for existing on-site wells.		
<input type="checkbox"/>	29. Stormwater management calculations collated, bound, signed and sealed with common preparation and/or revision dates.		
<input type="checkbox"/>	30. Stormwater Management Facility Operations & Maintenance Manual (if approved, shall be filed with the County Clerk's office).		
<input type="checkbox"/>	31. Sanitary Sewer Engineer's Report, signed and sealed, bearing a common date of issue or revision with the plans and specifications; projected flow calculations; specifications and details on any equipment or structure to be installed which may have an effect on the sanitary sewer flows.		
<input type="checkbox"/>	32. Proof of submission of a request for a wetlands letter of interpretation to the New Jersey Department of Environmental Protection a minimum of 60 days prior to submitting this application. Proof shall include acknowledgement of receipt by the New Jersey Department of Environmental Protection.		
<input type="checkbox"/>	33. Submission of a wetlands report and wetlands delineation.		
<input type="checkbox"/>	34. Photographs of property views from street and all other off-site area(s) visible to proposed improvement(s), aerial photos of site.		
<input type="checkbox"/>	35. Complete application, filed as one submission, with quantities and digital copies as noted in the Instructions, #4.		

II. HEALTH			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	36. Plan shall show location of all existing sewage disposal systems on the site in question and within 200 feet of the total tract boundary of the site plan pursuant to current Codes and Statutes.		
<input type="checkbox"/>	37. Provide certification by a New Jersey Licensed Professional Engineer regarding adequacy of any and all existing on-site sewage disposal systems. Potential reserve areas for modification of existing systems shall be shown on the plan. Application will be declared incomplete		

	should failing or unsatisfactory conditions be noted, certified, or found to exist.		
<input type="checkbox"/>	38. Submission of groundwater quality test report for all existing on-site wells or potable water supplies. Application will be declared incomplete should failing or unsatisfactory conditions be noted, certified, or found to exist.		
<input type="checkbox"/>	39. Soils Tests shall be provided for primary and reserve septic areas. Test results submitted which are invalid because of expiration dates or do not comply with all provisions of the current Codes and Statutes shall render the application incomplete.		
<input type="checkbox"/>	40. The Location and results of all complete, incomplete, unacceptable and unwitnessed profile pits, permeability tests, basin, floods and percolation tests. All results shall be shown on a separate plan(s) entitled "Sewage Disposal and Water Supply Plan". All dimensioned to all proposed and existing: lot lines, watercourses, easements, wetland limits, sewage disposal and water supply systems within 200 feet of the tests.		
<input type="checkbox"/>	41. Submission of individual soil test reports by soil log or test number for each test location in numerical ascending order shall be provided. Each report shall be signed and sealed by a NJPE and coordinated with each lot number shown on the plan.		
<input type="checkbox"/>	42. Submission of Treatment Works or NJPDES permits for sewage systems not in compliance with current Statutes.		

III. ENGINEERING/PLANNING			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	43. Site Plan designed, drawn, signed and sealed by N.J.P.E., L.S. or A.I.A., as appropriate.		
<input type="checkbox"/>	44. Site Plan shall show the proposed use and site improvements including but not limited to: existing topography; location of all proposed structures with dimensions to boundaries; location of all existing structures to remain or to be removed; proposed access aisles with curb-to-curb dimensions for width; curb radii dimensions; automobile parking stalls with dimensions for width and depth; truck loading and parking aisle and stall with dimensions for stall length and width; type of truck to use loading area; typical truck radii detail; loading dock locations; all sidewalk locations and dimensions; provisions for handicapped; location of trash enclosure or accessory structures; location of bench mark; flood hazard areas; wetlands boundaries; stream corridor areas; and easement areas; any other details deemed necessary by the Township/Board Engineer.		
<input type="checkbox"/>	45. All scales shall be written and graphically identified. Minimum scales for plan preparation shall be as follows: preparation shall be as follows: a. Key Maps: 1" = 1000' b. Boundary and Topographic Survey: 1" = 100' c. Environmental Inventory Maps: 1" = 200' d. Site Plan, Subdivision, Grading, and Drainage Plans: 1" = 50' e. Plans and Profiles: 1" = 50' – Horizontal; 1" = 50' – Vertical, Horizontal to Vertical portion of scales being no more than 10 f. Sewage Disposal and Water Supply Plan: 1" = 50' g. Landscaping Plan: 1' = 50' with individual unit, berm, island, or other detailed landscaping being provided at minimum 1" = 20'		

<input type="checkbox"/>	46. Site Plan shall be blackline reproduction on standard sized sheets: 30" x 42", 24" x 36", 11" x 17", 8 ½" x 13".		
<input type="checkbox"/>	47. Title block shall contain minimum data per current Statutes.		
<input type="checkbox"/>	48. A north arrow with reference meridian shall be provided.		
<input type="checkbox"/>	49. Signature lines for the Township Engineer, Board Chairperson for appropriate Board and Board Secretary on cover sheet.		
<input type="checkbox"/>	50. A legend identifying symbols and drafting techniques used. The standard Legend identified in the Robbinsville Township Site Improvement Standards is preferred.		
<input type="checkbox"/>	51. 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; Existing or proposed "Master Plan" features or facilities on the site or within 500 feet of total tract; signature and seal of licensed professional; names and address of owner, applicant and professional preparing the map; owners certification, zoning data for each zone with all proposed data and deficiencies listed, number of proposed 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"/>	52. Boundary and topographic survey of the total tract, certified to the Applicant, shall be signed and sealed by the preparing N.J. Licensed Land Surveyor in accordance with current Statutes. Topography within 200 feet from the property boundary shall be shown. All topography shall be based on NAVD 88 datum with two bench marks established within 500 feet of the subdivision boundary and shown with appropriate references.		
<input type="checkbox"/>	53. An environmental inventory plan identifying the following existing on-site features and offsite features within 50 feet of the site: <ul style="list-style-type: none"> a. Soils Classifications in accordance with Mercer County Soils Survey. b. Existing topography. c. Physical features including watercourses, stream corridors, culverts or bridges. d. Delineate wetlands along with notation identifying professionals who delineated the wetlands and include N.J.D.E.P. LOI data. e. Existing easements. f. Critical areas as defined in the Land Use & Development Ordinance. g. Gross density calc. pursuant to the current Land Use Ordinance. h. A summary to nearest one tenth of an acre of all critical areas, wetlands, easements, soil types and different zoning classifications. 		
<input type="checkbox"/>	54. 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 proposed by the application. 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 proposed improvement conditions. Any relief previously granted shall be indicated and referenced on the plan. All requested variances and waiver shall be noted on the plan.		
<input type="checkbox"/>	55. All existing and proposed utility service lines and laterals on site and along the frontage of the site. This shall include storm drainage, water mains, sanitary mains, sump pump connections, natural gas, and underground electric and phone service.		

<input type="checkbox"/>	<p>56. Drainage and grading plan duplicating all data shown on the site plan (dimensions not required to determine slopes should not be shown). Existing and proposed contours with intervals of one foot where slopes are less than two percent; with intervals of two feet where slopes are between two percent and ten percent; and with intervals of five feet where slopes exceed ten percent; spot elevations at bottom of curb for every point of curvature or tangency, breaks in grade, and handicapped ramps, elevations of drainage inlet grates or manhole rims; storm and sanitary sewer pipe invert elevations; elevations at corners of proposed structures; finished first floor elevations; and elevations at loading ramps. Contours must be based on NAVD 88 elevations and bench marks must be shown. Where drainage swales are proposed, the elevation, percent longitudinal slope and typical cross section of the swales shall be shown. Proposed grading should be designed to provide a balanced cut /fill condition, as much as practical.</p>		
<input type="checkbox"/>	<p>57. Storm drainage profiles for all diversion swales, waterways, storm sewer pipe and any other conduit not shown on roadway plan and profile sheets shall be provided. These profiles may be shown on a separate sheet entitled "Drainage Profiles", the detention basin plan or construction detail plans and the following minimum details shall be shown: Existing elevations shall be shown at 100-foot intervals. Proposed elevations for appurtenances shall be shown at 100-foot intervals, concrete structure elevations shall be shown at 50-foot intervals; invert elevations; elevations at grade changes. Proposed slopes shall be written.</p>		
<input type="checkbox"/>	<p>58. A Detention/Retention basin plan showing; all existing and proposed grades and contours, outlet structure details, conduit outlet protection details; all inverts; low flow channel with proposed longitudinal slope(s) and typical cross section; trash rack details; emergency spillway cross sections and profiles to point of discharge; construction details. Slopes and items required by this section shall provide the minimums required by the Design Standards of Robbinsville Twp.</p>		
<input type="checkbox"/>	<p>59. Hydraulic calculations for stormwater detention/retention showing no reduction in conformance with Mercer County Soil Conservation District and N.J.D.E.P.</p> <ol style="list-style-type: none"> a. Pre-development conditions shall be considered as "good". b. Post development conditions shall be considered as "poor" with maximum impervious coverages permitted by ordinance being used in developing post development curve numbers. c. Calculations shall include a drainage area map showing pre and post development conditions with soil types, soil uses and flow patterns, time of concentration flow paths and flow lengths and slopes. d. Routing of pre and post development flows through each basin using the mass storage equation and "Urban Hydrology for Small Watersheds TR-55". e. Emergency spillways shall be provided. The cross sections shall be designed to pass the 100-year post development inflow plus 50%. The invert shall be set at the crest of the 100-year storage elevation in the basin. f. All detention basins shall be designed to serve as a sediment basin during and after construction in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey References. g. Computations showing Compliance with the Regulations of the Mercer County Planning Board and Mercer County Soil Conservation District. 		

<input type="checkbox"/>	60. Hydraulic calculations for stormwater runoff collection system shall be submitted. Calculations may use the rational method or Soil Conservation Service method.		
<input type="checkbox"/>	61. Plans and centerline profiles shall be provided for widening of all existing roadways.		
<input type="checkbox"/>	62. Half cross sections, 50 feet on center, shall be provided along the side of all widened existing roadways. Each section shall include the location and NAVD 88 elevation of all existing and proposed physical centerline; right-of-way centerline; edge of pavements, right-of-way lines, sidewalk centerlines, sidewalk widths. In addition, the existing and proposed contours 25 feet from the proposed right-of-way line shall be shown.		
<input type="checkbox"/>	63. Typical construction details shall be provided on drawings designated as "Construction Details". Details to be shown shall include: typical roadway cross section; storm/sanitary sewer inlets and manholes (each type); storm sewer headwalls, storm sewer trench; storm sewer flared-end section; underdrain; curb; curb end treatment, depressed curb; sidewalk, handicap ramp, street signs; warning and regulatory signs; sump pump/underdrain to storm sewer connection; any "poured in place" concrete details and reinforcing schedules; all retaining wall details; sanitary sewer trench details, sanitary cleanout details; and other details deemed appropriate by the Township/Board Engineer.		
<input type="checkbox"/>	64. Landscaping plan shall show the site, all existing and proposed topography, existing onsite tree groupings and offsite tree groupings within 200 feet; typical planting details; landscaping notations and details containing minimum data required in the "Site Improvement Standards"; detailed locations of proposed plant materials; enlarged details for individual multi-family units, landscaped islands, and landscaped berms; and all intermittent and perennial streams, lakes and other water bodies. All trees and tree groups shown shall be classified as to general size and species.		
<input type="checkbox"/>	65. Location and details of all proposed outdoor lighting including site lighting stanchion locations including the 0.5 footcandle boundary limit in plan form, details showing type of light(s), height of light(s), style of light(s), typical footing detail; typical illumination pattern (to scale); color and wattage of lights; all lighting details may be included on the landscaping plan.		
<input type="checkbox"/>	66. Location and details of all proposed signage, including free-standing (show setbacks) and building mounted (façade) signage; details may be included on the landscaping plan.		
<input type="checkbox"/>	67. Plan shall provide location and details of all proposed Electric Vehicle charging stations or "Make-Ready" parking spaces.		
<input type="checkbox"/>	68. Architectural Floor Plans shall not conflict with the Site Plan.		
<input type="checkbox"/>	69. All on-site wetlands shall be field identified by a qualified expert in accordance with NJDEPE standards, and surveyed, and located on the plan by the applicant's New Jersey licensed land surveyor. A wetland report identifying all observations and findings of the wetlands expert shall accompany the major subdivision application. If the lands remaining are 50 acres or larger and not to be built upon, wetlands will only be required to be identified within 150 feet of the proposed lots or any other on-site or off tract improvements. The applicant shall certify in writing that no construction shall occur upon the remaining lands until all on-site wetlands are identified. Any buffer areas shall be shown on the plan.		

<input type="checkbox"/>	70. Plan shall provide cultural features, historic sites, and critical view sheds, as mapped by the Township.		
<input type="checkbox"/>	71. Plan shall show location and construction details for pedestrian and bicycle circulation systems (including width and materials) and site furnishings.		
<input type="checkbox"/>	72. Site Plan shall provide location(s) and details of any proposed fence.		
<input type="checkbox"/>	73. Site Plan shall show location(s) and detail of loading areas and any screening provided.		
<input type="checkbox"/>	74. Community Impact Statement/Study shall be prepared in accordance with the current Code Requirements.		
<input type="checkbox"/>	75. Environmental Impact Statement/Study shall be prepared in accordance with the current Code requirements.		
<input type="checkbox"/>	76. Traffic Impact Analysis/Study shall include, but not limited to, existing and background peak hour traffic volumes and distribution patterns; peak hour on-site generated traffic volumes and distribution patterns; existing and proposed traffic composition; analysis of adequacy of proposed on-site circulation patterns including adequacy of truck and automobile turning radii; analysis of need for number of loading bays; existing and proposed levels of service and volume/capacity ratios; adequacy of proposed sight distances; analysis of need for acceleration/deceleration lanes; analysis of need for roadway striping, signage of reflectorization; need for signalization and a summary recommendation and conclusions for the analysis. The study area shall include the site as proposed by this application; the site as proposed by a master development plan; the existing and proposed roadway frontages of the site, and the nearest intersection of public roadways as measured away from the site in opposite directions. The roadways approaching the site shall be generally reviewed for adequacy to support site generated traffic. The capacity of off-street parking shall be provided and compared to the parking demands for the proposed use(s) for the overall site. Traffic and pedestrian safety shall be addressed. This report shall be prepared by a N.J. Licensed Professional Engineer qualified to make the analysis as required.		
<input type="checkbox"/>	77. Plan shall provide a data table of existing, required and proposed parking spaces, Electric Vehicle charging stations and loading areas.		
<input type="checkbox"/>	78. Compliance with all Design Standards of the Land Use and Development Ordinance, or a waiver/variance requested on Waiver/Variance Request Form.		

IV. ARCHITECTURE & LANDSCAPING			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	79. Architectural Floor Plans and Elevations shall include title block, including Title, author of the drawing, drawing number and property reference. Sheets shall be scaled, numbered consecutively, folded, collated, bound, signed and sealed by a NJ licensed Architect with a common date of issue and revision date(s) with the Site Plan.		
<input type="checkbox"/>	80. Architectural drawings shall be clearly labeled and shall include: <ul style="list-style-type: none"> a. Drawing Title. b. North arrow on plans. c. Floor Plans of each floor level. d. Room labels on plans to clearly define each use e. Overall dimensions on plans. f. Elevations of each façade of each building noting all façade 		

	<p>material types, colors, grills, storefronts, roof screens, building mounted lighting, signage, and any other appurtenances</p> <p>g. All building heights and dimensions.</p> <p>h. Clear and detailed reference to screening of ground mounted and/or roof mounted equipment.</p> <p>i. Clear indication of the requested variances and waivers.</p>		
<input type="checkbox"/>	81. Site Plan shall show location and detail of trash enclosures and any screening provided.		
<input type="checkbox"/>	82. Site Plan shall provide clear reference or delineation of any sustainable design features.		
<input type="checkbox"/>	83. Site Plan shall provide location(s) of all proposed lighting, and/or all relocation of existing lighting and specifications of all lighting type(s) proposed for the project, including details and design for site lighting and building mounted lighting.		
<input type="checkbox"/>	84. Rendered Elevations shall show elevations of each façade and include any building mounted or façade signage and lighting.		
<input type="checkbox"/>	85. Sign Inventory Plan shall detail inventory and sign locations for all signage proposed on site and/or building mounted signage. Plans shall include proposed graphics, dimensions, colors, lighting and general construction and mounting details. Ground or free-standing signs must include dimensions, height and setbacks.		
<input type="checkbox"/>	86. Tree Save/Tree Clear Plan indicating the area to be cleared, including trees with a trunk diameter of eight (8") inches or greater, measured four and a half (4.5') feet above ground level. Plan should include species, size and general health conditions of any trees to be cleared. Area of disturbance shall be indicated.		
<input type="checkbox"/>	87. Aerial extent of forest and tree cover, which includes the outside perimeter of individual trees and with a depiction of trees to remain, be removed, or relocated.		
<input type="checkbox"/>	88. Plan shall show existing and proposed geography, screened.		
<input type="checkbox"/>	89. Surveyed location of all trees located within 25 feet of the limit of disturbance.		
<input type="checkbox"/>	90. Plan shall provide location of proposed landscaping, including trees, shrubs, groundcovers, vegetative plants with keys.		
<input type="checkbox"/>	<p>91. Plan shall contain a chart showing the following:</p> <p>a. Proposed plant names, both common and scientific.</p> <p>b. Proposed plant sizes in caliper, height, and/or width at the time of installation.</p> <p>c. Type of nursery stock, i.e., balled and burlapped or container and size of container.</p> <p>d. Proposed plant spacing and other comments.</p> <p>e. Planting notes, including a specification that the plants must conform to the American Standard for Nursery Stock, latest edition.</p> <p>f. Delineation showing which areas to be irrigated.</p> <p>g. Maintenance specifications (including irrigation).</p> <p>h. Planting details conforming to current cultural horticultural practices.</p>		
<input type="checkbox"/>	92. Outdoor pedestrian spaces with landscape architectural elements shall be labeled.		
<input type="checkbox"/>	93. Plantings, buffer areas, re-forestation areas shown to meet the Township Code (contributions may apply to waivers granted).		

V. PRIOR TO PUBLIC HEARING		Acknowledged by Preparer (initial)
<input type="checkbox"/>	94. The notice of publication and the notice of service on the affected owners must be accomplished at least ten (10) days prior to the hearing date scheduled by the Administrative Officer in accordance with the M.L.U.L and Township Ordinance. Proof of Service Package must be filed with the Administrative Officer before the application will be considered complete and the hearing can proceed.	
<input type="checkbox"/>	95. Witness/Exhibit List shall be provided five (5) days prior to hearing: Exhibit A-1: Complete Application Package (current version of all submission items). Exhibit A-2: Board's Professional's Review Memos. Exhibit A-3: Affidavit of Proof of Service Package. Exhibit A-4: (continue with any additional exhibits to be introduced, if any).	
<input type="checkbox"/>	96. Tax & Utility Assessment Certification Form, to be re-certified, if necessary.	
<input type="checkbox"/>	97. Escrow Account must be current prior to hearing.	

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

CERTIFICATION:

I have prepared this checklist and confirm that I have provided a response to all waivers being requested and listed all variance relief sought on the Waiver/Variance Form. 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): _____