

CRDA Application Checklist

Project: _____
Location: 2322 Siracusa Terrace
Applicant: Gazi Chowdury
Date: 3/2/16

§ 163-97. Application.

C. The application shall be in such form and shall contain such information and documentation as shall be prescribed from time to time by the Land Use Administrator, but shall in all instances, unless an order of the Planning Board entered pursuant to § 163-82C or 163-90B provides otherwise, contain at least the following information and documentation, which information and documentation, taken together, shall constitute a preliminary site plan/subdivision plat:

- ☒ (1) The applicant's name and address and his interest in the subject property.
- ☒ (2) The owner's name and address, if different than the applicant, and the owner's signed consent to the filing of the application.
- ☒ (3) The names and addresses of all professional consultants advising the applicant with respect to the proposed development.
- ☒ (4) The street address and legal description of the subject property.
- ☐ (5) The names and addresses of all owners of property located within two hundred (200) feet of the subject property as shown in the latest property tax records.
- ☒ (6) The zoning classification and present use of the subject property.
- ☐ (7) (Reserved)
- ☒ (8) Evidence that the applicant has sufficient control over the subject property to effectuate the proposed development, including a statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property and including an up-to-date certified abstract of title or commitment for title insurance.
- ☒ (9) A written statement generally describing the proposed development and the market which it is intended to serve; its relationship to the Master Plan, the capital improvements program and the Official Map; and how the proposed development is to be designed, arranged and operated in order to permit the development and use of neighboring property in accordance with the applicable regulations of this chapter. The statement shall include a description of the applicant's planning objectives, the approaches to be followed in achieving those objectives and the rationale governing the applicant's choices of objectives and approaches.

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- ☐ (10) A written statement addressing each of the standards set forth in §§ 163-127 through 163-133 of this Part 5 and stating specifically how the proposed development relates to or meets each such standard.
- ☐ (11) For any proposed development subject to special standards or conditions beyond those set forth in §§ 163-127 through 163-133 of this Part 5, a written statement addressing each such standard or condition and stating specifically how the proposed development relates to or meets each such standard.
- ☐ (12) A statement of the applicant's intent with respect to the ownership, sale and leasing of the various completed units, structures, spaces and areas within the proposed development.
- ☐ (13) If the development is proposed for construction in stages or units during a period extending beyond a single construction season, a schedule for the development of such stages or units, stating the approximate beginning and completion date for each such stage or unit; the proportion of the total public and private open space and the proportion of each type of proposed land use to be provided or constructed during each such stage; and the overall chronology of development to be followed from stage to stage.
- ☐ (14) If any stage or unit is proposed to contain a proportion of open space or other public or private recreation or service facilities less than its proportion of other proposed land uses, a statement of what bond, credit, escrow or other assurance is proposed to ensure the development or provision of such open space or other facility.
- ☐ (15) Evidence of the financing plan the applicant proposes to use to complete the proposed development. Evidence of the applicant's prior successful completion of projects of similar scope may, if found sufficient by the Planning Board, be accepted in satisfaction of this requirement.
- ☐ (16) Traffic, transit and pedestrian circulation studies indicating the relationship of the proposed development to existing and projected transit, vehicular and pedestrian traffic volumes and use in the immediate area, based upon both existing and proposed or planned traffic, transit and pedestrian systems and use and indicating any proposals of the applicant for upgrading those systems.
- ☐ (17) Studies indicating the adequacy of existing or proposed public improvements, public sites and rights-of-way and essential public or quasi-public facilities and services, such as transportation, police and fire protection, social and health services, education, recreation, sanitation and energy facilities and supplies, and indicating any proposals of the applicant for upgrading those improvements, sites, services and facilities. Such studies shall, when required by the Planning Board, include a full energy impact assessment prepared in accordance with the Board's regulations pertaining thereto.
- ☐ (18) (Reserved)

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- ☐ (19) An analysis of any dislocations of either residences or business establishments that will result from the proposed development, together with any proposals the applicant may have for ameliorating the impacts of its development upon those whom it will displace.
- ☐ (20) A summary of the public improvements, public sites and rights-of-way and public or quasi-public facilities, if any, which the applicant proposes to construct, contribute or dedicate to the public in light of the impact of its proposed development upon existing improvements and facilities and the general health, safety and welfare of the community.
- ☐ (21) A preliminary site plan or subdivision plat based on the latest Tax Map information and of a standard size not less than fifteen by twenty-one (15 x 21) inches as required by the Map Filing Act, drawn to a scale of not more than one hundred (100) feet to the inch, on one (1) or more sheets, illustrating the proposed development and use and including the following:
 - ☐ (a) Key map. The plan or plat shall include a key map showing the entire proposed development and the proposed street pattern, if any, within it and the relationship of the tract to the surrounding area, with the proposed development shown in place.
 - ☐ (b) Identification and Tax Map information. The plan or plat shall have clearly indicated on it the following information:
 - ☐ [1] The name and address of the applicant and, if different, the owner.
 - ☐ [2] The name of the proposed development.
 - ☐ [3] The date of preparation of the plan or plat.
 - ☐ [4] Scale, reference meridian and North point.
 - ☐ [5] The name and address of the person who prepared the plan or plat.
 - ☐ [6] The name, address and phone number of the person to be contacted concerning any questions on the proposed development.
 - ☐ [7] The area of the subject property in square feet and in acres to the nearest tenth of an acre.
 - ☐ [8] The Municipal Tax Map plat, block and lot numbers of the existing lots, if any, on or within two hundred (200) feet of the subject property and of proposed lots, if any, and the number of new lots or parcels, if any, to be created, tabulated by each separate use as proposed.
 - ☐ [9] Existing zoning classifications of the subject property and properties within two hundred (200) feet of the subject property and any proposed changes in such classifications.
 - ☐ [10] The location of existing and proposed property lines and existing and proposed building setback lines from streets or roads.
 - ☐ [11] Substantially accurate measurements of each lot or parcel showing front, side and rear lot dimensions.

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- ☐ (c) Survey. The plan or plat shall include a survey, certified by a registered land surveyor, showing the property boundary lines and dimensions, available utilities and easements, roadways, rail lines and public rights-of-way crossing and adjacent to the subject property.
- ☐ (d) Natural features. The plan or plat shall show any significant natural, topographical or physical features of the property. [Amended 6-15-1988 by Ord. No. 1-1988]
- ☐ (e) Circulation layout and planting strips. The plan or plat shall show:
 - ☐ [1] The location, dimensions and number of all existing and proposed vehicular and pedestrian circulation elements within or abutting the proposed development, including streets and roadways, driveways, entrances, curbs, curb radii, curb cuts, parking stalls, loading spaces and access aisles; site triangles at all intersections; and sidewalks, walkways and pathways. Slope and gradient of vehicular elements shall be shown. [Amended 6-15-1988 by Ord. No. 1-1988]
 - ☐ [2] Typical cross sections of all new streets and roads shall clearly indicate the type and width of pavement and the location of curbs, sidewalks, shade trees and noise abatement planting strips to be provided.
- ☐ (f) Contours. Existing contours, referenced to United States Geological Survey datum, shall be shown at two-foot intervals, except that in areas where the slope exceeds five percent (5%), contour intervals may be five (5) feet. Any proposed regrading shall be shown.
- ☐ (g) (Reserved)
- ☐ (h) Soil erosion. A soil erosion and sedimentation control plan, pursuant to the requirements of N.J.S.A. 4:24-39 et seq., and the standards for Soil Erosion and Sediment Control in New Jersey adopted by the Cape-Atlantic Soil Conservation District.
- ☐ (i) (Reserved)
- ☐ (j) Easements. The location and extent of existing and proposed drainage and conservation easements, stream encroachment lines and utility easements.
- ☐ (k) Existing water bodies. The plan or plat shall show location, extent and normal high, normal low and mean water level elevation of all existing or proposed water bodies on or within two hundred (200) feet of the subject property. Swamps or swampy areas, whether permanent or seasonal, marshes and wetlands are to be designated. [Amended 6-15-1988 by Ord. No. 1-1988]

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- ☐ (l) Storm drainage. The plan or plat shall also show or be accompanied by plans and computations for any storm drainage systems, including the following:
 - ☐ [1] Drainage patterns: existing and proposed over land drainage patterns.
 - ☐ [2] Storm sewer details: all existing or proposed storm sewer lines on or within two hundred (200) feet of the subject property, showing size of lines, direction of flow, slope and the location of each catch basin, inlet and manhole, if any.
 - ☐ [3] Dry wells and water control: the location and extent of any existing or proposed dry wells, groundwater recharge basins, retention or detention basins or other water control or conservation divides. Percolation test results for the area of any proposed dry well shall be submitted.
- ☐ (m) Sanitary facilities. The plan or plat shall show or be accompanied by plans showing existing and proposed sanitary sewerage facilities serving the proposed development, including the following:
 - ☐ [1] Sanitary sewer distributor: the location, size, direction of flow and slope of all existing and proposed sanitary sewer lines and pumping stations serving the proposed development and all existing and proposed connections to existing facilities.
 - ☐ [2] On-site treatment or holding facilities: the location, size, type and capacity of any proposed on-site sanitary sewage treatment or holding facilities.
 - ☐ [3] Percolation tests: if on-site sewage disposal is contemplated, results of percolation tests at suitable locations within the tract showing location, logs and elevations of all test holes.
- ☐ (n) Water supply. The plan or plat shall show existing and proposed connections to the public water system and existing and proposed water mains serving the proposed development and distribution lines on the subject property.
- ☐ (o) Public utilities. The plan or plat shall show all existing and proposed gas, electric and telephone lines, mains and related facilities serving the proposed development.
- ☐ (p) Proposed development. The plan or plat shall contain at least the following details with respect to the proposed development:
 - ☐ [1] The location, size, use and arrangement of proposed buildings and existing buildings which will remain, if any, including outside dimensions, height in stories and feet, floor area ratio, total floor area, total square feet and percent of ground area coverage and the number and size of dwelling units, rooming units and individual commercial, resort or industrial units.
 - ☐ [2] Minimum yard dimensions and, where relevant, relation of yard dimensions to the height of any building or structure.

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- ☐ [3] The location, size and arrangement of all outdoor signs, lighting and refuse storage areas. Lighting details shall include the type of standards, location, radius of light and intensity in footcandles.
- ☐ [4] The location and height of fences or screen plantings and the type or kind of building materials or plantings to be used for fencing or screening.
- ☐ [5] Preliminary sketches of proposed structures.
- ☐ [6] A preliminary landscaping plan.
- ☐ [7] A preliminary plan of the proposed treatment of the perimeter of the proposed development, including materials and techniques to be used.
- ☐ [8] The location and total area of all usable open space, designated as public or private.
- ☐ [9] The location, designation and total area of all land to be dedicated or reserved for public use.
- ☐ (q) Surrounding development. The plan or plat shall show the location, use, size and height, in stories and feet, of structures and other land uses on properties within two hundred (200) feet of the subject property and all access points to such uses.
- ☐ (r) Development summary. The plan or plat shall include a tabulation of the following information:
 - ☐ [1] The total number of dwelling units and rooming units proposed by type of structure and number of bedrooms.
 - ☐ [2] The total square feet of building floor area proposed for commercial uses, for resort uses and for industrial uses by general type of use.
 - ☐ [3] The proposed number of off-street parking and loading spaces for each proposed type of land use.
 - ☐ [4] The total land area, expressed in square feet and as a percent of the total development area, proposed to be devoted to residential uses, by type of structure; commercial uses; resort uses; industrial uses; public and private open space; streets; off-street parking and loading areas; pedestrian circulation elements and miscellaneous impervious areas.
 - ☐ [5] Copies of any easements, declarations or covenants that are to be recorded in connection with the approval of the preliminary plan or plat.
 - ☐ [6] A statement summarizing all changes which have been made in any document, plan, data or information previously submitted, together with revised copies of any such document, plan or data.
 - ☐ [7] Such other and further information or documentation as the Planning Board may deem necessary or appropriate to a full and proper consideration and disposition of the particular application.

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- ☐ (22) Energy impact statement. Such statement shall include the following:
 - ☐ (a) An analysis, with documentation, of the annual energy demand anticipated to be generated by the proposed development in terms of Btu's, the type and quantity of fuels and the energy systems which would meet this demand.
 - ☐ (b) Information on energy conservation measures which the proposed project would employ and other pertinent data as needed for the assessment of the energy conserving potential of the project.
 - ☐ (c) Identification of the constraints, if any, which would restrict the energy conservation potential of the development.
- ☐ (23) A certificate from the City Tax Collector certifying that no taxes or assessments are due or delinquent on the subject property. [Added 6-15-1988 by Ord. No. 1-1988]