

HARRISON TOWNSHIP -
LAND DEVELOPMENT REVIEW CHECKLIST - 2010

Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
1	Land Development Review Application	YES	YES	YES	YES	YES	YES	YES
2	Affidavit of Ownership of the applicant	YES	YES	YES	YES (if changed from preliminary)	YES	YES	YES (if changed from preliminary)
3	Variance Application or Waiver Request with statement in support of each waiver and summary of waivers and variances on coversheet of plans		YES	YES		YES	YES	
4	List of Applications made, or to be made, to other Review Agencies Necessary for Approval, if Applicable		YES	YES	YES	YES	YES	YES
5	Application Fee	YES	YES	YES	YES	YES	YES	YES
6	Escrow Fee for Engineering, Planning, & Legal;	YES	YES	YES	YES	YES	YES	YES
7	Escrow Responsibility Form, Signed and Notarized; Tax ID Number	YES	YES	YES		YES	YES	
8	Proof of Current Tax Payment	YES	YES	YES	YES	YES	YES	YES
9	Name, Address & Notarized Signatures of All Titled Owners & Applicants on the Township Application Form	YES	YES	YES	YES	YES	YES	YES
10	Name, Signature, License no., Seal, & Address of Engineer, Architect, Planner, Landscape Architect or Land Surveyor	YES	YES	YES	YES	YES	YES	YES
11	Title Block Denoting Type of Application, Tax Map Sheet, County, Municipality, Block & Lot, & Street Address	YES	YES	YES	YES	YES	YES	YES
12	Location of Site on Official Tax Map at a scale of 1" = 1,000'	YES	YES	YES	YES	YES	YES	YES
13	Site Location Indicated on Official Zoning Map including Zone designations for all abutting parcels at a scale of 1" = 1,000'	YES	YES	YES	YES	YES	YES	YES
14	Schedule of Required Zoning Regulations, & Project's Conformance	YES	YES	YES	YES	YES	YES	YES
15	Signature Block for Board Chair, Secretary, Board Engineer, Township Engineer and Municipal Clerk				YES			
16	Signature Block for Board Chair, Secretary, Board Engineer and Municipal Clerk		YES			YES		YES
17	Certified, Sealed Existing Conditions Survey with date of Field Survey (date of field survey must be less than one year from application date)		YES	YES	YES	YES	YES	YES

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18	Certification Blocks per the Map Filing Law				YES			
19	North Arrow Oriented between the Top and Right Side of the Sheet, Scale & Graphic Scale, Reference Meridian	YES	YES	YES	YES	YES	YES	YES
20	Subdivision Plat on One (1) of Four (4) Standard Sheet Sizes at a Scale no less than 1" = 100'		YES	YES	YES			
21	Monumentation per the Map Filing Law		YES		YES			
22	Plan Delineation with Metes & Bounds Description Showing Dimensions, Bearings, Curve Data, Length of Tangents, Radii, Arcs, for Rights-of-Way, Sight Triangles, Basin Lots, Easements, Restrictions,		YES		YES	YES		YES
23	Metes and Bounds Descriptions showing wetlands and wetland buffers		YES		YES	YES		YES
24	Development Suitability Map and Proposed Development Name			YES			YES	
25	Site Plan at a Scale no less than 1" = 50'	YES				YES	YES	YES
26	Acreage of Tract to Nearest Tenth Acre	YES	YES	YES	YES	YES	YES	YES
27	Dates of Original Drawings and all Revisions	YES	YES	YES	YES	YES	YES	YES
28	Size & Location of Existing or Proposed Structures & their Dimensioned Setbacks, Location of Structures within 200' of the property lines, and Building Setback Lines	YES (GENERAL)		YES	YES	YES	YES	YES
29	Size & Location of Existing or Proposed Structures & their Dimensioned Setbacks, Location of Structures within 50' of the property lines, and Building Setback Lines		YES					
30	All Proposed Lot Lines, Number of Lots & Area of Lots in Square Feet & Lot Coverage in Square Feet	YES	YES	YES	YES	YES	YES	YES
31	Plan Delineation of any Existing or Proposed Deed Restriction, Protective Covenant, Recorded Easements, Proscriptive Easements, and Rights-of-Way		YES	YES	YES	YES	YES	YES
32	Copy of the Text of any Existing Deed Restriction, Protective Covenant, Recorded Easements, Private Access or Use Agreements, and Rights-of-Way		YES	YES		YES	YES	

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33	Plan Delineation of any Proposed Development Phasing or a note on the Plan indicating "No Phasing Proposed"			YES	YES		YES	YES
34	Location & Dimensions of any Existing or Proposed Streets within 200' of the property lines	YES		YES	YES	YES	YES	YES
35	Location & Dimensions of any Existing or Proposed Streets within 50' of the property lines		YES					
36	Property Owners & Lot Lines within 200' in Correct Location to Subject Parcel shown on the Plans		YES	YES		YES	YES	
37	The Location & Extent of Water Courses or Bodies, Freshwater or Riparian Wetlands, Floodplains, or other Environmentally Sensitive Areas	YES	YES	YES	YES		YES	YES
38	Boundary, Limits, Predominant Genera, & Extent of Wooded Areas, the Specific Location of Trees in Construction Area of a size per ordinance shown on the plans			YES		YES	YES	
39	Location, Extent & Type of Soil Permeability, Seasonal High Water Table, & Limitations for Construction of Septic Systems if project proposes septic systems		YES	YES		YES	YES	
40	Soil Borings to Determine Soil Characteristics & Ground Water Levels			YES		YES	YES	
41	Grading Plan with Existing & Proposed 1 Foot Contour Intervals Based on U.S.G.S. Datum, Extending 200' Beyond Property Boundary, at a scale of no less than 1"=50'			YES	YES		YES	YES
42	Spot Evaluations at all Property Corners & Structures, Existing & Proposed First Floor Elevations (if buildings are to be demolished, then first floor not required)			YES	YES	YES	YES	YES
43	Existing & Proposed Drainage System, Including any Larger Parcel of which the Site is a Part, Depicted on Drainage Divide Map			YES	YES		YES	YES
44	Drainage Calculations Conforming to NJDEP Standards for Post-Construction Runoff			YES	YES	YES	YES	YES

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45	Existing & Proposed Utilities, Including Sanitary Sewer, Storm Water Management, Water, Electricity, Cable Television, Gas & Telephone, with Profiles, Details, & Connections			YES	YES	YES	YES	YES
46	Soil Erosion & Sediment Control Plan Conforming to SCD Criteria			YES	YES	YES	YES	YES
47	Road Construction Details, Including Cross-Sections, Profiles, Curbing, Sidewalks, Paving, whether on Site or Off			YES	YES		YES	YES
48	Circulation Plan for Vehicles, Pedestrians, & Bicyclists Including Access, Parking, Loading, & Relation to Surrounding Development	YES		YES	YES		YES	YES
49	Parking Plan Indicating Spaces, Size & Type, Aisle Width, Curb Cuts, Drives, & Driveways, with Dimensions	YES		YES	YES	YES	YES	YES
50	Fire Protection Information, Including Hydrants, Fire Zones, Dry Fire Lines if applicable, & Special Traffic Constraints			YES	YES		YES	YES
51	Traffic Control Signs, & Directional Signs			YES	YES	YES	YES	YES
52	Site Identification Signs				YES	YES		YES
53	Tax Assessor Assigned Block & Lot Numbers & Street Addresses per ordinance		YES		YES	YES		YES
54	Solid Waste Management Plan, Including Provisions for Recycling, Schedule of trash pick-up, per ord.			YES		YES	YES	
55	Lighting Plan with Location & Type of Exterior fixtures, Wattage, Isolux Footcandle Lines at Grade, Anchoring Method, & Details			YES	YES	YES	YES	YES
56	Landscape Plan with Existing & Proposed Location & Type of Plant Material Graphically Shown at 10 Years Growth, Including Grassed Areas & Mulch Bed Lines			YES	YES	YES	YES	YES
57	Plant Schedule with Plant Key, Quantity, Size, Common & Botanical Name, Spacing, Root Ball Specifications, Planting Notes and Details Conforming to American Nursery and Landscape Assoc.			YES	YES	YES	YES	YES
58	Sight Triangle Easements		YES	YES	YES	YES	YES	YES

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59	Preliminary Architectural Elevations Including Perspectives & Floor Plans, Type of Building Proposed, Including conformance to Community Architectural Design Ordinance					YES	YES	YES
60	Fiscal Impact Population Projection for School Age Children, Costs of Providing Local Government Services & Revenues to be Generated from Development to be provided in hard copy and electronic PDF file			YES			YES	
61	Environmental Impact Worksheet to be provided in hard copy and electronic PDF file			YES			YES	
62	Traffic Impact Report Including Traffic Generation & Assignment, Analysis of Impact & Mitigation Measures to be provided in hard copy and electronic PDF file			YES			YES	
63	Certification by Township Sewer Engineer that Adequate Sewerage Capacity is Available for Project		YES	YES		YES	YES	
64	Storm Water Outfall and three property corners shown in NJ State Plane Coordinates			YES	YES		YES	YES
65	Net Soil Fill Quantity shown on Plans (Import or Export)			YES	YES	YES	YES	YES
66	Deeds to convey ROW's, site triangles, basin lot, open space lot, easements, restrictions, wetlands, wetland buffers and legal descriptions defined in metes and bounds				YES	YES		YES
67	Approval of Municipal Agencies including, but not limited to: Fire Commissioners; Sewer Authority; Historic Preservation Commission if the site is in the Historic District; as applicable		YES		YES	YES		YES
68	Approval from County Tax Assessor and County 9-1-1 Coordinator for Street Names and 9-1-1 Addresses		YES		YES			YES
69	Cover Sheet, Existing Conditions Plan, Proposed Conditions Plan, Architectural Elevations if applicable - 4 hard copies plus PDF files provided on disc			YES	YES	YES	YES	YES