

Township of Independence  
**Land Use Board**  
**Land Development Checklist**

PROJECT TITLE \_\_\_\_\_ ZONE \_\_\_\_\_  
 DATE RECEIVED \_\_\_\_\_ APPLICANT \_\_\_\_\_  
 APPLICATION # \_\_\_\_\_ BLOCK(S) / LOT(S) \_\_\_\_\_

SUBMISSION REQUIREMENTS							ITEM DESCRIPTION	STATUS		
ITEM	SUBDIVISION			SITE PLAN				APPLICANT		LAND USE BOARD
#	PRELIMINARY	FINAL	MINOR	PRELIMINARY	FINAL	MINOR				
1	X	X	X	X	X	X	Completed Original and 11 copies of the Application Form.	COMPLIES	N.A.	EXCEPTION
2	X	X	X	X	X	X	Payment of application fee and escrow deposit as per 255-17.	COMPLIES	N.A.	EXCEPTION
3	X	X	X	X	X	X	12 copies of completed Checklist for Development Applications with attached description for each waiver request.	COMPLIES	N.A.	EXCEPTION
4	X	X	X	X	X	X	Certification from the Tax Collector that all property tax and assessments are paid to date.	COMPLIES	N.A.	EXCEPTION
5	X	X	X	X	X	X	In a case of a developer which is a corporation or partnership, a list of owners names and addresses pursuant to N.J.S.A. 40:55D-48.1	COMPLIES	N.A.	EXCEPTION
6	X	X	X	X	X	X	12 copies of site and /or subdivision plans prepared by a New Jersey license professional as required by N.J.A.C. 13:40-7.1 through 13:40-7.5.	COMPLIES	N.A.	EXCEPTION
7	X	X	X	X	X	X	Applicant to submit one copy of application package directly to the Board Engineer, Planner and Attorney. Provide a copy of the transmittal letters to the Board.	COMPLIES	N.A.	EXCEPTION
8	X	X	X	X	X	X	Copy of Applicant's application form to the Warren County Planning Board.	COMPLIES	N.A.	EXCEPTION
9	X	X	X	X	X	X	Affidavit of the owner and other parties with an interest in the subject property that the application is filed with their knowledge and consent.	COMPLIES	N.A.	EXCEPTION

## Independence Twp. - Land Use Board Development Checklist (continued)

SUBMISSION REQUIREMENTS							ITEM DESCRIPTION	STATUS		
ITEM	SUBDIVISION			SITE PLAN				APPLICANT		LAND USE BOARD
#	PRELIMINARY	FINAL	MINOR	PRELIMINARY	FINAL	MINOR				
10	X	X	X	X	X	X	Provide the name and address of owner and applicant on the plan.		COMPLIES	
									N.A.	
									EXCEPTION	
11				X	X	X	Survey data shown on a site plan shall be certified by a Land Surveyor or, if the survey information is transferred to a site plan from a Survey, the source of the survey data shall be referenced on the site plan and a signed and sealed copy of the survey shall be submitted.		COMPLIES	
									N.A.	
									EXCEPTION	
12	X	X	X	X	X	X	Title block denoting the name of the development, type of application, tax map sheet, block and lot, municipal name, county name, date of preparation, name address and seal of the profession who prepared the plan, and revision block with date(s) of revision(s) on each sheet.		COMPLIES	
									N.A.	
									EXCEPTION	
13	X	X	X	X	X	X	Major Subdivision plat at a drawing scale not to exceed 1"=100'. Subdivision improvement plans and site plans at a drawing scale not to exceed 1"=50'. Minor Subdivision plan at a drawing scale not to exceed 1"=50' except where large tracts would require a sheet size larger than 24"x36", a scale smaller than 1"=100' may be used to show the entire tract and the portion being subdivided shall be shown at a scale not less than 1"=100'.		COMPLIES	
									N.A.	
									EXCEPTION	
14	X	X	X	X	X	X	Boundary lines of entire tract, proposed lot lines and lot lines to be eliminated by proposed development clearly indicated and annotated with metes and bounds. Provide setback distances from existing and proposed structures to the proposed lot lines.		COMPLIES	
									N.A.	
									EXCEPTION	
15	X	X	X	X	X	X	Required front, rear and side yard setback lines for each lot.		COMPLIES	
									N.A.	
									EXCEPTION	

## Independence Twp. - Land Use Board Development Checklist (continued)

SUBMISSION REQUIREMENTS							ITEM DESCRIPTION	STATUS		
ITEM	SUBDIVISION			SITE PLAN				APPLICANT		LAND USE BOARD
#	PRELIMINARY	FINAL	MINOR	PRELIMINARY	FINAL	MINOR				
16	X	X	X	X	X	X	Graphic and written scale and north arrow with referenced meridian.		COMPLIES	
									N.A.	
									EXCEPTION	
17	X	X	X	X	X	X	Application plans and reports clearly and legibly drawn, signed and sealed.		COMPLIES	
									N.A.	
									EXCEPTION	
18	X	X	X	X	X	X	Signature block for chairperson, secretary, municipal clerk (if posting of a bond is required for monuments or municipal improvements), and municipal engineer.		COMPLIES	
									N.A.	
									EXCEPTION	
19		X	X				Certification blocks and monumentation locations as required by the Map Filing Law.		COMPLIES	
									N.A.	
									EXCEPTION	
20		X	X				Proposed block and lot number(s) approved by the Township Tax Assessors		COMPLIES	
									N.A.	
									EXCEPTION	
21		X					Proposed street names approved by the Township Committee.		COMPLIES	
									N.A.	
									EXCEPTION	
22	X	X	X	X	X	X	Key location map showing the site and it's relationship to the surrounding area, including streets and zone boundaries with a minimum of one-fourth (1/4) mile at a drawing scale not to exceed 1"=800'. Distance from the boundary may be reduced to 500 feet for Minor applications		COMPLIES	
									N.A.	
									EXCEPTION	
23	X	X	X	X	X		Property owners and lines of all parcels within 200 feet identified on the current tax map. (Provide names, addresses, blocks, and lots)		COMPLIES	
									N.A.	
									EXCEPTION	
24	X	X	X	X	X	X	A schedule of zoning data including requirements per ordinance, existing conditions and proposed conditions with all existing and proposed variances clearly indicated.		COMPLIES	
									N.A.	
									EXCEPTION	

Independence Twp. - Land Use Board Development Checklist (continued)

SUBMISSION REQUIREMENTS							ITEM DESCRIPTION	STATUS		
ITEM	SUBDIVISION			SITE PLAN				APPLICANT		LAND USE BOARD
#	PRELIMINARY	FINAL	MINOR	PRELIMINARY	FINAL	MINOR				
25	X	X	X	X	X	X	Acreage of tract and acreage of the lots to be created to the nearest 1/100th of an acre.		COMPLIES	
									N.A.	
									EXCEPTION	
26				X	X	X	Location, size and nature of the entire lot or lots in question and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest even though only a portion of the entire property is involved in the development application		COMPLIES	
									N.A.	
									EXCEPTION	
27	X	X	X	X	X	X	Existing and proposed easements including the noted purpose and identify any existing deed restrictions.		COMPLIES	
									N.A.	
									EXCEPTION	
28	X	X	X	X	X	X	Existing and proposed streets or roads within or adjoining the proposed development with the right-of-way widths, area and dimensions of proposed dedications, and names clearly indicated.		COMPLIES	
									N.A.	
									EXCEPTION	
29	X	X	X	X	X	X	Easements of land reserved or dedicated for public or community use including a description of the proposed use.		COMPLIES	
									N.A.	
									EXCEPTION	
30		X	X		X	X	Deeds of proposed dedication for rights-of-way, easements and restrictions.		COMPLIES	
									N.A.	
									EXCEPTION	
31	X			X	X		Topographic features onsite and within 200 feet of the property boundary. Clearly identify natural and manmade features that will be disturbed or removed.		COMPLIES	
									N.A.	
									EXCEPTION	
32		X	X		X	X	Identify historic or architecturally significant structures onsite and within 500 feet of the subject property.		COMPLIES	
									N.A.	
									EXCEPTION	

Independence Twp. - Land Use Board Development Checklist (continued)

SUBMISSION REQUIREMENTS							ITEM DESCRIPTION	STATUS		
ITEM	SUBDIVISION			SITE PLAN				APPLICANT		LAND USE BOARD
#	PRELIMINARY	FINAL	MINOR	PRELIMINARY	FINAL	MINOR				
33	X			X	X		Location of individual specimen trees of ten (10) inches or greater in diameter measured four (4) feet above grade that are located within the proposed limits of disturbance and identify trees that are to be removed. When trees are in mass, only the limit need be shown.		COMPLIES	
									N.A.	
									EXCEPTION	
34	X	X					Plan and profile drawings of proposed streets and for existing streets where improvements are proposed or are necessary. Drawings scale to be 1"=50' horizontal and 1"=5' vertical. As-built drawings for Final Major Subdivision applications.		COMPLIES	
									N.A.	
									EXCEPTION	
35	X	X					Cross section drawings of proposed streets and for existing streets where improvements are proposed or are necessary. Drawings scale to be 1"=5' horizontal and 1"=5' vertical. As-built drawings for Final Major Subdivision applications.		COMPLIES	
									N.A.	
									EXCEPTION	
36	X	X		X	X		Contours at 2' intervals and are referenced to the New Jersey Geodetic Control Survey datum. Where existing slope exceed 20%, contour intervals may be increased to 5'. Provide a benchmark location and description.		COMPLIES	
									N.A.	
									EXCEPTION	
37			X			X	Contours as shown on the United States Geological Survey topographic maps.		COMPLIES	
									N.A.	
									EXCEPTION	
38				X	X		Indication of the maximum available site distances at a point 10' from the edge of the travelled way at the proposed site access point.		COMPLIES	
									N.A.	
									EXCEPTION	
39	X		X				Tentative location of development on existing and proposed lots including structures, driveways, septic disposal areas, grading and limits of disturbance.		COMPLIES	
									N.A.	
									EXCEPTION	

## Independence Twp. - Land Use Board Development Checklist (continued)

SUBMISSION REQUIREMENTS							ITEM DESCRIPTION	STATUS		
ITEM	SUBDIVISION			SITE PLAN				APPLICANT		LAND USE BOARD
#	PRELIMINARY	FINAL	MINOR	PRELIMINARY	FINAL	MINOR				
40	X		X	X	X		All streams, water course and drainage rights of way within 500 feet and indicate the stream classification in accordance with N.J.A.C. 7:9B.		COMPLIES	
									N.A.	
									EXCEPTION	
41	X			X	X		Location, size, direction of flow and the drainage area of all on-tract streams, brooks, drainage structures and drainage ditches.		COMPLIES	
									N.A.	
									EXCEPTION	
42	X	X	X	X	X	X	12 copies of plans, profiles, drainage area maps and calculations for proposed storm drainage systems in accordance with the Stormwater Management Ordinance of Independence Twp. As-built drawings for Final Major Subdivision applications.		COMPLIES	
									N.A.	
									EXCEPTION	
43	X	X		X	X		Plans, profiles, and calculations for existing and proposed sanitary sewage facilities serving the development including sewer lines, pumping stations and connections to existing facilities. As-built drawings for Final Major Subdivision applications.		COMPLIES	
									N.A.	
									EXCEPTION	
44						X	Area reserved for sewage disposal.		COMPLIES	
									N.A.	
									EXCEPTION	
45	X	X		X	X		Plans shown size and location of all development water mains and connection to existing facilities. As-built drawings for Final Major Subdivision applications.		COMPLIES	
									N.A.	
									EXCEPTION	
46	X			X	X		Preliminary location of proposed electric, telephone, cable and other utilities.		COMPLIES	
									N.A.	
									EXCEPTION	
47				X	X	X	Location of all existing and proposed signs with, size and dimensions, and the location of utility poles.		COMPLIES	
									N.A.	
									EXCEPTION	

Independence Twp. - Land Use Board Development Checklist (continued)

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#	PRELIMINARY	FINAL	MINOR	PRELIMINARY	FINAL	MINOR				
48				X	X	X	Location of all existing and proposed principal structures and accessory structures, with floor areas of structures, finished floor elevations, and finished grade elevations at all corners. Finished grade elevations need not be shown for Minor Site Plans.		COMPLIES	
									N.A.	
									EXCEPTION	
49				X	X	X	Location and dimensions of all existing and proposed sidewalks, driveways, fences, retaining walls, parking space areas and the layout thereof, and all off-street loading areas on-site and within 100'. Off-tract data not required for Minor Site Plan.		COMPLIES	
									N.A.	
									EXCEPTION	
50					X	X	The location of any other feature directly on the property and beyond the property, if such feature has an effect on the use of said property.		COMPLIES	
									N.A.	
									EXCEPTION	
51					X	X	The location, size and type of all proposed offsite improvements.		COMPLIES	
									N.A.	
									EXCEPTION	
52					X		Location and design of all fire prevention (safety) measures, including emergency lanes, hydrants, sprinkler and siamese connections and fire zones.		COMPLIES	
									N.A.	
									EXCEPTION	
53				X		X	The present and proposed number of units and number of tenants, employees or occupants of each unit and a summary to the total number of each expected to be on the site each day.		COMPLIES	
									N.A.	
									EXCEPTION	
54				X			Estimated average number of automobiles and number and size or type of trucks or buses entering and leaving the site each day and during the peak hour, with an analysis of the ability of the existing road system to accept the additional traffic volumes.		COMPLIES	
									N.A.	
									EXCEPTION	

Independence Twp. - Land Use Board Development Checklist (continued)

SUBMISSION REQUIREMENTS							ITEM DESCRIPTION	STATUS		
ITEM	SUBDIVISION			SITE PLAN				APPLICANT		LAND USE BOARD
#	PRELIMINARY	FINAL	MINOR	PRELIMINARY	FINAL	MINOR				
55				X	X	X	All points of vehicular ingress and egress for the development, indicating the size of the driveways, sight triangles and maximum available site distances at a point 10' from the edge of the travelled way.		COMPLIES	
									N.A.	
									EXCEPTION	
56				X	X		Proposed stages or development sections and the approximate schedule for implementing such stages or sections.		COMPLIES	
									N.A.	
									EXCEPTION	
57	X			X	X	X	Landscaping and planting plan prepared by an engineer, architect or certified landscape architect, showing location of all existing plantings to be retained and all plantings to be established, and containing a planting schedule. Planting schedule keyed to the plantings shown, calling out the type (common name and botanical name), size (height, spread and trunk diameter) at the time of planting and at maturity and quantity of all plantings shown on the plan.		COMPLIES	
									N.A.	
									EXCEPTION	
58	X			X	X	X	All existing and proposed lighting standards, including isolux patterns, and indicating the size, type of construction and location.		COMPLIES	
									N.A.	
									EXCEPTION	
59	X	X		X	X	X	Soil Erosion and Sediment Control Plan, Details and Calculations		COMPLIES	
									N.A.	
									EXCEPTION	
60	X	X	X	X	X	X	Construction detail of all proposed project improvements, conforming to Township Standards		COMPLIES	
									N.A.	
									EXCEPTION	
61				X	X	X	Provisions for refuse and gargage disposal.		COMPLIES	
									N.A.	
									EXCEPTION	
62				X	X		All points of pedestrian ingress and egress.		COMPLIES	
									N.A.	
									EXCEPTION	



Independence Twp. - Land Use Board Development Checklist (continued)

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ITEM	SUBDIVISION			SITE PLAN				APPLICANT		LAND USE BOARD
#	PRELIMINARY	FINAL	MINOR	PRELIMINARY	FINAL	MINOR				
63		X			X		All improvements required by the Land Development ordinances.		COMPLIES	
									N.A.	
									EXCEPTION	
64	X						A certification of conformance as required by ordinance section 255-49.B(2)(r)		COMPLIES	
									N.A.	
									EXCEPTION	
65	X			X	X		Environmental Impact Statement as required by Chapter 255, Article VI of the Township Code.		COMPLIES	
									N.A.	
									EXCEPTION	
66	X		X	X		X	Delineation and analysis of critical areas for the entire tract and for each lot to be subdivided as required by ordinance 255-87.		COMPLIES	
									N.A.	
									EXCEPTION	
67	X			X			Letters from each utility that their facilities are adequate to serve the site development.		COMPLIES	
									N.A.	
									EXCEPTION	
68		X					Letters to the Board from various utility companies and agencies in accordance with ordinance section 255-49.C(1)(d).		COMPLIES	
									N.A.	
									EXCEPTION	
69	X		X	X	X		Location and results of all soil suitability testing including soil log data shown on the plans.		COMPLIES	
									N.A.	
									EXCEPTION	
70		X	X		X		Copy and / or delineation of any existing or proposed deed restrictions or covenants including any organizations for the ownership and / or maintenance responsibilities of open space or stormwater management facilities as required by the Municipal Land Use Law.		COMPLIES	
									N.A.	
									EXCEPTION	
71				X	X		12 sets of preliminary / final architectural floor plans for each floor of the buildings or structures and elevations from all principal exposures of all buildings or structures on the site with the name, address and registration number of the licensed architect preparing to the plan.		COMPLIES	
									N.A.	
									EXCEPTION	

Independence Twp. - Land Use Board Development Checklist (continued)

SUBMISSION REQUIREMENTS							ITEM DESCRIPTION	STATUS		
ITEM	SUBDIVISION			SITE PLAN				APPLICANT		LAND USE BOARD
#	PRELIMINARY	FINAL	MINOR	PRELIMINARY	FINAL	MINOR				
72	X		X	X		X	Copy of transmittal letter to the Township Volunteer Fire Company furnishing plans and requesting review and comment from the Company.	COMPLIES		
								N.A.		
								EXCEPTION		
73		X			X	X	Engineer's estimate of construction items, quantities and cost for the establishment of performance and maintenance guarantees.	COMPLIES		
								N.A.		
								EXCEPTION		
74		X					Certification by the Engineer and Surveyor of report as to the accuracy of the details of the plat.	COMPLIES		
								N.A.		
								EXCEPTION		
75		X					Certification by the Surveyor as to the accuracy of all as-built information on the plans and cross sections.	COMPLIES		
								N.A.		
								EXCEPTION		
76		X					A note that improvements have been accomplished or guaranteed.	COMPLIES		
								N.A.		
								EXCEPTION		
77		X					Plat certification that required approvals from other governmental agencies have been obtained.	COMPLIES		
								N.A.		
								EXCEPTION		