City of Salem Land Use Application Checklist
Shaded Areas are NOT required for submission
(Checklist to be used in conjunction with Land Use Section of the Salem City Code)

Name of Applicant:_____ Application #: _____

		Site Plan			Subdivision			Variance Plan	Site Plan Waiver	Official Verification
		Minor	Preliminary Major	Final Major	Minor	Preliminary Major	Final Major			
1 S	Completed Application form and checklist (10 copies)									
2 S	Ten (10) sets of plans and exhibits folded with title block showing (Sets of 24”x 36”or 30”x 42”).									
3 S	Application Fees Paid									
4 A	Affidavit of Ownership; if the applicant is not the owner, applicant’s interest in the land, e.g., tenant, contract purchaser, lien holder, etc., and a copy of the document creating that interest									
5 A	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least ten (10%) of its stocks any class as required by N.J.S.A. 40:55d-48.1									
6 A	The names and addresses of witnesses and their expertise, if any.									
7 E	Copies of applications to and approvals from all outside agencies with jurisdiction over the proposal (Salem county, NJDEP, NJDOT, Soil Conservation District, etc.)									

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8 E	The plat/plan shall be prepared under the supervision of and be signed and sealed by a licensed New Jersey land surveyor, professional planner, professional engineer or registered architect in accordance with the provisions of N.J.A.C.13:40-7.1, et seq.									
9 E	The map/plan must include: • Name and address of the owner and applicant. • Name and address of the person preparing the plan with license # and seal. • Signature block for Chairman, Secretary and Engineer of the Planning Board. • Date of the original plan and revision dates. • Legend/Title block including title, block and lot, zone district, address, municipality and county.									
10 E	Source and date of current property survey prepared and sealed by a registered NJ Land Surveyor.									

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11 E	The plat or plan shall be based upon an accurate survey, with the corners of each lot to be subdivided (including lots to be retained) marked in the field with survey pins. Certification and monumentation required by Map Filing Law. The foregoing survey requirement shall not apply, however to one (1) lot to be retained by the owner-subdivider if the information as shown on the City Tax Map clearly demonstrates that its area and each of its dimensions exceed by ten percent (10%) or more than the minimum required by the Land Development Ordinance of Salem City.									
12 E	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all center lines and right-of-ways, utility easements and centerline curves on streets, as well as a legal description of the proposed property along with any covenants and deed restrictions.									

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13 S	Certification from the Tax Collector that all taxes are paid to date.									
14 E	Plans shall be prepared at a minimum scaled of: (1) inch equals fifty (50) feet for a tract up to 40 acres in size; (1) inch equals 100 feet for a tract between 40 and 150 acres; and (1) inch equals 200 feet for a tract of 150 acres or more									
15 E	North designation by arrow on each sheet.									
16 E	Date reference meridian and graphic scale.									
17 E	A key map, at an appropriate scale, with a north arrow showing the location of the site and its relationship to surrounding areas, existing street locations, municipal and zone boundaries. (1" = 2000' or larger)									
18 S	The Tax map sheet, block and lot numbers as per the Assessor's records.									
19 S	The names of all property owners within 200 feet.									

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20 E	A statement as to any application requirements for which a waiver is sought, together with a statement of reasons why waivers should be granted									
21 E	A list of all other requirements or standards of the City Land Development Ordinance that are not met by the application and for which a waiver or variance is sought, together with a statement of reasons why waivers should be granted.									
22 E	An environmental impact statement and environmental impact worksheet is required if more than one (1) acre is disturbed as per Article 110-53-C of this chapter.									
23 E	Traffic Impact Study prepared, signed and sealed by a licensed professional engineer in New Jersey.									
24 A	Statement of compliance with affordable housing requirements as applicable.									
25 E	The names and widths of all abutting streets, including the right-of-way cartway.									

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26 E	A schedule of mandated and provided zoning district requirements, including lot area, lot width, lot depth, yard setbacks, building coverage, lot coverage, open space area, density and parking.									
27 E	Photograph of the site taken from the opposite side the street. And for a variance, any other vantage that would be instructive.									
28 E	All proposed lot lines, lot lines to be eliminated, area of proposed and existing lots in square feet and setback lines.									
29 E	The location, design and dimensions of each new and existing structure and woods area.									
30 E	Location of existing wells and septic systems if applicable.									
31 E	The existing and proposed use of all buildings and structures									
32 E	The required setback distance from all property lines.									

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33 E	The location, dimensions and arrangement of proposed streets, vehicular, access ways and driveways, curb openings, turn radii, off-street parking areas, methods of separating land traffic and parking traffic within off-street parking areas, and the location, dimensions and arrangement of loading and unloading areas.									
34 E	Calculation of required number of parking spaces and total number of parking spaces provided.									
35 E	Existing or proposed rights-of-way and easements with dimensions; all land to be dedicated to the municipality or reserved for specific uses.									
36 E	The location of all existing trees or tree masses; including specific locations of all specimen trees having a diameter in excess of twenty-four (24) inches.									
37 E	The location, design and dimensions of open areas, buffer areas, pedestrian walkways and any recreation areas and facilities proposed by the developer.									

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38 E	Any structures of historic significance on or within two hundred (200) feet of the tract, and a statement of the impact of the development on the historic structure.									
39 S	Identification of all abutting land that is currently assessed as qualified farmland.									
40 E	A landscaping and buffering plan showing what vegetation will remain and what will be planted (common and botanical name), indicating names of plants and trees and dimensions, approximate time of planting, method of planting, and corner sight distance triangles. See Code 110 - 53									
41 E	Existing contours with intervals two feet where slopes are less than 15% and five fee when 15% or more referred to a known datum (NAVD 88) and indicated by a dashed line. Where any changes in contours are proposed, finished grades shall be shown as a solid line.									

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42 E	A grading plan showing existing and proposed spot elevations, based upon the datum, at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations sufficient to assure that the project will not have an adverse affect on the existing drainage pattern.									
43 E	Soil Erosion and Sediment Control Plan consistent with the requirements of the soil conservation district.									
44 E	The location, size and direction of flow of all streams, brooks, ditches, lakes and ponds. The boundaries of the floodplains of all water courses shall also be submitted. See Code 110- 53									
45 E	Location of all storm water inlets within 100 feet of the property line.									
46 E	Cross sections and center-line profiles of all existing or proposed streets or water courses.									
47 E	Space Reserved for Future Use									

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48 E	If on-site sewerage disposal is required, the results and location of all permeability tests and test borings.									
49 E	Floor plan and front elevation of all proposed principal buildings and contemplated accessory buildings and structures, and any elevations in public view.									
50 E	The size, type and location of all proposed signs.									
51 E	Lighting plan showing the location, height, light distribution, design and distance from intersections of proposed lighting for freestanding, buildings, signs and ground.									
52 E	Location, size and materials of containers and enclosures for solid waste and recycling, and a detail of same.									
53 E	A written commitment from the New Jersey American Water Company of sufficient capacity to provide service for the project when completed.									

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54 E	If lots proposed for subdivision or development have frontage on or require access to a State Highway, submit copies of any permits issued by NJDOT pursuant to NJAC 16:47-1.									
55 E	A letter of interpretation from the New Jersey Department of Environmental Protection either verifying the locations of the freshwater wetlands boundary and transition areas on the subject property, or determining and certifying that the proposal is exempt from the provisions of the Fresh Water Wetlands Protection Act, or confirming the absence of freshwater wetlands or freshwater wetlands transition areas on the subject property. *The requirement may be waived if the site is clearly uplands and the applicant submits a signed statement by a New Jersey licensed engineer or land surveyor that:* *(a) He has personally visited the subject property and conducted a site investigation as necessary to determine that there are no* *(b) freshwater wetlands or transition*									

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	areas on the subject property. *(c) He has examined the subject property on a national wetlands inventory map.* *(d) He has reviewed the soils on the subject property as set forth in the Salem County Soil Survey Map as issued by the United States Department of Agriculture.* (e) *He has certified that there are no freshwater wetlands or freshwater wetland transition areas on the subject property.*									
56 E	Storm water and Drainage: Demonstrate consistency with section 110-23 regarding stormwater management and control, including plans and profiles. Plans and design data for storm drainage facilities, including pre- and post-developed drainage sheds.									
57 E	Utilities. Preliminary plans and profiles of water and sewer at a proposed scale of not more than one (1) inch equals fifty (50) feet horizontally and one (1) inch equals five (5) feet vertically showing connections to existing and proposed utility systems.									

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58 E	Recreation Facilities Plan and details where applicable in accordance with section 110-61.									
59 E	Size, type, copy and location of all proposed signs.							(if applicable)		
60 E	Location of Soil Borings and indication of whether topsoil will be transported to the site and/or removed and transported outside the municipal boundary.									
61 E	Barrier free sub code requirements if applicable.									
62 E	Proposed Street Names when new streets are proposed.									
63 E	Traffic control and directional signage plan (elevation, size, color, etc.)									
64 E	Construction details required by RSIS (NJAC 5:21), including cross section details of all drainage systems and details for roads, sidewalks and details for roads, sidewalks, stormwater management systems, water supply and sewer systems.									
65 E	Road and paving cross sections at fifty foot intervals and profiles.									

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66 E	Method by which common or public open space or commonly held building or structure is to be owned and maintained.									
67 E	Letter containing a list of all items to be installed or completed and to be covered by a performance guarantee, with quantities and cost of each items and the total cost of all items.									
68 E	Archeological Study									