

SECTION XI DEVELOPMENT APPLICATION REVIEW PROCEDURE
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1-94 Application of Requirements

- A. All applications for variance relief to the Planning Board not involving any related site plan, sub-division or conditional use approval shall be filed at least three (3) weeks prior to the meeting of the Board at which the discussion is desired. The filing shall include fifteen (15) copies of any maps and related material; fifteen (15) copies of the completed application form and checklist; and the fee in accordance with the fee Ordinance of West Wildwood Borough. The Board shall act upon the application as stipulated by law. The Board shall act upon the application as stipulated by law.
- B. Informal Review by the Planning Board
 - 1. A concept plan of a proposed sub-division or site plan is not required but is encouraged for development proposals involving complex planning, engineering, and historic details. A prospective applicant desiring to submit a concept plan shall so notify the Administrative Officer.
 - 2. A concept plan submission shall include sufficient detail to apprise the Planning Board of the nature of the proposed development. The filing of a concept plan shall include fifteen (15) copies of any maps and related materials, fifteen (15) copies of the completed application for the check list, and the fee in accordance with the fee Ordinance of West Wildwood Borough.
 - 3. At the request of an applicant, the Planning Board shall grant one (1) informal review of a concept plan for a development for which the developer intends to prepare and submit an application for development.
 - 4. The applicant shall be required to submit fees for such an informal review. No professional review(s) will be undertaken unless the developer agrees to pay for said review(s).
 - 5. The applicant shall not be bound by any concept plan for which review is requested, and the Planning Board shall not be bound by any such review.
 - 6. An applicant desiring to have a concept plan informally reviewed by the Planning Board shall so notify the Planning Board Secretary at least twenty-five (25) days prior to the first regularly scheduled monthly meeting of the Planning Board. The Planning Board Secretary shall thereafter notify the developer of the time and place which has been scheduled by the Planning Board for the informal review.

1-95 Exception of Specific Subdivision and Site Plan Requirements

- A. The Planning Board, when acting upon applications for preliminary or minor subdivision approval, shall have the power to grant such exceptions from the requirements for

subdivision approval as may be reasonable and within the general purpose and intent of the provisions for subdivision review and approval of this Ordinance if the literal enforcement of one or more provisions of the Ordinance is impracticable or will exact undue hardship because of peculiar conditions pertaining to the land in question.

- B. The Planning Board, when acting upon applications for preliminary or minor site plan approval, shall have the power to grant such exceptions from the requirements for site plan approval as may be reasonable and within the general purpose and intent of the provisions for subdivision review and approval of this Ordinance if the literal enforcement of one or more provisions of the Ordinance is impracticable or will exact undue hardship because of peculiar conditions pertaining to the land in question.

1-96 Submission of Minor Subdivision Plats and Minor Site Plans

- A. The applicant shall submit to the Borough Clerk at least twenty-five (25) days prior to the regularly scheduled monthly meeting of the Planning Board a fee in accordance with the Borough's fee Ordinance and fifteen (15) copies each of the application and the minor subdivision plat for a determination by the Planning Board Secretary that the application is complete. The applicant shall submit to the Planning Board Secretary at least twenty-five (25) days prior to the regularly scheduled monthly meeting of the Planning Board a fee in accordance with the Borough's fee Ordinance and fifteen (15) copies each of the application and the minor site plan for a determination by the Planning Board that the application is complete. The application must be submitted within the above time frame and must be in minimum complete form in order to be scheduled for Board action. The applicant should note that applications filed following this specified deadline will not be scheduled for the upcoming regular monthly meeting, but will be scheduled for the following month's meeting. The Planning Board Secretary will so notify applicants filing applications after the cut-off date. The Planning Board Secretary shall review the application package to insure it is, at the least, in minimum complete form and to properly classify the subdivision or site plan as a major or minor. Either upon submission, or in questionable cases, within eight (8) days following submission, the applicant shall be advised as to the classification determined to be correct and appropriate for the application. The applicant should be aware that the Planning Board Development Review Committee, following its full review, may revise the classification of the application package. The Planning Board Secretary may consult with the Borough Engineer, Board Attorney, Construction Official, and/or Planning Board Development Review Committee members for a classification. Upon determining that the application is complete, the Planning Board Secretary shall request fifteen (15) additional copies and plans, and, upon receipt thereof, shall process the application, shall issue an application number, and shall place the item on the agenda. Once an application has been assigned a number, such number shall appear on all papers, maps, plats or plans and other documents submitted for processing in conjunction with the application. Where an application is deemed incomplete, a notice of incompleteness shall be sent, by the Clerk, to

the applicant by certified mail return receipt requested. The Planning Board Secretary shall provide notice to the Clerk of completeness or incompleteness so that such notice may be provided to the applicant.

- B. The Borough Clerk shall retain one copy each of the completed application and the minor subdivision plat or minor site plan and shall forward the remaining copies to the Secretary of the Planning Board. Upon receipt of the material, the Secretary of the Planning Board shall distribute copies to Board members and for review and comment in the following manner, and those who receive such copies shall furnish a written report to the Board:
1. Borough Planning Board Secretary (one copy each of the minor plat or plan and the application);
 2. Borough Engineer (one copy each of the minor plat or plan and the application);
 3. Borough Tax Assessor (one copy each of the minor plat or plan and the application);
 4. Construction Official (one copy each of the minor plat or plan and the application);
 5. Cape May County Planning Board (one copy each of the minor plat or plan and the application);
 6. Borough Clerk (one copy each of the minor plat or plan and the application);
 7. Soil Conservation District (one copy each of the minor plat or plan and the application);
 8. At the direction of the Planning Board additional copies of the minor plat or plan shall be sent to other Borough, County or State agencies and officials;
 9. Other agencies as may be determined by the Planning Board, e.g. School Board Secretary, Clerk of adjoining towns, NJDOT, CAFRA and Borough Attorney;
 10. Planning Board subcommittee members (one copy each of the minor plat or plan and the application).
- C. Each minor subdivision or minor site plan shall be drawn by, and shall bear the signature, seal, license number and telephone number of a professional engineer, professional architect, and/or land surveyor licensed to practice in the State of New Jersey; provided, however, that all engineering data shall be signed and sealed by a professional engineer or architect for site plans, and a certified land surveyor for subdivision plans.
- D. Each submission shall be at a scale of one inch (1") equals twenty feet (20'). Each submission shall be on one of four of the following standard sheet sizes: 8-1/2" x 13"; 15" x 21"; 24" x 36"; 30" x 42". If one sheet is not sufficient to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal sizes, with reference on each sheet to the adjoining sheets.
- E. Each minor plat or site plan shall show the following information:
1. The plans shall be based on accurate information at a scale of not more than one inch (1") equals twenty feet (20') to enable the entire tract to be shown on one (1) sheet.
 2. A key map showing the entire tract to be subdivided or developed, giving the accurate location of all existing and proposed property and street lines, at a scale of one inch equals one thousand feet (1"=1,000') or larger scale, showing the entire

project and its relation to all features shown on the official map and master plan and located within one-quarter mile of the extreme limits of the site, and the zoning classification of the proposed subdivision or development and of adjacent land.

3. Title Block:
 - a. Name of subdivision or development, West Wildwood Borough and Cape May County;
 - b. Name, title, address and telephone number of sub-divider, developer, and/or applicant. If a corporation or partnership is landowner or applicant of a plan, the principal address and name of those persons owning more than a ten percent (10%) partnership interest or ten percent (10%) of a corporation's stock shall be included, plus the principal office and name of president and secretary of the corporation or partnership.
 - c. Name, title, address and license number and seal of the professional or professionals who prepared the plat or plan;
 - d. Name, title, and address of the owner or owners of record;
 - e. Scale (written and graphic) and;
 - f. Date of original preparation and of each subsequent revision, and a list of the specific revisions on each sheet.
4. Acreage figures, to the nearest tenth of an acre or square footage;
5. North arrow;
6. Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement;
7. Place for signature of the Chairperson and Secretary of the Board.

The following legends shall be on the plan map:

SUBDIVISION OR SITE PLAN OF _____
LOT _____ BLOCK _____ ZONE _____
DATE _____ SCALE _____
APPLICANT _____
ADDRESS _____
SUBDIVISION OR SITE PLAN CONTROL NO. _____

I CONSENT TO THE FILING OF THIS SUBDIVISION/SITE PLAN WITH THE PLANNING BOARD OF THE BOROUGH OF WEST WILDWOOD.

(Owner)

(Date)

VERIFICATION THAT PAYMENT OF MUNICIPAL TAXES OR ASSESSMENTS IS CURRENT

(Borough Clerk)

(Date)

APPROVED BY THE PLANNING BOARD

(Chairperson)

(Date)

(Secretary)

(Date)

8. Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough's tax map;
9. Tract boundary line, clearly delineated;
10. The location of existing and proposed property, streets, lot lines, dimensions, buildings and other structures (with an indication as to whether they will be retained or removed), parking spaces, loading areas, driveways, drainage ditches and pipes, watercourses, natural features such as wetlands, wooded areas and isolated trees more than five inches (5") in diameter, and topography within the portion to be subdivided and within two hundred feet (200') thereof at two (2) foot or smaller contour intervals. USGS topographic quadrant map series are acceptable;
11. The name of all adjoining property owners and those across existing or proposed streets as disclosed by the most recent Borough tax list prepared by the Borough Tax Collector;
12. The tax map sheet, date of revision, block and lot numbers, and zone district of the tract proposed to be subdivided or developed, including district name and requirements;
13. All required setback lines and lot area of each lot in square feet and acreage. Lots shall be designated by letters for minor subdivisions and by consecutive numbers for major subdivisions until given official lot number designations by the Borough Engineer;
14. All adopted master plan proposals affecting the proposed development;
15. Proposed buffer and landscaped areas;
16. Concerning minor subdivisions only, existing and proposed monuments;
17. Certificate from the Borough Tax Collector that all taxes and assessments are paid to date;
18. Road right-of-way dedication and improvement, as applicable;
19. Sight triangle easements, as applicable;
20. Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications;
21. The location and width of all existing and proposed utility easements;
22. Plans of proposed improvements and/or utility layouts as required by Ordinance; and required letters from appropriate state and county agencies granting approval for the extension of utility service(s);

23. Proposed and existing signs (details);
24. Architectural or historic significance, if any;
25. Photographs or any unusual topographic, environmental, historic or physical aspect;
26. Location of existing buildings to remain or to be removed;
27. Traffic statement, including present and anticipated volumes, roadway capacity, network problems, and needed improvements;
28. Indicate improvement coverage and land area, number of units, square feet of construction, density and building coverage, number of employees, number of residents, and number of school children;
29. Schedule of desired development time frame from Borough review function to completion and occupancy;
30. Information on solid waste disposal and recycling.

The Board may waive submission of any required exhibits in appropriate cases and for specific reasons. Request for such waivers shall accompany a minor subdivision or site plan application, stating the reasons that such a waiver is being requested.

The Board reserves the right to require additional information before granting approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses, provided, however, that no application shall be declared incomplete for lack of such additional information.

All documents submitted must be of sufficient clarity to be microfilmed.

No minor subdivision or minor site plan involving any street(s) requiring additional right-of-way width as specified in the master plan or official map and the street requirements of this Ordinance shall be approved unless such additional right-of-way, either along one or both sides of said streets, as applicable, shall be deeded to the Borough or other appropriate governmental agency.

No minor subdivision or minor site plan involving any corner lot shall be approved unless a sight triangle easement shall be granted as specified in this Ordinance.

Deed descriptions, including metes and bounds, easements, covenants, restriction, and roadway and sight triangle easement dedications shall be submitted for approval by the Board prior to filing with the County Recording Officer.

- F. Within forty-five (45) days from the date of submission of the application, the Planning Board Secretary shall notify the applicant in writing that the application has been determined to be incomplete or shall certify that the submission constitutes a complete application. If the application is determined to be incomplete, the reasons for such determination shall be specified to the applicant and an appropriately revised plan may thereafter be submitted to the Planning Board Secretary as in the first instance. If the

Planning Board Secretary neither certifies to the applicant that the application is complete nor notifies the applicant in writing that the application has been determined to be incomplete, then the application shall be considered certified complete and the period for action by the Board shall commence.

- G. The Board shall take action on minor subdivision and minor site plan applications within forty-five (45) days after the application has been certified complete by the Planning Board Secretary or within such further time as may be consented to by the applicant, except in cases where a variance is requested in which case the Board shall take action within one hundred twenty (120) days after the application has been certified complete by the Planning Board Secretary. Failure of the Board to act within the prescribed time period shall constitute approval of the application.
- H. The Development review Committee shall read any written report submitted concerning the application and shall itself review the submission to ascertain its conformity with the requirements of this Ordinance. The Committee shall offer its recommendations to the Board at a regularly scheduled meeting of the Board within thirty (30) days after the application has been certified complete.
- I. Where the remaining portion of the original tract is sufficient to be subdivided or developed further, the applicant may be required to submit a sketch of the entire remaining portion of the tract to show that the subdivision or development, applied for, together with subdivision(s) or development(s) that may be submitted subsequently, will not create, impose, aggravate or lead to any such adverse effect.
- J. When a minor subdivision or minor site plan is approved by the Board, a notation to that effect, including the date of approval shall be made on a master copy. A Resolution or Memorializing Resolution shall be passed. No further approval of the application shall be required. At least six (6) prints of the plat or plan and any related deed descriptions to be filed with the county recording officer shall be signed by the Chairman and Secretary of the Board (or, where either or both may be absent, the acting Chairman or Secretary) and returned to the applicant following approval. In the event the same is disapproved by the Board, the Secretary of the Board, within ten (10) days of memorialization of such action, shall notify the applicant of such disapproval and forward the applicant a copy of the Resolution adopted setting forth the reasons for the disapproval.
- K. Within one hundred ninety (190) days from the date of approval by the Board of a minor subdivision, a plat map, drawn in compliance with the Map Filing Act, P.L. 190c. 141 (C. 46:23-9.9 et seq.) shall be filed by the sub-divider with the County Recording Officer. Unless so filed within one hundred ninety (190) days, the approval shall expire and will require the submission of a new application.
- L. The zoning requirements and general terms and conditions, whether conditional or otherwise, upon which minor subdivision approval was granted, shall not be changed for a period of two (2) years after the date of minor subdivision approval by the Board, provided that the approved minor subdivision shall have been duly recorded. The same two (2) year

protection shall apply to minor site plans and shall run from the date of minor site plan approval.

- M. Before the Secretary of the Board returns any approved minor subdivision or minor site plan to the applicant, the applicant shall provide additional copies of the plat or plan in such number as may be necessary in order to furnish one copy to each of the following:
1. Borough Clerk
 2. Borough Engineer
 3. Borough Tax Assessor
 4. Construction Official
 5. Cape May County Planning Board
 6. Borough Tax Collector
 7. Such other Borough, County or State agencies and officials as directed by the Board

1-97 Submission of the Preliminary Major Subdivision Plats and Preliminary Major Site Plans

- A. The applicant shall submit to the Board Secretary at least twenty-five (25) days prior to the regularly scheduled monthly meeting of the Planning Board a fee in accordance with the Borough's fee Ordinance and fifteen (15) copies each of the application and the major subdivision plat for a determination by the Board Secretary that the application is complete. The application must be submitted within the above time frame and must be in minimum complete form in order to be scheduled for Board action. The applicant should note that applications filed following this specified deadline will not be scheduled for the upcoming regular monthly meeting, but will be scheduled for the following month's meeting. The Administrative Officer will so notice applicants filing applications after the cutoff date. The Board Secretary shall review the application package to insure it is, at the least, in minimum complete form and to properly classify the subdivision or site plan as a major or minor. Either upon submission, or in questionable cases, within eight (8) days following submission, the applicant shall be advised as to the classification determined to be correct and appropriate for the application. The applicant should be aware that the Planning Board Development Review Commission, following its full review, may revise the classification of the application package. The Board Secretary may consult with the Borough Engineer, Board Attorney, Construction Official, and/or Planning Board Development Review Committee members for aid in classification. Upon determining that the application is complete, the Board Secretary shall request fifteen (15) additional copies and plans, and, upon receipt thereof, shall process the application, shall issue an application number, and shall place the item on the agenda. Once an application has been assigned a number, such number shall appear on all papers, maps, plats or plans and other documents submitted for processing in conjunction with the application. Where an application is deemed incomplete, a notice of incompleteness shall be sent, by the Board Secretary to the applicant by certified mail return receipt requested.

- B. Upon receipt of the material, the Secretary of the Planning Board shall distribute copies to Board members and for review and comment in the following manner, and those who receive such copies shall furnish a written report to the Board:
1. Borough Planning Board Secretary (one copy each of the application, the preliminary plat or plan, and any protective covenants or deed restrictions);
 2. Borough Engineer (one copy each of the application, the preliminary plat or plan, and any protective covenants or deed restrictions);
 3. Borough Tax Assessor (one copy each of the application, the preliminary plat or plan, and any protective covenants or deed restrictions);
 4. Construction Official (one copy each of the application and the preliminary plat or plan);
 5. Cape May County Planning Board (one copy each of the application and the preliminary plat or plan);
 6. Borough Clerk (one copy each of the application and the preliminary plat or plan);
 7. Soil Conservation District (one copy each of the application and the preliminary plat or plan);
 8. At the direction of the Planning Board copies of the preliminary plat or plan shall be sent to other Borough, County or State agencies and officials;
 9. Other agencies as may be determined by the Planning Board, e.g. School Board Secretary, Clerk of adjoining towns, NJ DOT, CAFRA, and Borough Attorney;
 10. Planning Board subcommittee members (one copy of the application, the preliminary plat or plan and any restrictive covenants or deed restrictions).
- C. Each preliminary plat or preliminary site plan shall be drawn by, and shall bear the signature, seal, license number and telephone number of a professional Engineer, professional Architect, and/or Land Surveyor to practice in the State of New Jersey; provided however, that all engineering data shall be signed and sealed by a professional Engineer or Architect for site plans, and a certified Land Surveyor for subdivision plans.
- D. Each submission shall be at a scale of one inch equals 20 feet. Each submission shall be on one of four of the following standard sheet sizes: 8-1/2" x 13", 15" x 21", 24" x 36" 30" x 42". If one sheet is not sufficient to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal sizes, with reference on each sheet to the adjoining sheets.
- E. Each preliminary plat or site plan shall show the following information, as appropriate to a subdivision plat or site plan, unless the Board determines, and so notifies the applicant, that such information either is unnecessary or inapplicable to the particular subdivision or site plan:
1. The preliminary plat, notwithstanding any other requirement stipulated by this Ordinance, shall be clearly and legibly drawn or reproduced as a scale of not less than one inch equals 100 feet (1"=100'). The preliminary site plan shall be drawn at a scale of one inch equals twenty feet (1"=20'), or a larger scale, and any supplemental plans that are necessary to properly depict the project. In the case of

a complex project, a scale other than one inch equals 20 feet (1"=20') may be submitted provided that one copy of a photo-mechanical reduction to a scale of one inch equals fifty feet (1"=50') is submitted.

2. A key map showing the entire tract to be subdivided or developed, giving the accurate location of all existing and proposed property and street lines, at a scale of one inch equals one thousand feet (1"=1000') or larger scale, showing the entire project and its relation to all features shown on the official map and master plan and located within one quarter mile of the extreme limits of the site, and the zoning classification of the proposed subdivision or development and of adjacent land.
3. Title Block:
 - a. Name of subdivision or development; Borough of West Wildwood and Cape May County;
 - b. Name, title, address, and telephone number of sub-divider, developer; and/or applicant. If a corporation or partnership is landowner or applicant of a plan, the principal address and name of those persons owning more than a 10% partnership interest or 10% of a corporation's stock shall be included, plus the principal office and name of president and secretary of the corporation or partnership;
 - c. Name, title, address, and license number and seal of the professional or professionals who prepared the plat or plan;
 - d. Name, title and address of the owner or owners of record;
 - e. Scale (written and graphic) and;
 - f. Date of original preparation and of each subsequent revision, and a list of the specific revisions on each sheet.
4. Acreage figures, to the nearest tenth of an acre or square footage;
5. North arrow;
6. Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement;
7. Place for signature of the Chairperson and Secretary of the Planning Board;
8. The following legends shall be on the plan map:

SUBDIVISION OR SITE PLAN OF
LOT _____ BLOCK _____ Zone _____
DATE _____ SCALE _____
APPLICANT _____
ADDRESS _____
SUBDIVISION OR SITE PLAN CONTROL NO. _____

**I CONSENT TO THE FILING OF THIS SUBDIVISION PLAT/SITE PLAN WITH
THE PLANNING BOARD OF THE BOROUGH OF WEST WILDWOOD**

(Owner)

(Date)

VERIFICATION THAT PAYMENT OF MUNICIPAL TAXES OR ASSESSMENTS IS CURRENT

(Borough Clerk)

(Date)

APPROVED BY THE PLANNING BOARD

(Board Secretary)

(Date)

9. Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map, and the proposed block and lot numbers as provided by the Borough Tax Collector upon written request.
10. The zoning district in which the parcel is located together with the district boundaries included within the boundaries of the parcel or within two hundred feet (200' therefrom. All setback lines, landscape strips, landscape buffers, building heights, and other bulk requirements shall be shown and dimensioned and tract boundary lines, clearly delineated.
11. Photographs of the property, where necessary, to show any unusual topographic, environmental, or physical aspect of the site. This would include, but not be limited to, vegetation, natural drainage-ways, wetlands, and existing structures and improvements.
12. The location of existing and required setback lines, streets within five hundred feet (500') of the development, the location of existing and proposed buildings, watercourses, railroads, bridges, culverts, drain pipes, and all natural features such as sand dune areas and other vegetation.
13. The location of all proposed permanent monuments.
14. Plans and profiles showing utility layouts (sanitary sewers, storm drains, water, gas, electric, etc.) showing feasible connections to existing or proposed utility systems. Locations of fire hydrants and street lights shall be established with the aid of the Borough Fire Protection Official and the Borough Engineer, respectively.
15. Each block and lot shall be numbered in accordance with the system of numbers which will ultimately be the numbers shown on the Borough Tax Map.
16. Where brook, stream channel, shoreline improvements are proposed or required, the plans for such improvement shall be approved by the State Department of Environmental Protection or the Cape May County Planning Board, where applicable.
17. All proposed lot lines, dimensioned in feet and tenths, and the approximate area of all lots in square feet as well as any open spaces proposed to be dedicated for public use.
18. When the development of the subdivision or improvements are contingent upon improvements outside the boundaries of said subdivision, information shall be supplied by the developer prior to Planning Board consideration for preliminary approval that the improvements outside the development are installed and will be available to the developer.

19. Any open spaces proposed to be dedicated for public use or playgrounds or other public purpose and the location and use of all such property shall be shown on the plat.
20. The names and addresses of all property owners within two hundred feet (200') of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Collector.
21. The existing and proposed contours, referred to U.S. Coast and Geodetic Survey Datum; at a contour interval of not less than two feet (2'). Existing contours are to be indicated by solid lines. Location of existing rock outcroppings, high points, water courses and drainage ways, depressions, ponds, marshes, vegetation, wooded areas and other significant existing features.
22. The location and design of all signs, the size, nature of construction, height and orientation, including all identification signs, traffic and directional signs and arrows, free standing façade signs and time controls for sign lighting.
23. The location of all outdoor lighting (free standing or on building), the size, nature of construction, lumens, heights, area and direction of illumination, foot candles produced, typical manufacturer cuts illustrating style, and time controls proposed for outdoor lighting and display.
24. Where brook, stream channel or shoreline improvements are proposed the following information shall be required:
 - a. When a channel is proposed for alteration, improvement, or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report shall be submitted on the status of review by the State Department of Environmental Protection, Division of Water Resources.
 - b. Cross section of water courses and/or drainage swales at an appropriate scale showing the extent of flood plain, top of bank, normal water levels, and bottom elevations at locations required by the Borough Engineer.
 - c. The location and the extent of drainage and conservation easements.
 - d. The location and type of adequate drainage provisions to reasonable reduce and minimize exposure to flood damage.
25. Plans for such improvements shall be approved by the State Department of Environmental Protection and/or the Cape May County Planning Board where applicable.
26. All proposed lot lines, dimensioned in feet and tenths, and the approximate area of all lots in square feet as well as acreage calculations for any open spaces proposed to be dedicated for public use.
27. Plans shall depict the location, design, and size of any on or off-site pedestrian parks and bicycle pathways, open space, common open space, plazas and recreation areas, or any other public use areas.
28. The location and species associations of all existing trees or groups of trees having a caliper of five inches (5") or more measured three feet (3') above the ground level.
29. All adopted Master Plan proposals affecting the proposed development.
30. Plans shall include the location, size, elevation, slope, and type of storm drainage structures, above or below grade, whether publicly or privately owned. Design calculations supporting the adequacy of proposed drainage structures and/or surface drainage shall be submitted. These designs shall depict storm water

drainage on-site and off-tract, with manholes, inlets, pipe sizes, grades, inverts, and directions of flow. Locations of fire hydrants and street lights shall be established with the aid of the Borough Fire Protection Official and the Borough Engineer, respectively.

31. The proposed use of uses of the land, buildings, and structures.
32. Proposed solid waste and recycling.
33. All landscape strips, landscape buffers, and any deviation from requirements of this Ordinance shall be specifically shown.
34. For site plans, a survey map prepared by a licensed surveyor of New Jersey showing boundaries of the properties, line of all existing streets and roads easements, rights-of-way, and areas dedicated to public use within two hundred feet (200') of the development. These shall be dimensioned and, where applicable, referenced as to direction.
35. Plans and plats shall reference any existing or proposed deed restrictions or exceptions concerning all or any portion of the parcel or plat. A copy of any protective covenants or deed restrictions applying to the land being subdivided or developed shall be submitted with the preliminary plat.
36. The distances measured along the right-of-way lines of existing streets abutting the property to the nearest intersection with other streets.
37. The quantitative aspects of the proposal such as number of units, square feet of construction, density, coverage, number of employees, number of residents and area of land, etc. Specifically identified on the site plan, in tabular form, shall be pertinent zoning data, indicating the bulk/area requirements of the zone in which the proposed development is located and how the proposed development responds to the zoning requirements.
38. The proposed buildings and structures and any existing structures to remain, with dimensions, setbacks, heights (in feet and stories), and first floor or grade elevations. Existing buildings and structures to be removed shall be indicated. Architectural or historic significance of any existing buildings to remain or to be removed shall be indicated.
39. The location and designs of any off-street parking areas, bicycle parking, service, trash or loading areas showing size and location of bays, aisles, barriers, landscaping, planters, maneuvering areas, and traffic patterns.
40. Plans, typical cross sections and details, center line profiles and tentative grades of all proposed streets and of existing streets abutting the tract based on USGS vertical datum or a more specified datum supplied by the Borough Engineer, including curbing, sidewalks, storm drains and drainage structures and utility service lines. Sight triangles, the radius of curb lines, and street sign locations shall be clearly indicated at all intersections.
41. All means of vehicular access to and egress from the site onto public streets, showing the location of driveways and curb cuts, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width, and any other proposed device intended to control traffic.
42. Existing and proposed traffic patterns.
43. Traffic study including, but not limited to:
 - a. Anticipated traffic volumes.
 - b. Capacity of existing and proposed roadways.

- c. Traffic volume impact from other developments.
- d. Roadway network problems, e.g. unsafe intersections, turns, grades.
- e. Need for traffic signals and other improvements.

F. Environmental Impact Assessment

1. The impact on the environment generated by land development projects necessitates a comprehensive analysis of the variety of problems that may result and the actions that can be taken to minimize these problems. The level of detail of such analyses required for various types of applications will vary depending on the size of the proposal, the nature of the site, the location of the project and the information already in the possession of the Borough.

Within this flexible context, an environmental impact assessment requirement shall apply as follows:

- a. Any Variance application to the Planning Board not involving a site plan or subdivision application shall not require an environmental impact assessment unless specifically requested by the Board. The Planning Board shall inform the applicant of the reason for such requirement and specify any information that may be required.
 - b. Any application for subdivision approval where two (2) lots or less are involved and all applications for minor site plan approval to the Planning Board shall not require an environmental impact assessment unless specifically required by the Board. The Planning Board shall inform the applicant of the reason for such requirement and specify any information that may be required.
 - c. All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by an environmental impact assessment.
2. Any required environmental impact assessment shall be prepared by a licensed professional planner. Material on file in the Borough pertinent to local conditions and other available material pertinent to evaluation of regional impacts shall be supplemented by original research to the extent needed to document fully the probable effect of the proposed development. All environmental impact assessments shall consist of written and graphic materials presented in the following format:
 - a. A description of the proposed project shall clearly state its purpose and scope; the benefits to the public which will result from the proposed project, the suitability of the site for the intended use given the extent to which the site must be altered, the kinds of facilities to be constructed and the uses intended. The resident population, working population and visitor population shall be estimated. The compatibility or incompatibility of the proposed project shall be described in relation to the Borough's Master Plan.
 - b. The environmental conditions on the site shall be described, including the following items:
 - *Topography*. A description of the topographic conditions of the site.

- *Vegetation.* A description and map of the existing vegetation on the site showing the location of major vegetative groupings and isolated trees greater than six inches (6") in diameter.
 - *Distinctive scenic and/or historic features.* Those portions of the site that can be considered to have distinctive scenic and/or historic qualities shall be mapped and described.
 - *Existing development features.* A description of any existing features on the site that are not considered to be part of the natural environment. This may include, but not necessarily be limited to, roads, housing units, accessory structures, utility lines, etc.
 - *Miscellaneous.* An analysis shall be conducted of existing air quality and noise levels as prescribed by the New Jersey State Department of Environmental Protection and this Ordinance.
- c. Impact. A discussion of both the negative and positive impacts during and after construction, including specifically those negative impacts that are unavoidable. The specific concerns that shall be considered include the following:
- Soil erosion and sedimentation resulting from surface runoff.
 - Flooding and flood plain disruption.
 - Degradation of surface water quality.
 - Ground water pollution.
 - Sewage disposal.
 - Solid waste disposal.
 - Vegetation destruction.
 - Destruction or degradation of scenic, architectural, and/or historic features on and off site.
 - Air quality degradation.
 - Noise levels.
- d. Environmental performance controls. The measures that will be employed during the planning, construction and operation phases which will minimize or eliminate negative impacts that could result from the proposed project shall be described. Of specific interest are:
- Drainage plans, including soil erosion and sedimentation controls.
 - Water supply and water conservation proposals.
 - Energy conservation measures.
 - Noise reduction techniques.
 - Screening and landscaping intended to enhance the compatibility of the project with its surroundings.
- e. Licenses, permits and other approvals required by law. The applicant shall list all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project. The list shall include approvals required by the Borough, as well as by agencies of the county, state and federal governments. Where approvals have been granted, copies of said approvals shall be attached. Where approvals are pending, a note shall be made to that effect.

- f. Documentation. All publications, file reports, manuscripts or other written sources of information which were consulted and employed in the compilation of the environmental impact assessment shall be listed. A list of all agencies and individuals from whom pertinent information was obtained orally or by letter shall be listed separately. Dates and locations of all meetings shall be specified.
- g. Disposition by the Board. The Board shall review the information furnished in the environmental impact assessment in the context of the overall design of the proposed development and the relationship of the proposed development to the environment.

G. Community Impact Statement

1. General Provision. All applications for preliminary major subdivision or site plan approval shall be accompanied by a community impact assessment analyzing the proposed development and its expected impact upon the existing facilities and services. The information furnished within the community impact assessment shall serve to influence the design of the proposed development so that the provision of necessary municipal facilities can be coordinated with the construction of the proposed development; and/or to alert the appropriate public agencies to anticipated needs that may have to be satisfied in the near future.
 - a. Population Impact. An analysis of the number of people expected to be added to the municipal population as a result of the proposed development according to the following age cohorts: pre-school aged children, school aged children, adults of child-bearing age, middle aged adults and persons of retirement age.
 - b. School Impact. An analysis of the anticipated number of pupils who will be added to the student population in the municipality and anticipated operating and capital improvement costs.
2. Facilities Impact. Applicant's evaluation as to the adequacy of the existing facilities to serve the proposed development, including the adequacy of the existing public water facilities; public sewerage facilities; recreational facilities; and library facilities.
3. Service Impact. Applicants evaluation as to the adequacy of the existing public services to serve the proposed development and the impact of the development upon the services, including police protection; fire protection; solid waste disposal and street maintenance services.
4. Utility Impacts. Letters directed to the Chairman of the Board and signed by a responsible official of the lighting agency, water company, and of any other utility company or governmental authority or district having jurisdiction in the area and which will provide utility service to the proposed development approving the design of each proposed utility installation and stating who will construct the facility so that service will be available prior to occupancy.
5. Traffic Impact. An analysis of the impact of the project on the road network including the capacity of the existing and proposed roadways in relation to the anticipated traffic volumes from the proposed development as well as any increases in traffic volumes expected from other developments within the area; and any existing and anticipated problem spots in the overall road network including unsafe intersections, turns or grades.

6. *Financial Impact.* An analysis of the revenues expected to be generated from the development compared to the anticipated costs which the proposed development is expected to generate. Revenues and costs shall be shown for the municipality, the municipal school system and the county.

H. Action by the Approving Agency

1. Within forty-five (45) days following the date of submission of the application the Planning Board Secretary either shall notify the applicant in writing that the application has been determined to be incomplete or shall certify that the submission constitutes a complete application. If the application is determined to be incomplete, the reasons for such determination shall be specified to the applicant and an appropriately revised plan may thereafter be submitted to the Board Secretary as in the first instance. If the Secretary of the Planning Board neither certifies to the applicant that the application is complete nor notifies the applicant in writing that the application has been determined to be incomplete, then the application shall be considered certified complete and the period for action by the Board shall commence.
2. The Planning Board shall take action on a preliminary major site plan application involving ten acres of land or less and ten (10) dwelling units or less and/or a preliminary major site plan application involving ten (10) acres of land or less and ten (10) dwelling units or less and/or a preliminary major subdivision application involving ten (10) lots or less within forty-five (45) days after the application has been certified complete by the Secretary of the Planning Board within such further time as may be consented to by the applicant. Failure of the Board to act within the prescribed time period shall constitute approval of the application; provided that any preliminary application including a request for Variance relief shall be acted upon within one hundred twenty (120) days after the application has been certified complete or within such further time as may be consented to by the applicant.
3. The Planning Board shall take action on a preliminary major site plan application involving more than ten (10) acres of land or more than ten (10) dwellings and/or a preliminary major subdivision application involving more than ten (10) lots within ninety-five (95) days after the application has been certified complete by the Board Secretary or within such further time as may be consented to by the applicant. Failure of the Board to act within the prescribed time period shall constitute approval of the application.
4. If a preliminary site plan and/or preliminary subdivision application is being considered by the Planning Board simultaneously with an application for a "Use Variance", the Planning Board shall act on all aspects of the application within one hundred twenty (120) days after the application has been certified complete by the Board Secretary or within such further time as may be consented to by the applicant. Failure of the Board to act within the prescribed time period shall constitute approval of the application.
5. The Development Review Committee may review the submission to ascertain its conformity with the requirements of this Ordinance. The Committee shall offer its recommendations to the Board at a regularly scheduled meeting of the Board within thirty (30) days after the application has been certified complete.
6. Where the remaining portion of the original tract is sufficient to be subdivided or further developed, the applicant may be required to submit a sketch of the entire

remaining portion of the tract to indicate that the subdivision or development applied for, together with such subsequent subdivision(s) or development(s) as may be submitted in the future, will not create, impose or aggravate or lead to any such adverse effect. Any requirements under this subsection shall be limited to those that will prevent the proposed development from causing any reasonably avoidable damage to any adjacent property or any environmental resource.

7. All hearings held on applications for preliminary major subdivision approval (and in certain cases, preliminary major site plan approval), shall require public notice of the hearing.
8. If the Board acts favorably on the preliminary plat or plan, the Chairman and Secretary of the Board or, where either or both may be absent, the acting Chairman or Secretary shall affix their signatures to at least ten (10) copies of the plat or plan with the notification that it has been approved.
9. Should minor revisions or additions to the plan be deemed necessary, the Board may grant preliminary approval subject to specified conditions and receipt of revised plans within thirty (30) days from the date of said approval. Should major revisions be deemed necessary, the Board shall require that an amended plan be submitted and acted upon as in the case of the original application for preliminary approval.
10. If the Board, after consideration and discussion of the preliminary plat or plan, determines that it is unacceptable, a notation shall be made by the Chairman of the Board to that effect on the plat or plan and a Resolution adopted setting forth the reasons for such rejection. One copy of the plat or plan and said Resolution shall be returned to the applicant within ten (10) days of such determination.

I. Effect of Preliminary Approval

1. Preliminary approval shall confer upon the applicant the following rights for a period of three (3) years from the date of such approval:
 - a. That the general terms and conditions on which preliminary approval was granted shall not be changed, including but not limited to, use requirements; layout and design standards for streets, curbs, and sidewalks, lot size, yard dimensions, and off-tract improvements, and in the case of a site plan, any requirements peculiar to the site plan approval pursuant to N.J.S.A. 40:55D-41; except that nothing herein shall be construed to prevent the Borough from modifying by Ordinance such general terms and conditions of preliminary approval as related to public health and safety.
 - b. That the applicant may submit for final approval, on or before the expiration date of preliminary approval, the whole or a section or sections of the preliminary plat or plan and;
 - c. That the applicant may apply for, and the Board may grant, extensions on such preliminary approval for additional periods of at least one (1) year, but not to exceed a total extension of two (2) years, provided that if the design standards have been revised by Ordinance, such revised standards may govern.
 - d. That the applicant may apply for, and the Board may grant, permission to install any or all of the improvements shown on the approved preliminary subdivision or site plan in accordance with all applicable design standards

and such other terms or conditions as the Board may deem necessary to protect the public interest.

1-98 Submission of Final Major Subdivision Plats and Final Major Site Plans

A. Procedure for Submitting Final Plats and Final Plans

1. A final plat or final plan shall be submitted to the Board Secretary within three (3) years after the date of preliminary approval or any authorized extension thereof. The applicant shall submit to the Board Secretary at least twenty-five (25) days prior to the first regularly scheduled monthly meeting of the Planning Board a fee in accordance with the Borough's fee Ordinance, and fifteen (15) copies each of the application and final major subdivision plat for a determination of completeness by the Board Secretary. The applicant shall submit to the Planning Board Secretary, at least twenty-five (25) days prior to the regularly scheduled monthly meeting of the Planning Board, a fee in accordance with the Borough's fee Ordinance and fifteen (15) copies each of the application and the preliminary plan or plat for a determination by the Board Secretary that the application is complete. The Board Secretary may enlist assistance from the Construction Official, Borough Engineer and Professional Planner to assist in determining completeness of the application and said Planning Board professionals shall report back to the Administrative Officer within seven (7) days of the filing date whether the application is complete or noting items omitted and/or Ordinances violated.
2. Upon determining that the application is complete, the Board Secretary shall request fifteen (15) additional copies and plans and, upon receipt thereof, shall retain one copy each of the final subdivision plat or site plan and the completed application and shall forward the remaining copies to the Secretary of the Planning. Upon receipt thereof, the Secretary of the Planning Board shall distribute copies for review and comment in the following manner, and those who receive such copies shall furnish a written report to the Board.
 - a. Borough Planning Board Secretary (two copies each of the final plat or plan and the application);
 - b. Borough Engineer (one copy each of the final plat or plan and the application);
 - c. Borough Tax Assessor (one copy each of the final plat or plan and the application);
 - d. Construction Official (one copy each of the final plat or plan and the application);
 - e. Cape May County Planning Board (two copies each of the final plat or plan and the application);
 - f. Borough Clerk (one copy each of the final plat or plan and the application);
 - g. At the direction of the Planning Board, additional copies of the final plat or plan shall be sent to other Borough, County, or State agencies and officials;
 - h. Planning Board subcommittee members (one copy each of the final plat or plan and the application).

B. Details Required for Final Major Subdivision Plats and Final Major Site Plans

1. The approved preliminary plat or plan together with all proposed addition, changes, or departures therefrom, if applicable.

2. The final subdivision plat, notwithstanding any other requirements stipulated by this Ordinance or other Borough Ordinance, shall be drawn in ink on tracing cloth, mylar or equal at a scale of one inch (1") equals twenty feet (20'), except where otherwise permitted by the Planning Board and in compliance with all the provisions of Chapter 141 of the Laws of 1960 (Map Filing Law).
3. A section or staging plan, if proposed, indicating the portion of the tract proposed to be considered for final approval as part of the current application and the relationship thereof to the remaining land area, including all applicable features such as floor area, number of lots and dwelling units, parking spaces, building coverage and open space areas.
4. Certification from the applicant or his professional engineer that all the provisions of the final major subdivision or final site plans conform to the preliminary plan. Certification by a land surveyor licensed in the State of New Jersey as to accuracy of details of plat.
5. The following legends shall be on the plan map:

(If Improvements Installed)
 (Borough Engineer) (Date)

(If Bond Posted)
 (Borough Clerk) (Date)

Verification That Payment of Municipal Taxes or Assessments is Current
 (Borough Clerk) (Date)

6. Detailed soil erosion and sediment control proposals as required by N.J.S.A. 4:24-39 et seq.
7. Detailed Architectural and Engineering data including:
 - a. An Architect's ground floor or other floor plans sufficient to show pedestrian, vehicular or other access as it relates to the final site plan together with illustrative building elevations to show height and intended materials; and typical illustrations of any signs visible to the general public.
 - b. Cross sections, profiles and established grades of all streets, aisles, lanes and driveways.
 - c. Plans and profiles of all storm and sanitary sewers and water mains.
 - d. All dimensions of the exterior boundaries of any subdivision balanced and closed to a precision of one (1) to five thousand (5,000), and the dimensions of all lot lines to within one (1) to ten thousand (10,000). All dimensions, angles and bearings shall be tied to at least two (2) permanent monuments not less than three hundred feet (300') apart and all information shall be indicated on the plat. At least one corner of the subdivision shall be tied horizontally to the New Jersey Grid Coordinate System and vertically to U.S.G.S. benchmarks with the data on the plat as to how the bearings were determined.
8. A final drainage plan shall accompany the final plat. Such drainage plan shall show the same information as required on the preliminary plat with the addition that the

individual lot grading shall be shown. Final grades shall be shown for each lot corner, all high and low points, and breaks in grade. If the use of drainage swales is intended, the elevation of these swales shall be shown. As a condition precedent to the issuance of certificates of occupancy, pursuant to the Borough's Building Code, the developer's engineer shall submit an as-built lot grading plan to the Construction Official bearing a certification that the lot grading complies with the approved final lot grading and soil erosion control plans.

9. Architectural elevations for all proposed buildings, walls, fences and signs, and samples of building materials to be used shall be submitted to the Planning Board for approval. Architectural elevation drawings shall include:
 - a. Fully dimensioned exterior building walls.
 - b. Architectural features and design.
 - c. Exterior doors and windows.
 - d. Exterior materials to be used and treatment of materials.
 - e. Roof design and method of screening air conditioning units, etc.
 - f. Fully dimensioned building signs.
 - g. Fully dimensioned retaining walls and fences.
10. The purpose of any easement or land reserved or dedicated to public use shall be designated, and the proposed use of site other than residential shall be noted.
11. Certification that the applicant is agent or owner of the land, or that the owner has given consent under an option agreement.
12. When approval of a plat is required by any officer or body of such municipality, county or state, approval shall be certified on the plat.
13. Microfilm copies of all site plans shall be submitted in a manner specified by the Planning Board Secretary.
14. The final submission shall be accompanied by the following documents:
 - a. Certification from the Borough Tax Collector that all taxes and assessments have been paid up-to-date;
 - b. The applicant's certification in writing to the Board that he has:
 - Installed all improvements in accordance with the requirements of this Ordinance and/or;
 - Posted a performance guarantee in accordance with the requirements of this Ordinance.
 - c. A statement from the Borough Engineer that all improvements installed prior to the filing of the application are in accordance with the preliminary approval and have been inspected, and that such improvements meet the requirements of the Borough. Any improvements installed prior to application for final approval that do not either meet or exceed Borough standards shall be factored into the required performance guarantee.
15. Approximate date of project beginning/completion.
16. Estimated cost of project.
17. Photographs of the proposed project site showing front, side and rear views, including photographs of adjacent neighboring properties.
18. Wetlands Permit (New Jersey Department of Environmental Protection N.J.S.A. 13:9A-1 et seq.).
19. Coastal Area Facilities Approval (New Jersey Department of Environmental Protection N.J.S.A. 13:19 et seq.).

20. Curb-opening permit New Jersey Department of Transportation.
21. Cape May County Planning Board written report.

The Board reserves the right to require additional information before granting final approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses, provided, however, that no application shall be declared incomplete for lack of such additional information.

C. Action by the Approving Agency

1. Within forty-five (45) days from the date of submission of the application and at the direction of the Board, the Board Secretary shall either notify the applicant in writing that the application has been determined to be incomplete, or certify that the submission constitutes a complete application. If the application is determined to be incomplete, the reasons for such determination shall be specified to the applicant and an appropriately revised plan may thereafter be submitted to the Board Secretary as in the first instance. If the Secretary of the Planning Board neither certifies to the applicant that the application is complete nor notifies the applicant in writing that the application has been determined to be incomplete, then the application shall be considered certified complete and the period for action by the Board shall commence.
2. The Board shall take action on a final site plan and/or final subdivision application within forty-five (45) days after the application has been certified complete by the Administrative Officer or within such further time as may be consented to by the applicant. Failure of the Board to act within the prescribed time period shall constitute approval of the application.
3. The Planning Board shall approve the application for final plat/plan approval with or without conditions provided the following requirements are met:
 - a. That the detailed drawings and specifications meet all applicable Borough codes and Ordinance.
 - b. That the final plats/plans are substantially the same as the approved preliminary plats/plans.
 - c. That bonds have been posted to ensure the installation of all improvements.
 - d. That the applicant agrees in writing to all conditions of final approval.
 - e. The proof has been submitted that all taxes and assessments for local improvements on the property have been paid.
4. The Planning Board's "Development Review Committee" may review the submission to ascertain its conformity with the requirements of this Ordinance. The Committee shall offer its recommendations to the Board at a regularly scheduled meeting of the Board within thirty (30) days after the application has been certified complete.
5. If the Board acts favorably on the final plan, the Borough Engineer and the Chairman and Secretary of the Board (or, where either or both may be absent, the acting Chairman or Secretary) shall affix their signatures to at least ten (10) copies of the plat or plan with the notification that it has been approved. The applicant shall furnish such copies to the Board for signing. In the case of final subdivisions only, the applicant shall include at least five (5) mylar copies of the approved plat in

addition to the ten (10) signed copies. In all cases, an appropriate Resolution or Memorializing Resolution shall have been passed by the Board.

6. After approval of the final plat or plan by the Board, the Secretary of the Board shall retain one (1) copy (mylar, if applicable) of the signed plat or plan and shall furnish an additional copy to each of the following within ten (10) days from the date of such approval.
 - a. Planning Board file;
 - b. Borough Engineer (one mylar, if applicable);
 - c. County Planning Board;
 - d. Construction Official;
 - e. Borough Tax Assessor;
 - f. Borough Clerk;
 - g. The applicant (two mylars, if applicable) and;
 - h. Such other Borough, County or State agencies and officials as directed by the Board.
7. Within ninety-five (95) days from the date of signing of the plat, the applicant shall file a copy of the same with the Cape May County Clerk. In the event of failure to file within said ninety-five (95) days, the approval of the major subdivision shall expire and any further proceedings shall require the filing of a new application as in the first instance. The Board, for good cause shown, may extend the time for filing for an additional ninety-five (95) days.
8. If the Board, after consideration and discussion of the final plat or plan, disapproves the submission, a notation to that effect shall be made by the Chairman of the Board on the plat or plan. The Secretary of the Board, within ten (10) days of such action, shall notify the applicant of such disapproval and forward the applicant a copy of the adopted Resolution setting forth the reasons for the disapproval.
9. Final approval shall terminate the time period of preliminary approval for the section granted final approval and shall guarantee the applicant that the zoning requirements applicable to the preliminary approval and all other rights conferred upon the applicant as part of preliminary approval shall not be changed for a period of two (2) years after the date of final approval.
10. Final approval shall expire two (2) years from the date of final approval unless the applicant has secured a building permit to commence construction. The Planning Board may extend final approval, and the protection offered under this Article herein, for one (1) year. Up to three (3) such one-year extensions may be granted.
11. The Planning Board may grant final approval, subject to conditions not necessarily limited to the following:
 - a. Grant final approval only for designated geographic sections of the development.
 - b. Grant final approval for certain work but require re-submission for final approval for designated elements such as, but not limited, to such items as landscaping, signs, or street furniture, and require approval of these elements as a prerequisite for a Certificate of Occupancy.
 - c. Grant final approval for certain work but require re-submission for final approval for designated elements such as, but not limited, to such items as

- landscaping, signs, or street furniture, and require approval of these elements as a prerequisite for a Certificate of Occupancy.
- d. Condition for granting of a Certificate of Occupancy subject to the applicant or developer or subsequent heirs or assignees meeting certain requirements within a designated period of time, not to exceed one (1) year, from the date of issuance of the Certificate of Occupancy. This may include, but is not limited to, such items as the installation of landscaping, erection of signs, installation of improvements, or re-evaluation of circulation patterns.
- e. Before recording of, final subdivision plats or as a condition of final site plan approval or as a condition to the issuance of a zoning permit, the approving authority may require and shall accept in accordance with the standards adopted by Ordinance for the purpose of assuring the installation and maintenance of on-tract improvements:
- The furnishing of a performance guarantee in favor of the municipality in an amount not to exceed one hundred twenty percent (120%) of the cost of installation for improvements it may deem necessary or appropriate including: streets, grading, pavement, gutters, curbs, sidewalks, street lighting, shade trees, surveyor's monuments, as shown on the final map and required by the "Map Filing Law", P.L. 1960, c 141 (C.46:23-9.9 et seq.), water mains, culverts, storm sewers, sanitary sewers or other means of sewage disposal, drainage structures, erosion control and sedimentation control devices, public improvements of open space and in the case of site plans only, other on-site improvements and landscaping.
 - Provision for a maintenance guarantee to be posed with the governing body for a period not to exceed two (2) years after final acceptance of the improvement, in an amount not to exceed fifteen percent (15%) of the cost of the improvement. In the event that other governmental agencies or public utilities automatically will own the utilities to be installed or the improvements are covered by a performance or maintenance guarantee to another governmental agency, no performance or maintenance guarantee, as the case may be, shall be required by the municipality for such utilities or improvements.
 - If the required improvements are not completed or corrected in accordance with the performance guarantee, the obligor and surety, if any, shall be liable thereon to the municipality for the reasonable cost of the improvements not completed or corrected and the municipality may, either prior to or after the receipt of the proceeds thereof, complete such improvements.
- f. The amount of any performance guaranty may be reduced by the Borough Commissioners by Resolution, when portions of the improvements have been certified by the Borough Engineer to have been completed. The time allowed for installation of the improvements for which the performance guaranty has been provided may be extended by the Borough Commissioners by Resolution. As a condition or part of any such extension,

the amount of any performance guaranty shall be increased or reduced, as the case may be, to an amount not to exceed 120% of the cost of the installation as determined as of the time of the passage of the Resolution.

- g. Upon substantial completion of all required appurtenant utility improvements, and the connection of same to the public system, the obligor shall notify the Borough Commissioners in writing, by certified mail addressed in care of the Borough Clerk, of the completion or substantial completion of improvements and shall send a copy thereof to the Borough Engineer. Thereupon, the Borough Engineer shall inspect all improvements of which such notice has been given and shall file a detailed report, in writing, with the Borough Commissioners indicating either approval, partial approval or rejection of such improvements with a statement of reasons for any rejection. The cost of the improvements as approved or rejected shall be set forth.
- h. The Borough Commissioners shall either approve, partially approve or reject the improvements on the basis of the report of the Borough Engineer and shall notify the obligor, in writing by certified mail, of the contents of said report and the action of said approving authority with relation thereto no later than sixty-five (65) days after receipt of the notice from the obligor of the completion of the improvements. Where partial approval is granted, the obligor shall be released from all liability pursuant to its performance guaranty, except for that portion adequately sufficient to secure provisions of the improvement not yet approved; provide that thirty percent (30%) of the amount of the performance guaranty posted may be retained to ensure completion of all improvements. Failure of the Borough Commissioners to send or provide such notification to the obligor within sixty-five (65) days shall be deemed to constitute approval of the improvements, and the obligor and surety, if any, shall be released from all liability pursuant to such performance guaranty.
- i. The obligor shall reimburse the municipality of all reasonable inspection fees paid to the municipal engineer for the foregoing inspection of the improvements; provided that the municipality may require of the developer a deposit for all or a portion of the reasonably anticipated, fees to be paid to the municipal engineer for such inspection.

1-99 Use and Bulk Variance Application Checklist

Note: See Section 1-94 for further details of submission requirements and procedures.

_____ Application form (15 copies)

_____ Plats of plans (15 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.

_____ Scale of not less than 1"=20' on one of the following standard sheet sizes (8" x 13", 15" x 21" x 36" or 30" x 42").

- _____ Key map not less than 1" = 1000'.
- _____ Name of subdivision or development, Borough of West Wildwood, Cape May County.
- _____ Name, title, address and telephone number or sub divider or developer.
- _____ Name, title, address and license number of the professional or professionals who prepared the plat or plan.
- _____ Name, title and address of the owner or owners of record.
- _____ Scale.
- _____ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- _____ Acreage figures (both with and without areas within public rights-of-way), to the nearest tenth of an acre or square footage.
- _____ North arrow.
- _____ Approval signature lines.
- _____ Existing Block and Lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map.
- _____ Subdivision or development boundary line (heavy solid line).
- _____ The location of existing and proposed property lines (with bearings and distances), street, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and treed areas, both within the tract and within two hundred feet (200') of its boundary.
- _____ Owner certification.
- _____ The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.
- _____ Zoning districts affecting the tract, including district names and requirements.
- _____ All adopted Master Plan proposals affecting the proposed development.
- _____ Proposed buffer and landscaped areas.

- _____ Delineation of flood plains, including both floodway and flood fringe areas.
- _____ Delineation of wetlands and wetland buffers.
- _____ Contours as shown on the U.S.G.S. topographic sheets.
- _____ Marshes, ponds and land subject to flooding within the tract and within one hundred feet (100') thereof.
- _____ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Borough Tax Collector.
- _____ Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
- _____ Concerning minor subdivisions only, existing and proposed monuments.
- _____ Road right-of-way dedication and improvements, as applicable.
- _____ Sight triangle easements, as applicable.
- _____ Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.

The use and bulk variance application checklist could be used with regard to applications for conditional uses. In such cases, the applicant shall supply a statement of all applicable general requirements for conditional uses and all applicable special requirements for the proposed conditional use which is the subject of the application. There shall also be attached to the checklist a statement by the applicant of all facts and circumstances relied upon by the applicant to establish that all required general and specific conditional uses requirements are being satisfied. There shall be specific reference to each of the general conditional use requirements applicable to the proposed development.

The Board may waive submission of any required exhibits in appropriate cases and for specific reasons. Requests for such waivers shall accompany the application, stating the reasons that such waivers are being requested.

The Board reserves the right to acquire additional information before granting approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses, provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature & Title of person completing checklist

(Date)

1-100 Concept Plan Checklist

Note Section 1-94 for further details of submission requirements and procedures.

- _____ Application form and plans for completeness review (3 copies).
- _____ Application form (15 copies).
- _____ Plats or plans (15 copies) signed and sealed by a N.J.P.L.S. or N.J. P.E., as required, and folded into eighths with title block revealed.
- _____ Scale of not less than 1" = 20' on one of the following standard sheet sizes (8" -,' x 13", 15" x 21", 24" x 36" or 30" x 42").
- _____ Key map no less than 1" = 1000'.
- _____ Name of subdivision or development, Borough of West Wildwood, Cape May County.
- _____ Name, title, address and telephone number of sub-divider or developer.
- _____ Name, title, address and license number of the professional or professionals who prepared the plot or plan.
- _____ Scale (written and graphic).
- _____ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- _____ Acreage figures (both with and without areas within public rights-of-way), to the nearest tenth of an acre or square footage.
- _____ North arrow.
- _____ Certification that applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement.
- _____ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map.
- _____ Subdivision or development tract boundary lines, clearly delineated.
- _____ The location of existing and proposed property lines, streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, drainage ditches and pipes, watercourses, railroads, bridges, culverts, any natural features such as wetlands, wooded areas and isolated trees.

- _____ Contours as shown on the U.S.G.S. topographic sheets, but no less than two (2) foot intervals.
- _____ The name of all adjoining property owners and those across existing or proposed streets as disclosed by the most recent Borough Tax list prepared by the Borough Tax Collector.
- _____ All required setback lines and lot area of each lot in square feet and acreage. Lots shall be designated by letters for minor subdivisions and by consecutive numbers for major subdivisions until given official lot number designations by the Borough Engineer.
- _____ All adopted Master Plan proposals affecting the proposed development.
- _____ Proposed buffer and landscaped areas.
- _____ Certificate from the Borough Tax Collector that all taxes and assessments are paid to date.
- _____ Road right-of-way dedication and improvements, as applicable.
- _____ Sight triangle easements, as applicable.
- _____ Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.
- _____ The location and width of all existing and proposed utility easements.
- _____ Plans of proposed improvements and/or utility layouts as required by Ordinance; and required letters from appropriate state and county agencies granting approval for the extension of utility service(s).
- _____ Proposed and existing signs (details).
- _____ Architectural of historic significance, if any.
- _____ Photographs of any unusual topographic, environmental, historic or physical aspect.
- _____ Location of existing buildings to remain or to be removed.
- _____ Traffic statement, including present and anticipated volumes, roadway capacity, network problems, and needed improvements.
- _____ Number of units.
- _____ Square feet of construction.
- _____ Density and building coverage.
- _____ Number of employees.

- _____ Number of residents.
- _____ Number of school children.
- _____ Schedule of desired development time frame from Borough review function to completion and occupancy.
- _____ Information on solid waste disposal and recycling.

The Board may waive submission of any required exhibits in appropriate cases and for specific reasons. Requests for such waivers shall accompany a concept plan application, stating the reasons that such a waiver is being requested.

The Board reserves the right to acquire additional information when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses, provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person completing checklist (Date)

1-101 Minor Subdivision Plat and Minor Site Plan Checklist

Note: See Section 1-96 for further details of submission requirements and procedures.

- _____ Application form (15 copies).
- _____ Plats or plans (15 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
- _____ Scale of not less than 1" = 20" on one of the following standard sheet sizes (8" x 13"; 15" x 21"; 24" x 36" or 30" x 42").
- _____ Key map no less than 1" = 1000'.
- _____ Name of subdivision or development, Borough of West Wildwood, Cape May County.
- _____ Name, title, address and telephone number of sub divider or developer.
- _____ Name, title, address and license number of the professional or professionals who prepared the plot or plan.

- _____ Scale (written and graphic).
- _____ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- _____ Acreage figures (both with and without areas within public rights-of-way) to the nearest tenth of an acre or square footage.
- _____ North arrow.
- _____ Certification that applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement.
- _____ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map.
- _____ Subdivision of development tract boundary lines, clearly delineated.
- _____ The location of existing and proposed property lines, streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, drainage ditches and pipes, watercourses, railroads, bridges, culverts, any natural features such as wetlands, wooded areas and isolated trees.
- _____ Contours as shown on the U.S.G.S. topographic sheets, but no less than two foot (2') intervals.
- _____ The name of all adjoining property owners and those across existing or proposed streets as disclosed by the most recent Borough tax list prepared by the Borough Tax Collector.
- _____ The tax map sheet, date of revision, block and lot numbers, and zone district of the tract proposed to be subdivided or developed, including district name and requirements.
- _____ All required setback lines and lot area of each lot in square feet and acreage. Lots shall be designated by letters for minor subdivisions and by consecutive numbers for major subdivisions until given official lot number designations by the Borough Engineer.
- _____ All adopted Master Plan proposals affecting the proposed development.
- _____ Proposed buffer and landscaped areas.
- _____ Certificate from the Borough Tax Collector that all taxes and assessments are paid to date.
- _____ Road right-of-way dedication and improvement, as applicable.
- _____ Sight triangle easements, as applicable.

- _____ Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.
- _____ The location and width of all existing and proposed utility easements.
- _____ Plans of proposed improvements and/or utility layouts as required by Ordinance; and required letters from appropriate state and county agencies granting approval for the extension of utility service(s).
- _____ Proposed and existing signs (details).
- _____ Architectural or historic significance, if any.
- _____ Photographs of any unusual topographic, environmental, historic or physical aspect.
- _____ Location of existing buildings to remain or to be removed.
- _____ Traffic statement, including present and anticipated volumes, roadway capacity, network problems, and needed improvements.
- _____ Number of units.
- _____ Square feet of construction.
- _____ Density and building coverage.
- _____ Number of employees
- _____ Number of residents.
- _____ Number of school children.
- _____ Schedule of desired development time frame from borough review function to completion and occupancy.
- _____ Information on solid waste disposal and recycling.

The Board may waive submission of any required exhibits in appropriate cases and for specific seasons. Requests for such waivers shall accompany a concept plan application, stating the reasons that such a waiver is being requested.

The Board reserves the right to acquire additional information when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses, provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature & Title of person completing checklist

(Date)

1-102 Preliminary Major Subdivision Plat and Major Site Plan Checklist

Note: see Section 1-97 for further details of submission requirements and procedures.

_____ Application form (15 copies).

_____ Plats or plans (15 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.

_____ Scale of not less than 1" = 20' on one of the following standard sheet sizes (8, x 13", 15" x 21"; 24" x 36" or 30" x 42").

_____ Key map no less than 1" = 1000'.

_____ Name of subdivision or development, Borough of West Wildwood, Cape May County.

_____ Name, title, address and telephone number of sub-divider or developer.

_____ Name, title, address and license number of the professional or professionals who prepared the plot or plan.

_____ Scale (written and graphic).

_____ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.

_____ Acreage figures (both with and without areas within public rights-of-way) to the nearest tenth of an acre or square footage.

_____ North arrow.

_____ Certification that applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement.

_____ Place for signature of the Chairperson and Secretary of the Planning Board.

_____ Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map, and the proposed block and lot numbers as provided by the Borough Tax Collector upon written request.

_____ The zoning district in which the parcel is located together with the district boundaries included within the boundaries of the parcel or within two hundred feet (200') therefrom.

- _____ Photographs of the property, where necessary, to show any unusual topographic, environmental, or physical aspect of the site. This would include, but not be limited to, vegetation, natural drainage ways, wetlands, and existing structures and improvements.

- _____ The location of existing and required setback lines, streets within five hundred feet (500') of the development, the location of existing and proposed buildings, watercourses, railroads, bridges, culverts, drain pipes, and all natural features such as sand dune areas and other vegetation.

- _____ The location of all proposed permanent monuments.

- _____ Plans and profiles showing proposed utility layouts (sanitary sewers, storm drains, water, gas, electric, etc.) showing feasible connections to existing or proposed utility systems. Locations of fire hydrants and street lights shall be established with the aid of the Borough Fire Protection Official and the Borough Engineer, respectively.

- _____ Each block and lot shall be numbered in accordance with the system of numbers which will ultimately be the numbers shown on the Borough Tax Map.

- _____ Where brook, stream channel, shoreline improvements are proposed or required, the plans for such improvement shall be approved by the State Department of Environmental Protection or the Cape May County Planning Board, where applicable.

- _____ All proposed lot lines, dimensioned in feet and tenths, and the approximate area of all lots in square feet as well as any open spaces proposed to be dedicated for public use.

- _____ When the development of the subdivision or improvements are contingent upon improvements outside the boundaries of said subdivision, information shall be supplied by the developer prior to Planning Board consideration for preliminary approval that the improvements outside the development are installed and will be available to the developer.

- _____ Any open spaces proposed to be dedicated for public use or playgrounds or other public purpose and the location and use of all such property shall be shown on the plat.

- _____ The names and addresses of all property owners within two hundred feet (200') of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Collector.

- _____ The existing and proposed contours, referred to U.S. Coast and Geodetic Survey Datum; at a contour interval of not less than two feet (2'). Existing contours are to be indicated by solid lines. Location of existing rock outcroppings, high points, water courses and drainage ways, depressions, ponds, marshes, vegetation, wooded areas and other significant existing features.

- _____ The location and design of all signs, the size, nature of construction, height and orientation, including all identification signs, traffic and directional signs and arrows, free standing façade signs and time controls for sign lighting.

- _____ The location of all outdoor lighting (free standing or on building), the size, nature of construction, lumens, heights, area and direction of illumination, foot candles produced, typical manufacturer cuts illustrating style, and time controls proposed for outdoor lighting and display.

- _____ Where brook, stream channel or shoreline improvements are proposed, the following information shall be required:
 - a. When a stream is proposed for alteration, improvement, or relocation or when a drainage structure of fill is proposed over, under, in or along a running stream, a report shall be submitted on the status of review by the State Department of Environmental Protection, Division of Water Resources.
 - b. Cross sections of water coursed and/or drainage swales at an appropriate scale showing the extent of flood plain, top of bank, normal water levels, and bottom elevations at locations required by the Borough Engineer.
 - c. The location and extent of drainage and conservation easements.
 - d. The location and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.

- _____ Plans for such improvements shall be approved by the State Department of Environmental Protection and/or the Cape May County Planning Board where applicable.

- _____ All proposed lot lines, dimensioned in feet and tenths, and the approximate area of all lots in square feet as well as acreage calculations for any open spaces proposed to be dedicated for public use.

- _____ Plans shall depict the location, design, and size of any on or off-site pedestrian parks and bicycle pathways, open space, common open space, plazas and recreation areas, or any other public use areas.

- _____ The location and species associations of all existing trees or groups of trees having a caliper of five inches (5") or more measured three feet (3') above the ground level.

- _____ All adopted Master Plan proposals affecting the proposed development.

- _____ Plans shall include the location, size, elevation, slope, and type of storm drainage structures, above or below grade, whether publicly or privately owned. Design calculations supporting the adequacy of proposed drainage structures and/or surface drainage shall be submitted. These designs shall depict storm water drainage on-site and off-tract, with manholes, inlets, pipe sizes, grades, inverts, and directions of flow. Locations of fire hydrants and street lights shall be established with the aid of the Borough Fire Protection Official and the Borough Engineer, respectively.

- _____ The proposed use or uses of the land, buildings, and structures.
- _____ Proposed solid waste and recycling.
- _____ All landscape strips, landscape buffers, and any deviation from requirements of this Ordinance shall be specifically shown.
- _____ For site plans, a survey map prepared by a licensed surveyor of New Jersey showing boundaries of the properties, line of all existing streets and roads, easements, rights-of-way, and areas dedicated to public use within two hundred feet (200') of the development. These shall be dimensioned and, where applicable, referenced as to direction.
- _____ Plans and plats shall reference any existing or proposed deed restrictions or exceptions concerning all or any portion of the parcel or plat. A copy of any protective covenants or deed restrictions applying to the land being subdivided or developed shall be submitted with the preliminary plat.
- _____ The distances measured along the right-of-way lines of existing streets abutting the property to the nearest intersection with other streets.
- _____ The quantitative aspects of the proposal such as number of units, square feet of construction, density, coverage, number of employees, number of residents and area of land, etc. Specifically identified on the site plan, in tabular form, shall be pertinent zoning data, indicating the bulk/area requirements of the zone in which the proposed development is located and how the proposed development responds to the zoning requirements.
- _____ The proposed buildings and structures and any existing structures to remain, with dimensions, setbacks, heights (in feet and stories), and first floor or grade elevations. Existing buildings and structures to be removed shall be indicated. Architectural or historic significance of any existing buildings to remain or to be removed shall be indicated.
- _____ The location and designs of any off-street parking areas, bicycle parking, service, trash or loading areas showing size and location of bays, aisles, barriers, landscaping, planters, maneuvering areas, and traffic patterns.
- _____ Plans, typical cross sections and details, center line profiles and tentative grades of all proposed streets and of existing streets abutting the tract based on U.S.G.S. vertical datum or a more specified datum supplied by the Borough Engineer, including curbing, sidewalks, storm drains and drainage structures and utility service lines. Sight triangles, the radius of curb lines, and street sign locations shall be clearly indicated at all intersections.
- _____ All means of vehicular access to and egress from the site onto public streets, showing the location of driveways and curb cuts, including the possible utilization of traffic

signals, channelization, acceleration and deceleration lanes, additional width, and any other proposed device intended to control traffic.

_____ Existing and proposed traffic patterns.

_____ Traffic study including, but not limited to:

- a. Anticipated traffic volume.s
- b. Capacity of existing and proposed roadways.
- c. Traffic volume impact from other developments.
- d. Roadway network problems, e.g. unsafe intersections, turns, grades.
- e. Need for traffic signals and other improvements.

_____ A landscaping plan prepared by a registered Landscape Architect showing all proposed plant materials including all proposed screening and buffering. The location of all proposed plantings shall also be indicated and keyed into a legend listing the botanical and common names, the size at time of planting, and the total quantity of each plant.

_____ Photographs of any unusual topographic, environmental, historic, or physical aspect.

_____ Sketches, plans, and photographs of other known similar developments.

_____ Sketch of typical building elevations indicating type of materials to be used.

_____ The proposed use or uses of the land, buildings, and structures.

_____ Schedule of desired development time frame from Borough review function to completion and occupancy.

_____ Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et. seq.

_____ Scale model of proposed development.

_____ Certification by the Borough Tax Collector that all taxes and assessments are paid to date.

_____ Environmental Impact Statement.

_____ Community Impact Statement.

The Board may waive submission of any required exhibits in appropriate cases and for specific subdivision plats or site plans. Requests for such waivers shall accompany the Land Development application, stating the reasons that such waivers are being requested.

The Board reserves the right to acquire additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information

may include, but not be limited to, drainage calculations and traffic analyses, provided however, that no application shall be declared incomplete for lack of such additional information.

Signature & Title of person completing checklist

(Date)

1-103 Final Major Subdivision Plats and Final Major Site Plan Checklist

Note: See Section 1-98 for further details of submission requirements and procedures.

- _____ Application form and plans for completeness review (3 copies).
- _____ Application form (15 copies).
- _____ Plats or plans (15 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
- _____ Scale of not less than 1" = 20' on one of the following standard sheet sizes (8" x 13"; 15" x 21", 24" x 36" or 30" x 42").
- _____ The approved preliminary plat or plan together with all proposed additions, changes or departures therefrom, if applicable.
- _____ All additional details required at the time of preliminary approval.
- _____ A section of staging plan, if approved.
- _____ Certification from the applicant or his professional Engineer that all the provisions of the final major subdivision or final site plans conform to the preliminary plan. Certification of a Land Surveyor licensed in the State of New Jersey as to accuracy of details of the plat.
- _____ Place for signature of the Chairperson and Secretary of the Planning Board.
- _____ Detailed soil erosion and sediment control proposals as required by N.J.S.A. 4:24 39 et seq.
- _____ Detailed Architectural and Engineering data including:
 - a. An Architect's ground floor or other floor plans sufficient to show pedestrian, vehicular or other access as it relates to the final site plan together with illustrative building elevations to show height and intended materials; and typical illustrations of any signs visible to the general public.
 - b. Cross sections, profiles and established grades of all streets, aisles, lanes and driveways.

- c. Plans and profiles of all storm and sanitary sewers and water mains.
- d. All dimensions of the exterior boundaries of any subdivision balanced and closed to a precision of one to 5,000, and the dimensions of all lot lines to within one to 10,000.

_____ A final drainage plan shall accompany the final plat.

_____ Architectural elevations for all proposed buildings, walls, fences and signs, and samples of building materials to be used shall be submitted to the Planning Board for approval.

Architectural elevation drawings shall include:

- a. Fully dimensioned exterior buildings walls.
- b. Architectural features and design.
- c. Exterior doors and windows.
- d. Exterior materials to be used and treatment of materials.
- e. Roof design and method of screening air-conditioning units, etc.
- f. Fully dimensioned building signs.
- g. Fully dimensioned retaining walls and fences.

_____ The purpose of any easement or land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.

_____ Certification that the applicant is agent or owner of the land, or that the owner has given consent under an option agreement.

_____ When approval of a plat is required by any officer or body of such municipality, county, or state, approval shall be certified on the plat.

_____ Microfilm copies of all site plans shall be submitted in a manner specified by the Planning Board Secretary.

_____ The final submission shall be accompanied by the following documents:

- a. Certification from the Borough Tax Collector that all taxes and assessments have been paid to date.
- b. The applicant's certification in writing to the Board that he has:
 - Installed all improvements in accordance with the requirements of this Ordinance, and/or;
 - Posted a performance guarantee in accordance with the requirements of this Ordinance.
- c. A statement from the Borough Engineer that all improvements installed prior to the filing of the application are in accordance with the preliminary approval and have been inspected, and that such improvements meet the requirements of the Borough. Any improvements installed prior to application for final approval that do not either meet or exceed Borough standards shall be factored into the required performance guarantee.

_____ Approximate date of project beginning/completion.

- _____ Estimated cost of project.
- _____ Photographs of the proposed project site showing front, side and rear views, including photographs of adjacent neighboring properties.
- _____ Wetlands Permit (N.J. Department of Environmental Protection N.J.S.A. 13:9A-1 et seq.).
- _____ Coastal Area Facilities Approval (N.J. Department of Environmental Protection N.J.S.A. 13:19 et seq.).
- _____ Curb-opening Permit (N.J. Department of Transportation).
- _____ Cape May County Planning Board written report.
- _____ The Planning Board may waive submission of any required exhibits in appropriate cases and for specific subdivision plats or site plans. Requests for such waivers shall accompany the land development application, stating the reasons that such waivers are being requested.
- _____ The Board reserves the right to acquire additional information before granting final approval when unique circumstances affect the tract and/or when the application for final approval that do not either meet or exceed Borough standards shall be factored into the required performed guaranty.
- _____ Approximate date of project beginning/completion.
- _____ Estimated cost of project.
- _____ Photographs of the proposed project site showing front, side and rear views, including photographs of adjacent neighboring properties.
- _____ Wetlands Permit (N.J. Department of Environmental Protection N.J.S.A. 13:9A et seq.).
- _____ Coastal Area Facilities Approval (N.J. Department of Environmental Protection N.J.S.A. 13:19 et seq.).
- _____ Curb-opening Permit N.J. Department of Transportation.
- _____ Cape May County Planning Board written report.

The Planning Board may waive submission of any required exhibits in appropriate cases and for specific subdivision plats or site plans. Requests for such waivers shall accompany the land development application, stating the reasons that such waivers are being requested.

The Board reserves the right to acquire additional information before granting final approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses, provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature & Title of person completing checklist

(Date)