

\$7.00

MOUNT LAUREL TOWNSHIP
SCHEDULED MEETINGS OF THE PLANNING BOARD FOR 2014

The Mount Laurel Township Planning Board, in the County of Burlington, State of New Jersey will hold Regular Meetings usually on the SECOND THURSDAY OF EACH MONTH at 7:00pm in the Court Room in the Main Building. The Reorganization Meeting for 2015 and the first Regular Meeting for 2015 will be held on January 8, 2015 at 7:00pm. Formal Action will be taken at any scheduled Regular Meeting and the Reorganization Meeting.

MOUNT LAUREL MUNICIPAL COMPLEX
100 Mount Laurel Road, Mount Laurel, New Jersey 08054

APPLICATIONS must be submitted to the Planning Board Office by Noon on the
“Deadline for Filing Date” listed below in order to appear on the agenda
for the next available Regular Meeting.
Regular Meetings will commence at 7:00 p.m.

2014

<u>DEADLINE FOR FILING</u> <u>DATE</u>	<u>REGULAR MEETING</u> <u>DATE</u>
December 26, 2013	February 13, 2014
January 30, 2014	March 13, 2014
February 27, 2014	April 10, 2014
March 27, 2014	May 08, 2014
April 24, 2014	June 12, 2014
May 29, 2014	July 10, 2014
June 26, 2014	August 14, 2014
July 31, 2014	September 11, 2014
August 28, 2014	October 09, 2014
September 25, 2014	November 13, 2014
October 27, 2014	December 11, 2014
November 24, 2014	January 08, 2015 (Reorg Mtg And Regular Mtg)



MOUNT LAUREL TOWNSHIP
Planning Division
100 Mount Laurel Road
Mount Laurel, NJ 08054
PHONE 856-234-0001 x 318
FAX: 856-273-0106

MEMORANDUM

To: Applicant

From: Gerry Bucci
Planning Board Secretary

Date: July 28, 2011

Re: Planning Board Application Process **REVISED**

The attached application packet is being provided to assist you in meeting the requirements for submission of a complete application to the Planning Board, and to advise you of actions to be performed by you as the application is processed. You should fill out the enclosed Land Development Checklist (**in ALL item numbers listed as required for your application**), and provide appropriate attachments as required. **All submittals must be made through the Planning Board Secretary.**

Applications for consideration must be deemed complete by the Administrative Office (Planning Board Secretary) prior to being scheduled for a Planning Board meeting. The Planning Board meetings are held the second Thursday of the month, at 7:00 p.m., in the Meeting Room of the Municipal Center. In this packet is a meeting schedule for more details and dates.

The first phase in the application process is being deemed a complete application. Under the Municipal Land Use Law and Local Ordinance, the Administrative Office (Planning Board Secretary) has 45 days to deem an application complete. You may request submission waivers in your application **IN WRITING**, but each must be approved by the Board at a meeting prior to scheduling your public hearing, or submitted as first required, before the application is considered complete. Variances are required for any deviation from the Zoning Ordinances and require public notice of at least 10 days (**NOT INCLUDING THE DAY OF YOUR HEARING**) prior to your public hearing. Any deviation from the site plan or subdivision ordinances, including design waivers, or variances must be requested **IN WRITING**. At the time of application proper **filing and escrow fees** must be posted, **taxes** must be current on the property, and **any other escrow accounts** with the Township of Mount Laurel encumbered on this block and lot must be current even if there is a change of ownership.

You will be advised, in writing, if the application is deficient and what would be needed to move to completeness. When your application is deemed complete, you will also be notified and placed on the Planning Board agenda in approximately 4 to 6 weeks after review by the professional staff. **All complete applications** are subject to review by the Mount Laurel township Planning Board Professional Staff (enclosed in this packet are the names of this staff, their addresses and phone numbers.) The Planning Board Secretary generates the schedule and agenda for all Planning Board Meetings and should be your contact regarding your placement on said agendas.

Once your placed on the agenda for a Planning Board Meeting, you may need to give public notice of your application. Failure to do so will result in your application being postponed. Enclosed in this application packet are a public notice packet and a list of the official Township newspapers.

The Planning Board has the power to deny or grant approval or grant conditional approval of your application. Any conditions will be defined in a Resolution prepared by the Board Attorney. **You must comply with all terms of the Resolution, including but not limited to payment of taxes and escrow accounts, before your plans are signed by the Boards professional staff. When all the conditions have been met and revisions of the plans complete, deliver 11 copies of the final plans to the Planning Board Secretary's Office for distribution and signatures. You will be notified after your plans are signed.**

Enclosed please find the required application form and checklist for your submittal, fee schedule, escrow agreement, W-9 form, tax certification, public notice packet, and some helpful information. **It is helpful to have highlighted or color renditions of your plans. PLEASE DO NOT HAVE FIXED HARD BOARD EXHIBITS FOR THE PUBLIC HEARING UNLESS YOU ARE TAKING THEM WITH YOU AT THE END OF THE NIGHT.** Permanent storage is required for exhibits and a major problem for the Township with the many we receive in association with hearings.

Please submit a W-9 form with payments.

All materials and/or information must be submitted ten (10) days before the Planning Board Meeting per the Municipal Land Use Law 40:55D10 (b).

Should you require additional assistance, it is recommended that you consult a Land Use Attorney. Corporations appearing before the Planning Board must be represented by a licensed New Jersey Attorney.

PLEASE NOTE: COLLECTION OF ADDITIONAL ESCROW IS REQUIRED WHENEVER:
(per ORDINANCE 2010-4)

1. Revised Plans – Replenish escrows to original amount
2. Compliance or Final Plans for final signature - \$1000.00
3. Public Hearings before the Planning Board – Replenish escrow to original amount
4. Board Meeting Memorializing a Resolution – Replenish escrow to original amount

07/28/11 (revised)

SITE PLAN AND SUBDIVISION APPLICATION
NUMBER OF ITEMS NEEDED

Application	1 original
Land Development Checklist	1 original
Filing, Escrow and Publication of Decision Fees	Fee Schedule 2010-3 thru 6
W-9 Form	1 original
Tax Collector Certification	1 original
Environmental Impact Statement	2
Traffic Study	3
Drainage Details	2
Stormwater Calculations	2
Soil Report (Ord. 1996-4) Phase 1	2
Site Plan / Subdivision	20 plans (6 plans) standard size 30" x 42" or 24" x 36" (14 plans) 11" x 17" size

Please check with the Planning Board Secretary for public hearing date.

Contact:

Ms. Gerry Bucci, Planning Board Secretary

Mount Laurel Municipal Center

100 Mt. Laurel Road

Mount Laurel, NJ 08045

Telephone #: (856) 234-0001 ext.1318 Fax #: (856) 273-0106

mlplanning@mountlaurel.com

Should you require additional assistance, please contact a Land Use Attorney. You may represent yourself as an individual. If you are a corporation you must be represented by a licensed New Jersey Attorney. If you are a one person corporation you can represent yourself.

If you need additional information you can check the:

Zoning Ordinance, Chapter 154

Land Subdivision Ordinance Chapter 138

Site Plan Ordinance Chapter 124

You may obtain a copy of these ordinances in the Municipal Clerk's Office.

You may look on the Mount Laurel website for the ordinances referenced.

www.mountlaurel.com

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE BOARD SECRETARY



MOUNT LAUREL TOWNSHIP

Planning Division
100 Mount Laurel Road
Mount Laurel, NJ 08054
PHONE 856-234-0001 x 1318
FAX: 856-273-0106

MEMORANDUM

To: Applicant

From: Gerry Bucci, Planning Board Secretary

Re: New Applications, Revised Plans and Compliance Plans

As per the Mount Laurel Township code 34-6A, **all documents, plans, applications, and any material** related to any Planning Board application must be delivered to and transmitted by the Planning Board Secretary. Any materials delivered to the Planning Board Professionals will be returned to you and will not be reviewed unless and until it is released through the Planning Board Secretary.

Your escrow account will be monitored and with each submission you will be notified to replenish this account. Always, check your monthly statement from the Finance Department during the first week of the month. If you are not receiving your statements monthly, please check with the Planning Board Secretary, (856) 234-0001 ext. 1318 to see if your proper contract and mailing address are on your escrow account. You have signed a contract with Mount Laurel Township to pay this financial obligation in a timely manner (15 days). Should you fail to pay the amount required to be paid when due, the Township shall be entitled to pursue all remedies at law or equity. Interest shall accrue at the rate of 18% per annum simple interest on all sums unpaid after the due date. The Township may collect a reasonable attorney's fee which shall not be less than \$300.00 should litigation for the purpose of collecting any sum be commenced.

Revised plans and/or responses to the township professional's reports should be submitted for review at least 10 days before your scheduled Public Hearing. Delayed filing of revised plans if needed and response reports may cause your application to be continued to an upcoming meeting date.

If you have any further questions regarding this policy and procedure, please don't hesitate to let me know you can call (856) 234-0001 ext. 1318 or you can email me at mlplanning@mountlaurel.com. The mailing address is Mount Laurel Municipal Center, Planning Board Division, 100 Mount Laurel Road, Mount Laurel, New Jersey, 08054.



MOUNT LAUREL TOWNSHIP

Municipal Utilities Authority

1201 SOUTH CHURCH STREET • MOUNT LAUREL, NEW JERSEY 08054

(856) 234-0062 Customer Service • (856) 722-5900

FAX (856) 866-1092 • www.MLTMUA.com

Planning Board Secretary
Township of Mount Laurel
100 Mount Laurel Road
Mount Laurel, NJ 08054

Dear Ms. Bucci

In an effort to streamline the review process for all involved, I would like to suggest that the Planning Board Professionals encourage all applicants for Site Plan or Major Subdivision approval to take advantage of the MUA Conceptual Review process. Conceptual Review attempts to identify potential MUA requirements, conditions, restrictions or limitations so the developer's engineer can incorporate them into the site design at an early stage in the Township review process. This helps avoid unnecessary re-engineering and the associated time delays that sometimes occur if the developer's engineer has not fully considered Authority standards for construction prior to submitting for final MUA approval.

Projects may be submitted for conceptual Authority approval prior to, or at the same time, as submittal to the Township. Generally, much less review time is required for final Authority approval if a project has first been conceptually approved.

Feel free to contact me if you have any questions or require further clarification.

Sincerely,

Robert A. Adler
Operations Engineer

cc: Pamela J. Carolan, Executive Director

FEE SCHEDULE
 Planning/Zoning Boards
 ORDINANCE 1999-2, As Amended ORDINANCES-2010-3, 2010-4, 2010-5 & 2010- 6

	<u>SEPARATE CHECKS</u>	
	<u>FILING</u>	<u>ESCROW</u>
SITE PLANS (124-11)		
Informal Concept	100.00	500.00
Formal Concept	500.00	1000.00
Minor Site Plan (Board or Alteration Committee Approval)	250.00	750.00
Preliminary (Amended)	275.00	2000.00&50.00 per Residential unit 4000.00&100.00 per Non-Resid lot
Final (Amended)	275.00	2000.00&50.00 per Residential unit 3000.00&100.00 per Non-Resid. lot
Preliminary & Final (Amended of Combined)	375.00	3000.00&50.00 per Residential unit 4000.00&100.00 per Non-Resid. lot
Minor Site Plan Alteration	250.00	750.00
Site Plan Waiver	100.00	200.00 if required
Conditional Use	200.00	500.00&SD or SP Fee
Escrows (for Inspections)	5% of Bond or 500.00 minimum (whichever greater)	
Extensions of Approval	150.00	250.00
SPEED HUMPS (148-17.2)		
Minor Site Plan	250.00	1,000.00
SUBDIVISIONS (138-46)		
Informal Concepts	100.00	500.00
Sketch Plat/Minor SD/Lot Line Change	275.00	1000.00
Major Preliminary (Amended))	275.00	2000.00&50.00 per Residential unit 3000.00&100.00 per Non-Resid. lot
Major Final (Amended)	275.00	2000.00&50.00 per Residential unit 3000.00&100.00 per Non-Resid. lot
Extensions of Approval	150.00	250.00
Certificate of Subdivision (40:55D-56, 54:5-14, 54:5-15)	per Statute	
VARIANCES (154-103)		
A (Appeals)	250.00	250.00
B (Interpretation)	250.00	250.00
C (Bulk)	250.00	200.00 Res. OR w/SD or SP 500.00 w/o SD or SP
C (sign) (fence)	250.00	500.00
D (Use)	250.00	1000 Residential 1500 Non-Residential
Other Fees		
Compliance Plans Submission		1000.00
Request for Special Meetings	100.00	250.00
Publication of Decision	40.00	
200' List for Notice	10.00	
Variance Application	5.00	
Checklist and Application for Board Hearing	7.00	
Copies (per state statute or applicable laws)	\$.05 each for letter size copy and \$.07 legal size copy	
Master Plan	40.00	
Disc copy of meeting	1,89	

These fees are cumulative for all applications.

Escrow monies are to be replenished with each revision of plans, upon receipt of compliance or final plans, the week of public hearings, or a meeting to memorialize a Resolution by the Boards. See Ordinances in application.
 09/12/11, rev. 02/25/13

MOUNT LAUREL TOWNSHIP LAND DEVELOPMENT APPLICATION
Application must be typed

CHECK ALL THAT APPLY:

- Concept Plan (Optional)
- Minor Subdivision
- Minor Site Plan
- General Development Plan
- Major Subdivision/Preliminary
- Major Subdivision/Final
- Major Site Plan/Preliminary
- Major Site Plan/Final
- New Application
- Amendment
- Site Design Waiver (Exception)

- Conditional Use
- Preliminary PURD
- Final PURD
- Extension of Time
- Minor Site Plan Alteration
- _____

Variance Action Request (NJSA 40:55D-70):

- (a) Appeal of Admin. Officer Action
- (b) Interpretation
- (c) Bulk Variance
- (d) Use Variance

Application No. _____

Date Received: _____

1. Applicant's Name: _____ Tax ID #: _____
Address: _____

Telephone No.: _____ Fax No.: _____ Email: _____
Applicant is a: Corporation Partnership Individual Other (Specify): _____

If Applicant is required to list names & addresses of stockholders or partners by N.J.S.A. 40:55D-48.1 & 48.2, attach the list on a separate sheet.

2. Owner's Name: _____
Address: _____

Telephone No.: _____ Fax No.: _____ Email: _____

3. *If Applicant is required to be represented by a New Jersey attorney, list N.J. attorney's name & address here:*

N.J. Attorney's Name: _____
N.J. Attorney's Address: _____

Telephone No.: _____ Fax No.: _____ Email: _____

4. Location of Property: Tax Map Block _____ Lot Nos. _____ Total Tract Area _____
Street Address: _____

5. Number of Proposed Lots _____ Zone _____ Number of Dwelling Units _____
Brief description of project and present use: _____

6.(a) Check here if zoning variances are required.

(b) Check here if exceptions to the application or municipal requirements are requested (N.J.S.A. 40:55D-51).

(c) Check here if exceptions to the Residential Site Improvement Standards (RSIS, N.J.A.C. 5:21-3.1) are requested.

(d) Check here if waivers from the RSIS (N.J.A.C. 5:21-3.2) are requested. [Such waivers require application to, and approval of, the N.J. Site Improvement Advisory Board.]

NOTE: *If any of the above four (6a, b, c, d) are required, attach hereto separate exhibit(s) for each category of relief sought, stating the factual basis, legal theory, and whether they have been previously granted.*

7. Name(s) and address(es) of person(s) preparing plans and reports *(Attach additional sheets if necessary)*:

Name:	Profession:	N.J. Licenses:
Address:	Phone:	Fax:
Email:		
Name:	Profession:	N.J. Licenses:
Address:	Phone:	Fax:
Email:		

8. (a) Are there any existing Deed Restrictions? *(Check box that applies)* NO YES *(Attach copy of existing restrictions.)*

(b) Are any Deed Restrictions proposed? *(Check box that applies)* NO YES *(Attach copy of proposed restrictions.)*

9. Contemplated form of ownership *(Check all that apply)*:

Fee Simple Condominium Cooperative Rental

10. Briefly describe and include dates for any prior or currently pending proceedings by the applicant, or others if known, before this Planning Board or Zoning Board or any other federal, state, or local board or agency involving the property which is the subject of this application. *(Attach sheet if necessary)*

11. List exact section of Township Code where variance(s) or waiver(s) is requested *(Attach sheet if necessary)*

The Variance Sought is From Section _____ of the Zoning Ordinance to Enable the Applicant to _____

Hardship or Special Reasons why the Variance Should be Granted *(Attach sheet)* _____

12. List any material accompanying this application. *(Attach sheet if necessary)*

13. Applicant certifies that the plans and the attached (checklist if applicable) are accurate to the best of his/their knowledge.

Applicant's Signature

Date

Applicant's Name (please print)

ESCROW AGREEMENT TO PAY FEES

THIS AGREEMENT, made and entered on this _____ day of _____, 20____, by and between the Township of Mount Laurel (hereinafter TOWNSHIP) and the Mount Laurel Township Zoning Board of Mount Laurel Township Zoning Board of Adjustment (hereinafter BOARD) and _____ (hereinafter APPLICANT), is made upon the following terms and conditions:

PROJECT NAME: _____

PROJECT LOCATION: _____

BLOCK(S): _____ LOT(S): _____

APPLICANT NAME: _____ APPLICATION # _____

APPLICANT FEDERAL I.D. NO. OR SSAN: _____

APPLICANT ADDRESS: _____

_____ PHONE # _____

1. PURPOSE: The Board authorizes its professional staff to review, inspect, report, and study all plans, documents, statements, improvements, and provisions made by the Applicant in conforming to the requirements of the Code of the Township of Mount Laurel, New Jersey. The Board directs its professional staff to make all oral and/or written reports to the Board of its conclusions and findings derived from the review, study, investigation and like like or similar duties performed as elsewhere authorized. The Applicant, by execution of this agreement, agrees to pay all reasonable professional fees incurred by the Board for the performance of the duties outlined above.

2. ESCROW DEPOSIT: The Township and Board hereby acknowledge initial receipt of \$ _____, said sum being a cash deposit to be placed in a township trust account to cover the cost of the aforementioned review, study and investigation fees. Such sum shall be charged periodically as fees and charges accrue and the balance of the escrow sum, if any, after all charges and fees have been paid shall be returned to the Applicant.

3. INCREASE IN ESCROW FUND: The Applicant agrees to pay any additional sum required to pay charges and fees not covered by the escrow fund within fifteen (15) days after the date of receipt of a notice of deficiency by the appropriate township office. The Applicant understands and agrees to pay such sum notwithstanding any dispute to the reasonableness of fees and charges.

4. **CONTEST OF REASONABLENESS:** The Applicant agrees that the reasonableness and/or accuracy of any fee or charge may be challenged within seven (7) days of receipt of the professional's billing voucher and in accordance with the Code of the Township of Mount Laurel, New Jersey. Where the Applicant objects to the payment of any voucher from the escrow fund, he/she shall have the right to appeal, in accordance with the requirements of the Municipal Land Use Law, *N.J.S.A. 40:55D-1 et seq.*

5. **NOTICE:** The Applicant agrees that all notice or refunds shall be mailed to the following address:

Contact Name: _____
Company Name: _____
Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Telephone #: _____ **Fax #:** _____ **Email:** _____

6. I agree to be responsible for all bills against this development's escrow account. In the event that this project is sold or my interest is transferred to another party, my obligation can only be relieved if all outstanding escrow bills are paid and the new principal obligates himself to the responsibility of all future bills in an agreement with the Township.

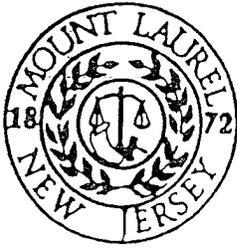
7. **COLLECTION:** Should the Applicant fail to pay any amount required to be paid hereunder when due, the Township shall be entitled to pursue all remedies at law or equity. Interest shall accrue at the rate of 18% per annum simple interest on all sums unpaid after the due date. The Township may collect a reasonable attorney's fee which shall not be less than \$300.00 should litigation for the purpose of collecting any sum be commenced.

Applicant

Date

cc: Finance Office, _____
date of transmittal

Professional Staff, _____



MOUNT LAUREL TOWNSHIP
COMMUNITY DEVELOPMENT
PLANNING DIVISION
100 MOUNT LAUREL ROAD
MOUNT LAUREL, NEW JERSEY 08054

TO: PLANNING
FROM: TAX OFFICE
RE: CURRENT PROPERTY TAX STATUS
DATE:

ONLY ONE BLOCK AND LOT PER REQUEST. OWNERS NAME MUST BE AS IT APPEARS ON TAX BILL. VERIFICATION OF BLOCK, LOT AND OWNER INFORMATION IS AVAILABLE IN THE TAX BOOKS LOCATED IN THE TAX ASSESORS OFFICE, ROOM 213.

In reference to Block _____, Lot _____, Qualifier _____

Located on: _____, assessed to (owner) _____

According to the computer, the taxes are current as of this date and there are no municipal liens.

REQUEST FOR 200' PROPERTY LIST

Please furnish a listing of the property owners and their mailing address for all properties within 200 feet of:

BLOCK _____ **LOT** _____

SITE ADDRESS _____

BLOCK _____ **LOT** _____

SITE ADDRESS _____

BLOCK _____ **LOT** _____

SITE ADDRESS _____

REQUESTED BY: NAME: _____

ADDRESS: _____

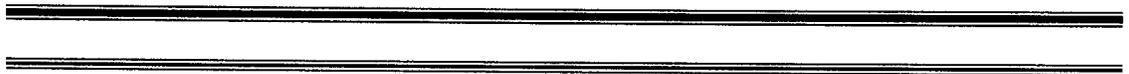
PHONE NUMBER: _____

REQUEST FOR: _____ Zoning Board Appl. _____ Planning Board Appl. _____ Other

LIST NEEDED BY (Date): _____

CHECK ONE: _____ PICK-UP _____ MAIL _____ FAX _____ EMAIL

Provide Fax # or Email Address: _____



FEE SCHEDULE:

Request per property*	\$ 10.00
Tax Map Page	.07

*Pursuant to the provisions of NJSA 40:55D-12c...the fee is twenty-five cents (25c) per name or ten dollars (\$10), whichever is greater...

OTHER ORGANIZATIONS SERVED WITH THE NOTICE TO PROPERTY OWNERS

MOUNT LAUREL MUNICIPAL UTILITIES AUTHORITY

1201 South Church Street
Mount Laurel, NJ 08054
Attn: Customer Service Division
Re: Planning Board Matter

PUBLIC SERVICE ELECTRIC & GAS

300 New Albany Road
Moorestown, NJ 08057
Attn: Customer Service Division
Re: Planning Board Matter

GARDEN STATE CABLE TV

1250 Haddonfield-Berlin Road
Cherry Hill, NJ 08034-0404
Attn: Customer Service Division
Re: Zoning Variance Matter

NEW JERSEY BELL TELEPHONE

540 Broad Street
Newark, NJ 07101
Attn: Customer Service Division
Re: Planning Board Matter

NEW JERSEY-AMERICAN WATER COMPANY

1025 Laurel Oak Road
Voorhees, NJ 08043
Attn: Donna Short, GIS Supervisor
Re: Planning Board Matter

BURLINGTON COUNTY PLANNING BOARD

Burlington County Office Building
P.O. Box 6000
Mount Holly, NJ 08060
Attn: Mia Baker
Re: Planning Board Matter

TRANSCONTINENTAL GAS PIPE LINE CORP.

Trophe Industrial Park
1 Pike Road @ Hartford Road
Mount Laurel, NJ 08054
Attn: Robert Harding, District Specialist
Re: Planning Board Matter

NEW JERSEY TURNPIKE AUTHORITY

Administration Building
P.O. Box 1121
New Brunswick, NJ 08903
Attn: Mark Schneider, Esq.
Re: Planning Board Matter

N.J. STATE PLANNING COMMISSION

33 W. State Street
P.O. Box 204
Trenton, NJ 08625-0204

NJ DOT

GEN TX ADMI
P.O. Box 600
1035 Parkway Avenue
Trenton, NJ 08625

NOTIFICATION REQUIREMENTS
FOR
PLANNING BOARD

In addition to notifying residents within 200 feet of the subject premises, there are some applications in which additional notification requirements are necessary. **All required notification must be given by certified mail or personal service, at least 10 days in advance of the scheduled regular meeting date.** These requirements are set forth in N.J.S.A. 40:55D12. and include the following:

1. If any portion of the property is located within 200 feet of an adjoining municipality, notice must be given to the Township Clerk of such municipality. It will also be necessary to obtain, from the adjoining municipality, the names and addresses of the owners in that municipality that are within 200 feet of the subject premises, and they must also be given notice.
2. If the property is: 1) located on an existing County road or proposed road shown on the official County map or on the County Master Plan; or 2) adjacent to or adjoins other County lands; or 3) located within 200 feet of a municipal boundary, it is necessary to give notice to the **BURLINGTON COUNTY PLANNING BOARD**, whose mailing address is Burlington County Office Building, 49 Rancocas Road, Mount Holly, NJ 08060. (The address for hand delivery is 5 Maple Avenue, Hainesport, NJ)
3. If the property is located on a State highway, notice must be given to the **COMMISSONER OF TRANSPORTATION**, whose mailing address is 1035 Parkway Avenue, CN 600, Trenton, NJ 08625.
4. If the application in question exceeds 150 acres, or involves 500 or more dwelling units, notice must be given to the **Director of the Division of State and Regional Planning, DEPARTMENT OF COMMUNITY AFFAIRS**, whose mailing address is 363 West State Street, CN 800, Trenton, NJ 08625. Such notice shall include a copy of any maps or documents which are required to be on file with the municipality.
5. In all cases in which notice is required, a legal notice must be published in the official newspaper of Mount Laurel Township, which is the **CENTRAL RECORD**, whose mailing address is P.O. Box 1027, Medford, NJ 08055 (609)-654-9221. Such publication must take place at least 10 days in advance of the meeting.

IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, YOU SHOULD CONSULT WITH YOUR ATTORNEY OR THE MOUNT LAUREL TOWNSHIP PLANNING BOARD SECRETARY. These requirements have been established by Statute, **not** by the Assessor's Office. **If any requirement is overlooked the Board to which you are applying will not be able to hear your application on the date that you are scheduled to appear.**

9/26/12

MOUNT LAUREL TOWNSHIP – PLANNING BOARD
NOTICE TO PROPERTY OWNERS OR AGENCIES

TO _____

OWNER OF PREMISES _____

(Include Tax Map Information)

PLEASE TAKE NOTICE:

That the undersigned has applied to the Planning Board of Mount Laurel Township for a variance from the terms of articles and Sections of the Zoning Ordinance so as to permit _____

***This application also includes a request for (Subdivision) (Site Plan) (Conditional Use Approval) (Appeal)

on the premises of _____, located _____

_____, designated as Block(s) _____, Lot(s) _____ on the Mount Laurel Township

Tax Map. A public hearing will be held on _____, 20____, at _____ in the Meeting Room at the Township Municipal Center, Mount Laurel, New Jersey, at which time you may appear either in person or by agent, or attorney, and present any objection which you may have to the granting of this application.

All documents relating to this application may be inspected by the public during normal business hours in the office of the Secretary of the Board in the Township Municipal Center.

This notice is sent to you by the applicant because the subject property is within 200 feet of property owned by you or is otherwise required by law.

Respectfully,

Applicant

*** "X" where applicable – if none, cross out this sentence or delete from Notice.

(SAMPLE ONLY. CONSULT ORDINANCE, LAW AND ATTORNEY)

(NOTICE MUST BE PUBLISHED IN OFFICIAL TOWNSHIP NEWSPAPER AT LEAST 10 DAYS PRIOR TO HEARING)

LEGAL NOTICE
TOWNSHIP OF MOUNT LAUREL
PLANNING BOARD

A PUBLIC HEARING of the Mount Laurel Township (Planning Board) of the Township of Mount Laurel in the county of Burlington and State of New Jersey, will be held (day of week), (date), commencing at 7:30 P.M. in the Meeting Room of the Mount Laurel Municipal Center located at 100 Mount Laurel Road, Mount Laurel, New Jersey, on the application of (applicant's name) for a (type of application) so as to permit _____

(be specific as to type of development and/or all variances requested)

(If the only item that requires the public hearing is a variance, be sure to note that the variance is filed in conjunction with a site plan and/or subdivision (Specify)) on the premises located at _____ (street) _____ in a _____ zone and designated as Block(s) _____, Lot(s) _____ on the Mount Laurel Township Tax Map.

This matter is known as file number _____ (obtain from Board Secretary) _____ in the Planning Board records and this file is available for public inspection at the Office of Community Development, Planning Division, during normal office hours.

Any interested party may appear at said hearing and participate therein.

(name of applicant)

(applicant address)

(Publication date: _____)

(Affidavit of Publication is Required)

You must publish a legal notice only once, in one of the designated newspapers ten (10) days before your scheduled public hearing.

Publish on or before: _____.

Designated Newspapers:

Central Record -

P.O. Box 107
Medford, NJ 08055-6027
Telephone (609) 654-5000
Fax (609) 654-9126
Email SJLegals@IngNews.com

Courier Post -

301 Cuthbert Blvd.
Cherry Hill, NJ 08034
Telephone (609) 663-7100
Fax (609) 663-3190
Email legals@courierpostonline.com

Burlington County Times -

333 North Broad Street
Doylestown, PA 18901
Telephone (215) 949-4032
Fax (215) 259-0603
Email legals@calkins.com

MOUNT LAUREL TOWNSHIP

LAND DEVELOPMENT CHECKLIST

DATE: _____

FILE# _____

Fill in Applicant Column with applicable check (x) mark.

PART I: PROJECT INFORMATION										Application/project name: _____				
SUBMISSION REQUIREMENTS										ITEM DESCRIPTION SIGNS - NO CHECKLIST REQUIRED Circle "C" or "R" N/A - "C" Commercial N/A - "R" Residential	A P P L I C A N T M A R K	S T A T U S	P L A N B D M A R K	Z O N I N G B D M A R K
I T E M N U M B E R	C O N C E P T P L A N *	M I N O R		G E N D E V P L A N	M A J O R									
		S U B D I V	S I T E P L A N		P R E L I M		F I N A L **							
					S U B D I V	S I T E P L N		S U B D I V	S I T E P L N					
1	X	X	X	X	X	X	X	X	X	Name, address, telephone, and fax numbers of owner and applicant, certification by owner.	COMPLIES			
											N.A. C R			
											Submission Waiver			
											Waiver Or Variance			
2		X	X	X	X	X	X	X	X	Name, signature, New Jersey license number, seal and address of engineer, land surveyor, architect, professional planner and/or landscape architect, as applicable, involved in preparation of plat	COMPLIES			
											N.A. C R			
											Submission Waiver			
											Waiver Or Variance			
3	X	X	X	X	X	X	X	X	X	Title block denoting date of preparation, date(s) of revision(s), type of application, tax map sheet, county, name of municipality, block and lot, and street location	COMPLIES			
											N.A. C R			
											Submission Waiver			
											Waiver Or Variance			

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ITEM NUMBER	CONCEPT PLAN*	MINOR		GEN DEV PLAN	MAJOR			PRELIM	FINAL**						
		SUBDIV	SITE PLAN		SUBDIV	SITE PLN	SUBDIV								SITE PLN
										<p>SIGNS - NO CHECKLIST REQUIRED</p> <p>Circle "C" or "R"</p> <p>N/A - "C" Commercial</p> <p>N/A - "R" Residential</p>					
4	X	X	X	X							<p>A key map at a specified scale with a north arrow, showing location of tract with reference to surrounding properties, streets, zone lines, abutting zones, and municipal boundaries, within 1000 feet. Key Map should show street names including at least name of street on which site fronts and names of nearest intersecting streets in each direction.</p>	<p>COMPLIES</p> <p>N.A. C R</p> <p>Submission Waiver</p> <p>Waiver Or Variance</p>			
5					X	X	X	X			<p>A key map at a specified scale with a north arrow, showing location of tract with reference to surrounding properties, streets, zone lines, abutting zones, and municipal boundaries, within 500 feet</p>	<p>COMPLIES</p> <p>N.A. C R</p> <p>Submission Waiver</p> <p>Waiver Or Variance</p>			
6	X	X	X	X	X	X	X	X			<p>A schedule of mandated and provided zone district(s) requirements including lot area, width, depth, yard setbacks, building coverage, open space, and parking. See attached Zoning Schedule of Area and Height Requirements.</p>	<p>COMPLIES</p> <p>N.A. C R</p> <p>Submission Waiver</p> <p>Waiver Or Variance</p>			
7				X							<p>A general land-use plan at a scale specified by ordinance, indicating the tract area and general locations of the land uses to be included (Residential density and a nonresidential floor area ratio shall be provided. Extent to which municipal housing obligation under the Fair Housing Act, P.L. 1985, c. 222, will be fulfilled shall be included.)</p>	<p>COMPLIES</p> <p>N.A. C R</p> <p>Submission Waiver</p> <p>Waiver Or Variance</p>			

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		SUBDIV	SITE PLAN		PRELIM		FINAL**					
					SUBDIV	SITE PLN	SUBDIV	SITE PLN				
								SIGNS - NO CHECKLIST REQUIRED Circle "C" or "R" N/A - "C" Commercial N/A - "R" Residential				
8		X	X	X	X	X	X	Signature blocks for chairperson, secretary, municipal clerk (if posting of a bond is required for monuments or municipal improvements), and municipal engineer	COMPLIES N.A. C R Submission Waiver Waiver Or Variance			
9		X					X	If applicant intends to file map, appropriate certification blocks as required by the Map Filing Law	COMPLIES N.A. C R Submission Waiver Waiver Or Variance			
10		X			X		X	Where applicable, proposed monumentation as specified by the Map Filing Law	COMPLIES N.A. C R Submission Waiver Waiver Or Variance			
11		X	X	X	X	X	X	Source and date of current property survey	COMPLIES N.A. C R Submission Waiver Waiver Or Variance			

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		SUBDIV	SITE PLAN		PRELIM	FINAL**						
						SUBDIV	SITE PLN	SUBDIV	SITE PLN			
								For map, use one (1) of four (4) standardized sheets: 30" x 42" 24" x 36" 15" x 21" 8.5" x 13" Submit six (6) standardized copies and Submit nineteen (19) 11" x 17" size.		COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
12		X			X		X					
								Preliminary Plat @ 100 Scale Final Plat @ 50 Scale		COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
13					X		X					
								Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerlines and rights-of-way, utility easements, and sight-triangle easements		COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
14		X	X		X		X					
								Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerlines and rights-of-way, utility easements, sight-triangle easements, and centerline curves on streets		COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
15							X	X				

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						SUBDIV	SITE PLN	SUBDIV	SITE PLN					
16	X	X	X	X	X	X	X	X	X	Acreage of tract to nearest tenth of an acre a) Also include equivalent square feet for major subdivisions and major site plans, preliminary or final. b) Tax map data sufficient for concept plan.	COMPLIES			
											N.A. C R			
											Submission Waiver			
											Waiver Or Variance			
17		X	X	X	X	X	X	X	X	Revision box with dates of preparation and revision	COMPLIES			
											N.A. C R			
											Submission Waiver			
											Waiver Or Variance			
18	X	X	X	X	X	X	X	X	X	Size and location of any existing or proposed uses or structures (including wells and septic) with all setbacks dimensioned, including any buildings or structures to be removed (for concept plan and general development plan, general location only)	COMPLIES			
											N.A. C R			
											Submission Waiver			
											Waiver Or Variance			
19	X			X						Location and dimensions of any existing or proposed streets (general location only)	COMPLIES			
											N.A. C R			
											Submission Waiver			
											Waiver Or Variance			

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I T E M N U M B E R	C O N C E P T P L A N *	M I N O R		M A J O R								
		S U B D I V P L A N	S I T E P L A N	G E N D E V P L A N	P R E L I M		F I N A L**					
S U B D I V	S I T E P L N				S U B D I V	S I T E P L N						
20		X	X		X	X	X	X	Location and dimensions of any existing or proposed streets, rights-of-way, and pavement widths. Existing driveways should be shown that are within 300 ft. of any proposal site access.	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
21	X								Lot lines and area of lots in square feet (approximated)	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
22		X	X		X	X	X	X	All proposed lot lines, area of lots in square feet, and setback lines	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
23		X	X	X	X	X	X	X	Copy and/or delineation of any existing or proposed deed restrictions or covenants	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		

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		SUBDIV	SITE PLAN		PRELIM	FINAL**										
					SUBDIV	SITE PLN	SUBDIV									
										SIGNS - NO CHECKLIST REQUIRED Circle "C" or "R" N/A - "C" Commercial N/A - "R" Residential						
24	X	X	X	X	X	X	X	X	X	Any existing easement or land reserved for or dedicated to public use, utility use, conservation use, or restricted by reason of wetlands or wetland buffers, and any organizations for the ownership and maintenance of open space required by the Municipal Land Use Law (N.J.S.A. 40:55D-43) (for concept plans, general location suffices)	COMPLIES					
											N.A. C R					
											Submission Waiver					
											Waiver Or Variance					
25		X	X		X	X	X	X	X	Any proposed easement or land reserved for or dedicated to public use, utility use, conservation use, or restricted by reason of wetlands or wetland buffers, and any organizations for the ownership and maintenance of open space required by the Municipal Land Use Law (N.J.S.A. 40:55D-43). Homeowners or Property Owners Association documents should be submitted if an Association is to be used.	COMPLIES					
											N.A. C R					
											Submission Waiver					
											Waiver Or Variance					
26		X	X		X	X	X	X	X	Sight triangles	COMPLIES					
											N.A. C R					
											Submission Waiver					
											Waiver Or Variance					
27				X	X	X			X	Development stages or staging plans	COMPLIES					
											N.A. C R					
											Submission Waiver					
											Waiver Or Variance					

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		SUBDIV	SITE PLAN		PRELIM		FINAL**						
						SUBDIV	SITE PLN	SUBDIV	SITE PLN				
28			X	X	X	X	X	X	X	List of required regulatory approvals or permits	COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		
29	X	X	X	X	X	X	X	X	X	List of variances requested or obtained (for a concept plan, only in general terms). Please attach typed, detailed supplement	COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		
30			X	X		X	X	X	X	Requested or obtained design waivers or exceptions. Please attach typed, detailed supplement.	COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		
31								X	X	A letter containing a list of all items not installed or completed and to be covered by a performance guarantee, with quantities of all items	COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		

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		S U B D I V	S I T E P L N		PRELIM		FINAL**								
					S U B D I V	S I T E P L N	S U B D I V								
										Payment of application fees and escrow fees, if applicable		COMPLIES			
												N.A. C R			
												Submission Waiver			
32	X	X	X	X	X	X	X	X	X			Waiver Or Variance			

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ITEM NUMBER	CONCEPT PLAN*	MINOR		GEN DEV PLAN	MAJOR								
		SUBDIV	SITE PLAN		PRELIM		FINAL**						
						SUBDIV	SITE PLN	SUBDIV	SITE PLN				
33		X	X	X	X	X	X	X		Property owners and lines of all parcels within 200 feet identified on most recent tax map sheet (Provide names, addresses, blocks, and lots.)	COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		
34	X	X	X	X	X	X	X	X		All existing streets, adjoining uses, structures, wells, septic systems, driveways, watercourses, flood plains, wetlands, or other environmentally-sensitive areas on and within 500 feet (Survey of adjacent property not required; for concept plan only, no survey is required.)	COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		
35	X	X	X	X	X	X	X	X		Existing rights-of-way and/or easements on and within 500 feet of tract (for concept plan only, tax map data sufficient)	COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		
36	X			X						Topographical features of subject property from best, readily-available, published (public) source	COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		

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						SUBDIV	SITE PLN	SUBDIV	SITE PLN				
37		X	X		X	X	X	X	Existing and proposed contour intervals based on U.S.C. and G.S. data Contours to extend at least 200 feet beyond subject property as follows: Up to 3% grade = 1 foot Between 3% and 10% grade = 2 feet 10% grade and above = 5 feet		COMPLIES		
											N.A. C R		
											Submission Waiver		
											Submission Waiver		
											Waiver Or Variance		
38	X			X					Boundary, limits, nature and extent of wooded areas, and other significant physical features		COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		
39		X	X		X	X	X	X	Boundary, limits, nature and general extent of wooded areas, specimen trees of eight inches or more in diameter measured four feet above grade, and other significant physical features (Map all and indicate those features to be disturbed.)		COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		
40			X		X	X			Existing system of drainage of subject site and preliminary design of proposed system of drainage (including preliminary drainage calculations)		COMPLIES		
											N.A. C R		
											Submission Waiver		
											Waiver Or Variance		

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				SUBDIV	SITE PLN	SUBDIV	SITE PLN						
41			X				X	X	Detailed engineering design of proposed system of drainage of subject site	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
42			X		X	X	X	X	Drainage area map for existing and developed site condition	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
43			X		X		X		Soil Borings	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
44			X				X	X	Final Drainage calculations	COMPLIES			
										N.A. C R			
										Submission Waiver			
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						SUBDIV	SITE PLN	SUBDIV	SITE PLN			
45				X	X	X			An environmental inventory including a general description of natural and cultural resources, and the probable impact of the development on the environmental attributes of the site (EIS)	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
46				X					An open-space plan showing the proposed land area of parks and conservation set-asides, improvements proposed, and plans for their operation and maintenance	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
47					X	X	X	X	Recreation facilities plan and details, where applicable	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
48		X	X	X	X	X			General soil information ORD. 1996-4 (ESA)	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
49			X		X	X	X	X	Will topsoil be removed from the site and/or transported outside municipal boundaries? If yes, see Soil Removal Ordinance.	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		

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					SUBDIV	SITE PLN	SUBDIV						SITE PLN
50				X					A community facility plan including, but not limited to, educational or cultural facilities, historic sites, libraries, hospitals, firehouses, and police stations	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
51	X	X	X		X	X	X	X	Plan meets Barrier-Free Subcode requirements, if applicable.	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
52		X			X		X		Construction details as required by the Residential Site Improvement Standards including cross-section details of all drainage systems and details for roads, sidewalks, stormwater management systems, water supply, and sanitary sewers	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
53			X			X		X	Construction details site plan	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
54		X					X		Proposed Block and Lot number to be approved by Township Assessor and Township Engineer	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			

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				SUBDIV	SITE PLAN	SUBDIV	SITE PLAN	SUBDIV	SITE PLAN				
55			X				X	X	Address plan submitted to Township Assessor, Fire Department, Municipal 9-1-1 Coordinator, County 9-1-1 Coordinator and Mount Laurel Postmaster.	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
56					X	X	X	X	Proposed street names when new road(s) proposed	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
57	X								Vehicular and pedestrian circulation patterns (general)	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
58			X	X	X	X	X	X	Proposed vehicular and pedestrian circulation and utility infrastructure plans including disposal of sanitary sewage, water, stormwater management All other utilities may be shown by footnote.	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
59		X	X				X	X	Where residential construction is contemplated, subsurface disposal testing where using septic systems	COMPLIES			
										N.A. C R			
										Submission Waiver			
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PART II: ENVIRONMENTAL INFORMATION

Application/project name:

SUBMISSION REQUIREMENTS								ITEM DESCRIPTION	APPLICANT MARK	STATUS	PLAN BOARD MARK	ZONING BOARD MARK	
ITEM NUMBER	CONCEPT PLAN*	MINOR		GEN DEV PLAN	MAJOR								
		SUBDIV	SITE PLAN		PRELIM		FINAL**						
						SUBDIV	SITE PLN	SUBDIV	SITE PLN				
60				X	X	X	X	X	Traffic report describing anticipated traffic volumes, and impact on existing and proposed roads and intersections, when the proposed number of housing units exceeds 50	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance N			
61		X	X		X			X	Finished spot elevations at all property corners	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
62						X		X	Finished spot elevations at all building corners and finished first floor elevations of proposed buildings	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			
63					X	X	X	X	Road and paving cross-sections (at 50-foot intervals) and center-line profiles	COMPLIES			
										N.A. C R			
										Submission Waiver			
										Waiver Or Variance			

*Submission of concept plan is optional; if submitted, include items indicated.

**Final approval submission is a resubmission of documents from the preliminary stage, with any revisions required as a condition of approval by the municipality or other agency.

PART II: ENVIRONMENTAL INFORMATION

Application/project name:

SUBMISSION REQUIREMENTS								ITEM DESCRIPTION	APPLICANT MARK	STATUS	PLANNING BOARD MARK	ZONING BOARD MARK
ITEM NUMBER	CONCEPT PLAN*	MINOR		GEN DEV PLAN	MAJOR							
		SUBDIV	SITE PLAN		PRELIM		FINAL**					
					SUBDIV	SITE PLAN		SUBDIV	SITE PLAN			
64			X		X	X	X	X	Lighting plan and details	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
65			X		X	X	X	X	Landscape Plan showing the proposed location of all proposed plantings and buffer areas, a legend listing the botanical and common names of each proposed plant type, the size at the time of planting, a planting schedule, method of irrigation, the total quantity of each plant type, and any tree protection plan(s).	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
66			X		X			X	Location of containers for solid waste, including recyclables, and design/details of containers	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		
67			X		X	X	X	X	Signage plan showing location and details of site identification signs, traffic control signs, fire zone signs and directional signs	COMPLIES		
										N.A. C R		
										Submission Waiver		
										Waiver Or Variance		

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PART II: ENVIRONMENTAL INFORMATION

Application/project name:

SUBMISSION REQUIREMENTS								ITEM DESCRIPTION SIGNS - NO CHECKLIST REQUIRED CIRCLE - "C" OR "R" N/A = "C" COMMERCIAL N/A = "R" RESIDENTIAL	APPLICANT MARK	STATUS	PLAN BD MARK	ZONING BD MARK		
ITEM NUMBER	CONCEPT PLAN*	MINOR		GEN DEV PLAN	MAJOR									
		SUBDIV	SITE PLAN		PRELIM		FINAL**							
						SUBDIV	SITE PLN	SUBDIV	SITE PLN					
68	X		X		X	X	X	X			Parking plan, where applicable, showing spaces (size and type), aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions (for concept plan, general information only)	COMPLIES		
												N.A. C R		
												Submission Waiver		
												Waiver Or Variance		
69			X			X			X		Preliminary architectural plan and elevations (required where new building or alterations to existing building are proposed)	COMPLIES		
												N.A. C R		
												Submission Waiver		
												Waiver Or Variance		
70		X			X			X			Statement as to whether the applicant intends to construct basements	COMPLIES		
												N.A. C R		
												Submission Waiver		
												Waiver Or Variance		
71	X	X	X	X	X	X	X	X	X		Appropriate number of copies of each item per attached list.	COMPLIES		
												N.A. C R		
												Submission Waiver		
												Waiver Or Variance		

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