

**WASHINGTON TOWNSHIP PLANNING BOARD**  
**SITE PLAN APPLICATION FORM**  
**PART B- PRELIMINARY APPROVAL CHECKLIST**  
**(Required Only For Preliminary Site Plan)**

Applicant's Name \_\_\_\_\_

Indicate (Y) or (N) for compliance with Checklist Items 1 through 20 below:

**ITEMS REQUIRED FOR A COMPLETE APPLICATION (1 through 14)**

1. \_\_\_ Twenty-one folded prints of site plan and accompanying documents showing all information required by Chapter 159, Site Plan Review, Article V.
2. \_\_\_ Six complete applications (Parts A, B and C).
3. \_\_\_ Payment of administrative fee and review deposits
4. \_\_\_ Payment of property taxes. Property taxes paid through \_\_\_\_\_, 20 \_\_\_  
Next taxes due on \_\_\_\_\_, 20 \_\_\_ Signed \_\_\_\_\_ Tax Collector
5. \_\_\_ For corporations and partnerships, submit names of holders owning 10% or more of interest.
6. \_\_\_ If applicant is not owner, submit letter from owner authorizing submission of plan.
7. \_\_\_ If phasing of construction is proposed, plat shall show boundary of each section on which final approval will be requested.
8. \_\_\_ Development impact statement (seventeen (17) copies). (Chapter 175, Subdivision of Land, § 175-27Q.)
9. \_\_\_ Surface Water Management Plan (four copies). (Chapter 175, Subdivision of Land, § 175-49).
10. \_\_\_ **For tracts of less than 10 acres:** Delineation of and classification of wetlands as defined in N.J.A.C.7:7A-2.5 on the tract and within 150 feet of tract by a qualified professional and:
  - a. \_\_\_ Written statements by said professional that no wetlands exist on the tract nor within 150 feet of the tract; or
  - b. \_\_\_ Addition of wetlands delineation and transition zones on plat, and conservation easement for wetlands/transition zones, plus letter by said professional confirming wetlands/transition zones, plus copy of Endangered Species Site Evaluation from NJDEP; or
  - c. \_\_\_ Request for waiver of wetlands delineation where wetlands are in a remote and unaffected portion of the tract.
- \_\_\_ **For tracts of 10 or more acres:** Wetlands delineation and documentation per Chapter 175, Subdivision of Land, § 175-27V, **and a letter recommending approval from the Planning Board Environmental Consultant.**
11. \_\_\_ Soil disturbance application. Compliance with Chapter 164, Soil Removal.
12. \_\_\_ Letter from Township Engineer stating that plat complies with ordinance requirements and all information required by ordinance to accompany plat has been received.
13. \_\_\_ Phase I Geologic Survey Checklist (If property is within Carbonate Area District)
14. \_\_\_ Completeness determination at Planning Board meeting.

**ADDITIONAL EXHIBITS TO BE SUBMITTED PRIOR TO SCHEDULING FOR PUBLIC HEARING**

15. \_\_\_ Property corners and driveway locations must be clearly marked by the applicant prior to site inspection by the Site Plan Committee. Appointments with the Site Plan Committee must be arranged by the applicant after submission of application.
16. \_\_\_ Copy of completed application form for Morris County Soil Conservation District.
17. \_\_\_ Copy of completed application form for Morris County Planning Board.
18. \_\_\_ For applications with public water supplies:
  - \_\_\_ Letter from water supplier stating water service availability per Chapter 175, Subdivision of Land, §§ 175-22E(1) and 175-34C.
  - \_\_\_ Letter from Fire Department stating that waterlines and fire hydrants are adequate and approved.

**EXHIBITS TO BE SUBMITTED AT LEAST FIVE DAYS PRIOR TO PUBLIC HEARING**

19. \_\_\_\_\_ Proof of publication of public notification in official newspaper (Chapter 159, Site Plan Review, § 159-15, Service).
20. \_\_\_\_\_ Affidavit of service of notice of hearing to property owners within 200 feet and others required by § 111-32B through J.

Note to Applicant: Site improvements shall commence only after payment of inspection fees. All site improvements, exclusive of the building, must be installed prior to final site plan approval (except those permitted by ordinance to be deferred with payment of a cash guaranty).