

# Submission Checklist

BOROUGH OF GIBBSBORO

| Submission Item No. and Description   | Minor     |              | Preliminary |              | Final     |              | Use Variance | Waiver Requested         | Not Applicable           | Submitted                |
|---|-----------|--------------|-------------|--------------|-----------|--------------|--------------|--------------------------|--------------------------|--------------------------|
|   | Site Plan | Sub-division | Site Plan   | Sub-division | Site Plan | Sub-division |              |                          |                          |                          |
| 1. Fourteen (14) copies of the required application forms supplied by the Administrative Officer.   | X         | X            | X           | X            | X         | X            | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 2. The application and escrow fees.   | X         | X            | X           | X            | X         | X            | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 3. Fourteen (14) copies of the checklist.   | X         | X            | X           | X            | X         | X            | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 4. Fourteen (14) copies of the survey, subdivision, site plan or use variance sketch, as applicable (see also no. 19).  | X         | X            | X           | X            | X         | X            | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 5. Fourteen (14) copies of preliminary architectural floor plans and elevations.  | X         |              | X           | X            |           |              |              | X                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. A list of all variances, waivers and exceptions requested, citing the application section of the ordinance.  | X         | X            | X           | X            |           |              | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 7. Certification from the Tax Collector that no taxes, assessments or liens are due or delinquent on the subject property   | X         | X            | X           | X            |           |              | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 8. Name and address of the applicant and the owner, if different from applicant, on plan or plat, plus telephone, facsimile and e-mail address as part of the application submission. | X         | X            | X           | X            |           |              | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 9. Letter of consent to the filing of the application, if applicant is different than owner.  | X         | X            | X           | X            |           |              | X            | <input type="checkbox"/> | X                        | <input type="checkbox"/> |
| 10. Certification of corporation or partnership interest pursuant to N.J.S.A. 40:55D-48.1.  | X         | X            | X           | X            |           |              | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |

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40:55D-48.1  
APR 15 2021

X = Denotes required submission item. All submissions are to be collated or will not be accepted by the Administrative Officer.

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|  | Site Plan | Sub-division | Site Plan   | Sub-division | Site Plan | Sub-division |                      |                                     |                                     |                                     |
| 11. Four (4) copies of drainage calculations, drainage divide map and engineer's report (see also no. 53).                         | X         |              | X           | X            |           |              |                      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 12. Four (4) copies of the Environmental Impact Report (see Chapter 154).  |           |              | X           | X            |           |              |                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 13. Four (4) copies of the Soil Erosion and Sediment Control Plan.   |           |              | X           | X            |           |              |                      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 14. Four (4) copies of the Traffic Impact Report (see Chapter 324, Article IV).  |           |              | X           | X            |           |              |                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 15. Six (6) copies of any protective covenants or deed restrictions applying to the subject property.                              | X         | X            | X           | X            |           |              | X                    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Four (4) copies of any additional reports.   | X         | X            | X           | X            |           |              |                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17. Clearly and legibly drawn plan in accordance with §324-24.J.   | X         | X            | X           | X            |           |              | X                    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Application type in title block (e.g. minor subdivision, preliminary site plan).   | X         | X            | X           | X            |           |              | X<br>(If applicable) | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 19. A boundary survey by a licensed New Jersey Land Surveyor, certified on a date within six (6) months of the date of submission. | X         | X            | X           | X            |           |              |                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 20. Title block containing block and lot number for the tract and the name of the municipality and county.                         | X         | X            | X           | X            |           |              |                      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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|   | Site Plan | Sub-division | Site Plan   | Sub-division | Site Plan | Sub-division |                      |                          |                          |           |
| 21. Plans shall be drawn on sheets of one of the following dimensions: 30"x48", 30"x42", 24"x36", 25"x21" or 8 1/2"x13". [If more than one sheet is required to show all of the development, a composite map shall be drawn showing the entire development on which various sections are shown, and each detail sheet shall include a key map of the whole. | X         | X            | X           | X            | X         | X            | X<br>(If applicable) | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 22. Name, address, telephone number, signature and seal of the plat preparer.   | X         | X            | X           | X            | X         | X            | X                    | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 23. North arrow.  | X         | X            | X           | X            | X         | X            | X                    | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 24. Scale not less than 1"=50' with graphic and written scales shown.   |           | X            |             | X            |           | X            | X                    | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 25. Scale not less than 1"=100' with graphic and written scales shown.  | X         |              | X           |              |           | X            |                      | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 26. Date of original drawing.   | X         | X            | X           | X            | X         | X            | X                    | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 27. Area for the date and substance of each revision.   | X         | X            | X           | X            | X         | X            | X                    | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 28. A key map with north arrow showing the entire development and its relation to surrounding areas at a scale of not less than 1"=2,000'.  | X         | X            | X           | X            | X         | X            | X                    | <input type="checkbox"/> | <input type="checkbox"/> | X         |

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|  | Site Plan | Sub-division | Site Plan   | Sub-division | Site Plan | Sub-division |              |                          |                                     |                          |
| 29. The names, addresses, block and lot numbers of all property owners within 200 feet of the development shown in their correct geographic location.  | X         | X            | X           | X            | X         | X            | X            | <input type="checkbox"/> | <input type="checkbox"/>            | X                        |
| 30. Locations of all existing structures and their uses within 500 feet of the tract.  |           |              | X           | X            |           |              |              | <input type="checkbox"/> | <input type="checkbox"/>            | X                        |
| 31. Zones in which property in question falls, zones of adjoining properties within a 200 foot radius of the property in question.   | X         | X            | X           | X            | X         | X            | X            | <input type="checkbox"/> | <input type="checkbox"/>            | X                        |
| 32. Existing and proposed building coverage in square feet and as a percentage of lot area.  | X         | X            | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | X                        |
| 33. Area of original tract to the nearest one tenth of an acre.  | X         | X            | X           | X            |           |              |              | <input type="checkbox"/> | <input type="checkbox"/>            | X                        |
| 34. Delineation of freshwater wetlands and transition buffer.  | X         | X            | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | X                        |
| 35. Proposed structures and uses on the tract in plan view and notation.   | X         |              | X           |              | X         |              | X            | <input type="checkbox"/> | <input type="checkbox"/>            | X                        |
| 36. A written description of the proposed use(s) and operation(s) of the building(s), i.e., the number of employee or users of non-residential buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift. |           |              |             |              |           |              |              | <input type="checkbox"/> | <input type="checkbox"/>            | X                        |
| 37. Proposed signs including the location, size, height and scaled elevations of the front, side, and rear of any side directed  | X         |              | X           |              | X         |              | X            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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|   | Site Plan | Sub-division | Site Plan   | Sub-division | Site Plan | Sub-division |              |                          |                          |                          |
| or modified including sign lighting details; existing signs to remain.  |           |              |             |              |           |              |              |                          |                          |                          |
| 38. Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract. | X         | X            | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 39. The names, locations, widths and purposes of existing and proposed easements and other rights-of-way in the subdivision.                                      | X         | X            | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 40. The location and description of all existing or proposed boundary control monuments and pins.   |           | X            |             |              |           | X            |              | <input type="checkbox"/> | X                        | <input type="checkbox"/> |
| 41. Number of lots being created.   |           | X            |             |              |           | X            |              | <input type="checkbox"/> | X                        | <input type="checkbox"/> |
| 42. Each block shall be numbered, and the lots within each block shall be numbered as approved by the Tax Assessor.   | X         | X            | X           | X            | X         | X            | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 43. Area of each proposed lot correct to one-hundredth of an acre.  |           | X            |             |              |           | X            |              | <input type="checkbox"/> | X                        | <input type="checkbox"/> |
| 44. All side, rear, and front setback lines with dimensions.  | X         | X            | X           | X            | X         | X            | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 45. The site in relation to all remaining contiguous lands in the applicant's or owner's ownership.   | X         | X            | X           | X            | X         | X            | X            | <input type="checkbox"/> | <input type="checkbox"/> | X                        |

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|   | Site Plan | Sub-division | Site Plan   | Sub-division | Site Plan | Sub-division |              |                          |                          |           |
| 46. Appropriate places for the signature of the Chairperson and Secretary of the approving authority, Borough Engineer, the dates of the official approving authority actions, and dates of signatures. | X         | X            |             |              | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 47. Existing contours lines shall be shown at not more than two (2) foot intervals, elevations of existing structures to remain and (2) permanent bench marks based upon U.S.G.S. datum.                | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 48. Existing contours lines shall be shown at not more than two (2) foot intervals, elevations of existing structures to remain and (2) permanent bench marks based upon U.S.G.S. datum.                | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 49. Proposed grading contours to illustrate the proposed grading scheme, including spot elevations for the finished floor.  | X         | X            | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 50. Locations and dimensions of existing man made features such as railroad rights-of-way, bridges, and dams.   | X         | X            | X           |              | X         |              |              | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 51. Locations of all existing and proposed water courses, such as lakes, streams, ponds, swamps or marsh areas, on or within 500 feet of the development and their water level elevations.              | X         | X            | X           |              | X         |              |              | <input type="checkbox"/> | <input type="checkbox"/> | X         |
| 52. Locations of other natural features including soil types from the USDA, wooded areas, individual trees in excess of eight (8) inches D.B.H. outside of wooded areas and rock outcrops.              | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/> | X         |

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|  | Site Plan | Sub-division | Site Plan   | Sub-division | Site Plan | Sub-division |              |                          |                                     |                                     |
| 53. Flood plain limits.  | X         | X            | X           |              | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 54. Drainage calculations for the 1, 2, 10, 25, 50 and 100-year storm related to a drainage divide map for the subject property.   | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 55. The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage of that portion of the development which drains to the structure, including the distance and average slope downstream to the structure and final disposition of the surface waters. |           |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 56. Proposed connections from the development to any existing storm drainage system.   | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 57. Soil boring and test data for any proposed storm water management or water quality basin.  | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Plans and profiles for all storm lines, underdrains and ditches whether onsite, offsite, or off-tract, affected by the development including:</b>   |           |              |             |              |           |              |              |                          |                                     |                                     |
| 58. Location of each inlet, manhole or other appurtenance and slope of line.   | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 59. Pipe material type, strength, class or/and thickness.  | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 60. For any proposed dry walls, ground water, recharge basins detention or retention basins, flood control devices, sedimentation basins, and/or other water   |           |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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|   | Site Plan | Sub-division | Site Plan   | Sub-division | Site Plan | Sub-division |              |                          |                          |                          |
| control devices, depict the location, construction details, erosion control and soil stabilization methods.   |           |              |             |              |           |              |              |                          |                          |                          |
| 61. Within a distance of 200 feet of the development show the names, locations and dimensions of all existing streets and existing driveways, and any connections by the development to existing streets, sidewalks, bike routes, water, sewer, or gas mains. | X         | X            | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| <b>Plans for all proposed streets, road or parking lot improvements, whether onsite or off-tract, showing:</b>  |           |              |             |              |           |              |              |                          |                          |                          |
| 62. Center line profiles at horizontal scale not less than 1"=50' for all existing adjoining streets and proposed streets.  |           |              | X           | X            | X         | X            |              | <input type="checkbox"/> | X                        | <input type="checkbox"/> |
| 63. Acceleration/deceleration lanes, fire lanes and traffic channelization.   | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | X                        | <input type="checkbox"/> |
| 64. Driveway aisles with dimensions.  | X         |              | X           |              | X         |              |              | <input type="checkbox"/> |                          | X                        |
| 65. Parking spaces with size, number, location and handicapped spaces.  | X         |              | X           |              | X         | X            |              | <input type="checkbox"/> |                          | X                        |
| 66. Loading areas and number thereof.   | X         |              | X           |              | X         | X            |              | <input type="checkbox"/> |                          | X                        |
| 67. Existing and proposed curbs.  | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> |                          | X                        |

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|   | Site Plan | Sub-division | Site Plan   | Sub-division | Site Plan | Sub-division |              |                          |                                     |                                     |
| 68. Ramps for the handicapped.  | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 69. Sidewalks and bike routes.  | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 70. Any related facility for the movement and storage of goods, vehicles and persons.   | X         |              | X           |              | X         |              |              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 71. Directional signs with scaled drawings.   | X         |              | X           |              | X         |              |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 72. Sight triangle easements at intersections.  |           |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 73. Location of street names and signs.   |           |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 74. Traffic control devices and signs   | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 75. Street lights.  |           |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Plans and profiles of water, and sewer layouts whether onsite, offsite or off-tract showing (nos. 74 and 75):</b>            |           |              |             |              |           |              |              |                          |                                     |                                     |
| 76. Size and types of pipes and mains, slope, pumping stations, fire hydrants, construction details, and trench repair details. | X         |              | X           | X            | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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|  | Site Plan | Sub-division | Site Plan   | Sub-division | Site Plan | Sub-division |              |                          |                          |                          |
| 77. If service is to be provided by an existing water or sewer utility company, a letter from that company shall be submitted, indicating that service shall be available before occupancy of any proposed structures.   | X         | X            | X           | X            | X         | X            |              | X                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 78. Site lighting including photometric data, lighting fixture, method of attachment and manufacturer's cut sheet.   | X         |              | X           |              | X         |              |              | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 79. Fencing, railroad ties, bollards and car stops.  | X         |              | X           |              | X         |              |              | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 80. Any expansion plans for the proposed use shall show feasible parking and loading expansion plans to accompany building expansion.  | X         |              | X           |              |           |              |              | <input type="checkbox"/> | X                        | <input type="checkbox"/> |
| 81. Solid waste management plan including provisions for recycling.  | X         |              | X           |              |           | X            |              | <input type="checkbox"/> | X                        | <input type="checkbox"/> |
| 82. Standard details for curbing, sidewalks, bike paths, paving, stoned or graveled surfaces, bollards, railroad ties and fences and other improvements.   | X         |              | X           |              | X         | X            |              | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 83. Recreation facilities and areas of public use.   |           |              | X           |              |           | X            |              | <input type="checkbox"/> | <input type="checkbox"/> | X                        |
| 84. Landscaping plan indicating existing vegetation to remain, proposed vegetation location, common and scientific species name, size and method of installation, planting details and notations, plant guarantees; and any tree wells, construction details, irrigation and root aeration proposed. | X         |              | X           |              |           |              |              | <input type="checkbox"/> | <input type="checkbox"/> | X                        |

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Checklist Items for General Development Plans shall follow the required submission items of §324-27.

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