



## Development Application Checklist

Township of Toms River  
33 Washington Street  
Toms River, NJ 08753  
732 341-1000

### **Schedule "A" Submission Requirements**

- ( ) 1. Original of the Unified Land Development Application form, fully completed, signed and notarized. For applications other than bulk variances, submit five additional copies.
- ( ) 2. Fees in accordance with §348-3.4
- ( ) 3. Form W-9 and Escrow Replenishment Agreement
- ( ) 4. Original and 8 copies of signed and sealed property survey less than one year old
- ( ) 5. 8 copies of plot plan showing proposed improvements; or 8 sets of subdivision plats or site plans (11 sets of 11x17 required five days prior to Board meeting)
- ( ) 6. 8 sets of architectural floor plans and façade elevations (if any)
- ( ) 7. Completed Schedule "B" checklist and a list of any waiver requests, together with a statement of reasons why waivers should be granted.
- ( ) 8. One of the following
  - ( ) a. A letter of interpretation from the N.J. D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying delineation of the boundaries of freshwater wetlands and related transition areas
  - ( ) b. A finding by the Board Engineer, on applications for principal or accessory structures on existing single-family or two-family lots, that there are no freshwater wetlands on the lot or within 200 feet thereof
- ( ) 9. If a corporation, limited liability company, or partnership, list the names and addresses of all parties owning at least 10% of the entity as required by N.J.S.A. 40:55D-48.1 et seq. (Blank disclosure forms are available at the Board office.)
- ( ) 10. Copy of filed Ocean County Planning Board application (except bulk variances)
- ( ) 11. Copy of filed Toms River Municipal Utilities Authority application (except bulk variances)
- ( ) 12. Copy of filed Ocean County Soil Conservation District application (except bulk variances)
- ( ) 13. Statement of operations (except bulk variances)
- ( ) 14. If tree removal is involved, a Tree Management Plan, with fees
- ( ) 15. Evidence of filing with water company (United Water or NJ American) (except bulk variances)

Reviewed by:

Application Name: \_\_\_\_\_

\_\_\_\_\_

Block: \_\_\_\_\_; Lot(s) \_\_\_\_\_

Date: \_\_\_\_\_

Application:

**Schedule B Checklist**

Planning Board \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Township of Toms River

Zoning Board \_\_\_\_\_

		Minor Site Plan	Prelim. Major Site Plan	Final Major Site Plan	Minor Subdivision	Prelim. Major Subdivision	Final Major Subdivision	Bulk Variance	Use Variance	Applicant submission	Board Receipt	Not Applicable	Waiver (Attach Reason)
<b>Plat Specifications</b>													
1	Clear, legible plat at a scale of not less than 1" = 60'.	X	X	X	X	X	X	X	X				
2	Signature, seal, address, license number of professional preparing plat.	X	X	X	X	X	X	X	X				
3	Plat based on land survey less than 12 months old.	X	X	X	X	X	X	X	X				
4	Sheet size up to 30"x42".	X	X	X	X	X	X	X	X				
5	Each sheet numbered and titled.	X	X	X	X	X	X	X	X				
<b>General Information</b>													
6	Existing and proposed lot lines with dimensions, bearing and curve data.	X	X	X	X	X	X	X	X				
7	Key map: showing site location and streets, street names, and zone boundaries within 500 ft.	X	X	X	X	X	X	X	X				
8	Title block: applicant name, name of development, preparer, tax sheet, lot and block numbers, date prepared, application type, and zoning district.	X	X	X	X	X	X	X	X				
9	Names, addresses and block and lot numbers of all owners within 200 feet.	X	X	X	X	X	X	X	X				
10	Date of original and all revisions.	X	X	X	X	X	X	X	X				
11	Written and graphic map scale.	X	X	X	X	X	X	X	X				
12	North arrow with reference meridian.	X	X	X	X	X	X	X	X				
13	Date and signature as per the "Map Filing Law".				X	X	X						
14	Table of zoning requirements, showing existing conditions, nonconformities and proposed variances.	X	X	X	X	X	X	X	X				
15	Area of the tract and of each lot.	X	X	X	X	X	X	X	X				
<b>Natural Features</b>													
16	For proposed site improvements, regrading or disturbance over 150 sq. ft., existing and proposed contours at one foot intervals showing surface drainage and topography within 50 ft.	X			X			X					
17	Existing and proposed contours at one foot intervals showing surface drainage and topography within 200 ft.		X	X		X	X	X					
18	All existing watercourses and related areas that are subject to 100 year floods under FEMA standards.	X	X	X	X	X	X	X					
19	Wetlands and wetland transition area boundaries	X	X	X	X	X	X	X	X				
20	Features required for Tree Management Plan under the provisions of Chapter 348-12.	X	X	X	X	X	X	X	X				
<b>Man-made Features</b>													
21	Show existing structures and setbacks from existing and proposed property lines, indicating those to be modified or removed or to remain.	X	X	X	X	X	X	X	X				
22	Location of proposed buildings, first floor and basement or cellar elevations	X	X	X	X	X	X	X	X				
23	Building and impervious coverage calculations.	X	X	X				X	X				
24	Existing and proposed easements, rights-of-way and their purposes.	X	X	X	X	X	X	X	X				
25	Existing and proposed manholes, sewer lines, stormwater management facilities, waterlines, fire hydrants, and utility poles within 200 feet.	X	X	X	X	X	X	X	X				
26	Location of existing wells and septic systems.	X	X		X	X		X	X				

Reviewed by: \_\_\_\_\_

Application:

**Schedule B Checklist**

Planning Board \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Township of Toms River

Zoning Board \_\_\_\_\_

		Minor Site Plan	Prelim. Major Site Plan	Final Major Site Plan	Minor Subdivision	Prelim. Major Subdivision	Final Major Subdivision	Bulk Variance	Use Variance	Applicant submission	Board Receipt	Not Applicable	Waiver (Attach Reason)
27	Plans and profiles of proposed utility layouts, including sewers, storm drains, water, gas, and electric, showing feasible connections to existing or proposed utility systems as well as channel section details, pipe sizes, types and inverts, road crowns and slopes.		X	X		X	X						
28	Monumentation required as per the "Map Filing Law"				X	X	X						
29	Off-street parking and loading spaces required and proposed, and location and dimensions of access drives, aisles, and parking stalls.	X	X	X				X	X				
<b>Streets</b>													
30	Location, names and widths of all existing and proposed streets, sidewalks and street widenings within 200 feet of the site.	X	X	X	X	X	X						
31	Plans, profiles and cross-sections of paved areas, curbs and sidewalks.	X	X	X	X	X	X						
<b>Miscellaneous</b>													
32	Soil boring logs in accordance with Chapter 348-6.9B(24) or 348-6.10B(16).		X	X		X	X						
33	Exterior lighting plan showing the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and fixtures.	X	X	X		X	X						
34	Landscaping and buffering plan showing the location, type of tree or shrub and the location, type and amount of each type of ground cover.	X	X	X	X	X	X						
35	Soil erosion and sediment control plan consistent with the requirements of the local Soil Conservation District.	X	X		X	X							
36	Stormwater system maintenance plan including: specific preventive maintenance tasks and schedules; cost estimates including the estimated cost of sediment, debris, and trash removal; and the name, address and telephone number of the party responsible for maintenance.	X	X	X		X							
37	Maintenance manual in book form for NJDEP "major" stormwater projects, which includes one or more acres of site disturbance or 0.25 acres or more of additional impervious surface. Submit three copies.	X	X	X	X	X	X	X	X				
38	Storm drainage calculations.		X			X							
39	Stormwater management facilities showing all aspects of the stormwater system on the grading plan.	X	X	X		X	X						
40	All sign locations and drawn details showing the size, construction type, height, and content of all signs.	X	X	X									
41	Drawn details of screening to be used for the refuse storage areas, outdoor equipment and bulk storage.	X	X	X									
42	Drawings, details and written descriptions, as needed, to address the management of solid waste, recyclables and any hazardous materials requiring special handling under State or Federal codes.	X	X	X									

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_