

BOROUGH OF BERLIN

SUBMISSION CHECKLIST

	Minor Subdivision	Minor Site Plan	General Development Plan	Informal Plat	Preliminary Plat Subdivision	Preliminary Plat Site Plan	Final Plat Subdivision	Final Plat Site Plan
Development Name: _____ Date: _____ Street Location: _____ Block # _____, Lots # _____ Subdivision { } Site Plan { }				X	X	X	X	X
PERSON PREPARING CHECKLIST				X	X	X	X	X
Name: _____ Tele: _____ Signature: _____ Fax: _____				X	X		X	X
I. SUBMISSION ITEMS				X	X	X	X	X
Plans (Surveys)				17	17	17	17	17
Application Forms				17	17	17	17	17
Application Fee \$					X	X	X	X
Escrow Deposit \$					X	X	X	X
Copies of Checklist					3	3		4
Copies of Drainage Calculations					4	4		
Copies of Soil Erosion Data					4	4		
Copies of Environmental Impact Report or Request for Waiver					4	4		
Copies of Deed					X	X		
List of Stockholders/Partners					X	X	X	X
Text of all Easements, Covenants, Restrictions					X	X		
Tax Collector Certification					X	X	X	X
Outbound Survey (dated within 6 months of application date)							4	4

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NJDEP Approval or Water re: Wetlands & Stream Encroachment							X	X
SCS Certification							X	X
Letter from Borough Engineer that Map received Improvements , installed or bonded							X X	X
Letter from all Utilities re: Will Serve							X	X
Pinelands Commission Certificate of Filing								X
PDF of Plans & Exhibits for Board Presentation	X	X	X		X	X	X	X
Circulation Plan			X					
Open Space Plan			X					
Utility Plan			X					
Schematic Stormwater Management Plan			X					
Environmental Inventory Plan			X					
Community Facility Plan			X					
Housing Plan			X					
Local Service Plan			X					
Fiscal Report			X					
Timing Schedule			X					
Estimate of Cost-On & Offsite Improvements			X				X	X
Developer's Agreement			X				X	X
Soil Borings and Percolation Tests					X	X		
Written Certified Notices	X	X	X		X	X		
Building and Use Plan						X		X
Natural Resources and Landscape Plan					X	X		X
Copies of State, County and other Approvals	X	X			X	X	X	
Text of Deed Restrictions					X	X	X	X
II. PLAT DATA				X	X	X	X	
Drawn to Comply with Map Filing Law							X	
Clearly, legible drawings				X		X	X	
Legible Dimensions, areas and other Data					X		X	
Based on a Certified Boundary Survey prepared by Licensed L.S.							X	
Accurate Lot Lines Certified by L.S.								X
Key Map				X	X	X		
North Arrow				X	X	X		

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Tax Map Sheet, Block, Lot #				X				
Tax Assessor's Certification of Block/Lot Numbers					X		X	
Condo Block and Lot Numbers as by Tax Assessor								X
Where Plan requires more than one sheet, a composite Map showing Entire Development on one sheet			X				X	
Date of Original Drawing and revisions				X				
Graphic Scale Minimum of 1" to _____ ft	50	50	200	50	100	50	50	50
Existing and proposed Street and Lot Layout				X				
Building Lengths								X
Building Coverage								X
Lot Coverage								X
Floor Area Ratio								X
Parking Spaces								X
Loading Spaces								X
Existing and proposed yard setbacks								X
All Buildings/Structures and their uses on Tract and w/i 200 ft					X		X	
Structures of Historic Significance					X		X to remain and be removed	
Signature/Certification Blocks for:				X	X		X	X
Planning Board Chairman				X	X		X	X
Planning Board Secretary				X	X		X	X
Planning Board Engineer				X	X		X	X
Borough Clerk				X	X		X	X
Borough Engineer							X	
Land Surveyor				X	X		X	X
Property Owner				X	X		X	X
Property Applicant				X	X			X
Name of Property Owners within 200 ft					X	X		
Tract Boundary Lines							X	
Design and Improvements by Professional Engineer					X			
Location of Affordable Housing Units				X				
Location, Text, Purpose and beneficiary of Easements							X	

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Connection Point to Public Water				X				
Connection Point to Public Sewerage				X				
Plans, Profiles and Utility Layout					X		X	
Contours - 2 – Intervals				X			X	
Contours to extend Min. 100 ft from any Building or Paved Area under review								X
Water Mains					X		X	
All Watercourses w/direction of flow				X				
Sanitary Sewers					X		X	
Storm Sewers and Structures					X		X	
Erosion Control					X		X	
Fire Hydrants					X		X	
Street Lights					X		X	
Electric Supply					X		X	
Telephone Service					X		X	
Cable TV Service					X		X	
Zoning Districts Lines					X		X	X
Location of Temporary Construction/Sales Trailers and/or Offices					X		X	
Location of 100-year Flood Hazard Area and Floodway					X	X		
Location of slopes \geq 10%					X	X		
Location of Wooded Areas					X	X		
Location of Individual Trees \geq 6" diameter					X	X		
Location and Description of Monuments and Cornermarkers					X		X	
Location of Wetlands and Transition Areas						X		
Lots Dedicated to Public Use Identified					X		X	
Off-Tract Extensions of Circulation System					X	X		
Streets \leq 200 ft: Names, Locations					X	X		
Existing and Proposed Street Names as Approved							X	
Borough Boundary Line if within 200 ft					X		X	
Chord Bearings Distance of all Curves							X	
Plans, Cross-Section and Centerline Profiles, Tentative Grades & Description of Existing & Proposed Streets On-Tract and w/i 200 ft					X	X		
Existing/Proposed Rights-of-Way				X				

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Existing/Proposed Streams, Lakes, Ponds					X	X (See 84-31C(11))		
Existing/Proposed Contours @ 2 ft intervals					X	X		
Composite Sheet Showing Entire Development					X	X		
Barrier Free Access Across Curbs					X			
Sight Triangles				X	X	X		
Identify Location of Affordable Housing Units					X			
Proposed Highway Access Points				X				
Identifying all Existing Structures to remain & those to be removed					X			
Proposed Parking Areas				X				
Proposed Block/Lot Number per Tax Assessor					X		X	
Street Sign Locations						X		
Elev. Related to Bench Mark Shown on Plan						X		
Typical Street Cross Section showing Type & Width of Pavement, Curb, Sidewalks, Underground Utilities, Shade Tree, Planting						X		
Cross Walk Locations						X		
Details of Feasible Connections to Utility Systems					X		X	
Title Block Containing:	X		X		X	X	X	X
Name of Development					X	X	X	X
Previous Development Names					X	X	X	X
Reference to "Borough of Berlin"	X	X	X		X	X	X	X
Tax Map Sheet, Block and Lot Numbers	X	X	X		X	X	X	X
Address of Property	X	X	X		X	X	X	X
Date of Preparation and Most Recent Revision	X	X	X		X	X	X	X
North Arrow	X	X	X		X	X	X	X
Graphic Scale	X	X	X		X	X	X	X
Scale 1" – 10 ft, 20 ft, 30 ft, 40 ft or 50 ft	X	X	X		X	X	X	X
Name, Address, Phone, Seal Signature of Preparer	X	X	X		X	X	X	X
Name, Address, Phone, Signature of Applicant	X	X	X		X	X	X	X
DESIGN AND ZONING STANDARDS	X	X	X		X	X	X	X
Driveways								

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Wooded Areas								
Storm Water Detention Facilities								