



GREENWICH TOWNSHIP PLANNING BOARD

MUNICIPAL BUILDING
321 Greenwich Street
Stewartsville, New Jersey 08886

Secretary's Office
(908) 859-6651
Fax: (908) 454-6158

Office Hours
Tues., Wed., Thurs.
9:00-12:00 • 1:00-4:30

PROJECT TITLE _____ ZONE _____

DATE RECEIVED _____ APPLICANT _____

APPLICATION # _____ BLOCK _____ LOT _____

CHECKLIST FOR DEVELOPMENT APPLICATIONS

PROJECT INFORMATION									ITEM DESCRIPTION	APPLICANT MARK	STATUS	PLANNING BOARD MARK	ZONING BOARD MARK
SUBMISSION REQUIREMENTS					MAJOR								
ITEM NUMBER	MAJ. SUB. SKETCH OR CONCEPT PLAN	MINOR		GEN. DEVELOP. PLAN	PRELIM		FINAL						
		SUBDIVISION	SITE PLAN		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN					
1	X	X	X	X	X	X	X	X	Filing required applications forms. One (1) completed Township form. 14 blue or black on white prints of site and/or subdivision plans. 14 copies of improvement plans	COMPLIES			
										N.A.			
										EXCEPTION			
2	X	X	X	X	X	X	X	X	Affidavit of the owner and other parties interested that the application is filed with their knowledge and consent	COMPLIES			
										N.A.			
										EXCEPTION			
3	X	X	X	X	X	X	X	X	Name, address, telephone, and fax numbers of owner and applicant	COMPLIES			
										N.A.			
										EXCEPTION			
4	X	X	X	X	X	X	X	X	Name, signature, 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.			
										EXCEPTION			
5	X	X	X	X	X	X	X	X	In a case of a developer which is a corporation or partnership, a list of owners names and addresses pursuant to NJSA 40:55D-48.1	COMPLIES			
										N.A.			
										EXCEPTION			
6		X	X	X	X	X	X	X	A plan may be prepared by the owner or his representative, provided the plan shall be drawn to scale and shall accurately depict features. However, in all cases, a signed and sealed boundary survey shall be provided	COMPLIES			
										N.A.			
										EXCEPTION			

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		SUBDIVISION	SITE PLAN		PRELIM	FINAL	SUBDIVISION	SITE PLAN					
					SUBDIVISION	SITE PLAN							
7		X	X	X	X	X	X	X	Copies of applications forms to other review agencies having jurisdiction	COMPLIES			
										N.A.			
										EXCEPTION			
8	X	X	X	X	X	X	X	X	Title block denoting date of preparation, revision box with date(s) of revision(s), type of application, tax map sheet, county, name of municipality, block and lot, and street location	COMPLIES			
										N.A.			
										EXCEPTION			
9	X	X	X	X	X	X	X	X	Graphic and written scale	COMPLIES			
										N.A.			
										EXCEPTION			
10	X	X	X	X	X	X	X	X	North arrow – Reference Meridian	COMPLIES			
										N.A.			
										EXCEPTION			
11	X	X	X	X	X	X	X	X	Clearly and legibly drawn in ink	COMPLIES			
										N.A.			
										EXCEPTION			
12	X			X	X	X	X	X	A key map at a specified scale not less than 1"=800' with a north arrow, showing location of tract with reference to surrounding properties, streets, zone lines, abutting zones, and municipal boundaries, within 1000 feet	COMPLIES			
										N.A.			
										EXCEPTION			
13		X	X						A key map at a specified scale not less than 1"=800' with a north arrow, showing location of tract with reference to surrounding properties, streets, zone lines, abutting zones, and municipal boundaries, within 500 feet. (Site Plans ½ mile radius)	COMPLIES			
										N.A.			
										EXCEPTION			
14	X	X	X	X	X	X	X	X	A schedule of mandated and provided zone district(s) requirements including lot area, width, depth, yard setbacks, building coverage, floor area ratio, height, impervious surface coverage percentage, open space area and parking requirements	COMPLIES			
										N.A.			
										EXCEPTION			
15		X	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.			
										EXCEPTION			

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					SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN					
16		X			X		X		If applicant intends to file map, appropriate certification blocks as required by the Map Filing Law	COMPLIES			
										N.A.			
										EXCEPTION			
17		X			X		X		Where applicable, proposed monumentation as specified by the Map Filing Law	COMPLIES			
										N.A.			
										EXCEPTION			
18	X			X	X				Drawn at a scale of not less than 1"=100'	COMPLIES			
										N.A.			
										EXCEPTION			
19							X		Drawn at a scale of not less than 1"=200'	COMPLIES			
										N.A.			
										EXCEPTION			
20		X	X					X	Drawn at a scale of not less than 1"=50' and not greater than 1"=10'	COMPLIES			
										N.A.			
										EXCEPTION			
21						X			Drawn at a scale of not less than 1"=100' (less than 40 acres) or 1"=200' (over 40 acres)	COMPLIES			
										N.A.			
										EXCEPTION			
22	X	X	X	X	X	X	X	X	For map, use one (1) of three (3) standardized sheets: 30" x 42" 24" x 36" 15" x 21"	COMPLIES			
										N.A.			
										EXCEPTION			
23		X			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.			
										EXCEPTION			
24	X	X	X	X	X	X	X	X	Acreage of tract to nearest one hundredth of an acre (tax map data sufficient for concept plan)	COMPLIES			
										N.A.			
										EXCEPTION			

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		SUBDIVISION	SITE PLAN		PRELIM	FINAL	SUBDIVISION	SITE PLAN					
					SUBDIVISION	SITE PLAN							
25	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, accessory structures, or structures to be removed within 200 feet of site (for concept plan and general development plan, general location only)		COMPLIES		
											N.A.		
											EXCEPTION		
26	X	X	X		X	X	X	X	Location and dimensions of any existing or proposed streets, rights-of-way, and pavement widths to be dedicated to the Township or County		COMPLIES		
											N.A.		
											EXCEPTION		
27		X	X		X		X		All proposed lot lines and setback lines. Area of each proposed lot to the nearest one tenth of square feet		COMPLIES		
											N.A.		
											EXCEPTION		
28	X	X	X		X	X			Shortest distance from any existing or proposed building to any proposed or existing lot line		COMPLIES		
											N.A.		
											EXCEPTION		
29		X	X	X	X	X	X	X	Copy and/or delineation of any existing or proposed deed restrictions or covenants		COMPLIES		
											N.A.		
											EXCEPTION		
30	X	X	X	X	X	X	X	X	Any existing or 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) (for concept plans, general location suffices)		COMPLIES		
											N.A.		
											EXCEPTION		
31					X	X	X	X	Plan and profile of streets adjoining the property for 500', drives, intersections and maximum sight distance		COMPLIES		
											N.A.		
											EXCEPTION		
32	X	X	X	X	X	X	X	X	Sight triangles		COMPLIES		
											N.A.		
											EXCEPTION		

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					SUBDIVISION	SITE PLAN							
33	X			X	X	X	X	X	Development stages or staging plans		COMPLIES		
											N.A.		
											EXCEPTION		
34		X	X	X	X	X			List of required regulatory approvals or permits		COMPLIES		
											N.A.		
											EXCEPTION		
35		X	X	X	X	X	X	X	List of variances requested or obtained (for a concept plan, only in general terms)		COMPLIES		
											N.A.		
											EXCEPTION		
36		X	X	X	X	X	X	X	Requested or obtained design waivers or exceptions		COMPLIES		
											N.A.		
											EXCEPTION		
37							X	X	A list of all items not installed or completed and to be covered by a performance guarantee, with quantities/cost of each item and the total cost of all items		COMPLIES		
											N.A.		
											EXCEPTION		
38	X	X	X	X	X	X	X	X	Payment of application fees and review escrow		COMPLIES		
											N.A.		
											EXCEPTION		
39		X			X				Payment of tax map maintenance fee		COMPLIES		
											N.A.		
											EXCEPTION		
40		X	X	X	X	X	X	X	Certification from tax collector that all taxes are paid to date		COMPLIES		
											N.A.		
											EXCEPTION		
41	X	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.		
											EXCEPTION		

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					SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN				
42	X	X	X	X	X	X	X	X	All existing streets, rights-of-way and/or easements, adjoining uses, structures, wells, septic systems, driveways, watercourses, 100 year flood plains, wetlands, stream encroachment lines or other environmentally-sensitive areas on and within 200 feet of site to the extent known (Survey of adjacent property not required; for concept plan only, no survey is required.)	COMPLIES		
										N.A.		
										EXCEPTION		
43					X		X		Profiles of all streets as approved by the Township Engineer	COMPLIES		
										N.A.		
										EXCEPTION		
44		X	X	X	X	X	X	X	Wetlands delineation, report and Letter of Interpretation	COMPLIES		
										N.A.		
										EXCEPTION		
45	X	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 15% grade = 2 feet; 15% grade and above = 5 feet	COMPLIES		
										N.A.		
										EXCEPTION		
46	X	X	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 within 200 feet (Map all and indicate those features to be disturbed.)	COMPLIES		
										N.A.		
										EXCEPTION		
47					X	X	X	X	Detailed engineering design of proposed system of drainage of subject site including all existing and proposed storm drainage facilities (location, type, size) including plans and profiles of all existing and proposed storm drainage	COMPLIES		
										N.A.		
										EXCEPTION		
48					X	X	X	X	Drainage area map for existing and developed site condition including final drainage calculations and design data supporting the adequacy of all existing facilities to accept additional storm waters	COMPLIES		
										N.A.		
										EXCEPTION		
50					X	X	X	X	Plans and profiles of all sanitary sewers as approved by the Township Engineer	COMPLIES		
										N.A.		
										EXCEPTION		

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					SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN				
51					X	X	X	X	Plans and profiles of all water mains as approved by the Township Engineer	COMPLIES		
										N.A.		
											EXCEPTION	
52								X	Three (3) corners of subdivision tied to USGS benchmark with data on plat as to bearing	COMPLIES		
										N.A.		
											EXCEPTION	
53				X	X	X			Environmental Impact Statement in accordance with Chapter XIX of the Township's Land Use (20 copies to be submitted)	COMPLIES		
										N.A.		
											EXCEPTION	
54		X	X	X	X	X			General soil information from best, readily-available, published source	COMPLIES		
										N.A.		
											EXCEPTION	
55					X	X	X	X	Will topsoil be removed from the site and/or transported outside municipal boundaries? If yes, explain	COMPLIES		
										N.A.		
											EXCEPTION	
56	X	X	X	X	X	X	X	X	Plan meets Barrier-Free Subcode requirements, if applicable	COMPLIES		
										N.A.		
											EXCEPTION	
57					X	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.		
											EXCEPTION	
58		X						X	New block, lot, and street identification numbers confirmed with local tax assessor or municipal designee	COMPLIES		
										N.A.		
											EXCEPTION	
59					X				Proposed street names when new road(s) proposed and sign locations	COMPLIES		
										N.A.		
											EXCEPTION	

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		SUBDIVISION	SITE PLAN		PRELIM	FINAL						
					SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN				
60				X		X		X	Vehicular and pedestrian circulation patterns (general)	COMPLIES		
										N.A.		
										EXCEPTION		
61		X	X		X	X			Where individual subsurface disposal septic systems are proposed, results and locations of soil log or percolation tests taken on each proposed lot and remainder	COMPLIES		
										N.A.		
										EXCEPTION		
62				X	X	X			Traffic report describing anticipated traffic volumes, and impact on existing and proposed roads and intersections	COMPLIES		
										N.A.		
										EXCEPTION		
63			X			X		X	Finished spot elevations at all building corners and finished first floor elevations of proposed buildings	COMPLIES		
										N.A.		
										EXCEPTION		
64					X	X			Road and paving cross-sections (at 50-foot intervals) and profiles	COMPLIES		
										N.A.		
										EXCEPTION		
65			X		X	X	X	X	Landscaping plan including: location, plant schedule and type (botanical and common name, size at planting and quantities) prepared by a qualified practicing NJ professional landscape architect	COMPLIES		
										N.A.		
										EXCEPTION		
66			X			X		X	Location of containers for solid waste, including recyclables, and design/details of containers	COMPLIES		
										N.A.		
										EXCEPTION		
67			X		X	X	X	X	All existing and proposed signs (size, type construction design and location). Site identification signs, traffic control signs, and directional signs	COMPLIES		
										N.A.		
										EXCEPTION		
68			X		X	X			Location and dimensions of all existing and proposed sidewalks on site and within 100 feet of site	COMPLIES		
										N.A.		
										EXCEPTION		

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		SUBDIVISION	SITE PLAN		PRELIM	FINAL						
					SUBDIVISION	SITE PLAN						SUBDIVISION
69			X		X	X			Location of all existing and proposed fences on site and within 100 feet of the site	COMPLIES		
									N.A.			
									EXCEPTION			
70			X		X	X			Location of all existing and proposed retaining walls on site and within 100 feet of the site	COMPLIES		
									N.A.			
									EXCEPTION			
71			X			X			Location of all existing and proposed off street loading areas, on site and within 100 feet of the site	COMPLIES		
									N.A.			
									EXCEPTION			
72		X	X	X	X	X			Soil erosion and sediment control plans in accordance with Warren County Soil Conservation District standards	COMPLIES		
									N.A.			
									EXCEPTION			
73					X	X			Geologic and Engineering Studies relating to the presence of limestone in accordance with Section 14-10 of the Townships Land Use Ordinance (14 copies to be submitted)	COMPLIES		
									N.A.			
									EXCEPTION			
74			X		X	X			Location, size and type of all proposed utility lines and structures, including but not limited to: telephone, electric, water, sanitary, gas and catv	COMPLIES		
									N.A.			
									EXCEPTION			
75			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 on site and within 100' (for concept plan, general information only)	COMPLIES		
									N.A.			
									EXCEPTION			
76						X			Preliminary architectural plan and elevations for each floor of the building or structures (required where new building or alterations to existing building are proposed) including approximate floor areas	COMPLIES		
									N.A.			
									EXCEPTION			
77			X		X	X	X		Lighting plans and details. All existing and proposed lighting standards (design calculations, size, type of construction and location)	COMPLIES		
									N.A.			
									EXCEPTION			

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					SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN				
78				X	X	X		X	Letters from each utility that the facilities are adequate to serve the site development	COMPLIES		
										N.A.		
											EXCEPTION	
79					X	X	X	X	All points of vehicular ingress and egress shall be shown	COMPLIES		
										N.A.		
											EXCEPTION	
80					X	X		X	Location and design of all fire prevention: Hydrants, emergency lanes, fire zones, sprinkler connections	COMPLIES		
										N.A.		
											EXCEPTION	
81						X		X	Present and proposed number per unit of: tenants, employees, customers, occupants	COMPLIES		
										N.A.		
											EXCEPTION	
82	X				X	X			All streams, water courses and drainage rights of way within 500 feet	COMPLIES		
										N.A.		
											EXCEPTION	
83					X	X			All elevations must be related to a benchmark noted on the plan	COMPLIES		
										N.A.		
											EXCEPTION	
84					X				Each block shall be numbered and the lots within each block shall be numbered consecutively beginning with number one	COMPLIES		
										N.A.		
											EXCEPTION	
85					X	X			Cross sections and profiles of water courses at an appropriate scale showing extent of: floodway, flood hazard area, top of bank, normal water level within 500 feet	COMPLIES		
										N.A.		
											EXCEPTION	
86					X	X			Total acreage of the drainage basin of any upstream water course running through or adjacent to the application	COMPLIES		
										N.A.		
											EXCEPTION	

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87					X				Residential cluster details: (A) amount of open space to be provided, (B) location of common open space to be provided, (C) location and description of any common facilities to be provided, (D) description of organization to be established for ownership of maintenance of common open space or common facilities.	COMPLIES		
										N.A.		
										EXCEPTION		
88				X					A signed statement by the developer affirming compliance with the Planned Development (PD) Ordinance	COMPLIES		
										N.A.		
										EXCEPTION		
89				X					Land use plan: (A) scale 1"=100', (B) tract area, (C) general location of land uses, (D) total number of dwelling units, (E) nonresidential floor area, (F) residential land area, (G) nonresidential land area, (H) proposed nonresidential uses and their land area, (I) density and intensity of uses and their planned development, (J) residential density, (K) nonresidential floor area ratio	COMPLIES		
										N.A.		
										EXCEPTION		
90				X					Circulation plan: (A) general location and types of transportation facilities, (B) pedestrian access within the planned development, (C) proposed improvements to existing transportation system outside the planned development	COMPLIES		
										N.A.		
										EXCEPTION		
91				X					Storm water management plan and report: (A) storm water control (piping), (B) storm water management [basin(s)], (C) stormwater quality	COMPLIES		
										N.A.		
										EXCEPTION		
92				X					Open space plan: (A) indicate major land areas to become open space, (B) description of proposed improvements within open space areas, (C) allocation of responsibility for maintenance of open space	COMPLIES		
										N.A.		
										EXCEPTION		
93				X					Development plan: (A) permitted number of dwelling units, (B) amount of nonresidential floor space, (C) residential density by phase, (D) nonresidential floor area ratio by phase	COMPLIES		
										N.A.		
										EXCEPTION		
94				X					Utility plan: (A) proposed sewage lines, (B) proposed water lines, (C) proposed storm drainage facilities, (D) proposed methods for handling solid waste disposal, (E) plan for operation and maintenance of proposed utilities	COMPLIES		
										N.A.		
										EXCEPTION		

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					SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN				
95				X					Community facility plan: scope and type of supporting community facilities which may be provided within the proposed development	COMPLIES		
										N.A.		
										EXCEPTION		
96				X	X	X			Housing plan: (A) number of housing units provided, (B) municipal fulfillment of housing obligation assign by the Council on Affordable Housing	COMPLIES		
										N.A.		
										EXCEPTION		
97				X					Fiscal report	COMPLIES		
										N.A.		
										EXCEPTION		
98				X					Timing schedule	COMPLIES		
										N.A.		
										EXCEPTION		
99				X			X		Municipal development agreement	COMPLIES		
										N.A.		
										EXCEPTION		
100		X					X		Notice of right to farm (per Ordinance Section 16-20.5)	COMPLIES		
										N.A.		
										EXCEPTION		
101		X	X	X	X	X			Highlands Preservation Area: demonstration that any development application is consistent with the Highlands Water Protection and Planning Act through submission of a Highlands Applicability Determination, Highlands Preservation Area Approval or Highlands Resource Area Determination issued by the New Jersey Department of Environmental Protection in accordance with N.J.A.C. 7:38 et seq. where applicable	COMPLIES		
										N.A.		
										EXCEPTION		