

THE DEPARTMENT OF PLANNING AND DEVELOPMENT HAS INITIATED A NEW PROCESS FOR APPLICATION FEES. WE NOW REQUIRE TWO (2) SEPARATE CHECKS. ONE (1) CHECK WILL BE FOR THE APPLICATION FEE AND ONE (1) CHECK WILL BE FOR THE ESCROW FEE. YOUR COOPERATION IN THIS MATTER WILL BE GREATLY APPRECIATED.

ALSO, A TAX MAP MUST BE OBTAINED FROM THE BUILDING OR ENGINEERING DEPARTMENTS AT A COST OF THREE DOLLARS (\$3.00).

LAND SUBDIVISION STANDARDS – MAJOR SUBDIVISION

FINAL PLAT DETAILS - CHECKLIST

TO BE COMPLETED AND RETURNED WITH APPLICATION FOR FINAL APPROVAL OF A MAJOR SUBDIVISION APPROVAL

***PROVIDED**

****NONE PROPOSED**

*****WAIVER REQUESTED**

***P**

****NP**

*****WR**

CHECKLIST REQUIREMENTS

Four (4) copies of completed application for final approval of major subdivision.

List of names and addresses of persons having ten percent (10%) interest or more in the corporation or partnership (if applicable).

Certification that all taxes on the property have been paid and that there are no outstanding assessments for local improvements.

Statement as to status of other required approvals (municipal, county, state, federal or other, if applicable).

Final plat prepared in accordance with Section 150-56C(2) of this ordinance; ten (10) paper prints; two (2) translucent tracing; and three (3) cloth prints.

Certification by the Municipal Engineer that the developer has complied with conditions of preliminary approval as required by Section 150-56C(1)(c) and (d) of this chapter.

Fee as required by this ordinance.

The following checklist items relate to "sustainable building practices." Applicants are required to complete this portion of the checklist, but these checklist items are not required for submission.

*P **NP

CHECKLIST ITEMS

SUSTAINABLE SITES

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8. **Site Selection:** Have you avoided development of inappropriate sites and reduced the environmental impact from the location of a building on a site?

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9. **Development Density & Community:** Is development in areas with existing infrastructure, protecting greenfields and preserving habitats and natural resources?

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10. **Brownfield Development:** Are you rehabilitating damaged sites where development is complicated by environmental contamination, reducing pressure on undeveloped land?

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11. **Alternative Transportation - Public Transportation Access:** Is development near public transportation sites?

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12. **Alternative Transportation - Bicycle Storage and Changing Rooms:** Do bicycle storage areas and changing rooms exist?

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13. **Site Development - Protect or Restore Habitat:** Are you conserving existing natural areas and restoring damaged areas to provide habitat and promote biodiversity?

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14. **Stormwater Design - Quantity Control:** Have you taken steps to limit disruption of natural water hydrology by reducing impervious cover, increasing on-site infiltration, reducing or eliminating pollution from stormwater runoff, and eliminating contaminants?

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15. **Stormwater Design - Quality Control:** Have you taken steps to limit disruption and pollution of natural water flows by managing stormwater runoff?

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16. **Heat Island Effect - Nonroof:** Have you provided shade, paving materials with a solar reflectance index of at least 29, or do you have an open grid pavement system OR is 50% of your parking spaces under cover?

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CHECKLIST ITEMS

SUSTAINABLE SITES (continued)

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17. **Heat Island Effect - Roof:** Have you taken steps to reduce the amount of heat that is reflected off of your roof?

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18. **Light Pollution Reduction:** Have you taken steps to minimize light trespass from the building and site, reduce sky-glow to increase night sky access, improve nighttime visibility through glare reduction, and reduce development impact on nocturnal environments?

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19. Have you used building massing to gather wind for the dispersion of air pollutants?

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20. Have you used building massing to mitigate noise pollution?

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21. Have you used building massing and vegetated screening to gather wind for the filtration/dispersion of air pollutants?

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22. Have you used roof-top gardens and adjacent courtyards to mitigate air pollution and noise?

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23. Have you oriented the building(s) toward southern exposure?

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24. Have you created any rain gardens to manage stormwater runoff?

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25. Have you sited taller buildings to minimize shadows on an open space and other buildings?

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26. Have you oriented open space to maximize winter solar exposure?

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27. Have you provided tree canopy cover and reduced hardscape for areas with high summer solar exposure?

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28. Have you minimized disturbed areas by limiting, clearing, and grading to a carefully described development envelope?

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29. Have you encouraged the growth of native and well-adapted species and eliminated the need for fertilization and pesticides?

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CHECKLIST ITEMS

SUSTAINABLE SITES (continued)

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30. Have you reduced soil erosion?

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31. Have you promoted natural recharge and infiltration without the threat of surface contamination?

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32. Have you reduced runoff volumes and peak runoff rates?

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33. Have you linked landscape elements to form a continuous network of forage, water, and cover?

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34. Have you created "fingers" of habitat that reach into the urban landscape from the creek?

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35. Have you created zones that provide a diversity of habitat and shelter through layers of plant heights and types?

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36. Have you selected native plants that provide food and shelter for song birds, mammals, insects, etc?

WHEN WATERWAYS ARE ADJACENT

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37. Have you stabilized and protected slopes, water quality, and existing vegetation?

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38. Have you provided access via pathways, bridges, boardwalks, and concerns for safety?

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39. Have you provided connections to stormwater systems, habitat networks, pedestrian and recreation areas?

WATER EFFICIENCY

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40. Have you provided water efficient landscaping - reducing water needed for vegetation?

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41. Have you provided water efficient landscaping - no potable use or no irrigation?

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42. Have you increased the extent of on-site landscaping?

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43. Have you provided graywater systems?

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44. Have you provided blackwater systems?

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CHECKLIST ITEMS

Materials & Resources

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45. Have you provided for storage and collection of recyclables?

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46. Have you reused portions for the existing building, such as walls, floors, or roof?

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47. **Construction Waste Management:** Have you diverted construction waste from landfills?

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48. Have you reused five (5) percent of the existing building?

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49. Have you reused ten (10) percent of the existing building?

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50. Do your building materials incorporate recycled content?

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51. **Local/Regional Materials:** Are building materials extracted, processed, and manufactured locally regionally?

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52. **Rapidly Renewable Materials:** Have you used rapidly renewable materials, such as bamboo, wool, cotton insulation, agrifiber, linoleum, wheatboard, strawboard and cork?

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53. **Use of Certified Wood:** Have you used wood-based materials and products, which are certified in accordance with the Forest Stewardship Council's (FSC) Principles and Criteria?

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54. Have you used crushed gravel and concrete as a sub-base?

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55. Have you used saw cut concrete as dry-laid retaining walls, edging for planting beds, or unit pavers?

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56. Have you reused asphalt as a sub-base or aggregate?

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57. Have you re-used gravel and tar roofing materials from demolished building?

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CHECKLIST ITEMS

Energy and Atmosphere

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58. **On-Site Renewable Energy:** Have you installed any renewable energy systems, such as photovoltaic (solar panels), geothermal, or other?

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59. **Green Power:** Have you provided at least 35% of the building's electricity from renewable sources? (Renewable sources are as defined by the Center for Resource Solutions (CRS) Green-e products certification requirements.)

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60. Have you provided for opportunities for vegetated screens, awnings, overhangs, and adjustable shade structures on buildings with high summer solar exposure?

Indoor Air Quality

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61. Have you provided for up-draft ventilation and an air scoop, for natural ventilation?

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62. Have you incorporated under floor displacement ventilation?

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63. Have you oriented the majority of glazing to optimize daylighting potential and heat gain during the winter season?

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64. Have you oriented thermal mass (materials that absorb, store, and conduct heat) and insulation to take advantage of southern exposure, while blocking northern winds?

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65. Have you provided for rooftop gardens to reduce solar gain and insulate in winter?

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66. Have you provided atrium spaces?

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67. Have you provided shade structures, awnings, and overhangs?

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68. Do you have an internal heat recovery system?

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69. Have you provided photovoltaic integration?

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70. Have you separated mechanical spaces?

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CHECKLIST ITEMS

Innovation & Design Process

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71. **Innovation in Design:** Explain in writing, any additional actions you have taken to make the construction of your project energy efficient or to make your development energy efficient.

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72. **LEED Accredited Professional Utilization:** At least one principal participant of the project team shall be a LEED Accredited Professional (AP). (Use additional sheet if necessary.)

PLEASE NOTE: Approval of any application for development is subject to all terms and conditions of the Sewer Moratorium of the Township of Woodbridge, adopted by the Municipal Council on October 1, 1985. No building permits shall be issued prior to submission of evidence to the Building Official that all applicable State and/or local requirements have been met. For information regarding these requirements, contact the Division of Engineering

EXPLANATION FOR ANY REQUEST FOR A WAIVER OF ANY CHECKLIST ITEM REQUIREMENT (USE ADDITIONAL SHEET IF NECESSARY)

PROFESSIONAL CERTIFICATION AS TO THE ACCURACY OF ALL ITEMS ON THIS CHECKLIST.
PROVIDE LICENSE NUMBER, SEAL & SIGNATURE.

TOWNSHIP OF WOODBRIDGE

APPLICATION FOR FINAL APPROVAL/MAJOR SUBDIVISION

1. APPLICANT: _____

ADDRESS: _____ PHONE: _____

() INDIVIDUAL(S) () PARTNERSHIP () CORPORATION

2. OWNER: _____

ADDRESS: _____ PHONE: _____

3. ATTORNEY: _____

ADDRESS: _____ PHONE: _____

4. PROPERTY LOCATION: _____

(STREET)

(SECTION)

BLOCK: _____ LOT(S): _____ ZONE: _____

5. DATE OF ADOPTION OF RESOLUTION GRANTING PRELIMINARY APPROVAL AND APPROVING MUNICIPAL AGENCY (ATTACH COPY OF RESOLUTION):

6. HAS COST ESTIMATE OF ALL IMPROVEMENTS BEEN APPROVED BY THE DIVISION OF ENGINEERING?
() YES () NO. HAS 5% FEE BEEN SUBMITTED TO THE MUNICIPAL CLERK? () YES () NO.
HAS APPLICANT FURNISHED TO THE DIVISION OF ENGINEERING A COMPLETE SET OF LINES OF THE
APPROVED PRELIMINARY PLAT? () YES () NO.

7. HAVE NEW BLOCK AND LOT NUMBERS SHOWN ON FINAL MAP BEEN APPROVED BY THE DIVISION OF
ENGINEERING? () YES () NO.

8. LIST ANY CHANGES BETWEEN PRELIMINARY PLAT AND FINAL MAP (ANY CHANGE IN INTENTION OF
USE SHOULD ALSO BE INDICATED):

9. HAVE ALL CONDITIONS AND REVISIONS REQUIRED BY THE APPROVING MUNICIPAL AGENCY BEEN
INCORPORATED INTO THE FINAL MAP? () YES () NO. IF NOT, STATE CONDITIONS AND
REVISIONS AND ESTIMATED DATE OF COMPLIANCE:

10. HAVE ALL REQUIRED IMPROVEMENTS BEEN COMPLETED AND SO CERTIFIED BY THE DIVISION OF ENGINEERING? () YES () NO. IF NOT, INDICATE BELOW:

IMPROVEMENT

INTENTION

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER

ADDRESS

ADDRESS

11. ACCEPTANCE OF REASONABLE REVIEW COSTS:

I (we) do hereby agree to pay all reasonable costs for professional review of the plan(s) and material submitted herewith, where such review is required.

SIGNATURE

DATE

NOTICE TO APPLICANTS - WAIVER OF CHECKLIST ITEMS

PROCEDURES

(1) Upon receipt of an application for development which indicates that a waiver is being requested for one (1) or more of the required checklist items, the Administrative Officer will review the checklist for accuracy and any further deficiencies.

(2) If it is determined by the Administrative Officer that, with the exception of the requested waivers noted on the checklist, the submission complies with all other checklist requirements, it shall be forwarded to the appropriate Board for action.

(3) All requests for waivers of checklist items shall be indicated on the checklist form in the column designed for that purpose (**WR). A detailed explanation for each waiver shall be given on the last page of the checklist.

(4) Upon receipt of the checklist and application package by the appropriate Board, the requested waivers will be placed on the next available agenda for review by the Board and decision.

(5) Should the requested waivers be granted, the application will then be declared complete and the tolling of the Board's time for action on the application will then commence. The application will be processed by the Board in the normal manner and placed on the next available agenda for hearing.

(6) In the event that the requested waivers are denied, the application will then be declared incomplete and returned to the Administrative Officer who will advise the applicant and/or applicant's attorney accordingly.

ZONING BOARD OF ADJUSTMENT

TOWNSHIP OF WOODBRIDGE

SUPPLEMENTAL INSTRUCTIONS TO APPLICANTS

USE VARIANCE

The Board will not accept testimony concerning special reasons and the negative criteria from witnesses who are not expert witnesses. If an applicant chooses to proceed for a use variance without expert testimony, he or she does so at his or her own risk.

Those qualified to testify as to special reasons are licensed professional planners only. As to the negative criteria, licensed professional planners are qualified to give expert opinions. As to the affect on property values of an application only, the testimony of a qualified real estate expert is acceptable.

SITE PLAN AND SUBDIVISION APPROVAL:

It is the obligation of the applicant to arrange to meet with, or have a review by the Division of Engineering prior to the public hearing. The Board will not accept the representations of the applicant at the public hearing that changes to the design or to the plans required by the Division of Engineering will be made and submitted.

If an applicant appears at a public hearing and the Division of Engineering has submitted a report requiring significant changes, the applicant will be required to make those changes and submit a revised plan to the Division for their review. The applicant must then return for a continuation of the public hearing to demonstrate to the Board that the changes have been made and how the overall project is designed. Given the extremely crowded agenda of the Board, it is recommended that the concerns of the Division of Engineering be addressed prior to the public hearing.

POSTPONEMENTS:

If an applicant requests that a scheduled public hearing be adjourned or postponed, the Board will accommodate the applicant on only two (2) occasions. If the matter is listed for public hearing a third time, and the applicant does not proceed at that time, the Chair will entertain a motion to dismiss the application without prejudice.