

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).



# Township of Woodbridge

John E. McCormac, CPA, Mayor

Department of Planning and Development  
Marta Lefsky, Director  
One Main Street • Woodbridge, New Jersey 07095  
Tel: (732) 602-6004 • Fax: (732) 602-6038



Woodbridge - Ten Towns, One Community

DATE: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tax ID. Number: \_\_\_\_\_

**(For Applicants making escrow deposits of \$5,000 or more)**

Location of Subject

Property:

(if separate from above): Block: \_\_\_\_\_ Lots: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(DO NOT FILL OUT BELOW THIS LINE)**

Application Number: \_\_\_\_\_

Type of Application: \_\_\_\_\_

Check Numbers: \_\_\_\_\_

Total Escrow Deposit: \_\_\_\_\_

UJB Number: \_\_\_\_\_

**DEVELOPMENT APPLICATION CHECKLIST**  
**MINOR SITE PLAN – PRELIMINARY & FINAL APPROVAL OF MAJOR SITE PLAN**

**TO BE COMPLETED AND RETURNED WITH APPLICATION FOR MINOR SITE PLAN APPROVAL OR  
 PRELIMINARY OR FINAL MAJOR SITE PLAN APPROVAL**

\*PROVIDED

\*\*NONE PROPOSED

\*\*\*WAIVER REQUESTED

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| <b>*P</b> | <b>**NP</b> | <b>***WR</b> | <b>CHECKLIST REQUIREMENTS</b> |
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Twelve (12) prints of site plan prepared in accordance with Section 150-49 and Section 150-50 of this ordinance.

Four (4) copies of completed application for site plan approval.

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).

One (1) tax map of the area.

Fee as required by this ordinance.

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**SITE PLAN DETAILS**

Site plan details are primarily for the use of the municipal agency to establish criteria required to make decisions and recommendations. The following documents shall be provided for a preliminary site plan review. In some circumstances, additional information beyond these may be required of the applicant; if so, these should be carefully indicated by the municipal agency as early in the proceedings as possible for the orderly presentation of this application for approval. The municipal agency shall also have the right to waive certain details if a specific request is made by the applicant and agreed to by the agency. Surveys, the general plan, grading and utility plans, landscaping plans, architectural plans and elevations may be indicated on separate drawings and documents.







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.

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**CHECKLIST ITEMS**

**SUSTAINABLE SITES**

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

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

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

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

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38. **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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39. **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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40. **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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41. **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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42. **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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43. **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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45. Have you used building massing to gather wind for the dispersion of air pollutants?

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

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

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

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

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

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

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

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

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

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55. 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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- 56. Have you reduced soil erosion?
- 57. Have you promoted natural recharge and infiltration without the threat of surface contamination?
- 58. Have you reduced runoff volumes and peak runoff rates?
- 59. Have you linked landscape elements to form a continuous network of forage, water, and cover?
- 60. Have you created "fingers" of habitat that reach into the urban landscape from the creek?
- 61. Have you created zones that provide a diversity of habitat and shelter through layers of plant heights and types?
- 62. Have you selected native plants that provide food and shelter for song birds, mammals, insects, etc?

**WHEN WATERWAYS ARE ADJACENT**

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- 63. Have you stabilized and protected slopes, water quality, and existing vegetation?
- 64. Have you provided access via pathways, bridges, boardwalks, and concerns for safety?
- 65. Have you provided connections to stormwater systems, habitat networks, pedestrian and recreation areas?

**WATER EFFICIENCY**

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- 66. Have you provided water efficient landscaping - reducing water needed for vegetation?
- 67. Have you provided water efficient landscaping - no potable use or no irrigation?
- 68. Have you increased the extent of on-site landscaping?
- 69. Have you provided graywater systems?
- 70. Have you provided blackwater systems?

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**CHECKLIST ITEMS**

**Materials & Resources**

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

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

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

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

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

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76. Do your building materials incorporate recycled content?

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

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78. **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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79. **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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80. Have you used crushed gravel and concrete as a sub-base?

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

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

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

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85. **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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86. 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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87. Have you provided for up-draft ventilation and an air scoop, for natural ventilation?

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88. Have you incorporated under floor displacement ventilation?

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

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

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92. Have you provided atrium spaces?

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

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94. Do you have an internal heat recovery system?

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95. Have you provided photovoltaic integration?

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96. Have you separated mechanical spaces?

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**CHECKLIST ITEMS**

**Innovation & Design Process**

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97. **LEED Accredited Professional Utilization:** At least one principal participant of the project team shall be a LEED Accredited Professional (AP).

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98. **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.

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)

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

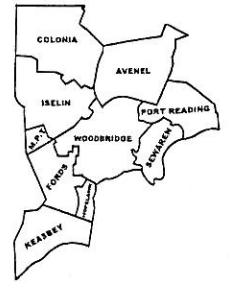




# Township of Woodbridge

John E. McCormac, CPA, Mayor

Department of Planning and Development  
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One Main Street • Woodbridge, New Jersey 07095  
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Woodbridge - Ten Towns, One Community

FORM SP (11/99)

## TOWNSHIP OF WOODBRIDGE LAND USE AND DEVELOPMENT ORDINANCE SECTION 150-12G - ARTICLE II

### APPLICATION FOR DEVELOPMENT - CERTIFICATION OF TAXES

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION OF DEVELOPMENT PROJECT:

BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

\_\_\_\_\_

STREET

NEIGHBORHOOD SECTION NAME

This will certify that all taxes on the above referenced property have been paid and that there are no outstanding assessments for local improvements.

\_\_\_\_\_  
RICHARD LORENTZEN, TAX COLLECTOR

DATE: \_\_\_\_\_



# Township of Woodbridge

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Woodbridge - Ten Towns, One Community

## TOWNSHIP OF WOODBRIDGE

APPLICATION FOR SIDEWALK WAIVER  
(MUST BE ACCOMPANIED BY FIVE COPIES OF CURRENT SURVEY OF  
SUBJECT PROPERTY & A \$25 APPLICATION FEE) – **TWO SEPARATE CHECKS PAYABLE TO:  
TOWNSHIP OF WOODBRIDGE**

1. APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

2. OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

3. ATTORNEY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

4. PROPERTY LOCATION: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT (S): \_\_\_\_\_ ZONE: \_\_\_\_\_

AREA OF ENTIRE TRACT: \_\_\_\_\_ (ACRES/SQ. FT.)

5. TYPE OF APPLICATION APPROVED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

APPROVED DATE: \_\_\_\_\_

APPROVED & PROPOSED USE OF PROPERTY: \_\_\_\_\_

6. SIDEWALK ESCROW DEPOSIT REQUIRED:

LOT FRONTAGE \_\_\_\_\_ FT. X \$21.00 = \$ \_\_\_\_\_

WIDTH OF SIDEWALK IF GREATER THAN FOUR (4) FEET OR \$5.25 PER SQUARE FOOT \_\_\_\_\_

7. CURB ESCROW DEPOSIT REQUIRED:

LOT FRONTAGE \_\_\_\_\_ FT. X \$15.00 = \$ \_\_\_\_\_

TOTAL DEPOSIT REQUIRED = \$ \_\_\_\_\_

**PLEASE NOTE DEPOSIT OF THESE FUNDS IS NECESSARY FOR COMPLETION OF THE WAIVER APPLICATION. IF THE REQUESTED WAIVER IS GRANTED, THE DEPOSIT WILL NOT BE RETURNED.**

Township Web Address  
[www.twp.woodbridge.nj.us](http://www.twp.woodbridge.nj.us)

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.

Dear Applicant:

Please be aware that Woodbridge Township is under state court order to collect an Affordable Housing Fee to be deposited in the Affordable Housing Trust Fund and held in escrow for future use in new construction of affordable housing units and rehabilitation of existing housing units.

Therefore, all applicants for new construction are required by the court to pay a portion of this fee, which will be calculated by the Tax Assessor. The balance of the calculated fee must be paid prior to the issuance of a Certificate of Occupancy.

This is applicable to all residential construction of any new single-family home or greater numbers of units or dwellings and to all new construction of commercial and office applications.

A cost estimate should be provided to the Administrator of the Housing Trust Fund upon submission for a zoning permit. This will ensure that the necessary fee is calculated before the approved plan is due to be released and the zoning permit is processed.

The second portion of the fee will be calculated and due prior to the issuance of a C.O. This fee will be calculated by scheduled inspection. Therefore, at least three (3) weeks prior to the intended opening or occupancy of any new development, the applicant should contact the Administrator to request an inspection. This will ensure that the fee calculation and payment will not delay the issuance of a C.O. for the property.

The first half of the fee, if unpaid, will delay the issuance of a building permit. The second portion of the fee, if unpaid, will delay the issuance of a certificate of occupancy. Under the court order, there can be no exceptions.

This applies to all board approvals, in the case where Board approvals are not necessary, all applications for building permit made on or after June 21, 1999.

Thank you for your cooperation. If you have any questions or concerns, please contact Arlene Volkay, Administrator of the Housing Trust Fund at (732) 602-6005.