

**Warren County
Development Review Regulations
Checklist for Development Applications**

**Instructions: All applications for development review must include a complete checklist.
* Exceptions being requested must be listed and explained on an attached sheet.**

x - Item must be addressed.
o - Item may be satisfied in preliminary application.
CR = County Road
NCR = Non County Road

Item Number	Submission Requirements								Item Description	Applicant	Status	Planning
	Concept/Sketch Plan	General Development Plan	Subdivision			Site Plan						
			Minor Subdivision (Lot Line Adjustment)	Major Preliminary Subdivision	Major Final Subdivision	Minor Site Plan	Major Preliminary Site Plan	Major Final Site Plan				
1	x	x	x	x	x	x	x	x	County Application Form [See Development Review Regulations, Appendix C] - 1 Copy		Complies	
											N/A	
											Exception	
2		x	x	x	x	x	x	x	Review Fee [See Appendix A]		Complies	
											N/A	
											Exception	
3	x	x	x	x	x	x	x	x	Plan Sets - 1- Copy		Complies	
											N/A	
											Exception	
4	x	x	x	x	x	x	x	x	Municipal Application Form & Proof of date of submittal - 1 Copy		Complies	
											N/A	
											Exception	
5	x	x	x	x	x	x	x	x	Municipal Resolution of Approval and Municipal Engineer Review Report (if obtained) - 1 Copy		Complies	
											N/A	
											Exception	
6		x	x	x	x				GIS shapfile or FGDB of digital drawing of the lot lines for the proposed subdivision is required for approval (subdivisions only).		Complies	
											N/A	
											Exception	
7		x	x	x	x	x	x	x	Signed and sealed survey of the lot(s) in question, prepared to scale, including metes and bounds description of the lot by a professional licensed land surveyor - 1 Copy		Complies	
											N/A	
											Exception	
8		x		x	o		x	o	Stormwater management report for overall site development in accordance with Warren County Standards [see Appendix E for details on requirements] - 1 Copy		Complies	
											N/A	
											Exception	
9		x		x	o		x	o	Traffic Impact Study [see Appendix E for details on requirements] - 1 Copy		Complies	
											N/A	
											Exception	
10	x	x	x	x	x	x	x	x	Highlands Region - Identification of the Highlands Region in which the subject property is located		Planning	
											Preservation	
											N/A	
11		x		x	x		x	x	Escrow Fee [See Development Review Regulations for details on requirements]		Complies	
											N/A	
											Exception	
12	x	x	x	x	x	x	x	x	Affidavit of Ownership		Complies	
											N/A	
											Exception	
13	x	x	x	x	x	x	x	x	Electronic submissions of all files via flashdrive or sharefile.		Complies	
											N/A	
											Exception	
14	x	x	x	x	x	x	x	x	Written description of the proposed project/application		Complies	
											N/A	
											Exception	
15	o	o	x	x	x	x	x	x	Highlands Council application approval if in Preservation Area		Complies	
											N/A	
											Exception	
16		x	x	x	o	x	x	o	Upper Delaware Conservation District if 5,000 square feet or more of disturbance is proposed		Complies	
											N/A	
											Exception	
17			x	x	o	x	x	o	NJDOT Access Permit if on a NJ State Roadway		Complies	
											N/A	
											Exception	

Item Number	Submission Requirements								Item Description	Applicant	Status	Planning		
	Concept/Sketch Plan	General Development Plan	Subdivision			Site Plan								
			Minor Subdivision (Lot Line Adjustment)	Major Preliminary Subdivision	Major Final Subdivision	Minor Site Plan	Major Preliminary Site Plan							
18		x	x	x	o	x	x	o	NJDEP permits		Complies			
											N/A			
											Exception			
19	x	x	x	x	x	x	x	x	Plan set prepared by a professional licensed engineer or architect, with all plan sheets signed and containing the raised seal or digital seal		Complies			
											N/A			
											Exception			
20	x	x	x	x	x	x	x	x	Sheet size 24" x 36", 30" x 42".		Complies			
											N/A			
											Exception			
21	x	x	x	x	x	x	x	x	Scale of map, both written and graphic		Complies			
											N/A			
											Exception			
22	x	x	x	x	x	x	x	x	North arrow that gives reference meridian		Complies			
											N/A			
											Exception			
23	x	x	x	x	x	x	x	x	Key map clearly showing location of tract to be considered in relation to surrounding area		Complies			
											N/A			
											Exception			
24	x	x	x	x	x	x	x	x	Title block containing type of application, name of applicant, name of preparer, municipality, block and lot numbers, date prepared, and revision block with date(s) of revision(s) on each sheet		Complies			
											N/A			
											Exception			
25	x	x	x	x	x	x	x	x	Block for County approval stamp along right margin, 4" x 5" (for Approval and Stamped for filing)		Complies			
											N/A			
											Exception			
26	x	x	x	x	x	x	x	x	Key map/plan showing all road names/numbers for a minimum distance of 200' beyond the tract boundaries		Complies			
											N/A			
											Exception			
27	x	x	x	x	x	x	x	x	Key map/plan showing surrounding topography for a minimum distance of 200' beyond the tract boundaries		Complies			
											N/A			
											Exception			
28	x	x	x	x	o	x	x	o	Zoning district in which parcel is located should be shown graphically. Lot coverage, height, floor area ratio, density, setbacks, building size in square feet, and current/proposed impervious coverage should be provided in a table		Complies			
											N/A			
											Exception			
29		x	x	x	o		x	o	Names of all property owners within 200' of subject property with lot and block numbers shown		Complies			
											N/A			
											Exception			
30		x	x	x	x	x	x	x	Existing property lines with bearings shown in degrees, minutes and seconds.		Complies			
											N/A			
											Exception			
31		x	x	x	x		x	x	Location and elevation of any survey benchmarks used		Complies			
											N/A			
											Exception			
32		x	x	x	x	x	x	x	Existing structures and their dimensions to property lines		Complies			
											N/A			
											Exception			
33	x	x	x	x	x	x	x	x	Acreage of entire tract and lots to the nearest hundredth of an acre		Complies			
											N/A			
											Exception			
34		x	x	x	o		x	o	Contours at 2 foot intervals and topography		Complies			
											N/A			
											Exception			
32		x	x	x	x	x	x	x	Natural and artificial watercourses		Complies			
											N/A			
											Exception			
33		x	x	x	x	x	x	x	100-year flood hazard line		Complies			
											N/A			
											Exception			
34		x	x	x	x	x	x	x	Wetland delineation		Complies			
											N/A			
											Exception			
35		x	x	x	x	x	x	x	Easements		Complies			
											N/A			
											Exception			

Item Number	Submission Requirements								Item Description	Applicant	Status	Planning		
	Concept/Sketch Plan	General Development Plan	Subdivision			Site Plan								
			Minor Subdivision (Lot Line Adjustment)	Major Preliminary Subdivision	Major Final Subdivision	Minor Site Plan	Major Preliminary Site Plan							
36		x	x	x	x	x	x	x	Roadways and Railroads		Complies			
											N/A			
											Exception			
37	x	x	x	x	x	x	x	x	Morris Canal [see Appendix D for details on requirements]		Complies			
											N/A			
											Exception			
38		x	x	x	x	x	x	x	Utilities, water, and sewers		Complies			
											N/A			
											Exception			
39		x	x	x	x	x	x	x	Plan showing all proposed improvements to the tract		Complies			
											N/A			
											Exception			
40		x	x	x	x	x	x	x	Proposed structures and their dimensions to property lines		Complies			
											N/A			
											Exception			
41		x	x	x	x	x	x	x	Proposed driveway locations		Complies			
											N/A			
											Exception			
42		x	x	x	o	x	x	o	Areas to be disturbed by grading		Complies			
											N/A			
											Exception			
43		x	x	x	x				Proposed property lines and lot lines to be eliminated		Complies			
											N/A			
											Exception			
44	x	x	x	x	x				Proposed lots and remaining land areas in acres		Complies			
											N/A			
											Exception			
45	x	x	x	x	o		x	o	Proposed streets for site and for system of the entire tract where the site is part of a larger development project.		Complies			
											N/A			
											Exception			
46		x	x	x	x	x	x	x	Proposed sight easements		Complies			
											N/A			
											Exception			
47		x	x	x	x	x	x	x	Proposed drainage easements		Complies			
											N/A			
											Exception			
48		x	x	x	x	x	x	x	Proposed utility easements.		Complies			
											N/A			
											Exception			
49		x	x	x	x	x	x	x	Proposed utilities, water and sewers		Complies			
											N/A			
											Exception			
50		x		x	o		x	o	Landscaping plan indicating the types, quantity, size and location of all proposed vegetation, including their scientific and common names		Complies			
											N/A			
											Exception			
51		x		x	o		x	o	Soil Erosion and Sediment Control Plan		Complies			
											N/A			
											Exception			
52	x	x	x	x	x	x	x	x	All County roads and structures shown and labeled on plans		Complies			
											N/A			
											Exception			
53		x	x	x	x		x	x	Plans showing right of way easements or dedications to the County if required, signed and sealed by a professional land surveyor		Complies			
											N/A			
											Exception			
54				x	x		x	x	Copy of draft deed(s) for any proposed easements or dedications to the County if required		Complies			
											N/A			
											Exception			
55		x	x	x	x		x	x	Plans showing widening or other improvements in the County right of way if required, signed and sealed by a professional engineer		Complies			
											N/A			
											Exception			
56		x	x	x	x		x	x	Driveway classification (residential, minor, or major) for existing and proposed driveways accessing a County road (see appendix E)		Complies			
											N/A			
											Exception			

Item Number	Submission Requirements							Item Description	Applicant	Status	Planning			
	Concept/Sketch Plan	General Development Plan	Subdivision		Site Plan						Applicant	Status		
			Minor Subdivision (Lot Line Adjustment)	Major Preliminary Subdivision	Major Final Subdivision	Minor Site Plan	Major Preliminary Site Plan							
57		x	x	x	x		x	x	Sight lines and profiles for all ingress and egress points with County Roads such as driveways and roadway intersections (see appendix E)	Complies				
										N/A				
										Exception				
58		x	x	x	x		x	x	Existing and proposed right-of-way lines with dimensions to centerline of County Road roadway pavement	Complies				
										N/A				
										Exception				
59		x	x	x	x		x	x	Identification and location of all trees in the County right-of-way more than 8" in diameter	Complies				
										N/A				
										Exception				
60		x		x	o		x	o	Cross Sections every 50' of County Road in the area of any widening at a scale of 1" = 5' [See Appendix E]	Complies				
										N/A				
										Exception				
61		x		x	o		x	o	Centerline profile of County Road [See Appendix E]	Complies				
										N/A				
										Exception				
62		x		x	o		x	o	Design plans and calculation for any proposed bridge or culvert to be maintained by the County [See Appendix E]	Complies				
										N/A				
										Exception				
63		x		x	o		x	o	Intersection detail of any proposed County Road intersection at a scale of 1" = 20' [See Appendix E]	Complies				
										N/A				
										Exception				
64		x		x	o		x	o	Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements	Complies				
										N/A				
										Exception				
65		x		x	o		x	o	Drainage area map with drainage limits to each detention basin. The paths used in determining times of concentration. Pre-development and post development drainage area maps with flow paths and areas in acres.	Complies				
										N/A				
										Exception				
66		x		x	o		x	o	Copy of draft deed(s) for any proposed-stormwater/drainage easements or dedications to the County if required	Complies				
										N/A				
										Exception				