

Township of Upper Deerfield

Application Checklist

SCHEDULE "B"

		Minor Site Plan	Minor Sub Divisio	Preliminar y Site	Preliminar y Major	Final Site Plan	Final Major Subdivisio
PLAT SPECIFICATIONS							
1.	Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet.	X	X	X	X	X	X
2.	Sheet size either 15 x 21, 24 x 36, or 30 x 42.	X	X	X	X	X	X
3.	Plan shall be prepared by an architect or engineer if application involves only the location of proposed buildings and their relationship to the site and the immediate	X	X	X	X	X	X
4.	Plan shall be prepared by an architect, planner or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress.	X	X	X	X	X	X
5.	Plans shall be prepared by an engineer if application involves only drainage facilities for site plans of ten acres or more; or involving stormwater detention facilities, or traversed by a watercourse.	X	X	X	X	X	X
6.	Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency. (Concept						
GENERAL INFORMATION							
7.	Metes and bounds description of parcel in question based upon current land survey	X	X	X	X	X	X
8.	Property line shown, length in feet and hundredths, bearings in degree, minutes and	X	X	X	X	X	X
9.	Key Map showing location of tract to be considered in relation to surrounding area, within 10000 feet.	X	X	X	X	X	X
10.	Title block, containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.	X	X	X	X	X	X
11.	Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.	X	X	X	X	X	X
12.	Scale of map, both written and graphic.	X	X	X	X	X	X
13.	North arrow giving reference meridian.	X	X	X	X	X	X
14.	Space for signatures of Chairman and Secretary of the Municipal Agency.	X	X	X	X	X	X
15.	Names of all property owners within 200 feet of subject property.	X	X	X	X	X	X

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		Minor Site Plan	Minor Sub Divisio	Preliminary Site	Preliminary Major	Final Site Plan	Final Major Subdivisio
16.	Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X	X	X	X	X	X
17.	Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.	X	X	X	X	X	X
18.	Acreage of affected parcel to the nearest hundredth of an acre.	X	X	X	X	X	X
19.	Number of lots following subdivision including areas in acres if one acre or over, or in square feet if under one acre.		X		X		X
20.	Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street.	X	X	X	X	X	X
21.	Constraints provision calculations.		X		X		
NATURAL FEATURES							
Topography of the site and within 200 feet thereof.							
22.	Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2 feet; over 10% grade-5 feet.	X	X	X	X		
23.	Cliffs and rock outcroppings.	X	X	X	X		
24.	Flood Plains.	X	X	X	X	X	X
25.	Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.	X	X	X	X	X	X
26.	Aquifer recharge areas, including safe sustained ground water yield.	X	X	X	X		
27.	Wooded areas indicating predominant species and size.	X	X	X	X		
28.	Location of trees 6 inches or more in diameter, as measured four feet above ground level, outside of wooded area, designating species of			X	X		
29.	Areas in which construction is precluded due to presence of stream corridors and/or steep	X	X	X	X		
30.	All areas to be disturbed by grading or construction.	X	X	X	X		
MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF							
31.	Location of existing structures and their setbacks from existing and proposed property	X	X	X	X	X	X

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		Minor Site Plan	Minor Sub Divisio	Preliminar y Site Pl	Preliminar y Major Subdivisio	Final Site Plan	Final Major Subdivisio
32.	Location of existing easement or rights of way including power lines	X	X	X	X	X	X
33.	Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installation affecting the tract.	X	X	X	X	X	X
34.	Location of existing wells and septic systems.	X	X	X	X		
35.	When Applicant intends to use a conventional septic disposal system: location of test holes, test results and approximately location of the intended disposal field.	X	X	X	X		
36.	Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas, communications and electric, showing feasible connections to existing or proposed utility systems.			X	X	X	X
37.	Location and description of monuments whether set or to be set.	X	X			X	X
38.	Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.	X	X	X	X	X	X
39.	Required road dedication.	X	X	X	X	X	X
40.	Road orientation (as it relates to energy conservation).	X	X	X	X	X	X
41.	Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.			X	X		
MISCELLANEOUS							
42.	Proposed sight easements where required.	X	X	X	X	X	X
43.	Proposed drainage easements where required.	X	X	X	X	X	X
44.	Environmental Impact Report including:						
	a. Soil types as shown by the current Soil Conservation Survey Maps.			X	X		
	b. Soil depth to restrictive layers of soil.			X	X		
	c. Soil depth to bedrock.			X	X		
	d. Permeability of the soil by layers			X	X		
	e. Height of soil water table and type of water table.			X	X		
	f. Flood plain soil (status).			X	X		
	g. Limitation for foundation.			X	X		
	h. Limitation for septic tank absorption field (only where septic tank is proposed to be			X	X		

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Application Checklist

SCHEDULE “C”

		“A” Appeal	“B” Interpretations Or Special Ordinances	“C” Variance	“D” Variance	“Conditional Use”	Planning Variance
PLAT SPECIFICATIONS							
1.	Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch = 100 feet.			X	X	X	X
2.	Sheet size either 15 x 21, 24 x 36, or 30 x 42.			X	X	X	X
3.	Plans shall be prepared by an architect, planner, engineer, land surveyor, or the Applicant, where appropriate.			X	X	X	X
4.	Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Municipal Agency.			X	X	X	
GENERAL INFORMATION							
5.	Metes and bounds description of parcel in question based upon current land survey information.			X	X	X	X
6.	Property lines shown in degree, minutes and seconds.			X	X	X	X
7.	Key map showing location of tract to be considered in relation to surrounding area.			X	X	X	X
8.	Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and recording date.			X	X	X	X
9.	Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.			X	X	X	X
10.	Scale of map, both written and graphic.			X	X	X	X
11.	North arrow giving reference meridian.			X	X	X	X
12.	Space for signatures of Chairman and Secretary of the Municipal Agency.					X	X
13.	Names of all property owners within 200 feet of subject property.	X	X	X	X	X	X
14.	Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.			X	X	X	X
15.	Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.			X	X	X	X

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		“A” Appeal	“B” Interpretations Or Special Ordinances	“C” Variance	“D” Variance	“Conditional Use”	Planning Variance
16.	Zone requirements per Ordinance and per application.			X	X	X	X
17.	Acreage of affected parcel to the nearest hundredth of an acre.			X	X	X	X
18.	Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street.			X	X	X	X
NATURAL FEATURES							
Topography of the site and within 200 feet thereof							
19.	Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2 feet; over 10% grade-5 feet.					X	X
20.	Cliffs and rock outcroppings.					X	X
21.	Flood plains.					X	X
22.	Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.					X	X
23.	Aquifer recharge areas, including safe sustained ground water yield					X	X
24.	Wooded areas indicating predominant species and size.					X	X
25.	Location of trees 6 inches or more in diameter, as measured one foot above ground level, outside of wooded area, designating species of each.					X	X
26.	Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.					X	X
27.	All areas to be disturbed by grading or construction.					X	X
MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF							
28.	Location of existing structures and their setbacks from existing and proposed property lines.			X	X	X	
29.	Location and type of existing easements or rights of way including power lines.			X	X	X	
30.	Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations			X	X	X	
31.	Location of existing wells and septic systems			X		X	X

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Application Checklist

		“A” Appeal	“B” Interpretations Or Special Ordinances	“C” Variance	“D” Variance	“Conditional Use”	Planning Variance
32.	When Applicant intends to use a conventional septic disposal system: location of test holes, test results and approximately location of the intended disposal field.			X	X	X	X
33.	Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility.			X		X	X
34.	Location and description of monuments whether set or to be set.			X		X	X
STREETS							
35.	Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.					X	X
36.	Required road dedication			X		X	X
37.	Road orientation (as it relates to energy conservation).					X	X
38.	Plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets.			X		X	X
MISCELLANEOUS							
39.	Proposed sight easements where required.					X	X
40.	Proposed drainage easements where required.					X	X
41.	Natural resource inventory information including:						
	a. Soil types as shown by the current Soil Conservation Survey Maps.						
	b. Soil depth to restrictive layers of soil.						
	c. Soil depth to bedrock.						
	d. Permeability of the soil by layers.						
	e. Height of soil water table and type of water table.						
	f. Flood plain soil (status).			X	X	X	X
	g. Limitation for foundation.			X	X	X	X
	h. Limitation for septic tank absorption field (only where septic tank is proposed to be used).			X	X	X	X
	i. Limitation for local road and streets.			X	X	X	X
	j. Agricultural capacity classifications.			X	X	X	X

