

**DEVELOPMENT APPLICATION CHECKLIST**  
**BOROUGH OF SHREWSBURY, MONMOUTH COUNTY, NEW JERSEY**

Project Information											
Applicant Name						Latest Date of Application Materials					
Address						Project Block(s) & Lot(s)					
Address						Application Type					
	BULK VARIANCE	USE VARIANCE	INFORMAL REVIEW	MINOR SUBDIVISION	MINOR SITE PLAN	PRELIMINARY MAJOR SUBDIVISION	FINAL MAJOR SUBDIVISION	PRELIMINARY SITE PLAN	FINAL SITE PLAN	SUBMITTED [Y, N, Waiver]	
<b>A. Submission Materials</b>											
	12	12	12	31	31	31	31	31	31	Y	
1	X	X	X	X	X	X	X	X	X	Y	
2	X	X	X	X	X	X	X	X	X	Y	
3	X										
4	X	X	X	X	X	X	X	X	X	Y	
5	X	X	X	X	X	X	X	X	X	Y	
6			X	X	X	X	X	X	X		
7	X	X	X	X	X	X	X	X	X	Y	
8	X	X	X	X	X	X	X	X	X	Y	
9	X	X	X	X	X	X	X	X	X	Y	
10	X	X	X	X	X	X	X	X	X	Y	
11	X	X	X	X	X	X	X	X	X	Y	
12	X	X								Y	
<b>B. Plat Information</b>											
1		X	X	X	X	X	X	X	X	Y	
2				X	X	X	X	X	X	Y	
3		X		X	X	X	X	X	X	Y	
4		X		X	X	X	X	X	X	Y	
5		X		X	X	X	X	X	X	Y	
6		X	X	X	X	X	X	X	X	Y	
7		X		X	X	X	X	X	X	Y	
8				X	X	X	X	X	X	Y	
9				X			X				
10				X			X				

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11	Current property survey, indicating date of preparation	X	X		X	X	X	X	X	X	Y
12	Plans to a scale of not less than 1"=30' on one of four of the following standard sheet sizes:  8 1/2" X 11" 11"x17" 24" X 36" 30" X 42"		X		X	X	X	X	X	X	Y
13	Metes and bounds description showing dimensions, bearings of original and proposed lots				X			X			
14	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 and centerline curves on streets				X		X	X		X	Y
15	Acreage of tract to the nearest tenth of an acre		X		X	X	X	X	X	X	Y
16	Date of original preparation and of each subsequent revision. Include brief narrative of each revision				X	X	X	X	X	X	Y
17	Size and location of any existing and proposed structures with all setbacks dimensioned		X	X	X	X	X	X	X	X	Y
18	Size and location of all existing structures within 200' of the site boundaries		X		X	X	X	X	X	X	Y
19	Tax lot and block numbers of existing and proposed lots				X		X	X			
20	Area of existing & proposed lots in square feet				X		X	X			
21	Any existing or proposed easement or land reserved for or dedicated to public use				X	X	X	X	X	X	Y
22	Property owners within 200 feet of subject property				X	X	X	X	X	X	Y
23	Location of streams, floodplains, wetlands or other environmentally sensitive areas on or within 200' of the project site (Note: variance application need only show these features on-site)		X		X	X	X	X	X	X	Y
24	List of variances required or requested		X		X	X	X	X	X	X	Y
25	List of requested design waivers or exceptions				X	X	X	X	X	X	Y
26	Phasing plan as applicable to include: 1. Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site 2. Timetable and phasing sequence						X	X	X	X	Y
27	Preliminary architectural plans and elevations, where building improvements are proposed		X		X	X	X	X	X	X	Y
28	Site identification signs, traffic control signs, and identification signs					X	X	X	X	X	Y
29	Sight triangles				X	X		X	X	X	Y
30	Proposed street names when new road is proposed						X	X	X	X	Y
31	Site plan showing parking spaces, size and type, aisle width curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided					X			X	X	Y
32	Solid waste management and recycling plan showing holding location and provisions for waste and recyclables					X	X	X	X	X	Y

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<b>C. Plan Details</b>											
1	Site layout showing all circulation patterns, pedestrian ways, existing and proposed structures, and all physical improvements		X			X	X	X	X	X	Y
2	Grading and utility plan to include as applicable: a. Existing and proposed contours at 1' intervals for grades more than 3% b. Elevations of existing and proposed structures c. Location and invert elevation of existing and proposed drainage structures d. Location of all streams, ponds, lakes, wetland areas e. Locations of existing and proposed utilities including depth of structures, locations of all utility structures and conduits					X	X	X	X	X	Y
3	Profiles of existing and proposed roadways including all utilities and Stormwater facilities						X	X	X	X	Y
4	Landscaping plan to include: a. Location of existing vegetation and clearing limits, including Tree Save Plan for major applications b. Proposed buffer areas and method of protection during construction c. Proposed landscaped areas d. Number, type and location of proposed plantings including street trees e. Details for method of planting, including optimum planting season					X	X	X	X	X	Y
5	Soil erosion and sediment control plan prepared in accordance with the standards for soil erosion and sediment control standards in New Jersey					X	X	X	X	X	Y
6	Lighting plan to include: a. Location and height of proposed fixtures b. Detail for construction of fixture c. Point by Point Luminance Plan					X	X	X	X	X	Y
7	Construction details for all improvements proposed.					X	X	X	X	X	
<b>D. Supplementary Documents</b>											
1	List of all federal, state, regional and/or municipal approvals or permits required		X	X	X	X	X	X	X	X	Y
2	Copies of any existing or proposed deed restrictions or covenants		X	X	X	X	X	X	X	X	Y
3	Freshwater wetlands Letter Of Interpretation, or Presence/Absence Determination for the project area				X	X	X	X	X	X	W

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4	Fiscal Impact Statement						X	X	X	X	W
5	Traffic Impact Statement		X				X	X	X	X	W
6	Disclosure statement (see N.J.S.A. 40:55D-48.1 et seq.)		X		X	X	X	X	X	X	Y
7	Statement from utility companies as to serviceability of site				X	X	X	X	X	X	Y
8	Stormwater management calculations prepared in accordance with applicable regulations						X	X	X	X	Y
9	Soil Boring Logs and Analyses performed in accordance with the manner prescribed in the NJDEP Stormwater Best Practices Manual, found at Appendix 'E'; with the following exceptions: a. Soil Borings shall be spaced uniformly throughout the site. b. Soil logs shall be performed between January 1st and April 30th. c. One (1) soil profile pit and four (4) soil borings shall be performed for all sites under 2 acres in size. One (1) additional soil profile pit and two additional soil borings shall be performed for every additional 2 acres, or portion thereof.						X	X	X	X	Y
10	Environmental impact report  <i>This report must include a description of the existing environment, and an analysis of alternatives based on impacts to that environment encompassing the following:</i> i. Topography ii. Hydrology iii. Geology iv. Air quality v. Noise vi. Biology vii. Socioeconomics viii. Transportation ix. Energy x. Land use xi. Archaeology xii. Aesthetics						X	X	X	X	W

**Certification of Municipal Officer:**

This application for development has been reviewed in accordance with the above Checklist requirements and the following determination made:

This application has been deemed **Administratively Complete**. A public hearing for this matter has been scheduled on the dated listed below:

Public Hearing Date: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

This application has been reviewed in accordance with the prescribed checklist and deemed **Administratively Incomplete**. A written report of deficiencies has been sent to the applicant on the date noted below. Any resubmissions of revised plans must include a new completed checklist. Waivers may be requested from the Board by written request for a Waiver Hearing to the Board Clerk.

Written Report Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Administrative Officer

\_\_\_\_\_  
Date

cc: Applicant  
Applicant's Agent