

Borough of Folsom Checklist

The following checklist is designed to assist applicants in preparing plans for Planning Board / Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included with the plans. ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.

	Preliminary Subdivision	Final Subdivision	Minor Development	"C" Variance	"D" Variance
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1" = 100'.	X	X	X	X	X
2. Sheet size either 15 x 21, 24 x 36 or 30 x 42.	X	X	X	X	X
3. 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.	X	X	X	X	X
4. Metes and bounds description of parcel in question based upon current land survey information.	X	X	X	X	X
5. Property line shown - length in feet and hundredths, bearings in degree, minutes and seconds.	X	X	X	X	X
6. Key map showing location of tract to be considered in relation to surrounding area within 200 feet.	X	X	X	X	X
7. Title block containing name of preparer, lot and block numbers, date prepared, date of last amendment and zoning district.	X	X	X	X	X
8. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.	X	X	X	X	X
9. Scale of map, both written and graphic.	X	X	X	X	X
10. North arrow giving reference meridian.	X	X	X	X	X
11. Space for signatures of Chairman and Secretary of the Municipal Agency.		X	X		

	Preliminary Subdivision	Final Subdivision	Minor Development	"C" Variance	"D" Variance
12. Names of all property owners within 200 feet of subject property.	X	X	X	X	X
13. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X	X			
14. 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
15. Acreage of affected parcel to the nearest hundredth of an acre.	X	X	X	X	X
16. Number of lots following subdivision including areas in acres if one acre or over or in square feet if under one acre.	X	X			
17. 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
18. Contours to determine the natural drainage of the land. Contours shall be at 2 ft. intervals.	X		X	X	
19. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.	X		X	X	X
20. Wooded areas indicating predominant species and size.	X		X	X	X
21. Location of trees 6 inches or more in diameter, as measured four feet above ground level, outside of wooded area, designating species of each.	X		X	X	X
22. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X		X		
23. All areas to be disturbed by grading or construction.	X		X		

	Preliminary Subdivision	Final Subdivision	Minor Development	"C" Variance	"D" Variance
24. Location of existing structures and their setbacks from existing and proposed property lines.	X		X	X	X
25. Location of existing easements or rights of way including power lines.	X	X	X	X	X
26. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.	X		X	X	X
27. Location of existing wells and septic systems.	X		X	X	X
28. When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.	X		X	X	X
29. 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
30. Location and description of monuments whether set or to be set.	X	X	X		
31. 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
32. Required road dedication.	X	X	X		
33. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.	X				
34. Proposed sight easements where required.	X	X	X		
35. Proposed drainage easements where required.	X	X	X		

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37. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.	X		X		
38. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.	X		X		
39. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.	X				
40. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	X	X			
41. Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	X	X	X	X	X