

**APPENDIX "A"**

**APPLICATION CHECKLIST  
FRANKFORD TOWNSHIP, SUSSEX COUNTY, NEW JERSEY**

|  |                            |
|--|----------------------------|
| <b>Applicant's Name &amp; Address:</b> _____ |                            |
| <b>Application No.</b> _____                 | <b>Date Received</b> _____ |
| <b>Tax Block(s)</b> _____                    | <b>Tax Lot(s)</b> _____    |
| <b>Adjacent Roads</b> _____                  |                            |
| <b>Present Zoning</b> _____                  | <b>Proposed Use</b> _____  |

| COMPLETE | INCOMPLETE | WAIVER | NA | ADMINISTRATIVE  | MINOR SUBDIVISION | PRELIMINARY SITE PLAN | PRELIMINARY MAJOR SUBDIVISION | FINAL SITE PLAN | FINAL MAJOR SUBDIVISION | VARIANCE REQUEST ("C" & "D") | APPEAL ZONING INTERPRETATION | MAJOR SOIL IMPORTING PERMIT |
|----------|------------|--------|----|---|-------------------|-----------------------|-------------------------------|-----------------|-------------------------|------------------------------|------------------------------|-----------------------------|
|          |            |        |    | 1. Application Form (Original Plus 16 Copies)   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 2. Fees and Escrow Deposits   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 3. Certification of Taxes, Liens, Assessments Paid  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 4. a. Seventeen (17) Copies of Proposed Plan; or<br>b. Three (3) Full Sized Copies of Proposed Plan and Fourteen (14) 11"x17" Sized Copies of Proposed Plan.<br>c. Additionally, submission electronically of the 11"x17" is encouraged to the Land Use Board's e-mail:<br><a href="mailto:landuse@frankfordtwp-nj.com">landuse@frankfordtwp-nj.com</a> . |                   | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 5. Affidavit of Ownership/Authorization Form  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 6. Site Inspection Authorization  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 7. Compliance with Legal Notice Requirements<br>a. Proof of Publication<br>b. Affidavit of Service  |                   | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | 8. Corporation or Partnership Form  |                   | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 9. Listing of All Variances, Design Standards and Checklist Waivers   | X                 | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | 10. Copies of All Prior Resolutions Pertaining to this Property   | X                 | X                     | X                             | X               | X                       |                              |                              | X                           |
|          |            |        |    | 11. A Recent Photograph of the Property   |                   | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 12. Copy of Sussex County Planning Board Application  | X                 | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | 13. Copy of Soil Erosion/Sediment Control Application   |                   | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 14. Copy of NJDOT/NJDEP Applications  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 15. Copy of Sussex County Health Department Application   | X                 | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | PLANS/REPORTS-SPECIFICATIONS  |                   |                       |                               |                 |                         |                              |                              |                             |
|          |            |        |    | 16. Plan Clearly and Legibly Drawn or Reproduced at a Scale not Smaller Than 1 Inch Equals 50 Feet  | X                 | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | 17. Sheet Size, 24 x 36   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 18. Name, Address, License Number of Plan Preparer, Signature, Original Raised Seal   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 19. Title Block   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |

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|          |            |        |    | 20. Record Owner(s) Name and Address  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 21. Applicant' s Name, Address, Phone Number and Fax Number   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 22. Name of Project   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 23. Date of Map Preparation and Each Subsequent Revision  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 24. Certification of Accuracy by Preparer   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 25. Zoning District of Parcel and Surrounding Lands   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 26. Zoning Chart Listing Existing/Proposed Requirements for Area, Setbacks, Lot Coverage Height, Density, Floor Area, Ratio, Parking  | X                 | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | 27. Proposed Developer's Agreement  |                   | X                     | X                             | X               | X                       |                              |                              |                             |
|          |            |        |    | 28. Existing Structures within 200 Feet (200') and Distance to Property Line  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 29. Obtain Each Block and Lot Numbered in Conformity with the Municipal Tax Map as Determined by the Municipal Tax Assessor and Obtain Street Address from the 911 Coordinators | X                 | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | 30. Scale of Map, Both Written and Graphic  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 31. North Arrow Giving Reference Meridian   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 32. Properties within 200 Feet, Lot and Block Number and Owner, Outline of 200 Foot (200') Perimeter  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 33. Tax Map Sheet Number  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 34. Key Map Showing Location of Tract to be Considered in Relation to Surrounding Area, Within 200 feet. Scale not Less Than 1 Inch Equals 400 Feet and North Arrow.            | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 35. Area of Entire Tract  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 36. Metes and Bounds of Proposed Lot(s)   | X                 | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | 37. Area and Frontage of Proposed Lot(s)  | X                 | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | 38. Area/Frontage of Remaining Tract  | X                 | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | 39. Property Lines to the Nearest Hundredth   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 40. Bearings to the Nearest Second  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 41. Lot Acreage to the Nearest Tenth  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 42. Building Envelopes  | X                 | X                     | X                             | X               | X                       | X                            | X                            |                             |
|          |            |        |    | 43. Location of Existing Railroads, Bridges, Culverts, Drainage Pipe, Water and Sewer, Utility Poles  | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 44. Natural Features Including Existing Vegetation, Wet Areas, Watercourse, Flood Plain Limit, Rock Outcropping   | X                 | X                     | X                             | X               | X                       |                              |                              | X                           |
|          |            |        |    | 45. Open Space, Buffer Zone, Recreation Areas, Municipal and Public Areas and Lands to be Conveyed to the Township If Applicable  |                   | X                     | X                             | X               | X                       |                              |                              |                             |

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|          |            |        |    | 46. Plan and Profiles of Road Locations, Type, Size, Width of Right-of-Way, Paving Materials, Edge of Pavement, Curbs, Sidewalks, Catch Basins, Drainage Structures, All Utilities, Rights-of-Way Easements, Existing Buildings or Other Structures. Profile Shall be at a Scale of 1 Inch Equals 5 Feet Vertical; 1 Inch Equals 50 Feet Horizontal.   |                   | X                     | X                             | X               | X                       |                              |                              |                             |
|          |            |        |    | 47. Road Cross Sections Every Fifty Feet (50') Along Centerline at a Scale of 1 Inch Equals 5 Feet Horizontal and Vertical   |                   | X                     | X                             | X               |                         |                              |                              |                             |
|          |            |        |    | 48. Existing and Proposed Contours at Five Foot (5') Intervals for Slopes Fifteen Percent (15%) or Greater, Two Foot (2') Intervals for Lesser Slopes  |                   | X                     | X                             | X               |                         |                              |                              |                             |
|          |            |        |    | 49. Earthwork Summary  |                   | X                     | X                             | X               |                         |                              |                              | X                           |
|          |            |        |    | 50. Cut and Fill Limits  |                   | X                     | X                             | X               |                         |                              |                              | X                           |
|          |            |        |    | 51. Location of Proposed Drainage Structures, Curbs, Swales, Berms, Guide Rails, Edge of Pavement, Sidewalks   |                   | X                     | X                             | X               | X                       |                              |                              | X                           |
|          |            |        |    | 52. Construction Details for Drainage Structures, Curb, Guide Rail, Pavement Design, Sidewalks   |                   | X                     | X                             | X               | X                       |                              |                              | X                           |
|          |            |        |    | 53. Existing/Proposed Driveway Locations with Sight Distance Profiles  | X                 | X                     | X                             | X               | X                       |                              |                              |                             |
|          |            |        |    | 54. Road Locations, Names, Width of Right-of-Way   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 55. Sight Triangle, Drainage, Utility, Driveway and Other Easements  | X                 | X                     | X                             | X               | X                       | X                            |                              | X                           |
|          |            |        |    | 56. Provisions for Certification and Approvals   | X                 | X                     | X                             | X               | X                       | X                            |                              | X                           |
|          |            |        |    | 57. Letter Itemizing All Elements Covered Under Performance Bond   |                   |                       |                               | X               | X                       |                              |                              |                             |
|          |            |        |    | 58. Letter of Approval and Certification from Township Engineer  |                   |                       |                               | X               | X                       |                              |                              |                             |
|          |            |        |    | 59. Letter Certifying Conformance to Preliminary Plat by Applicant's Engineer  |                   |                       |                               | X               | X                       |                              |                              |                             |
|          |            |        |    | 60. Final Map Statement Included on Plat:<br><br>"I certify that (NAME OF STREET OR STREETS) are approved roads by the Land Use Board of the Township of Frankford. Approval of this map shall not be construed as acceptance of said roadways indicated herein, nor shall such approval obligate the Township of Frankford to maintain or exercise jurisdiction on said road or street until such time said road may be accepted by the Township of Frankford."<br><br>Signature of _____<br><br>Township Clerk |                   |                       |                               |                 | X                       |                              |                              |                             |
|          |            |        |    | 61. Soil Erosion Plan and Details  |                   | X                     | X                             |                 |                         |                              |                              | X                           |
|          |            |        |    | 62. Fire Protection Details Include Number of Proposed Units, Available Water Supply, Water Main Size, Flow, Hydrant Location  |                   | X                     | X                             | X               |                         |                              |                              |                             |
|          |            |        |    | 63. Cluster Development Option Data  |                   |                       | X                             |                 |                         |                              |                              |                             |
|          |            |        |    | 64. Environmental Impact Statement   |                   | X                     | X                             |                 |                         |                              |                              |                             |
|          |            |        |    | 65. Landscape Plan with Types, Quantity Size and Location of Plantings. Scientific and Common Names.   |                   | X                     | X                             | X               |                         |                              |                              |                             |
|          |            |        |    | 66. Lighting Plan, Including Fixture and Footing Details, Wattage, Height, Isolux Patterns   |                   | X                     | X                             | X               |                         |                              |                              |                             |

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|          |            |        |    | 67. Drainage Plan Including Runoff Calculations for Fifty (50) Year Storm Frequency and a Map Showing Drainage Area   |                   | X                     | X                             |                 |                         |                              |                              |                             |
|          |            |        |    | 68. Storm Drainage Facilities Improvements Designed for One Hundred (100) Year Flood Capacity or as Recommended by Township Engineer  |                   | X                     | X                             |                 |                         |                              |                              |                             |
|          |            |        |    | 69. Copies of Stream Encroachment Permit Applications, If Applicable  |                   | X                     | X                             | X               | X                       |                              |                              | X                           |
|          |            |        |    | 70. NJDEP Letter of Interpretation Regarding the Presence/Absence of Wetlands on Property and Within 150'. If Wetlands are Present, Line Verified by NJDEP and Transition Area Established. NJDEP Reference Number on Plan. For Minors Only a Delineation is Needed and an Absence/Presence Letter to Determine Buffer Width.   | X                 | X                     | X                             | X               | X                       | X                            | X                            | X                           |
|          |            |        |    | 71. Written Confirmation from Tax Assessor that Proposed Lot Numbers are Acceptable   | X                 |                       | X                             |                 | X                       |                              |                              |                             |
|          |            |        |    | 72. Facility Impact Report, Including:<br>a. Sewer and Water Report<br>b. Sewer and Water Map<br>c. Circulation/Traffic Report<br>d. Circulation/Traffic Map  |                   | X                     | X                             | X               | X                       |                              |                              | X                           |
|          |            |        |    | 73. Four (4) Soil Logs and Four (4) Permeability Tests per Proposed Lot   | X                 | X                     | X                             | X               |                         | X                            |                              |                             |
|          |            |        |    | 74. Copies of Protective Covenants, Deed Restrictions or Homeowner Association Documents  |                   | X                     | X                             | X               | X                       |                              |                              | X                           |
|          |            |        |    | 75. Building Floor Plan, Elevation Views and First Floor Elevation with Overall Building Height   |                   | X                     |                               | X               |                         | X                            | X                            |                             |
|          |            |        |    | 76. Provisions for Solid Waste, Dumpster Enclosure  |                   | X                     |                               | X               |                         |                              |                              |                             |
|          |            |        |    | 77. Compliance with ADA Requirements  |                   | X                     |                               | X               |                         | X                            | X                            |                             |
|          |            |        |    | 78. Graphic/Written Description of Area Surrounding the Site so the Prevailing Zoning and Actual Uses in the Area are Clear   |                   |                       |                               |                 |                         | X                            | X                            | X                           |
|          |            |        |    | 79. A Description of Any Alternatives that were Considered  |                   |                       |                               |                 |                         | X                            | X                            |                             |
|          |            |        |    | 80. A Statement or Legal Brief which Clarifies Why the Variance Should be Granted   |                   |                       |                               |                 |                         | X                            | X                            |                             |
|          |            |        |    | 81. Copies of All Relevant Documents from the Zoning Officer  |                   |                       |                               |                 |                         |                              | X                            |                             |
|          |            |        |    | 82. The Following Additional Information is Required Only for a Soil Removal Conditional Use Application:<br>a. Aerial Photo of Entire Site and Surrounding Area<br>b. Total Cubic Yards<br>c. Length of Operation Time<br>d. Daily Hours of Operation<br>e. Soil Fertility Statement for All Soil Series on Site<br>f. Reclamation and Landscape Plan<br>g. Surface Water Drainage Plan<br>h. Sections of Soil Removal<br>i. Dimensions of Excavation Area<br>j. Natural Features Including Existing Vegetation and Trees of Six Inch (6") DBH<br>k. Depth of Water Table<br>l. Certification of Water Table Depth by PE<br>m. Identification Procedure<br>n. Date of Test |                   | X                     |                               | X               |                         | X                            |                              |                             |
|          |            |        |    | 83. Copy of Current Deed and All Easements/Restrictions   | X                 | X                     | X                             |                 |                         | X                            | X                            | X                           |

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|          |            |        |    | 84. Floor Area Ratio of All Surrounding Residences within 200'   |                   |                       |                               |                 |                         | X*                           |                              |                             |
|          |            |        |    | 85. The Following Additional Information is Required Only for a Major Soil Importing Application:<br><br>a. Plan Clearly and Legibly Drawn or Reproduced at a Scale not Smaller Than 1 Inch Equals 100 Feet<br>b. Source from Where the Soil/Fill is Coming from Shown on the Plans, Including Tax Lot and Block; Owner's Name and Municipality<br>c. Cross Sections of the Soil/Fill Areas at Fifty-Foot Intervals<br>d. Existing and Proposed Contours at Five Foot (5') Intervals |                   |                       |                               |                 |                         |                              |                              | X                           |

\*For Floor Area Ratio Variances Only