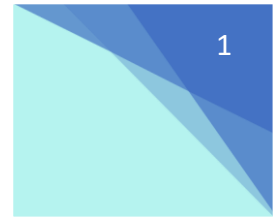


TOWNSHIP OF LONG BEACH
LAND USE BOARD
TECHNICAL CHECKLIST



Owner: _____ Phone # _____ Email: _____

Applicant: _____ Phone #: _____ Email: _____

Address: _____

Block: _____ Lot(s): _____ Date: _____

****This checklist **MUST** be completed and submitted as part of any application. All of the following items must be shown on the submitted plans or attached for the application to be considered for completeness review.****

****Waivers may be requested from some of the following items should be checked where provided and an explanation of the reason for the waiver or non-applicable items explained in a separate letter to be attached to this checklist. See Initial Submission Checklist for number of copies and how to distribute.****

KEY: X= REQUIRED P= PROVIDED W= WAIVER N/R= NOT REQUIRED or APPLICABLE

DESCRIPTION	VARIANCE APPLICATION		MINOR APPLICATION		MAJOR SITE PLAN		MAJOR SUBDIVISION		CIRCLE ONE
	BULK	USE	SITE PLAN	SUBDIVISION	PRELIMINARY	FINAL	PRELIMINARY	FINAL	MUST BE COMPLETED
PLAT SPECIFICATIONS									
For Major and Minor Subdivisions and Site Plan Applications, a scale of not less than 1" = 30' for tracts up to five (5) acres or 1" = 50' for tracts greater than five (5) acres. For Variance Applications, a scale of not less than 1" = 10' for lots 10,000 SF or less and 1" = 20' for lots greater than 10,000 SF.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Signature, seal, address, license number of professional preparing plat.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
All Plans MUST provide current information and be dated within one (1) year of the hearing date. (ADDED 7.10.24)	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Plat based on land survey less than 12 months old	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Sheet size up to 30" x 42"	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Each sheet numbered and titled	X	X	X	X	X	X	X	X	(P) (W) (N/R)
GENERAL INFORMATION									
Existing and proposed lot lines with dimensions, bearing and curve data.	X	X	X	X	X	X	X	X	(P) (W) (N/R)

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Title Block: Applicant name, name of development, preparer, lot and block numbers, date prepared, application type, and zoning district.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Tax map sheet, lot and block numbers	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Zone boundaries, tax map sheet, lot and block number and names and addresses of all owners within 200 FT.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Date of original and all revisions.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Written and graphic map scale.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
North arrow with reference meridian.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Data and signature as per the "Map Filing Law"	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Table of zoning requirements, showing existing nonconformities and proposed variances.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Area of the tract and of each lot.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Approval signature lines for Chairman, Secretary and Board Engineer			X	X	X	X	X	X	(P) (W) (N/R)
NATURAL FEATURES									
Existing and proposed contours at one-foot intervals indicating surface drainage and topography within 50 FT			X	X					(P) (W) (N/R)
Existing and proposed contours at one-foot intervals indicating surface drainage and topography within 200 FT					X	X	X	X	(P) (W) (N/R)
All existing water courses and related areas that are subject to 100 Year floods under FEMA standards.			X	X	X	X	X	X	(P) (W) (N/R)
The boundaries of wetlands and wetland transition areas.	X	X	X	X	X	X	X	X	(P) (W) (N/R)

REVISED JULY 10, 2024

SPECIAL RESOLUTION #10-2024

TOWNSHIP OF LONG BEACH
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MAN-MADE FEATURES									
Show existing structures and setbacks from existing and proposed property lines, indicating those to be modified or removed or to remain. Show setback of structures on adjacent properties.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Location of proposed buildings, finished grade, first floor and basement elevations, setbacks of all buildings from nearest lot lines, building height and other pertinent improvements.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Building coverage and lot coverage calculations.	X	X	X		X	X			(P) (W) (N/R)
Existing and proposed easements, rights-of-way and their purposes.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
Existing and proposed manholes, sewer lines, stormwater management facilities, waterlines, fire hydrants and utility poles within 200 FT.			X	X	X	X	X	X	(P) (W) (N/R)
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 as well as channel section details, pipe sizes, types and inverts, road crowns and slopes.					X	X	X	X	(P) (W) (N/R)
All monumentation as required as per the "Map Filing Law" including all monuments found, set or to be set.				X			X	X	(P) (W) (N/R)

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Off street parking and loading spaces required and proposed, and location and dimensions of access drives, aisles and parking stalls		X	X		X	X			(P) (W) (N/R)
STREET									
Location, names and widths of all existing and proposed streets, sidewalks and street widening within 200 FT of the site.			X	X	X	X	X	X	(P) (W) (N/R)
Plans, profiles and cross-sections of paved areas, curbs and sidewalks.			X	X	X	X	X	X	(P) (W) (N/R)
MISCELLANEOUS									
Exterior Lighting Plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and fixtures.			X		X	X	X	X	(P) (W) (N/R)
Landscaping and Screening Plan showing the location, type of tree or shrub and the location, type and amount of each type of ground cover.			X	X	X	X	X	X	(P) (W) (N/R)
Storm drainage calculations.					X		X		(P) (W) (N/R)
Stormwater management facilities shown on the grading plan showing all aspects of the stormwater system.			X		X	X	X	X	(P) (W) (N/R)

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Applications for new construction or additions to buildings: See Initial Checklist for number of copies to distribute of building plans showing elevations and floor areas (including dimensions) for all floors. "Multi-family units and commercial uses require sealed Architectural Plans;" Building elevation to be provided for the full height of the building from grade to roof peak. Plan scale shall be a minimum of 1/4" per foot. Building elevations shall be provided for all sides and shall be labeled North, South, East and West.	X	X							(P) (W) (N/R)
Location of all signs and drawn details showing the size, construction type, height and content of all signs.			X		X	X			(P) (W) (N/R)
Drawn details of the type of screening to be used for the refuse storage areas, outdoor equipment and bulk storage.			X		X	X			(P) (W) (N/R)
Dimensioned Interior Layout Plan for Commercial Space; including counters, seating, equipment, etc. (ADDED 7.10.24)			X		X	X			(P) (W) (N/R)
Dimensioned Interior Layout Plan for Residential Units showing all floors, room dimensions and proposed use of each area. (ADDED 7.10.24)	X	X		X	X	X	X	X	(P) (W) (N/R)