



**City of Beverly
Land Development Board
Development Application Checklist**

form date: 7/9/19

Application Name: _____

Applicant: _____

Property Address: _____

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

Received by Administrative Officer: / / _____

INSTRUCTIONS: Circle application type and then circle the Xs in that column if the required information is with application. If not, put an X in last column to request a submission waiver.

Submission Item (15 Copies of all Information is to be provided)		Informal Review	Minor		Major Site Plan		Major Subdivision		Variances		Submission Waiver Request
No.	Description		Site Plan	Sub-Division	Prelim.	Final	Prelim.	Final	Bulk (C)	Use (D)	
1	Completed Application	X	X	X	X	X	X	X	X	X	
2	Fees & Escrow	X	X	X	X	X	X	X	X	X	
3	Completed Checklist	X	X	X	X	X	X	X	X	X	
4	Certificate from Tax Collector that all taxes are current	X	X	X	X	X	X	X	X	X	
5	Traffic Impact Study				X	X				X	
6	Environmental Impact Report				X	X					
7	Environmental Assessment				X	X					
8	Drainage Calculations		X		X	X					
9	Stormwater Management Report				X	X					
10	Additional Reports, as determined by Engineer		X	X	X	X	X	X			
11	Architectural Plans, including all floorplans and elevations				X	X			X	X	
12	Zoning Permit Denial Notice from Zoning Officer citing reasons for denial								X	X	
13	Survey, by a licensed NJ Land Surveyor, certified within 1 year of the applicator		X	X	X	X	X	X	X	X	
14	Elevation Certificate for Special Flood Hazard Areas, by a licensed NJ Land Surveyor, certified within 1 year of the application		X	X	X	X	X	X	X	X	
15	Photographs of Site	X	X	X	X	X	X	X	X	X	
16	Required Outside Agency Approvals (NJDOT, NJDEP, SCS, County, etc)		X	X	X	X	X	X			
17	Project Summary: Written description of the proposed use(s) / operation(s) of the proposed building(s), e.g., number of bedrooms per dwelling unit type; or maximum number of employees and clients per shift, proposed number of shifts to be worked, and expected truck traffic, noise, glare, radiation, heat, odor, safety hazards, air and water pollution, etc	X	X	X	X	X	X	X	X	X	
18	Plan Size. Plans shall be presented on sheets of one of the following dimensions: 30"x48", 24"x36", 15"x21" or 11"x17"		X	X	X	X	X	X	X	X	
19	Title Block (with signature blocks, block, lot, address, municipality, county, date and revision blocks)		X	X	X	X	X	X	X	X	
20	Name, address, telephone no, email, signature and seal of the plan's Prepare:		X	X	X	X	X	X	X	X	
21	Name and Address of Applicant and Owner, with signed consent of the Owner, if differen:	X	X	X	X	X	X	X	X	X	
22	Graphic Scale		X	X	X	X	X	X	X	X	
23	North Arrow		X	X	X	X	X	X	X	X	
24	Key Map		X	X	X	X	X	X	X	X	
25	Zone(s) in which property falls, zone(s) of adjoining properties, & all property within 200 ft	X	X	X	X	X	X	X	X	X	
26	Zoning Schedule (indicating required, existing, and proposed conditions / dimensions	X	X	X	X	X	X	X	X	X	
27	All existing buildings showing setbacks from new property lines, all water courses and other topographical features		X	X	X	X	X	X	X	X	
28	Names of owners of the tax lot and block of all contiguous properties		X	X	X	X	X	X	X	X	
29	All existing street widths		X	X	X	X	X	X	X		
30	All street widening dedications		X	X	X	X	X	X	X		
31	All easements, including location, width, purpose, and contact info for easement holder		X	X	X	X	X	X	X		
32	All found and set monumentation. Set monumentation shall be in accordance with the NJ Title Recordation Act (NJSA 46:26B-1)		X	X	X	X	X	X	X		
33	Right-of-Way Improvements		X	X	X	X	X	X			
34	Soil Boring and Percolation Information				X	X					
35	Grading Plan (with contours at 2' intervals)		X		X	X					



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			Site Plan	Sub-Division	Prelim.	Final	Prelim.	Final	Bulk (C)	Use (D)	
36	Utility Plan		X		X	X					
36a	Plan & Profile of all storm lines, underdrains & ditches		X		X	X					
36b	Location of each inlet, manhole & other appurtenance		X		X	X					
36c	Slope		X		X	X					
36d	Pipe material		X		X	X					
37	Sewer & Water		X		X	X					
37a	Plan & Profile of all sewer and water lines		X		X	X					
37b	Size and type of pipes		X		X	X					
37c	Slope		X		X	X					
37d	Pumping Stations		X		X	X					
37e	Fire Hydrants		X		X	X					
37f	Standard details		X		X	X					
37g	Trench repair for street crossing		X		X	X					
38	If service is to be provided by an existing water or sewer utility, a letter from that utility indicating that service shall be available prior to occupancy of any proposed structures		X	X	X	X	X	X			
39	Landscape Plan		X		X	X					
40	Lighting Plan		X		X	X					
41	Soil Erosion & Sediment Control Plan and Notes, per County Soil Conservator				X	X					
42	Construction Details		X		X	X					
43	Flood Plain Limits (based on FEMA maps)		X	X	X	X	X	X			
44	Freshwater Wetlands and Transition Areas		X	X	X	X	X	X			