



BOROUGH OF PENNS GROVE PLANNING BOARD

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SUBMISSION CHECKLIST AND WAIVER REQUEST

Chapter 375 (Site Plan Review), Chapter 400 (Subdivision of Land), and Chapter 450 (Zoning) of the Borough Code; Ordinance No. 2026-1; N.J.S.A. 40:55D-10.3

Application No.: _____ Block(s): _____ Lot(s): _____

Applicant: _____ Type(s) of approval requested: _____

Part 1 — Checklist

An "X" means the item is required for that type of application. Every required item must be submitted, or a written waiver requested in Part 2, before the application can be certified complete. In the last column enter "S" (submitted), "W" (waiver requested in Part 2), or "N" (not applicable — explain in Part 2). "Var / CU only" means an application for a variance, conditional use, interpretation, or appeal that involves no subdivision or site plan; a variance sought with a site plan or subdivision must also satisfy that column. Where an application seeks a use variance, is filed by a business entity, or proposes commercial development, escrow must be posted before the application is deemed complete (Ordinance No. 2026-1, § I). The Board may require additional information reasonably necessary to make an informed decision after the application is deemed complete (N.J.S.A. 40:55D-10.3).

#	Submission Item and Code Reference	Minor Sub	Prel. Sub	Final Sub	Minor SP	Prel. SP	Final SP	Var / CU	S/W/N
A. Administrative Items (all applications)									
A-1	Electronic PDF submission of every document to the Board Secretary before paper delivery (Ord. 2026-1, § IV).	X	X	X	X	X	X	X	
A-2	Complete application filed at least 21 days before the meeting date (Ord. 2026-1, § IV).	X	X	X	X	X	X	X	
A-3	Original completed Form 1, signed and notarized, with [] paper copies.	X	X	X	X	X	X	X	
A-4	Application fee and escrow deposit (separate checks) per Form 4; executed Escrow Agreement (Form 2); IRS Form W-9; bank sub-account form (Form 3). Escrow is mandatory for use variances, business-entity applicants, and commercial development.	X	X	X	X	X	X	X	
A-5	Two (2) completed copies of this Checklist, with Part 2 (waiver requests) completed where applicable.	X	X	X	X	X	X	X	
A-6	Tax Collector's certification that taxes and assessments are paid to date (§ 400-1V).	X	X	X	X	X	X	X	
A-7	Certified list of owners within 200 feet (Form 7); after scheduling, proofs of notice (Forms PG-1, PG-2, PG-3). Not required for a minor subdivision or minor site plan without variances.		X	X		X	X	X	
A-8	Ownership Disclosure Statement (Form 5), where required by N.J.S.A. 40:55D-48.1.	X	X	X	X	X	X	X	
A-9	Owner's consent (Form 1, Item 18) where the applicant is not	X	X	X	X	X	X	X	

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	the owner; corporate resolution where the owner or applicant is a corporation.								
A-10	Copies of all prior resolutions, approvals, and pending applications affecting the property (Form 1, Item 13).	X	X	X	X	X	X	X	
A-11	Statement of the factual basis and legal theory for each variance, conditional use, exception, or waiver requested (Part A; Form 1, Item 15).	X	X		X	X		X	
A-12	Written summary of proposed use and operation: employees, shifts, hours, deliveries and truck traffic, noise, glare, odor, hazardous materials, and discharges (§ 375-3).				X	X	X	X	
A-13	List of all other required agency approvals with copies of applications or permits filed, including the Floodplain Development Permit Application (Chapter 252) where applicable (Form 1, Item 11; §§ 375-5G, 400-7B(5)).	X	X	X	X	X	X	X	
A-14	Photographs of the site and adjoining properties showing the area in question.	X	X	X	X	X	X	X	
B. Plan Format (§ 375-3; Map Filing Law, N.J.S.A. 46:26B-1 et seq.)									
B-1	[] full-size and [] half-size (11" x 17") paper sets plus one PDF set. Site plans signed and sealed by a New Jersey licensed professional engineer or registered architect; subdivision plats by a New Jersey licensed land surveyor; drawn black-on-white at a scale not less than 1" = 50'.	X	X	X	X	X	X	X	
B-2	Title block: type of plan ("Minor / Preliminary / Final Site Plan [or Subdivision] for [name]"), block and lot, "Borough of Penns Grove, Salem County, New Jersey," north arrow, graphic and written scale, date of original drawing and every revision date, sheet numbers.	X	X	X	X	X	X	X	
B-3	Name, address, telephone, e-mail, signature, license number, and seal of each preparer; name and address of applicant and owner.	X	X	X	X	X	X	X	
B-4	Key map at a scale of not less than 1" = 2,000' showing the tract, surrounding streets, zoning districts, and municipal boundaries within one-half mile.	X	X	X	X	X	X	X	
B-5	Both existing ("before") and proposed ("after") conditions shown, on separate sheets where necessary (§ 375-3).	X	X	X	X	X	X	X	
B-6	Signature blocks for the Board Chair, Municipal Land Use Secretary, Board Engineer, and, for subdivisions, the Tax Assessor and Salem County Planning Board, with dates of official action.	X	X	X	X	X	X		
C. Existing Conditions									
C-1	Boundary and topographic survey by a New Jersey Professional Land Surveyor certified within [six (6)] months of submission, with metes and bounds, or the Survey Certification (Form 1, Item 22).	X	X	X	X	X	X	X	
C-2	Names, addresses, block and lot numbers, and zoning districts of all properties within 200 feet; existing structures and uses within 200 feet.	X	X		X	X		X	
C-3	Location, dimensions, setbacks, height, and use of all existing buildings, structures, driveways, curb cuts, sidewalks, curbs, fences, walls, signs, and utilities on the tract; indication of those to be removed.	X	X	X	X	X	X	X	
C-4	Existing streets, rights-of-way, easements, deed restrictions, and covenants affecting the tract, with widths and recording references; note if none exist (§ 400-7C(2)(a)).	X	X	X	X	X	X	X	
C-5	Existing contours at 2-foot intervals (5-foot where slopes exceed 20%) on U.S.G.S. datum with two permanent benchmarks; spot elevations at corners and structures.		X	X	X	X	X		

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C-6	Natural features: watercourses, ponds, wetlands and transition areas with N.J.D.E.P. letter of interpretation or accepted reference, riparian zones (Chapter 450, Art. XII), flood hazard areas per current F.E.M.A. Flood Insurance Rate Map and Chapter 252 (with a Floodplain Development Permit Application under Chapter 252 where any structure or development is proposed in a flood hazard area), wooded areas, and individual trees 8 inches or greater in diameter at breast height (§§ 375-18, 375-19).	X	X	X	X	X	X		
C-7	Existing and proposed boundary monuments and pipes; certification that existing monuments remain in place (§ 400-2; § 375-22).	X	X	X					
D. Proposed Lots and Improvements									
D-1	Zoning schedule for the applicable district (Chapter 450, Attachment 2) showing required, existing, and proposed lot area, width, depth, yards, height, coverage, density, floor area ratio, parking, and signs, with every deviation marked (Form 1, Item 14).	X	X	X	X	X	X	X	
D-2	Proposed lot lines with bearings and distances; area of each lot in square feet and to the nearest 0.01 acre; lot lines to be eliminated; proposed block and lot numbers as assigned by the Tax Assessor (§ 400-5B); lots shown suitable for their intended use (§ 400-5A).	X	X	X					
D-3	Existing and proposed driveway locations at safe distances from intersections (§ 400-5C); sight triangles at every intersection and driveway (§ 375-10).	X	X	X	X	X	X	X	
D-4	Sidewalks, curbs, gutters, and street improvements required for every subdivision, minor and major, depicted to the Board Engineer's satisfaction (§ 400-5D), or Residential Site Improvement Standards exception or waiver requested (§ 375-7; N.J.A.C. 5:21).	X	X	X	X	X	X		
D-5	Grading and drainage plan for every resulting lot (§ 400-5E): proposed grades, spot elevations, and direction of surface flow.	X	X	X	X	X	X		
D-6	Location, dimensions, setbacks, height, floor area, and use of all proposed buildings and structures; architectural floor plans and scaled elevations of the front, side, and rear of every new or altered building (§ 375-9).				X	X	X	X	
D-7	Off-street parking and loading: number of spaces required and provided, dimensions, accessible spaces, aisle widths, circulation pattern, fire lanes, striping, bumpers, and bollards (§ 375-11; Chapter 450, Art. VII).				X	X	X	X	
D-8	Existing and proposed signs: location, dimensions, area, height, setback, and illumination (§ 375-16; Chapter 450, Art. VI).				X	X	X	X	
D-9	Lighting plan: fixture locations, mounting heights, fixture cut sheets, and photometric (isolux / footcandle) diagram showing no light trespass beyond the property line (§ 375-13).				X	X	X		
D-10	Landscaping plan: number, size, species, and location of all plantings; buffer yards where a non-residential use adjoins a residential district (§§ 375-14, 375-15; § 450-48); tree removal and replacement; topsoil protection (§ 375-20).		X	X	X	X	X		
D-11	Solid waste and recycling: location, size, and enclosure details of dumpsters and recycling containers (§§ 375-17, 375-25; Chapter 382).				X	X	X		
D-12	Streets and roadway improvements, on- and off-tract: right-of-way and cartway widths, curb radii, cross-sections, center-line profiles at not less than 1" = 50' horizontal, standard details, street names, signs, and traffic control devices (§ 375-10; § 400-9).		X	X		X	X		
E. Utilities and Stormwater									

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E-1	Stormwater management plan and report meeting Chapter 387 and N.J.A.C. 7:8: drainage calculations, pre- and post-development drainage area maps, soil types, groundwater recharge, quality and quantity controls, and maintenance manual (§ 375-12).		X	X	X	X	X		
E-2	Plans and profiles of all storm drainage facilities: inlets, manholes, pipe size, material, class, slope, headwalls, swales, and basins; private storm drain inlet retrofitting where applicable (§ 375-24; Chapter 390).		X	X	X	X	X		
E-3	Soil erosion and sediment control plan meeting the Standards for Soil Erosion and Sediment Control in New Jersey, for the Cumberland-Salem Soil Conservation District.		X	X	X	X	X		
E-4	Water and sanitary sewer plans and profiles, on- and off-tract: pipe sizes, materials, slopes, hydrants, pumping stations, standard details, and trench repair details; letters from the water purveyor and the Penns Grove Sewerage Authority confirming that capacity and service will be available (§ 375-17).		X	X	X	X	X		
E-5	Soil borings, percolation rates, and seasonal high groundwater levels where infiltration or a septic system is proposed.		X	X		X	X		
E-6	Location of gas, electric, telephone, and cable utilities, existing and proposed, and streetlights (§ 400-8E(3)).		X	X	X	X	X		
F. Studies and Reports (major applications)									
F-1	Traffic impact study where required by the Board Engineer (§ 375-10) or where the development affects a State or County road or generates 100 or more peak-hour trips.		X			X			
F-2	Environmental impact statement where the tract exceeds [] acres or includes wetlands, riparian zones, or flood hazard areas (§ 375-18).		X			X			
F-3	Phasing plan and schedule where development will be staged (§ 400-1U).		X	X		X	X		
F-4	Affordable housing statement and development fee calculation (Chapter 450, Art. XIV), where applicable.		X	X		X	X		
G. Final Approval Items									
G-1	Plans revised to conform to the preliminary approval resolution and all conditions.			X			X		
G-2	Board Engineer's approved cost estimate; performance and maintenance guarantees and inspection escrow (N.J.S.A. 40:55D-53; § 400-7C(2)); developer's agreement.			X			X		
G-3	Draft deeds, easements, dedications, and restrictions (road, sight triangle, drainage, conservation); homeowners' or condominium association documents (§ 400-7C(2)(a)).	X		X			X		
G-4	Final plat in Map Filing Law form; minor subdivision plat or deed for signature by the Board Chair and Municipal Land Use Secretary (§ 400-6F); eight (8) Mylars and eight (8) paper copies for signature (§ 400-8A).	X		X					
G-5	Amount and terms of payment for off-tract improvements (N.J.S.A. 40:55D-42; § 400-7C(2)(c)); completion schedule for bonded improvements (§ 400-7C(2)(d)).			X			X		

Part 2 — Submission Waiver Requests (Ordinance No. 2026-1, § IV; § 400-4)

List each checklist item for which a waiver is requested and the reason the item is not applicable, is impracticable, or would exact undue hardship. The Board or its completeness committee will grant or deny each request within forty-five (45) days. A denied item must be supplied before the application is complete. A submission waiver is not a design waiver; deviations from design standards must be requested under Form 1, Item 15.

Item No.	Reason for Waiver Request	Board Action (G / D)	Date

Part 3 — Certification of Applicant

I certify that the items marked "S" have been submitted, that the items marked "W" or "N" are the subject of the waiver requests in Part 2, and that the plans and documents submitted are true and complete to the best of my knowledge.

SIGNATURE OF APPLICANT OR APPLICANT'S ATTORNEY / ENGINEER DATE

Print Name: _____

For Board Use Only — Completeness Determination

Date received: _____ Date of electronic submission: _____ Escrow posted (Y/N): _____

Items outstanding: _____ Waivers granted / denied: _____ Date of notice to applicant: _____

☐ Application certified complete on _____, 20____. ☐ Application incomplete; deficiency notice sent _____, 20____.

BOARD ENGINEER / MUNICIPAL LAND USE SECRETARY DATE

[Note: N.J.S.A. 40:55D-10.3 requires the completeness checklist to be adopted by ordinance. This Form 6 is intended to replace Attachment 1 to Chapter 375 and should be adopted as an amendment to Chapters 85, 375, and 400 before it is used to deem applications incomplete.]