

RECEIVED

LAND USE REGULATIONS

APR 09 2025
225-10

94 Attachment 1

For Staff Use:	
Application No.	_____
Block/Lot	_____
Date Submitted	_____

**Township of Evesham
Land Development Checklist**

For Staff Use:	
Applicant: _____	Zoning Board _____
	Planning Board _____
Plan Name _____	Application fee \$ _____
	Collected by _____
	Escrow fee \$ _____
	Collected by _____

General Submission Requirements for All Plans

- A. Nineteen copies of application reports and plans for development required to be submitted:
 - Zoning Board of Adjustment X
 - Planning Board
- B. All applicable entries on the application form are completed X
- C. Application form is signed by applicant and owner X
- D. Escrow agreement is signed and submitted X
- E. Certification from Tax Collector that taxes are paid X
- F. Completed checklist submitted X
- G. Plans are folded to 12" x 15" size and collated for each set X

EVESHAM CODE

Submission Requirements Checklist

Item Number	Submission Requirements									Item Description	Status				
	Minor			Major							Complete	Not	Exemption	Incomplete	
	Concept Plan	Subdivision	Site Plan	General Development	Subdivision	Site Plan	Subdivision	Site Plan	Zoning						
1.	*	*	*	*	*	*	*	*	*	A Site Plan prepared by a registered New Jersey Architect, Planner, Engineer and /or surveyor, in accordance with the requirements of N.J.A.C. 13:40-7.1, et seq.	Applicant	X			
2.	*	*	*	*	*	*	*	*	*	An environmental assessment report pursuant to Ordinance 3-2-97 conforming with the current ASTM Standards.	Official Use				
3.	*	*	*	*	*	*	*	*	*	An environmental impact report and a cultural resources survey.	Applicant				
4.	*	*	*	*	*	*	*	*	*	A traffic impact study prepared, signed and sealed by a registered professional engineer of New Jersey. Zoning may require a traffic impact study depending on size and type of application as required by the Traffic Consultant or the Board.	Applicant	X			
5.	*	*	*	*	*	*	*	*	*	If the site is located on a county road or development will affect county drainage, a certification that an application and all the required supporting documentation has been filed with the Burlington County Planning Board. A copy of the approval by the Burlington County Planning Board shall be submitted with the final application.	Official Use				
6.	*	*	*	*	*	*	*	*	*	For map, use one of four standardized sheets: 24" x 36" 8.5" x 13" 30" x 42" 15" x 21"	Official Use				
THE PLAN(S) SHALL CONTAIN:															
7.	*	*	*	*	*	*	*	*	*	Name, address, telephone, and fax numbers of owner and applicant.	Applicant	X			
8.	*	*	*	*	*	*	*	*	*	Source and date of current property survey prepared and sealed by a registered New Jersey land surveyor.	Official Use				
9.	*	*	*	*	*	*	*	*	*	Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner and /or landscape architect, as applicable, involved in preparation of plat.	Applicant	X			
10.	*	*	*	*	*	*	*	*	*	Title block denoting date of preparation, date(s) of revision(s), type of application, tax map sheet, county, name of municipality, block and lot, and street location.	Official Use				
11.	*	*	*	*	*	*	*	*	*	Revision box with dates of preparation and revision.	Applicant	X			
											Official Use				

LAND USE REGULATIONS

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	Minor			Major					Complete	Not	Exemption	Incomplete	
	Concept Plan	Subdivision	Site Plan	General Development	Subdivision	Site Plan	Subdivision						Site Plan
12.	*	*	*	*				A key map at a specified scale with a North arrow, showing location of tract with reference to surrounding properties, zone lines, abutting zones, and municipal boundaries within 1,000 feet.	Applicant				
									Official Use				
13.					*	*	*	A key map at a specified scale with a North arrow, showing location of tract with reference to surrounding properties, zone lines, abutting zones, and municipal boundaries within 500 feet.	Applicant	X			
									Official Use				
14.	*	*	*	*	*	*	*	A schedule of mandated and provided zone district(s) requirements, including lot area, width, depth, yard setbacks, building coverage, open space, and parking.	Applicant	X			
									Official Use				
15.							*	Schedule of proposed and required percentage of lot clearing, percentage of impervious coverage, and percentage of vegetated area remaining after development.	Applicant				
									Official Use				
16.				*				A general land use plan at a scale specified by ordinance, indicating the tract area and general location of the land uses to be included. (Residential density and a nonresidential floor area ratio shall be provided. Extent to which municipal housing obligation under the Fair Housing Act, P.L. 1985, c. 222, will be fulfilled shall be included.)	Applicant				
									Official Use				
17.	*	*	*	*	*	*	*	Signature blocks for Chairperson, Secretary, Municipal Clerk (if posting of a bond is required for monument or municipal improvements), and Municipal Engineer.	Applicant				
									Official Use				
18.	*					*		If applicant intends to file map, appropriate certification blocks as required by the Map Filing Law.	Applicant				
									Official Use				
19.	*			*		*		Where applicable, proposed monumentation as specified by the Map Filing Law.	Applicant				
									Official Use				
20.	*							Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerlines and rights-of-way, utility easements, and sight-triangle easements.	Applicant				
									Official Use				
21.					*			Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all center lines and rights-of-way, utility easements, sight triangle easements and center line curves on streets.	Applicant				
									Official Use				

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	Minor			Major							Complete	Not	Exemption	Incomplete	
	Concept Plan	Subdivision	Site Plan	General Development	Subdivision	Site Plan	Subdivision	Site Plan	Zoning						
22.	*	*	*	*	*	*	*	*	*	* Acreage of tract to nearest tenth of an acre. Include equivalent square feet for major subdivisions and major site plans, preliminary or final. Tax Map data is sufficient for concept plan.	Applicant	X			
										Official Use					
23.	*	*	*	*	*	*	*	*	*	All existing streets, adjoining uses, structures, wells, septic systems, driveways, watercourses, floodplains, wetlands or other environmentally sensitive areas on and within 200 feet of site to the extent known (survey of adjacent property).	Applicant				
										Official Use					
24.	*	*	*	*	*	*	*	*	*	Existing rights-of-way and/or easements on and within 200 feet of tract (for concept plan only, Tax Map data sufficient).	Applicant	X			
										Official Use					
25.	*			*						Topographical features of subject property from best, readily available published (public) source.	Applicant				
										Official Use					
26.		*	*	*	*	*	*	*	*	Existing and proposed contour intervals based on USC and GS data. Contours to extend at least 200 feet beyond subject property as follows: Up to 3% grade = 1 foot; Between 3% and 10%=2 feet; 10%+ grade = 5 feet.	Applicant				
										Official Use					
27.	*			*					*	Boundary, limits, nature and extent of wooded areas, and other significant physical features.	Applicant	X			
										Official Use					
28.		*	*	*	*	*	*	*	*	Boundary, limits, nature and general extent of wooded areas, specimen trees of eight inches or more in diameter measured four feet above grade, and other significant physical features (map all and indicated those to be disturbed).	Applicant				
										Official Use					
29.	*	*	*	*	*	*	*	*	*	All proposed lot lines, area of lots in square feet (approximate for concept plan), and setback lines.	Applicant	X			
										Official Use					
30.	*	*	*	*	*	*	*	*	*	Size and location of any existing or proposed uses or structures (including wells and septic) with all setbacks dimensioned, including any buildings or structures to be removed (for concept plan and general development plan, general location only).	Applicant	X			
										Official Use					
31.		*	*	*	*	*	*	*	*	Gross floor area per building and floor area ratio (FAR).	Applicant				
										Official Use					
32.		*	*	*	*	*	*	*	*	Square footage allocation of uses per building.	Applicant				
										Official Use					
33.		*	*	*	*	*	*	*	*	Distance between buildings.	Applicant				
										Official Use					
34.		*	*	*	*	*	*	*	*	Multiple buildings identified with letters or numbers.	Applicant				
										Official Use					

LAND USE REGULATIONS

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	Minor				Major					Complete	Not Exemption	Incomplete	
	Concept Plan	Subdivision	Site Plan	General Development	Subdivision	Site Plan	Subdivision	Site Plan					Zoning
35.	*			*					Location and dimensions of any existing or proposed streets (general location only).	Applicant			
										Official Use			
36.	*	*			*	*	*	*	Location and dimensions of any existing or proposed streets, rights-of-way, and pavement widths.	Applicant			
										Official Use			
37.	*	*			*	*	*	*	Parking plan, where applicable, showing spaces (size and type), aisle width, islands, curb cuts, drives, driveways, and all ingress and egress areas and dimensions (for concept plan, general information only).	Applicant			
										Official Use			
38.			*		*		*		Distances between parking areas and driveway(s) to nearest property line.	Applicant			
										Official Use			
39.		*			*		*		Number of parking stalls per row.	Applicant			
										Official Use			
40.		*	*		*		*		Schedule of number of parking stalls per use required by ordinance. The number of parking stalls proposed.	Applicant			
										Official Use			
41.		*			*		*		Radii for all turning areas and designated design vehicle.	Applicant			
										Official Use			
42.		*			*		*		Location and dimensions of adjacent and opposite driveway and street intersections.	Applicant			
										Official Use			
43.		*			*		*		Location of traffic control devices including signs, pavement markings, parking prohibitions and fire lanes.	Applicant			
										Official Use			
44.		*			*		*		Location and dimensions of loading/unloading areas.	Applicant			
										Official Use			
45.		*			*		*		Architectural elevations for all sides of building indicating height from grade, roof pitch, roof-mounted utilities, signs and materials in color.	Applicant			
										Official Use			
46.	*	*	*	*	*	*	*	*	Copy and/or delineation of any existing or proposed deed restrictions or covenants.	Applicant			
										Official Use			
47.	*	*	*	*	*	*	*	*	Any existing easement or land reserved for or dedicated to public, utility, or conservation use, or restricted by reason of wetlands or wetland buffers, and any organizations for the ownership and maintenance of open space required by the MLUL (N.J.S.A. 40:55D-43) (for concept plans, general location suffices).	Applicant			
										Official Use			

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	Minor			Major								Complete	Not	Exemption	Incomplete	
	Concept Plan	Subdivision	Site Plan	General Development	Subdivision	Site Plan	Subdivision	Site Plan	Zoning	Final						
48.	*	*			*	*	*	*	*	*	Any proposed easement or land reserved for or dedicated to public, utility, or conservation use, or restricted by reason of wetlands or wetland buffers, and any organizations for the ownership and maintenance of open space required by the MLUL (N.J.S.A. 40:55D-43).	Applicant				
49.	*	*			*	*	*	*	*	*	Sight triangles.	Official Use				
50.				*	*	*	*	*	*	*	Development stages or staging plans.	Applicant				
51.		*			*	*	*	*	*	*	A soil erosion and sediment control plan which indicates: the location of the proposed development, the total area of development, and the total amount of earthwork in cubic yards.	Applicant				
52.					*	*					Existing system of drainage of subject site and preliminary design of proposed system of drainage (including preliminary drainage calculations).	Official Use				
53.							*	*	*	*	Detailed engineering design of proposed system of drainage of subject site.	Applicant				
54.					*	*	*	*	*	*	Drainage area map for existing and developed site condition.	Official Use				
55.							*	*	*	*	Final drainage calculations.	Applicant				
56.				*							An environmental inventory including a general description of natural and cultural resources, and the probable impact of the development on the environmental attributes of the site.	Official Use				
57.				*							An open space plan showing the proposed land area of parks and conservation set-asides, improvements proposed, and plans for their operation and maintenance.	Applicant				
58.				*	*	*	*	*	*	*	Recreation facilities plan and details, where applicable.	Official Use				
59.	*	*	*	*	*	*					General soil information from best, readily available, published source.	Applicant				
60.											Location of soil borings.	Official Use				
61.				*	*	*	*	*	*	*	Will topsoil be removed from the site and/or transported outside municipal boundaries? If yes, explain.	Applicant				
												Official Use				

LAND USE REGULATIONS

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	Minor				Major					Complete	Not	Exemption	Incomplete	
	Concept Plan	Subdivision	Site Plan	General Development	Preliminary	Site Plan	Subdivision	Final						
62.				*					A community facility plan including, but not limited to, educational or cultural facilities, historic sites, libraries, hospitals, firehouses, and police stations.	Applicant				
										Official Use				
63.	*	*	*		*	*	*	*	Plan includes barrier-free subcode requirements, if applicable.	Applicant				
										Official Use				
64.	*	*			*	*	*	*	Construction details as required by the residential site improvement standards, including cross-section details of all drainage systems and details for roads, sidewalks, stormwater management systems, water supply, and sanitary sewers.	Applicant				
										Official Use				
65.		*					*		New block, lot and street identification numbers confirmed with local Assessor or municipal designee.	Applicant				
										Official Use				
66.					*	*	*	*	Proposed street names when new road(s) proposed.	Applicant				
										Official Use				
67.	*								Vehicular and pedestrian circulation patterns (general).	Applicant				
										Official Use				
68.	*	*	*	*	*	*	*	*	Proposed vehicular and pedestrian circulation and utility infrastructure plans, including disposal of sanitary sewage, water, stormwater management. All other utilities may be shown by footnote.	Applicant				
										Official Use				
69.		*	*				*	*	Where residential construction is contemplated, subsurface disposal testing where using septic systems.	Applicant				
										Official Use				
70.				*	*	*	*	*	Air quality study pursuant to § 160-15B for any residential development of 100 or more units and any other development with more than 100 parking spaces.	Applicant				
										Official Use				
71.	*	*			*	*			Finished spot elevations at all property corners.	Applicant				
										Official Use				
72.					*	*	*	*	Finished spot elevations at all building corners and finished first floor elevations of proposed buildings.	Applicant				
										Official Use				
73.				*	*	*	*	*	Road and paving cross-sections (at fifty-foot intervals) and profiles.	Applicant				
										Official Use				
74.		*		*	*	*	*	*	Landscape plan and details, including proposed grading; location of proposed landscape areas; underground utilities; corner sight distance triangles for all intersections; location, size and species of existing trees having a 5" dbh or greater; trees to be removed; location and species of trees in adjoining public right-of-way.	Applicant				
										Official Use				

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Item Number	Submission Requirements							Item Description	Status			
	Minor			Major					Complete	Not	Exemption	Incomplete
	Concept Plan	Subdivision	Site Plan	General Development	Subdivision	Site Plan	Subdivision					
75.		*			*	*	*	Tree protection management plan, when tree removal is proposed.				
76.		*			*	*	*	List of all plant material to be used, including both botanical and common name; quantity and size at the time of planting; root condition or container for each plant; planting details for deciduous trees, coniferous trees and shrubs.	Applicant			
									Official Use			
77.		*			*	*	*	Lighting plan and details, including location, height, light distribution and a catalogue cut for each light fixture, either building mounted or freestanding.	Applicant			
									Official Use			
78.		*			*	*	*	Site identification signs, traffic control signs, and directional signs. Sign details, including for each sign location, elevation materials, color, copy and style of lettering, lighting and square footage per sign.	Applicant			
									Official Use			
79.		*			*	*	*	Location of containers for solid waste, including recyclables, and design/details of containers.	Applicant			
									Official Use			
80.		*			*	*	*	Preliminary architectural plan and elevations (required where new building or alterations to existing building are proposed).	Applicant			
									Official Use			
81.		*			*	*	*	Location of nearest existing and proposed fire hydrant within 500 feet of the property.	Applicant			
									Official Use			
82.		*			*	*	*	Location of all other existing and proposed utilities including, but not limited to, electric, gas, telephone, cable television.	Applicant			
									Official Use			
83.	*	*	*	*	*	*	*	List of required regulatory approvals or permits.	Applicant	X		
									Official Use			
84.	*	*	*	*	*	*	*	List of variances requested or obtained (for a concept plan, only in general terms).	Applicant	X		
									Official Use			
85.	*	*	*	*	*	*	*	Requested or obtained design waivers or exceptions.	Applicant	X		
									Official Use			
86.					*			A letter containing a list of all items not installed or completed and to be covered by a performance guarantee, with quantities/cost of each item and the total cost of all items.	Applicant			
									Official Use			
Additional Requirements for a Gasoline Service Station or Public Garage:												
87.								Distance to nearest lot line of any church, school or library.	Applicant			
									Official Use			

LAND USE REGULATIONS

Item Number	Submission Requirements								Item Description	Status				
	Minor				Major					Applicant	Official Use	Complete	Not Exemption	Incomplete
	Concept Plan	Subdivision	Site Plan	General Development	Preliminary	Final	Subdivision	Site Plan						
88.									Distance to nearest property line of any other garage, service station, gas stations, motor vehicle repair shop or yard, and motor vehicle storage yard within 1,500 feet or less	Applicant				
Additional Requirements for a Fast-Food Restaurant:										Official Use				
89.									Specifics regarding noise impact on adjoining properties and uses; lighting, glare and reflection on adjoining properties and uses; and odors on adjoining properties and uses.	Applicant				
90.									Distance to nearest property line of any existing fast-food restaurants.	Applicant				
Additional Requirements for an Adult Bookstore and/or Retail:										Official Use				
91.									Distance to nearest property line of any residential district or dwelling; religious, charitable or nonprofit institution, park, community center, playground, recreation center, or similar; premises licensed for the sale or distribution of alcoholic beverages.	Applicant				
Additional Requirements for an Arcade										Official Use				
92.									Distance to nearest property line of any existing primary or secondary school.	Applicant				
										Official Use				

LAND USE REGULATIONS

94 Attachment 2

Township of Evesham

Land Use Board Application Checklist [Added 2-8-2023 by Ord 3-2-2023]

APPLICANT Route 73 Property LLC BLOCK _____ LOTS _____ DATE 4-8-25

Block 20, Lot 1.01
Block 20.01, Lot 1

1. Application Form(s) and Checklist
- a. Originals: Application Form, Checklists, Reports (Environmental, Traffic, Stormwater, etc), Plans, W9, Agreement to pay fees/escrow agreement and all other initial submittals with signatures.
- b. Application Packet Copies (do not include the W9): Major Site Plans and Subdivisions twenty (20) copies, for all other applications seventeen (17) copies. Reports; two (2) copies of stormwater management reports, two (2) copies of Environmental reports (ESA, Phase 1 etc), and one (1) copy of traffic report. One (1) digital copy of the application packet on a USB drive or equivalent.

Major Site Plans and Major Subdivisions: Of the required 20 sets of plans at least nine (9) should be full size, the remaining eleven (11) may be reduced size. For example, no smaller than: 11"x17"

Minor Site Plans, Minor Subdivisions, and other applications: Of the required 17 sets of plans at least 6 should be full size, the remaining 11 may be reduced size. For example, no smaller than: 11"x17"

2. Application Fees as required; see code 94-10B. including the Fire District review fee as applicable 94-10B.(14)
3. Escrow deposit as required; see code 94-10
4. Certification signed by the Tax Collector (See application packet)
5. Variance Subdivision/Site Plan prepared by a licensed professional containing the following items:
- Development Name of Subdivision/Site Plan
 - Name, address, telephone number and email address of applicant
 - Name, address, telephone number and email address of owner
 - Name, address, telephone number, email address, signature and license number of applicant's professional preparing the plan
 - New block and lot numbers and street identification numbers as approved by the Tax Assessor
 - Proposed street names when new road(s) are proposed as approved by the Tax Assessor
 - Title block showing the type of application, date of preparation of plan, revisions dates, Tax lot block and lot number and street address
 - List of all property owners within 200 feet of property
 - Scale, written and graphic
 - North arrow
 - Key Map at not more than 1"-2,000', showing tract boundaries, zone district lines, soils, tax lot
 - Schedule of zoning district regulations
 - Acreage of tract to the nearest tenth of an acre

- ___ Existing and proposed rights-of-way and/or easements on and within 200 feet of tract boundary, including dimensions of rights of ways and pavement widths
- ___ Existing and proposed contours, extending 200 feet beyond the property boundary
- ___ Size and location of any existing or proposed uses or structures (including wells and septic) with all setbacks dimensioned, including any buildings or structures to be removed
- ___ Gross floor area and floor area ratio
- ___ Square footage allocation of uses per building
- ___ Distance between buildings
- ___ Multiple buildings identifiers with letters or numbers
- ___ Construction Details
- ___ Cross sections of all drainage systems
- ___ Road and paving cross sections and profiles
- ___ Details for all roads, sidewalks, stormwater management, water supply and sanitary sewer
- ___ Finished spot elevations for all building corners and property corners
- ___ Finish floor elevations for all buildings
- ___ Sight identification sign(s) and directional signs including for each sign location, elevation, materials, color, copy and style of lettering, lighting and square footage of signs
- ___ Location and details of enclosures for solid waste and recyclable containment

N/A 6. Current Property Survey prepared by a New Jersey licensed land surveyor showing all existing improvements to the property including wooded areas, specimen trees of eight inches or more in diameter measured four feet above ground and other significant physical features.

N/A 7. Tree Protection Management Plan as required by section 62-56.E

N/A 8. Traffic Impact Study prepared by a New Jersey licensed engineer for all site plans and major subdivisions as required by section 15-25 through 29 – two copies plus one electronic copy.

N/A 9. Environmental Assessment Report as required by section 94-24 through 29 – two copies plus one electronic copy

N/A 10. Environmental Impact Report including a Cultural Resource Survey for all site plans, major subdivisions, and planned development as required by sections 94-13 through 17 – two copies plus one electronic copy.

N/A 11. For a Subdivision, if the plat is to be filed, a plan prepared in accordance with the Map Filing Law

N/A 12. For a Subdivision, proposed lot lines, area of lots in square feet and setback lines.

N/A 13. Utility plan showing sanitary sewer, water, stormwater management and waste disposal.

J 14. Vehicular and Pedestrian circulation patterns and Parking plan showing the following information:

- _____ Parking Spaces (size and type)
- _____ Aisle widths, islands, curb cuts (all dimensions)
- _____ Drives, driveways, and all ingress and egress areas and dimensions
- _____ Distance between parking areas and driveways to nearest property lines
- _____ Number of parking spaces per row
- _____ Schedule of number of parking stalls per use required by ordinance and the number of parking stalls proposed
- _____ Radii for all turning areas and drive aisles/access ways for designated design vehicles (including but not limited to trash truck and fire vehicles)
- _____ Location and dimension of adjacent and opposite driveway and street intersections
- _____ Location of traffic control devices including signs, pavement markings, parking prohibitions and fire lanes
- _____ Location and dimension of loading and unloading zones
- _____ Traffic control signs and details

N/A 15. Architectural elevations for all sides of buildings indicating height from grade, roof pitch, roof mounted utilities, signs and materials in color.

- N/A 16. Floor Plans for commercial and multi-family developments.
- ✓ 17. Copy and/or delineation of any existing or proposed deed restrictions and covenants.
- N/A 18. Any existing or proposed easement or land reserved for or dedicated to public, utility or conservation use or restricted by reason of wetlands or wetlands buffers and any organization for the ownership and maintenance of open space required by MLUL.
- N/A 19. Sight triangles.
- N/A 20. Development Stages or staging plans/phasing plan.
- N/A 21. Soil Erosion and Sediment Control Plan including general soil information and location of soil borings
- N/A 22. Drainage Plan and Calculations showing the existing and proposed systems of drainage, detailed engineering design of proposed system of drainage, drainage area map for existing and developed site conditions including the contributing area to each inlet or cross drain, with Attachment D - Major Development Stormwater Summary. See Article IV Design, Installation, Operational Performance Standards and Maintenance of Stormwater Facilities and Stormwater Management Systems for additional checklist required items (Site Development Stormwater Plans and reports for both Pinelands or Non-Pinelands areas should be included in the initial hard copy and e-copy submission).
- N/A 23. Open Space Plan showing the proposed land area of parks, conservation areas, improvements proposed and plans for the operation and maintenance of open space areas.
- 24. Reserved
- 25. Reserved
- N/A 26. Landscape Plan and Details indicating the proposed grading, location of landscape areas, underground utilities; sight triangles; location, size and species of existing trees having a 5"dbh or greater; trees to be removed; tree protection management; list of all plant material to be used including both botanical and common names, quantity and size at time of planting, root condition or container for each plant and planting details.
- N/A 27. Lighting Plan and Details including location, height, light distribution and catalogue cut for each light fixture
- N/A 28. List of required regulatory approvals or permits and copy of application to outside agencies
- N/A 29. List of requested design waivers
- N/A 30. If development is located in the Pinelands area of the Township, a Pinelands Certificate of Filing is required.
- N/A 31. If public water and sanitary sewer are not available, details for well and septic are required
- N/A 32. Completed Green Development Checklist (Chapter 94, Attachment 5)
- N/A 33. Evidence of submission of application to the Evesham Municipal Utilities Authority (or indicate if not applicable)

Please indicate your compliance as follows:

 ✓ indicates included with submission; NA indicates not applicable; W indicates waiver is requested