

SITE PLAN CHECKLIST

APPLICANT: _____

ROAD NAME: _____

TAX MAP SHEET: _____ BLOCK: _____ LOT _____

DATE SUBMITTED: _____

NAME OF PROJECT (if any) _____

SIGNATURE OF APPLICANT: _____

	TO ALL APPLICANTS: If your application lacks any of the below requirements, circle the items and in the remarks column, provide an explanation	P r e l i m i n a r y	F i n a l	REMARKS
ADMINISTRATIVE				
1	Twenty (20) copies of completed checklist.	X	X	
2	Twenty (20) copies of completed application form.	X	X	
3	Twenty (20) paper prints of plats conforming to requirements of 132-110 and other drawings	X	X	
4	One (1) copy of plat in electronic format in accordance with 132-110(H),	X	X	
5	Sixteen (16) copies of hydrogeological report and pump testing as required by 153-29 and 153-30 of Board of Health Code where construction of a well is required	X	X	
6	Six (6) copies of Stormwater management plan and supporting calculations	X	X	
7	Sixteen (16) copies of well testing, as required by Chapter 153, Article II, where applicable	X	X	
8	Twenty (20) copies of Affordable Housing Plan	M	M	
9	Executed Escrow Agreement	X	X	
10	Financial disclosure statement for all persons or entities having more than a 10% financial interest in the property to be developed.	X	X	
11	Certification from the Tax Collector that all taxes and assessments on the entire tract have been paid to date	X	X	
12	Proof of submission of application and fee submitted to County Planning Board	X	NR	

X = Required

M = May be required to unusual circumstances

NR = Not Required

W = Waiver requested. Applicant shall provide reason for request in writing.

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13	Proof of submission of application and fee to New Jersey Department of Environmental Protection for Freshwater Wetlands Letter of Interpretation or Presence/Absence determination	X	X	
14	Proof of submission of application and fee submitted to County Soil Conservation District	X	X	
15	Certification as to D & R Canal Review Zone or that property is exempt	X	X	
16	Copies of any existing or proposed covenants and deed restrictions intended to cover any of the development site	X	X	
17	Written requests for individual waivers and/or variances	X	X	

PLAN REQUIREMENTS				
1	Site Plan size: 24 x 36	X	X	
2	Scale: Not more than 1 inch =50 feet (written and graphic) and not less than 1 inch=20 feet (written and graphic)	X	X	
3	Key Map: site, streets, zones. Conforming to requirements of 132-110 (north arrow to have same orientation as site plan)	X	X	
4	Prepared and sealed by licensed New Jersey professional engineer and/or land surveyor as appropriate	X	X	
5	Certifications per Map Filing Law	X	X	
6	Based on current survey prepared by licensed New Jersey land surveyor	X	X	
7	Bearings in degrees, minutes and seconds	X	X	
8	Title block giving names of site plan, applicant(s), owner(s) and preparer	X	X	
9	Current Tax Map sheet, block & lot number	X	X	
10	North arrow with reference meridian (same direction on all sheets)	X	X	
11	Date of original site plan and date & nature of each revision	X	X	

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12	Name(s) of the owners(s) of all property within 200 feet of the property being developed as disclosed by the most recent municipal tax records and certified by the municipal tax assessor	X	X	
13	All existing, proposed and required setback dimensions	X	X	
14	Location of existing and proposed property lines with dimensions to nearest 0.01 foot	X	NR	
15	Acreage of tract to nearest 0.01 acre	X	X	
16	Contours and topography covering the property and surrounding area within 10 feet, maximum contour interval of 2 feet	X	X	
17	Existing & proposed drainage facilities on tract and within 200' (e.g., culverts, marshes, ponds, streams and floodplains)	X	X	
18	Location and type of existing and proposed easements or rights-of-way and utility structures, including ponds, drainage, sewer, water, sight rights, power, telephone & gas.	X	X	
19	Depiction of freshwater wetlands within 150 feet of the property.	X	X	
20	Documentation of feasibility of an adequate method of sewage disposal & reserve site	X	X	
21	Location and line of all existing streets & roads and areas dedicated to public use within 200'			
22	Location of existing and proposed buildings with dimensions showing	X	X	
23	Indicate the location of all existing and proposed structures, i.e., walls, fences, culverts, bridges, roadways, etc., with grade elevations	X	X	
24	Indicate existing zones of the development site and of any different zones within 200'	X	X	
25	The distance from the property line to the nearest intersection	X	X	

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26	Location, size and nature of the entire lot or lots in question or contiguous lots owned by the applicant or owner of record or in which the applicant has a direct interest	X	X	
27	Identify all means of vehicular ingress and egress to and from the site onto public streets, showing the size and location of driveways, curb cuts and curbing, sight lines and radii	X	X	
28	Location and design of off-street parking areas	X	X	
29	Location, arrangement and dimensions of truck loading and unloading platforms and docks	X	X	
30	Indicate provisions for refuse and garbage disposal	X	X	
31	Show provisions for screening storage of equipment, attached or separate from buildings	X	X	
32	Indicate all existing or proposed exterior lighting, including foot-candle distribution	X	X	
33	Show all existing and proposed signs and their sizes	X	X	
34	Indication locations, dimensions and construction of off-site sidewalks, on-site walks and sidewalks	X	X	
35	Show proposed screening, green areas, landscaping and fencing, including a planting plan and schedule	X	X	
36	Show improvements to adjoining streets and roads and traffic control devices necessary in streets or highways	X	X	
37	Submit twenty (20) copies of elevations, sketches renderings or pictures of any new buildings, structures or alterations	X	X	
38	Show fire service lines, hydrants, siamese connections, automatic sprinkler systems, fire zones, no-parking fire zones and pavement and wall signs	X	M	

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39	Complete construction plans (plans, profiles and cross sections at fifty-foot intervals and details) for all improvements, including roads, fences, drainage, water, sewer and surface water management facilities	X	X	
40	Lot grading plans, including proposed spot elevations, grade at building, floor elevations, proposed drainage patterns, etc.	X	X	
41	Location of natural features to be preserved, including conservation easements	X	X	
42	Soil erosion and sediment control plan in accordance with Chapter 103, Soil Erosion	X	X	
43	Calculations demonstrating the adequacy of existing and/or proposed drainage and/or surface water management facilities	X	X	
44	Mapping of Steep Slopes in accordance with 114-3.	X	X	
45	Delineation of floodplain zones as required by 132-115E	X	X	NR
46	Completed Constrained Area Maximum Tract Yield Calculation Form to be shown on Site Plan	X	X	
47	Depiction of Category One streams and tributaries within 300 feet of property	X	X	
48	Depiction of Septic systems and wells within 100 feet of property	X	X	
49	Street address of each property shall be indicated on all plats	X	X	

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