

SITE PLAN CHECKLIST

- () Original and 14 copies of application forms
- () Application form signed and notarized
- () Owners Consent
- () 15 complete sets of plans (site plan, lighting, details, etc.)
- () 11 copies of site plan (excluding details and construction plans)
- () Plans collated, stapled, folded to a dimension not to exceed 10" x 12"
- () Application fee
- () Escrow fee
- () Signed W-9 form
- () Signed authorization form
- () Three (3) complete "Tax and Assessment Payment Report" forms which will be forwarded to the Collector of Revenue office for verification that no delinquent taxes or assessments are due
- () Survey of property, prepared by a licensed surveyor of the State of New Jersey showing:
 - a. Boundaries of the property
 - b. Building and setback lines and the lines of all existing streets, roads, reservations, easements, right-of-ways and areas dedicated to public use, within two hundred (200) feet of the property
 - c. Title, reference meridian, scale
 - d. Name and address of record owner
 - e. Name, address, professional license number and seal of the surveyor who prepared the survey

The following shall be on the plans submitted:

- () Key map showing site and its relation to surrounding area
- () Plans certified by appropriate professional as stipulated by New Jersey revised statutes Title 45:8, 13:40-7.1 et seq
- () Zone data
- () Location of all existing and proposed buildings or structures with spot elevations

- () Names of all owners of record of all adjoining property, and property directly across the street or streets from the property involved, and the block and lot numbers of all the property shown on the plan
- () Existing and proposed contours at 1 foot intervals based on National Geodetic Vertical Datum 1988 to determine general slope and natural drainage of the land. Where necessary to evaluate drainage, the Board shall require contours to be shown for all lands within 200 feet of the property in question.
- () Existing and proposed easements
- () All existing schools, zoning and special district boundaries within two hundred (200) feet of the property. Such features shall be shown on a separate map or as a key map on the detailed map itself.
- () The distances, as measured along the centerlines of existing streets abutting the property to the nearest intersection with any public street
- () Location of existing edge of pavement and proposed edge of pavement of all roadways abutting site
- () Location of all existing and proposed storm drainage structures and utility lines including telephone, power, water, sewer, gas, etc., whether publicly or privately owned, with pipe sizes, grades and direction of flow
- () Proposed use or uses of land and buildings, including outdoor storage
- () Size and location of all driveways and curb cuts proposed and on adjoining properties
- () Cross sections and construction details of all streets, pavement, curb, sidewalks and walkways
- () Parking and loading layout
- () Total number of parking or loading spaces
- () Dimensions of parking or loading spaces, aisles and parking islands
- () Dimensions of all building setbacks and yards
- () Percent total impervious coverage
- () Percent total building coverage
- () Building dimensions
- () Area and height of proposed and existing buildings or structures

- () Building elevations (each side) indicating materials to be used in construction
- () Location, direction of illumination and intensity of all outdoor lighting. Type of fixture and height of lighting are to be indicated and isolux lines are to be superimposed on the plan.
- () Manufacturers catalogue cut sheet for proposed lighting
- () The location, size, materials and construction details of existing and proposed signs
- () Existing and proposed screening and landscaping, including a planting plan, with quantity, species, caliper and location of planting noted
- () Location of existing trees with caliper of 6 inches dbh or more
- () Name, address, professional license number and seal of the architect, engineer, planner or surveyor preparing the site plan
- () Refuse enclosure location and detail
- () Fencing detail
- () Percolation test and soil log results (if applicable)
- () Soil type
- () Stormwater Management Facilities illustrated on a map of the same scale as the contour map which shall include:
 - a. Total area to be paved or built upon, proposed surface contours, land area to be occupied by the stormwater management facilities and the type of vegetation thereon;
 - b. The layout of the proposed drainage system. Each drainage area flowing to an inlet, ditch or other point of collection or discharge shall be outlined on the map indicating the acreage of the drainage area, the predevelopment and postdevelopment runoff and capacities of existing and proposed pipes.
 - c. Details of the stormwater management facility design during and after construction, including discharge provisions, discharge capacity for each outlet at different levels of detention and emergency spillway provisions with maximum discharge capacity of each spillway.
 - d. Surface flow of water from high points to swales, curbs, ditches, streams, inlets and other points of collection shall be shown by small arrows.
- () Evidence of soil erosion and sediment control plan submittal to Freehold Soil Conservation Service (if disturbance of 5,000 square feet or more of soil)

- () Evidence of submittal to New Jersey Department of Transportation for Route 18 Access Permit and Drainage Permit (Route 18 properties only)
- () Traffic study (**14 COPIES**), including anticipated traffic volumes, capacity of existing or proposed roads, traffic impact on road network and need for traffic improvements
- () Evidence of submittal to New Jersey Department of Environmental Protection for stream encroachment permit (if applicable)
- () A Letter of Interpretation from New Jersey Department of Environmental Protection Freshwater Wetlands Division, including evidence that notice was given to the Municipal Clerk pursuant to N.J.S.A. 13:9B. If the New Jersey Department of Environmental Protection deems that wetlands are present, or the applicant does not receive a response to its request for a letter of interpretation, the applicant shall show such areas on a survey of the property, prepared by a Licensed Surveyor of the State of New Jersey.
- () Evidence of submittal to Middlesex County Planning Board (if on County road or involving County drainage structure)
- () Storm drainage calculations (**3 COPIES**) in accordance with Chapter 192 which shall include:
 - a. Comprehensive hydrologic and hydraulic design calculations for the predevelopment and postdevelopment conditions for the specified design storms. Runoff generated from adjoining properties flowing onto the project shall be included in the calculations.
 - b. Analysis of the possible impact on upstream and downstream drainage facilities and adjoining properties.
- () Soils Report based on onsite boring logs or soil pit profiles. A minimum of two soil boring or soil pits for each proposed stormwater basin shall be provided.
- () Stormwater System Maintenance and Repair Plan which shall include:
 - a. Specific preventative maintenance tasks and schedules;
 - b. Cost estimates including estimated cost of sediment, debris and trash removal;
 - c. Name, address and telephone number of party responsible for preventative and corrective maintenance.
- () Environmental Impact Assessment Report (**14 COPIES**) in accordance with Town Code Section 132-31

- () Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract
- () "Letter of Intent" detailing size of proposed building, proposed use, number of tenants, number of employees, anticipated hours of operation, traffic, etc.
- () Such other items and information pertaining to the site as the Department of Planning and Engineering reasonably determines would be necessary or helpful to the Planning Board in reviewing the application.
- () Recycling Plan, which shall include details as to the storage, collection, disposition and recycling of recyclable materials as listed in Chapter 114
- () Site map including site layout and pertinent site features on CAD-generated data file submitted on diskette(s), 3.50"/1.44Mb formatted for DOS Version 3.x based IBM PC's and PC compatibles. The file shall be either the most current version AutoCAD drawing file compatible or a DXF format drawing interchange file compatible with AutoCAD.
- () All documents, reports and plans shall also be submitted in a PDF file.