



## PRELIMINARY SITE PLAN CHECKLIST

**Applicant**      **TWP**

**SHOWN/PROVIDED - Y/N**

N/A

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**APPLICANT:** \_\_\_\_\_

**PROPERTY:** \_\_\_\_\_

**BLOCK(S):** \_\_\_\_\_ **LOT(S):** \_\_\_\_\_ **ZONE:** \_\_\_\_\_

### PRELIMINARY SITE PLAN DETAILS

The preliminary site plan shall be drawn at a scale of not less than one inch equals 50 feet and shall include the Township Tax Map block and lot number(s) of the site, the meridian reference and North arrow, and such details as may be necessary to properly evaluate the application and determine compliance with this Chapter.

Any site plan involving any new building or addition thereto or any site improvements shall be drawn by a licensed New Jersey professional engineer, architect or professional planner as required by the New Jersey Administrative Code. Where applicable to the proposed use or construction, the following information shall be clearly shown:

1	The name(s) and title(s) of the applicant(s), the owner(s) and of the person(s) preparing the area map. If an applicant is a corporation or a partnership, the application form shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be.			
2	The name, address, license number, signature and official seal of the New Jersey licensed professional engineer, land surveyor, architect or professional planner preparing the plans as required by the New Jersey Administrative Code.			
3	Lists setting forth: (a) An index listing the drawings included within the site plan set. (b) A list of Block and Lot numbers, street address, and the name(s) of owners of all properties within 200 feet of the site: (c) A contact list.			
4	A place for the signatures of the Township Engineer, Planning Board Chairman and Planning Board Secretary.			
5	The date of preparation of the plans and the dates of all revisions.			
6	The location of all structures within 100 feet of the site.			
7	The name (if any) of the tract, the Township Tax Map Block and Lot number(s) and the street address.			
8	The area, in square feet and to the tenth (.1) of an acre, of the site.			
9	All lot line dimensions (bearings and distances), all abutting streets.			
10	A key map, at a scale of not greater than one inch equals 1,000 feet, showing street locations and names, lot lines, zoning district boundaries and municipal boundaries within 500 feet of the site, and the border of the area within 200 feet in which notice must be served.			
11	A Zoning Table with separate columns showing the zoning district bulk requirements (setbacks, lot areas, lot widths, lot coverage, floor area ratios, number of parking spaces, etc.) existing and proposed conditions, and whether (and if so what) variances are requested. The parking spaces information shall be shown in schedule form.			

12	Location and dimensions of the site's off-street parking area(s), driveways, driveway aprons, walkways/sidewalks, parking spaces, loading spaces, 1 driveway line of sight triangles, barrier-free pedestrian routes, the properly screened trash, refuse and recycling pickup area.			
13	Location of all present and proposed buildings, structures and off-street parking areas, and their setback distances and vehicular and pedestrian circulation patterns.			
14	General description of the use(s) of each building, building dimensions, square gross floor area (GFA) and net floor area (NFA) by use for each floor.			
15	Location, and specifications for, all surface paving and curbing; including asphalt, concrete, brick, stone, pavers, or artificial materials.			
16	Location and classification of all watercourses, water bodies, wetlands, buffer(s), transition area(s), floodway(s), flood plain(s), and flood hazard area(s) as per NJDEP or Township standards.			
17	Copies of all environmental permits or approvals, letters of interpretation (LOI) obtained, copies of any denials; and, copies and status of all applications pending.			
18	Description and location of all easements, covenants, deed restrictions or encumbrances that may affect the premises; and, all rights-of-way, easements or lands to be dedicated to the Township.			
19	Location, dimensions and materials of all fences, retaining or decorative walls, or similar man-made features to remain, be removed or modified or provided; and illustrations or photographs of same.			
20	A storm water management plan; a map showing and identifying the existing and proposed drainage areas, location of natural and man-made drainage facilities onsite and within 200 feet, location and construction details of all catch basins and storm water drainage facilities, inlets, pipes, swales, berms, and storm water detention, retention or treatment facilities; drainage calculations and tabulation sheets.			
21	Location, type and connections of all present and proposed utilities, including electric, gas, telephone and cable lines, water mains, sanitary sewer lines or systems, water wells, and pumping stations.			
22	A soil erosion and sediment control plan if required.			
23	Existing and proposed contours, at two-foot intervals, for the entire site and for 100 feet outside the site; however, if only a portion of the site is being developed the contours need only be shown for that portion and 100 feet beyond.			
24	Spot and finished elevations at all site corners, corners of all proposed buildings, paved areas, and other points where contours do not adequately define the elevation of the point.			
25	Location of all slopes greater than 15%.			
26	Location of all existing and proposed signs and the details such as nature of construction, dimensions, height above grade, letter style, materials, colors, and type, direction and lumen power of any illumination.			
27	All building exterior lighting, with location, direction and area of illumination and strength, including on adjacent property, expressed in foot-candles.			
28	Details of parking area and other lighting fixtures or standards and a schedule showing type, dimensions, height above grade, letter style, materials, colors, type, direction and area of illumination and strength, including on adjacent property, expressed in foot-candles.			
29	Landscaping plan with location, size and types of plantings to be preserved or provided on the entire site.			
30	Copies of any pending or approved application(s) for a Tree Removal Permit.			
31	An environmental impact statement as required by Chapter 130, Environmental Impact Statement, of the Township Code.			

32	A recycling plan that will make provisions for the collection and disposition of recyclable materials as required in Chapter 232, Recycling. This required plan shall not only show in specific detail on the site plan where aluminum, glass, newspapers and nonrecyclable material will be separated and collected on site, but shall also be accompanied by a program in narrative form. This narrative of the proposed recycling program for the site shall address who is responsible for the separation and collection of all recyclable materials and the method of disposing all recycling materials on site.			
33	Building front, rear and side elevations, drawn at a scale of not less than 1/8 inch to one foot by a licensed architect, showing materials, colors, heights, and stating any differences from other buildings on the site. Each elevation shall identify any street(s) that it faces and shall indicate whether it faces north, east, south or west.			
34	Floor plans showing uses, for each building subject of the application, drawn at a scale of not less than 1/8 inch to one foot by a licensed architect.			
35	Photographs of existing buildings on the site; annotated with height(s) of the building(s).			
36	Any recommendations from the Business Improvement District.			
37	Statement of compliance with, or request from exception from, applicable requirements of the State Residential Site Improvement Standards.			
38	Certification from the Tax Collector that no taxes, or assessments for local improvements, are due or delinquent on the subject property.			
<i>Explain any details not shown and provide the grounds for requested relief from requirement to be shown:</i>				
Signature and Seal of person preparing Preliminary Site Plan Checklist			Date	