



MINOR SITE PLAN CHECKLIST

APPLICANT: _____

PROPERTY: _____

BLOCK(S): _____ **LOT(S):** _____ **ZONE:** _____

Applicant		TWP
SHOWN/PROVIDED - Y/N	N/A	SHOWN/PROVIDED - Y/N

MINOR SITE PLAN DETAILS

The Minor Site Plan shall be drawn at a scale of not less than one inch equals 50 feet and shall include such details as may be necessary to properly evaluate the application and determine compliance with this Chapter. Such details shall include:

General Information				
1	Identification of the provision(s) of the Minor Site Plan definition in Township Code §170-3 under which approval is sought, with specificity as to the details proposed that meet that definition.			
2	The name(s), title(s) and address(es) of the applicant(s) and the owner(s). If an applicant is a corporation or a partnership, 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.			
3	The name, address, license number, signature and official seal of the New Jersey professional engineer, land surveyor, architect, landscape architect, or professional planner preparing the plans as required by the New Jersey Administrative Code.			
4	A sheet index listing the drawings included within the site plan set.			
5	A place for the signatures of the Township Engineer, Planning Board Chairman and Planning Board Secretary.			
6	The date of preparation of the plans and the dates of all revisions.			
7	Reference meridian and North arrow.			
8	Copies of any pending or approved application(s) for a Tree Removal Permit, and all related plans or drawings, required in Chapter 306, Trees, of the Code of the Township of Livingston.			
9	Certification from the Tax Collector that no taxes, or assessments for local improvements, are due or delinquent on the subject property.			
10	A copy of any recommendations received from the Business Improvement District.			
11	Photographs of any existing buildings or structures on the site.			
Site Description				
12	The scale of the site plan (Not less than 1" = 50').			
13	The location of all structures within 100 feet of the site.			
14	The name (if any) of the tract.			
15	The Tax Map Block and Lot number(s) and the street address.			
16	The area, in square feet and to the tenth (.1) of an acre, of the site.			
17	All lot line dimensions (bearings and distances).			

18	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.			
19	A Zoning Table showing the zone district bulk requirement (setbacks, lot areas, lot widths, lot coverage, floor area ratios, number of parking spaces, etc.) as applicable to the approval sought, existing and proposed conditions.			
20	Applicable to the approval sought: location and dimensions of the site's driveways, driveway aprons, walkways/sidewalks, loading spaces, curbs and driveway line of sight triangles.			
Signs				
21	Wall or window signage or a Comprehensive Sign Package.			
22	The locations of all proposed signs.			
23	Sign details: size, height above grade, materials, letter style and size, colors, and type of any illumination.			
24	The locations of signs to be on the building shown on the building elevations identified by compass direction and name of the street faced.			
Generators				
25	For any emergency generator; dimensions, type of fuel, output in kw, ambient sound generation, testing schedule.			
Lighting				
26	All exterior lighting locations, heights, types and levels of illumination.			
Fencing				
27	Locations, materials, colors, and dimensions and illustrations of any fences, or decorative or retaining walls, to be removed or installed.			
<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 Minor Site Plan for a Subdivision Checklist				Date