

BRICK TOWNSHIP PLANNING BOARD/BOARD OF ADJUSTMENT

CHECKLIST

SITE PLAN (PRELIMINARY OR FINAL)

The following items must be addressed before the application can be deemed complete:

1. \_\_\_\_\_ Conforming title block (N.J.S.A. 45:8-36, N.J.A.C. 13:40-1, N.J.A.C. 13:40-2)
2. \_\_\_\_\_ Date of plan including all revision dates
3. \_\_\_\_\_ Graphic and numeric scales
4. \_\_\_\_\_ Layout of proposed building or structure including preliminary architectural floor and elevation plans
5. \_\_\_\_\_ Key Map delineating P.I.Q. and surrounding areas and streets
6. \_\_\_\_\_ Title of Development
7. \_\_\_\_\_ Reference Meridian
8. \_\_\_\_\_ Block and Lot numbers
9. \_\_\_\_\_ Name and address of owners
10. \_\_\_\_\_ License number and seal of person preparing plan
11. \_\_\_\_\_ Signature blocks for Planning Board/Board of Adjustment officials  
(located above title block) on each sheet
12. \_\_\_\_\_ Location of all signs
13. \_\_\_\_\_ Plan size 24" x 36" or 30" x 42"
14. \_\_\_\_\_ Scale 1" – 10, 20, 30, 40 or 50 feet
15. \_\_\_\_\_ Distances in feet and decimals of a foot
16. \_\_\_\_\_ Bearings to the nearest 30 seconds
17. \_\_\_\_\_ Error of closure 1:10,000
18. \_\_\_\_\_ Names, lots and blocks of all owners within 200 feet of subject premises
19. \_\_\_\_\_ All structures within 200 feet of subject property

- 20. \_\_\_\_ Zoning and setbacks of property within 200 feet
- 21. \_\_\_\_ Boundaries of property, all building setback lines, easements, dedicated areas, R.O.W.'s, etc.

Checklist – Site Plan (Preliminary or Final)

- 22. \_\_\_\_ Copy of Covenants, deed restrictions
- 23. \_\_\_\_ Distances to nearest street intersection
- 24. \_\_\_\_ Location of all existing structures on site—delineating those to be removed
- 25. \_\_\_\_ Location, size and inverts of all storm drainage systems, utility lines, flow direction, etc. within 200 feet of site
- 26. \_\_\_\_ Existing and proposed contours, finished grades, spot elevations tied to N.G.V.D
- 27. \_\_\_\_ Location of all wooded areas, water courses, etc.
- 28. \_\_\_\_ Survey prepared by licensed surveyor
- 29. \_\_\_\_ Proposed easements
- 30. \_\_\_\_ Proposed use of land and buildings
- 31. \_\_\_\_ Proposed streets including profiles, grading and cross-sections and dimensions
- 32. \_\_\_\_ Size and location of all driveways, curb cuts, walkways
- 33. \_\_\_\_ Location, design and dimensions of all parking areas, aisles and barriers
- 34. \_\_\_\_ Location of all utilities
- 35. \_\_\_\_ Proposed lighting
- 36. \_\_\_\_ Proposed landscaping
- 37. \_\_\_\_ Proposed storm water drainage system and calculations prepared by a Professional Engineer registered in New Jersey
- 38. \_\_\_\_ Soil boring logs
- 39. \_\_\_\_ Sight triangle easements
- 40. \_\_\_\_ Trash storage areas

41. \_\_\_\_\_ Appropriate fee

42. \_\_\_\_\_ 3 prints- 1 + 4 copies of application – Planning Board

\_\_\_\_\_ 3 prints- 1 + 4 copies of application – Board of Adjustment

This checklist is not intended as a substitute for the Zoning and Subdivision Ordinances which should be referred to for all Design Standards and Requirements.