**MINOR SITE PLAN CHECKLIST**

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

1. \_\_\_\_\_\_\_ Title block to conform to NJSA 45:8-36, NJAC 13:40-1, and NJAC 13:40-2

and be entitled “Minor Site Plan of Lot \_\_\_\_\_\_ Block \_\_\_\_\_\_\_\_”

1. \_\_\_\_\_\_\_ Date of plan, all revision dates, scale and north point
2. \_\_\_\_\_\_\_ Layout of proposed or existing building and architectural floor plans and

elevations

1. \_\_\_\_\_\_\_ Key map delineating P.I.Q., surrounding areas and streets
2. \_\_\_\_\_\_\_ Names and addresses of record owners and applicants (if different)
3. \_\_\_\_\_\_\_ Signature and seal of preparer
4. \_\_\_\_\_\_\_ Signature blocks for Planning Board/Board of Adjustment officials

(located above title block) on each sheet

1. \_\_\_\_\_\_\_ Location of all signs – existing and proposed
2. \_\_\_\_\_\_\_ Plan size (11” x 17”, 24” x 36” or 30” x 42”)
3. \_\_\_\_\_\_\_ Scale – 1” + 10, 20, 30, 40 or 50 feet
4. \_\_\_\_\_\_\_ Distances in feet and decimals of a foot
5. \_\_\_\_\_\_\_ Bearing to nearest 30 seconds
6. \_\_\_\_\_\_\_ Error of closure – 1:10,00
7. \_\_\_\_\_\_\_ Boundaries of property, building setback lines, lot reservations, easements,

R.O.W.’s, etc.

1. \_\_\_\_\_\_\_ Copy of covenants, deed restrictions, etc.
2. \_\_\_\_\_\_\_ Names of owners within 200 feet of subject premises include lots and

blocks

1. \_\_\_\_\_\_\_ All adjoining structures indicated

***Continued on Page 2***

Checklist for Minor Site Plan

18. \_\_\_\_\_\_\_ Sight triangle easements

19. \_\_\_\_\_\_\_ Trash storage area

1. \_\_\_\_\_\_\_ Ocean County approval
2. \_\_\_\_\_\_\_ Survey prepared by licensed surveyor

22.\_\_\_\_\_\_\_ Riparian Buffer

23.\_\_\_\_\_\_ Dimensions of all existing and proposed parking areas

24.\_\_\_\_\_\_ Proposed lighting, screening and landscaping

25.\_\_\_\_\_\_ Existing and proposed spot grades

26.\_\_\_\_\_\_ Appropriate fee

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

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

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