**SITE PLAN CHECKLIST**(PRELIMINARY OR FINAL)

SITE PLAN CHECKLIST

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.

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.

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22. \_\_\_\_\_\_\_ Copy of Covenants, deed restrictions

23. \_\_\_\_\_\_\_ Distances to nearest street intersection

SITE PLAN CHECKLIST

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

42.\_\_\_\_\_\_\_ \_Endangered and Threatened Species and Habitats

43. \_\_\_\_\_\_\_ Appropriate fee

44. \_\_\_\_\_\_\_ 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 s substitute for the Zoning and Subdivision Ordinances which should be referred to for all Design Standards and Requirements.**