

**APPENDIX D-3**

**COMPLETENESS CHECK LIST**  
f o r  
**MINOR SITE PLAN**  
**APPLICATION**

**Notice To Applicants:** This form must be completed and returned to the Administrative Officer when a Minor Site Plan Application is filed with either the Planning Board or the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

**Applicant:** \_\_\_\_\_ **Owner:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Location of Project:**

**Block** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person who prepared Check List      Date

\_\_\_\_\_  
Name and Title of person who prepared Check List (Please Type or Print)

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**For Planning Board Use Only:**

**Docket No.** \_\_\_\_\_ **Date Received by Board:** \_\_\_\_\_

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**MINOR SITE PLAN APPLICATION Provided                      Waiver  
or Shown Requested**

**I. General Requirements**

Submission of completed Application Form and Check List (22 copies).

Payment of application fees and escrow deposit.

Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.

Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et. seq.

Submission of written certification from Tax Collector that all taxes and assessments are paid to date.

Submission of plats or plans (22 sets) signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with title block revealed.

Submission of preliminary architectural plans and elevations (20 sets) signed and sealed by a N.J.R.A. and folded with title block revealed.

Submission of two (2) signed and sealed copies of a survey of the property upon which the Minor Site Plan is based.

If freshwater wetlands are present, or are suspected to be present, on or near the subject property, then one of the following must be submitted:

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A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands, and establishing the required transition areas, or,

A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder, or,

A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.

If the property in question is located within the Pinelands Area, then a Certificate of Filing must be obtained from the Pinelands Commission and submitted to the Board prior to the application being deemed complete for consideration by the Board.

**II. Plat Details**

Scale of not less than 1" = 100'.

Key map at scale of 1" = 1,000'.

Title block in accordance with the Rules governing Title Blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40- 1 et seq.), including:

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Name, signature, address, and license number of the Professional(s) who prepared the plan(s).

Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.

Scale (written and graphic).

Name, address and telephone number of the Owner(s) of Record.

Name, address and telephone number of Developer.

Approval signature lines for Chairman, Secretary and Board Engineer.

Existing block and lot number(s) of the property to be developed as they appear on the Tax Map.

Existing tract boundary line and existing property lines in area.

Distance in feet to the nearest intersection.

North arrow with reference meridian. The location of existing property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wooded areas, both within the tract and within two hundred feet (200') of its boundary.

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A schedule indicating the acreage of the tract, the zone, minimum required lot areas, and the required and proposed setbacks, yards and dimensions.

Existing one (1) foot interval contours based on United States Coast and Geodetic Survey datum (MSL-0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract, except that where the slopes exceed five percent (5%) a two (2) foot contour interval may be used. The source of the elevation datum base shall be noted on the plans.

The location and width of all existing and proposed utility easements and rights-of-way, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.

Proposed buffer and landscaped areas, and the location and identification of existing vegetation with an indication as to whether it is to remain or be removed.

The name of all property owners and block and lot numbers within 200 ft of the site as they appear on the most recent list prepared by the Tax Assessor.

Proposals for soil erosion and sediment control, if required.

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**Delineation of streams, ponds, flood or Shown Requested**

plains, marshes, wetlands and lands subject to flooding within the tract and within two hundred feet (200') thereof, including identification of flood hazard zones and 100 year flood elevation.

No Minor Site Plan involving any street(s) which do not conform to the right-of-way widths specified in the Master Plan or on the Official Map shall be approved unless the additional half width right-of-way necessary to make the street(s) conforming shall be granted to the Municipality, or other agency having jurisdiction.

All proposed improvements and utility layouts shall be detailed on the plans. Site Plans involving a corner lot shall provide a sight triangle easement. All required deed descriptions, including utility easements, restrictive covenants, roadway dedications and sight triangle easements, shall be submitted for approval prior to filing with the County Recording Officer. If the property for which Minor Site Plan approval is sought consists of two (2) or more lots, then a Deed of Consolidation must be submitted to the Board. In addition, the proposed lot number and property address for the consolidated lot must be approved in writing by the Tax Assessor.

As a condition of any approval granted by the Board, the applicant must obtain the following approvals when applicable to the project:

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or Shown Requested**

Municipal Water and Sewer  
Utility,  
Ocean County Planning Board,  
Ocean County Utilities Authority,  
Ocean County Soil Conservation  
District,  
Ocean County Board of Health  
approval,  
New Jersey Department of  
Environmental Protection:  
Wetlands,  
Waterfront Development,  
CAFRA,  
Sanitary Sewer System  
Extensions,  
Potable Water System  
Extensions,  
Stream Encroachment,  
New Jersey Department of  
Transportation,  
The Pinelands Commission, if  
located within the Pinelands Area;  
All other outside agency approvals  
as may be required.

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**The following section applies to residential site plan applications only.**

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**III. Residential Site Improvement  
Standards**

An Engineering Report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the Engineering Report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.

A Stormwater Management Report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.



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A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.

Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.

If any *de minimis* exceptions from the requirements of the Residential Site Improvement Standards are requested, an application must be filed in writing with the municipal approving authority and shall include the following:

1. A statement of the requirements of the standards from which an exception is sought;
2. A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and

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3. A statement of the nature and extent of such practical difficulties.

If any waivers are requested, the waiver request must be submitted in writing to the New Jersey Department of Community Affairs, with a copy to the administrative officer of the Township, and shall include the following information:

1. A copy of the development application as submitted to the municipal approving authority; and
2. A brief memorandum to the Commissioner of the Department of Community Affairs containing sufficient information upon which to base a determination, including:
  - A short description of the project in narrative form;
  - A citation to the particular site improvement standard from which waiver is requested;
  - A clear description of the condition(s) giving rise to the request;
  - A clear description of the anticipated result if the standard were to be followed;

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- The name, address, and telephone number of a contact person for the developer; and
- The name, address, and telephone number of a contact person for the municipal approving authority.

The applicant's engineer must provide to the Board a written certification which states that, with the exception of any waivers or *de minimis* exceptions requested, the project has been designed in full compliance with the requirements of the Residential Site Improvement Standards.