

APPENDIX D-7

COMPLETENESS CHECK LIST
f o r
PRELIMINARY MAJOR SITE PLAN
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Preliminary Major 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)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

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**PRELIMINARY MAJOR 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 site plan drawings (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 Major Site Plan is based.

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Submission of Environmental Impact Statement, Composite Environmental Constraints map and test borings, percolation rates, water levels and ground water samples as set forth in Sections 55A-77D and 55B-77D of the Land Use Ordinance.

Submission of Traffic Impact Analysis. 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:

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.

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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" = 50'

Key Map at scale of not less than 1" = 1,000.'

Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:401 et seq.), including:

 Name of Development;

 Name, signature, address, and license number of the Professional(s) who prepared the Plan;

 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.

North Arrow with reference meridian.

Approval block with signature lines for the Chairman, Secretary and the Board Engineer.

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A schedule shall be placed on the map indicating the acreage of the tract, the zone and the minimum required and proposed lot areas, setbacks, yards and dimensions, and required and proposed number of parking spaces based on the proposed use.

Names of all owners of and property lines of parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the Township, shall be included on the plan.

The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.

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 in question and shall be certified by a New Jersey Licensed Land Surveyor as to accuracy, except where the slopes exceed five percent (5%), a two (2) foot interval may be used. The source of the elevation datum shall be noted on the plan.

All existing streets, watercourses, floodplains, floodways and flood areas within the proposed site and within two hundred (200) feet of the boundaries thereof shall be shown on the plan.

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Both the width of the paving and the width of the right-of-way of each street, existing public easements and township borders within two hundred (200) feet of the site shall be shown.

The distances measured along the right-of-way line of existing streets abutting the property, to the nearest intersections with other public streets, shall be shown.

All existing structures shall be shown along with an indication of those which are to be destroyed or removed and the front, rear and side yard dimensions of those to remain. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.

The boundaries, nature and extent of wooded areas and the location of any other significant physical features including swamps, bogs and ponds within the proposed subdivision and within two hundred (200) feet thereof shall be shown.

All proposed public easements or rights-of-way, the purposes thereof and proposed streets within the proposed site shall be shown on the plan. The proposed streets shall show the right-of-way and proposed pavement width.

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The detailed layout of the proposed development showing all exist and/or proposed lots, streets, utilities, curbs, sidewalks, traffic and street signs, driveways, parking and loading areas, lighting, trash enclosures, grading and drainage improvements, including plans, profiles, cross-sections and construction details drawn in accordance with the detailed provisions set forth in the Barnegat Township Land Use Ordinance, shall be provided. — —

The limits of all areas of proposed cuts and fills, exclusive of excavations for basements, shall be clearly designated on the plans. — —

The vehicular circulation pattern on site and the means of ingress and egress of the development, showing, in particular, the size and location of driveways and curb cuts, walkways, the proposed traffic channels, acceleration and deceleration lanes, if any, and any other means of controlling vehicular and pedestrian traffic, shall be shown.

The existing system of drainage of the site and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage, shall be provided. — —

The acreage of the drainage area or areas of each natural or man-made watercourse traversing the site, including the area within the site and the area upstream from the site, shall be provided. — —

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The plans shall include a grading and drainage plan which shall show the locations of all existing and proposed drainage swales and channels, retention-recharge basins, the scheme of surface drainage and other items pertinent to drainage to demonstrate compliance with the detailed requirements of the Township's drainage ordinance.

The plans shall show the proposed grading contours at one (1) foot intervals, except that if slopes exceed five percent (5%), a two (2) foot interval may be used.

The plans shall show the approximate area contributing to each inlet, and all proposed drainage shall be shown with pipe type and sizes, invert elevations, grades and direction of flow. The direction of flow of all surface water and water courses shall be shown on the plans.

The plans shall include an off-site drainage map which provides details regarding the limits of the drainage basin in which the project is located, including pertinent off-site existing drainage which receives or discharges runoff from or onto the site. The off-site drainage map shall include the existing ground contours, other basins which may impact or be impacted by the site, the invert elevations of all existing pipes, pipe types, sizes, direction of flow and other appropriate physical data for open or nonpipe conduits.

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The plans shall be accompanied by a set of drainage calculations which have been prepared in accordance with the detailed requirements set forth in the Township ordinances.

A copy of any existing or proposed covenants or deed restrictions applying to the site, or certification that none exists, shall be provided.

Detailed plans for Soil Erosion and Sediment Control shall be submitted in conformance with the requirements of the Ocean County Soil Conservation District.

The method of sewage and solid waste disposal shall be described, with percolation tests and soil borings to a depth of four (4) feet below the septic facility where septic tanks and leaching fields are proposed.

Detailed utility layouts showing feasible connections to any existing or proposed utility systems shall be provided. The proposed locations of all fire hydrants shall be shown. •

The locations and type of the nearest and/or proposed fire hydrants and sprinkler connections shall be shown. The location and type of garbage and refuse disposal facilities shall be shown on the plans.

The location of driveways within one hundred (100) feet of the site boundaries shall be shown.

The location and use of all existing structures within one hundred (100) feet of the tract boundaries shall be shown.

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The location, direction and illumination, height, intensity and hours of operation of the existing or proposed outdoor lighting, to be expressed in average horizontal footcandles, shall be shown.

The location, size, type and height of directional, regulatory or advisory signs or pavement markings shall be shown.

The proposed location and area, in acres or square feet, of all required or proposed open space areas shall be shown on the plan.

If the site is to be developed in sections, then the plan shall include a sectionalization and staging plan showing each such section. The staging of the various sections shall be such that if development were to be discontinued after the completion of any section, the developed portion would be provided with adequate street access, traffic circulation, pedestrian safety, drainage and utility systems.

The location, size and type of existing natural features including trees and shrubs, both those to be removed as well as those to be preserved, shall be shown on the plans.

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A Landscape Plan shall be provided showing the proposed location of all proposed plantings, buffer areas and screening strips, a legend listing the botanical and common names of each proposed plant type, the sizes at the time of planting, a planting schedule, method of irrigation, and the total quantity of each plant type.

A detailed written description of the proposed use and operation of the building(s), the proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation open to public use shall be submitted to the Board.

No 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.

Site Plans involving a corner lot shall provide a sight triangle easement. Sight triangles shall be provided and shown on the plan as required by the Township ordinances.

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.

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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

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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.