

ZONING

400 Attachment 6

Township of Lebanon

**Minor Site Plan Application Checklist
(See Land Development Chapters 45, 330 and 400)
[Added 11-4-2009 by Ord. No. 2009-12]**

Name of Application _____ Application No. _____
Block _____ Lot _____ Date Filed _____

An application shall not be considered complete until all the materials and information specified below have been submitted, unless upon receipt of a written waiver request from the applicant, a specified requirement is waived by the municipal agency. The waiver request shall be granted or denied within 45 days of receipt of said request. If an item is considered by the applicant to be “Not Applicable,” a waiver request should be made.

| ITEM NUMBER | ITEM DESCRIPTION | APPLICANT MARK | STATUS | TOWNSHIP MARK | COMMENTS |
|-------------|------------------------------------------------------------------------------------------------------------------------|----------------|----------|---------------|----------|
| 1 | Calculation of the application fee and the review escrow (§ 400-54). | | COMPLIES | | |
| | | | WAIVER | | |
| 2 | Individual checks made out to Lebanon Township in the amount calculated for the application fee, review escrow. | | COMPLIES | | |
| | | | WAIVER | | |
| 3 | A completed green checklist (latest revision) with written explanations for all requested completeness waivers. | | COMPLIES | | |
| | | | WAIVER | | |
| 4 | Original and 12 copies of the completed application form. | | COMPLIES | | |
| | | | WAIVER | | |
| 5 | Original completed escrow agreement signed by owner and applicant. | | COMPLIES | | |
| | | | WAIVER | | |
| 6 | Certification from the Lebanon Township Tax Collector that all taxes and assessments on the property are paid in full. | | COMPLIES | | |
| | | | WAIVER | | |
| 7 | Certification that the applicant is the owner or authorized agent, or consent of owner to file application. | | COMPLIES | | |
| | | | WAIVER | | |
| 8 | Certified list of property owners within 200 feet of the property as prepared by the Lebanon Township Tax Assessor. | | COMPLIES | | |
| | | | WAIVER | | |

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|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|---------------|----------|
| 10 | An affirmative statement in writing indicating how all applicable conditional use standards are met. (See § 400-11). | | COMPLIES | | |
| | | | WAIVER | | |
| 11 | Deed descriptions, including metes and bounds for all lot easements and right-of-way dedications, as required per the subdivision approval. | | COMPLIES | | |
| | | | WAIVER | | |
| 12 | Six copies of the plans, which need not be prepared by a New Jersey professional engineer, land surveyor or professional planner, provided that the information is clearly shown to scale upon a previously prepared survey and is reproducible for recordkeeping purposes. Seven additional forms to be submitted upon determination of completeness. | | COMPLIES | | |
| | | | WAIVER | | |
| 13 | Completed application with four copies, two sets of plans to Hunterdon County Planning Board. Check made payable to Hunterdon County. Submit to Planning Board Clerk. | | COMPLIES | | |
| | | | WAIVER | | |
| 14 | Completed application with four copies, two sets of plans to Hunterdon County Soil Conservation District. Check made payable to Hunterdon County. Submit to Planning Board Clerk. | | COMPLIES | | |
| | | | WAIVER | | |
| 15 | Completed application with three copies, two sets of plans to Hunterdon County Health Department. Check made payable to Hunterdon County. Submit to Planning Board Clerk. | | COMPLIES | | |
| | | | WAIVER | | |
| 16 | For corporations, a written breakdown of percentages of ownership of each partner. | | COMPLIES | | |
| | | | WAIVER | | |
| | Plans shall show or include the following: | | | | |
| 17 | Map scale not less than one inch = 100 feet showing the entire tract on one sheet not exceeding 24 inches by 36 inches. | | COMPLIES | | |
| | | | WAIVER | | |
| 18 | Acreage of the property and north arrow | | COMPLIES | | |
| | | | WAIVER | | |
| 19 | Name and address of the following: | | | | |
| | | | | | |
| a. | Person responsible for preparing the plans. | | COMPLIES | | |
| | | | WAIVER | | |
| b. | Owner of the site, and | | COMPLIES | | |
| | | | WAIVER | | |

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|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|---------------|----------|
| c. | Applicant. | | COMPLIES | | |
| | | | WAIVER | | |
| 20 | The tax map sheet, block and lot numbers. | | COMPLIES | | |
| | | | WAIVER | | |
| 21 | Schedule of applicable zoning regulations pursuant to Chapter 400, Schedule I. | | COMPLIES | | |
| | | | WAIVER | | |
| 22 | The location of existing and proposed structures, wells, septic systems, parking areas and driveways on the site. | | COMPLIES | | |
| | | | WAIVER | | |
| 23 | Existing vegetation on site and proposed landscaped areas. | | COMPLIES | | |
| | | | WAIVER | | |
| 24 | Copies of all easements, covenants and deed restrictions, including metes and bounds descriptions, on or affecting the property in question. Show all easements on the plan. | | COMPLIES | | |
| | | | WAIVER | | |
| 25 | Floor plans of existing and proposed buildings and structures on site, with a clear delineation of use and square footage calculations. | | COMPLIES | | |
| | | | WAIVER | | |
| 26 | Existing and proposed building and lot coverage of the property. | | COMPLIES | | |
| | | | WAIVER | | |
| 27 | Proposed hours of operation. | | COMPLIES | | |
| | | | WAIVER | | |
| 28 | Location of any solid waste storage facilities. | | COMPLIES | | |
| | | | WAIVER | | |
| 29 | Existing and proposed signage and lighting on the property. | | COMPLIES | | |
| | | | WAIVER | | |
| 30 | An identification and description of all vehicles and pieces of equipment (type and size) on the property at any time, with an identification of which vehicles will be garaged onsite and where such vehicles will be garaged. | | COMPLIES | | |
| | | | WAIVER | | |
| 31 | A brief narrative description of the use, indicating any delivery or pickup services, equipment used, nature of activity, products and/or clientele, the nature of sounds emitted from the site and a description of any equipment that may cause interference with radio or TV reception. | | COMPLIES | | |
| | | | WAIVER | | |

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| 32 | Photographs (13 sets) from perimeter of property into subject property, with a sketch indicating from where the photographs were taken. | | COMPLIES | | |
| | | | WAIVER | | |
| 33 | Photographs (13 sets) from perimeter of property into adjacent sites, with a sketch indicating from where the photographs were taken. | | COMPLIES | | |
| | | | WAIVER | | |

DATED: _____ **APPLICANT** _____

Application deemed complete by Review Committee Date

Planning/Zoning Board Clerk _____
 Planning/Zoning Board Chair/Vice Chair _____
 Planning/Zoning Board Member _____
 Planning/Zoning Board Engineer _____

Application deemed incomplete by Review Committee

Planning/Zoning Board Clerk _____
 Planning/Zoning Board Chair/Vice Chair _____
 Planning/Zoning Board Member _____
 Planning/Zoning Board Engineer _____

The reasons are as follows:

List checklist Waivers requested:

