

LAND USE

205 Attachment 1

Township of North Brunswick

Appendix A
Site Plan Completeness Checklist
(To be completed by applicant)
[Amended 5-15-2006 by Ord. No. 06-09]

	Submitted	Waiver Requested	N/A	
1.	_____	_____	_____	Original and 14 copies of application forms.
2.	_____	_____	_____	Application form signed and notarized.
3.	_____	_____	_____	Owner consent.
4.	_____	_____	_____	15 complete sets of plans (site plan, lighting, details, etc.) shall be submitted, together with 15 reduced copies of plans measuring 11 inches by 17 inches.
5.	_____	_____	_____	Application fee.
6.	_____	_____	_____	Escrow fee.
7.	_____	_____	_____	Signed escrow transmittal form.
8.	_____	_____	_____	Signed authorization form.
9.	_____	_____	_____	Three complete "Tax and Assessment Payment Report" forms which will be forwarded to the Collector of Revenue office for verification that no delinquent taxes or assessments are due.
10.	_____	_____	_____	Survey of property which is less than 1 year old prepared by a New Jersey Licensed Land Surveyor showing: a. Boundaries of the property. b. Building and setback lines and the lines of all existing streets, roads, reservations, easements, rights-of-way and areas dedicated to public use, within 200 feet of the property. c. Title, reference meridian, scale. d. Name and address of record owner. e. Name, address, professional license number and seal of the surveyor who prepared the survey.

NORTH BRUNSWICK CODE

The following shall be on the plans submitted:

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11.	_____	_____	_____	Key map showing site and its relation to surrounding area. Map shall be at a scale of not less than one inch equals 1,000 feet. Names of all streets and Township boundaries within 500 feet shall be shown.
12.	_____	_____	_____	Plans certified by appropriate professional as stipulated by N.J.S.A. 45:8, N.J.A.C. 13:40-7.1 et seq.
13.	_____	_____	_____	Date (of original and revisions), scale, and North arrow.
14.	_____	_____	_____	Zone data, including zone district and tax map block, lot and street number.
15.	_____	_____	_____	Location of all existing and proposed buildings or structures with spot elevations.
16.	_____	_____	_____	Names of all owners of record of all adjoining property, and property directly across the street or streets from the property involved, and the block and lot numbers of all the property shown on the plan.
17.	_____	_____	_____	Existing and proposed contours at 1-foot intervals based on National Geodetic Vertical Datum 1929 to determine general slope and natural drainage of the land. Where necessary to evaluate drainage, the Board shall require contours to be shown for all lands within 200 feet of the property in question.
18.	_____	_____	_____	Existing and proposed easements.
19.	_____	_____	_____	The location of all existing watercourse, wooded areas, rights-of-way, streets, roads, highways, freeways, railroads, canals, rivers, buildings, structures or any other feature directly on the property or beyond the property if such feature has an effect upon the use of said property.
20.	_____	_____	_____	All existing schools and zoning district boundaries within 200 feet of the property. Such features shall be shown on a separate map or as a key map on the detailed map itself.

LAND USE

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21.	_____	_____	_____	The distances, as measured along the center lines of existing streets abutting the property to the nearest intersection with any public street.
22.	_____	_____	_____	Location of existing edge of pavement and proposed edge of pavement of all roadways abutting site.
23.	_____	_____	_____	Location of all existing and proposed storm drainage structures and utility lines, including telephone, power, water, sewer, gas, etc., whether publicly or privately owned, with pipe sizes, grades and direction of flow.
24.	_____	_____	_____	Proposed use or uses of land and buildings, including outdoor storage.
25.	_____	_____	_____	Size and location of all driveways and curb cuts.
26.	_____	_____	_____	Cross sections and construction details of all streets, pavement, curb, sidewalks and walkways.
27.	_____	_____	_____	Parking and loading layout.
28.	_____	_____	_____	Total number of parking or loading spaces.
29.	_____	_____	_____	Dimensions of parking or loading spaces, aisles and parking islands.
30.	_____	_____	_____	Interior traffic and pedestrian circulation.
31.	_____	_____	_____	Percent total impervious coverage.
32.	_____	_____	_____	Percent total building coverage.
33.	_____	_____	_____	Building dimensions.
34.	_____	_____	_____	Area, finished floor elevation and height of proposed and existing building or structures.
35.	_____	_____	_____	Preliminary architectural plans for proposed buildings, including building elevations (each side) indicating materials and colors to be used in construction, height and general design or architectural styling.
36.	_____	_____	_____	Location, direction of illumination and intensity of all outdoor lighting. Type of fixture and height of lighting area to be indicated and isolux lines are to be superimposed on the plan.

NORTH BRUNSWICK CODE

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37.	_____	_____	_____	Manufacturer's catalogue cut sheet for proposed lighting.
38.	_____	_____	_____	The location, size, materials, illumination and construction details of existing and proposed signs.
39.	_____	_____	_____	Existing and proposed screening and landscaping, including a planting plan, with quantity, species, caliper and location of planting noted in accordance with § 205-106.
40.	_____	_____	_____	The location of and identification of proposed open spaces, parks or other recreation areas.
41.	_____	_____	_____	Name, address, professional license number and seal of the architect, engineer, planner or surveyor preparing the site plan.
42.	_____	_____	_____	Refuse enclosure location and detail.
43.	_____	_____	_____	Fencing detail.
44.	_____	_____	_____	Percolation test and soil log results (if applicable) certified by New Jersey Licensed Professional Engineer.
45.	_____	_____	_____	Soils Report, including location of seasonal high ground water table.
46.	_____	_____	_____	Evidence of soil erosion and sediment control plan submittal to Freehold Soil Conservation Service (if soil disturbance meets or exceeds 5,000 square feet).
47.	_____	_____	_____	Evidence of submittal to New Jersey Department of Transportation for Access Permit and Drainage Permit (Routes 1, 27 and 130 properties only).
48.	_____	_____	_____	Traffic study, including anticipated traffic volumes, capacity of existing or proposed roads traffic impact on road network and need for traffic improvements.
49.	_____	_____	_____	Evidence of submittal to New Jersey Department of Environmental Protection for stream encroachment permit (if applicable).

LAND USE

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50.	_____	_____	_____	A Letter of Interpretation from New Jersey Department of Environmental Protection Freshwater Wetlands Division, including evidence that notice was given to the Municipal Clerk pursuant to N.J.S.A. 13:9B. If the New Jersey Department of Environmental Protection deems that wetlands are present, or the applicant does not receive a response to its request for a Letter of Interpretation, the applicant shall show such areas on a survey of the property, prepared by a Licensed Surveyor of the State of New Jersey.
51.	_____	_____	_____	Evidence of submittal to Middlesex County Planning Board (if on county road or involving county drainage structure).
52.	_____	_____	_____	Stormwater Management Report.
53.	_____	_____	_____	Statement of the steps to be taken by the applicant to eliminate any drainage problems which may be caused by the development of the site and to mitigate impact from prior upstream development.
54.	_____	_____	_____	Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract.
55.	_____	_____	_____	"Letter of Intent" detailing size of proposed building, proposed use, number of tenants, number of employees, anticipated hours of operation, traffic, etc. for multifamily residential developments. The applicant shall determine whether the dwelling units are going to be offered for sale, for rent or for both sale and rent.
56.	_____	_____	_____	Such other items and information pertaining to the site as the Planning and Engineering Departments reasonably determine would be necessary or helpful to the Planning or Zoning Board in reviewing the application.
57.	_____	_____	_____	Staging plan for any area that will be developed in stages, a total development plan must be submitted in accordance with this section.

NORTH BRUNSWICK CODE

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58.	_____	_____	_____	Location of 100-year flood limit as depicted on current State of New Jersey, Department of Environmental Protection, Bureau of Flood Plain Management, Delineation of Floodway and Flood Hazard Area Map. If stream has not been studied, then a copy of the application for floodplain delineation to NJDEP Land Use Regulation Program should be provided, if applicable.