

LAND USE

250 Attachment 4



**CITY OF ENGLEWOOD**

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**Site Plan Checklist**  
**[Added 3-20-2012 by Ord. No. 12-07]**

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***To be Completed by the City:***

Acceptance/  
Completeness: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
Application Number: \_\_\_\_\_  
Date/Time Received: \_\_\_\_\_  
Signature/Board Secretary: \_\_\_\_\_ (name)  
\_\_\_\_\_  
\_\_\_\_\_ (signature)

***To be Completed by the Applicant:***

Name of Development: \_\_\_\_\_  
Tax Block(s) & Lot(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
\_\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Checklist Prepared By: \_\_\_\_\_ (name)  
\_\_\_\_\_  
\_\_\_\_\_ (signature)  
\_\_\_\_\_ (date)

**Applicants completing this form must also complete the *Application for Development* form.**

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**FOR ALL CHECKLIST ITEMS THE APPLICANT SHALL INDICATE (1) WHETHER ALL INFORMATION IS PROVIDED OR (2) IF A WAIVER IS BEING REQUESTED. WRITTEN EXPLANATIONS MUST BE PROVIDED FOR ALL WAIVER REQUESTS ATTACHED TO THIS CHECKLIST.**

Items Required	Provided	Waiver Requested
<b>All applicants shall complete Items 1 – 23, as follows.</b>		
1. Waiver Request Explanations. Explanations must be provided for <i>all</i> items for which waivers are being requested, providing the specific reason for the request. The explanations should be attached to this checklist. <i>Check here [ ] if not applicable (i.e., if no waivers are being requested).</i>	[ ]	
2. Inspection Permission. If applicant is not the property owner, a statement shall be provided from the property owner granting permission for the reviewing body and any of its experts to enter the subject property for purposes of inspection in relation to this development application. ( <i>attach to this form</i> ). <i>Check here [ ] if not applicable.</i>	[ ]	[ ]
3. Protective Covenants or Deed Restrictions. A copy of any covenants or restrictions affecting the property shall be provided. If none exist, an affidavit from the property owner(s) certifying that no such covenants or restrictions exist shall be provided. ( <i>attach to this form</i> )	[ ]	[ ]
4. County Application. If approval from the Bergen County Planning Board is required for any reason and an application to the Bergen County Planning Board for approval has been made, a copy of the application submitted must be attached. <i>Check here [ ] if County approval not required.</i>	[ ]	[ ]
5. Department of Transportation Applications. If the site has access from State roads and approval from the New Jersey Department of Transportation (NJDOT) is required for any reason, a copy of the application for approval submitted to NJDOT and a statement as to the status of the application must be provided. ( <i>attach to this form</i> ). <i>Check here [ ] if NJDOT approval not required.</i>	[ ]	[ ]
6. Other Required Applications and Approvals. If approval of any other governmental or quasi-governmental entities is required, a copy of the relevant application(s) submitted and a statement as to the status of the application(s); or a copy of any approvals obtained from such entity must be provided. ( <i>attach to this form</i> ) <i>Check here [ ] if none required.</i>	[ ]	[ ]
7. If Wetlands are present on the property subject of the application, one of the following must be provided. ( <i>attach documents to this form</i> ) <i>Check here [ ] if no wetlands on the property.</i>	[ ]	[ ]
a) A Letter of Interpretation (LOI) from the New Jersey Department of Environmental Protection (NJDEP);	[ ]	
b) A letter of exemption from the NJDEP;	[ ]	

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<b>Items Required</b>	<b>Provided</b>	<b>Waiver Requested</b>
c) A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands <i>and</i> a statement as to the status of the application;	[ ]	
d) Documentation from a qualified professional demonstrating that no wetlands exist on the site and that no wetlands exist on adjacent properties that would affect or limit development on the site.	[ ]	
8. City Environmental Questionnaire. A copy of the questionnaire shall be completed and submitted with this form by all applicants applying for a permit or variance from the Planning Board or the Zoning Board of Adjustment. The Environmental Questionnaire is included as Attachment 8 of Chapter 250, Land Use.	[ ]	[ ]
9. Survey. A site boundary and topographic survey prepared within the last five (5) years by a surveyor licensed in the State of New Jersey shall be submitted.	[ ]	[ ]
10. Key Map. A plan title sheet shall be provided that contains a <i>single</i> map clearly showing the location of the site and all tax lots and zoning boundaries. Confirm that the following information is provided on this map:	[ ]	[ ]
a) The location of the subject site in relation to the surrounding area(s) within at least 200 feet of the site's boundaries.	[ ]	[ ]
b) The location and width of any street right-of-ways abutting the property or within 200 feet of the site.	[ ]	[ ]
c) Existing tax block and lot numbers of the subject property and adjacent properties within 200 feet of the subject site	[ ]	[ ]
d) Existing property lines of the subject property and of adjacent properties within 200 feet of the site, with dimensions of all properties indicated.	[ ]	[ ]
e) Existing zoning boundaries of the subject property and adjacent properties within 200 feet of the subject site, with zoning of property and adjoining properties indicated.	[ ]	[ ]
f) A <i>title block</i> , containing the names of the applicant(s), owner(s), and preparer(s), property block and lot number(s), property street address, date plan prepared, and date of last amendment.	[ ]	[ ]
g) Name, license number, signature, and seal of the qualified professional who prepared the plans submitted as part of this application.	[ ]	[ ]
h) Space for signatures of City officials.	[ ]	[ ]
i) Scale of map, indicated in both written and graphic form. The scale shall be no more than 100 feet equals one (1) inch.	[ ]	[ ]
j) North arrow.	[ ]	[ ]
11. Existing Features Map. A <i>single</i> existing features map shall be provided. Confirm that the following information is provided on the existing features map:	[ ]	[ ]
a) Tax block and lot numbers of all properties shown.	[ ]	[ ]

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<b>Items Required</b>	<b>Provided</b>	<b>Waiver Requested</b>
b) Scale of map, indicated in both written and graphic form. The scale shall be no more than 100 feet equals one (1) inch.	[ ]	[ ]
c) Location of existing easements or rights-of-way (including streets, railroads, and utilities) within 200 feet of the property. Street names shall be shown on the map.	[ ]	[ ]
d) Location of natural features within 200 feet of the property, including existing grade and contour information, woodlands, streams and other watercourses, ponds and other water bodies, wetlands, flood hazard areas, and rock outcrops.	[ ]	[ ]
e) Location of existing buildings or all other structures on the property and on adjacent properties within 200 feet of the site, and their setbacks from existing property lines. Structures to be shown shall include, but are not limited to, walls, fences, culverts, bridges, roadways, utility towers and free-standing signs.	[ ]	[ ]
f) Location of existing parking, loading, driveways, sidewalks and landscaping on the subject property and on adjacent properties within 200 feet of the site.	[ ]	[ ]
g) Location of any historic sites, structures, or historic districts on the property or within 200 feet of the property that are listed on the National or State Registers of Historic Places.	[ ]	[ ]
12. Proposed Site Plan. Confirm that the following information is provided on the Site Plan:	[ ]	[ ]
a) Locations of proposed buildings and structures, showing their dimensions, and showing setbacks from all (front, side and rear) property lines.	[ ]	[ ]
b) Location and layout of proposed parking, loading, driveways and other vehicular circulation areas, sidewalks, bicycles paths or lanes, and dimensions of same.	[ ]	[ ]
c) Location and boundaries of any property currently or proposed to be owned in common, and/or portions of the subject property to be deeded to a public or non-profit entity.	[ ]	[ ]
d) Location of any existing and/or proposed easements or right-of-ways, if any, with all dimensions shown.	[ ]	[ ]
e) Location of proposed signs, fences, walls, and similar improvements, if any.	[ ]	[ ]
f) Location of proposed and/or existing landscaped areas, with all dimensions indicated.	[ ]	[ ]
g) Location of all underground infrastructure on the site, including, but not limited to, storage tanks, wells, septic systems, and connections to public water, sewer, electric and gas lines, with all dimensions and distances shown.	[ ]	[ ]
h) Location of HVAC equipment, including but not limited to emergency generators.	[ ]	[ ]
i) Locations of disposal containers and recycling containers, with capacity in cubic feet indicated, and locations of monitoring wells, if such wells are required.	[ ]	[ ]
j) Area in square feet and percentage of <i>existing</i> and <i>proposed</i> impervious surface.	[ ]	[ ]

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<b>Items Required</b>	<b>Provided</b>	<b>Waiver Requested</b>
13. Zoning Schedule (Site Plan). A table shall be included in the Site Plan that provides a <i>comparison</i> of the required information indicated below to the requirements of the City Zoning Ordinance. The zoning table shall clearly indicate all variances and waivers required. Confirm that the following information is provided in the table:	[ ]	[ ]
a) Building and other structure setbacks to lot lines; lot areas, lot widths and depths.	[ ]	[ ]
b) Building coverages, lot coverages, building areas, floor area ratios, and residential density.	[ ]	[ ]
c) Number of regular and handicapped parking spaces, and gross area of landscaping.	[ ]	[ ]
14. Site Design Detail Plan. Site design detail(s) of the height, size, materials, and type of construction for all fences, walls, outdoor lighting, disposal containers, recycling containers, and monitoring wells proposed for the property shall be illustrated in a scale drawing(s). All walls greater than three feet in height require signed and sealed design calculations. The design details(s) may be incorporated in the Site Plan if all required information can be clearly shown.	[ ]	[ ]
15. Floor Plans and Elevations. If new buildings, expansion of existing buildings, or interior renovations are proposed, floor plans prepared to scale for existing and proposed buildings shall be provided. Floor plans shall show the use and layout of internal space. Elevations shall show front, side, and rear building façades. The façade elevation and floor plans shall both be prepared at a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form. Floor plans and elevations shall be prepared by an architect licensed in the State of New Jersey.	[ ]	[ ]
16. City Sign/Façade Review Committee Review. If the Sign/Façade Committee has completed a review of the proposal, a statement regarding the findings of this review shall be provided. If the review has <i>not</i> been completed, a statement regarding the status of the review must be provided. ( <i>attach to this form</i> )	[ ]	[ ]
17. Proposed Façade Elevation Plan. All applications that include signage and/or façade improvements require compliance with the City’s sign regulations. In these cases a Façade Elevation Plan shall be provided. Sign and façade information may be incorporated into the building elevations (Item 7 above) if the size and detail is sufficient to clearly show the required information. Confirm that the following information is provided on the Façade Elevation Plan: <b>Check here [ ] if not applicable.</b>	[ ]	[ ]
a) The Façade Elevation Plan shall be drawn to a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form.	[ ]	[ ]
b) The Façade Elevation Plan shall provide sufficient detail to allow comparison of the proposed elevation to the City’s sign regulations.	[ ]	[ ]
c) The location and design of signage on all building elevations (including awnings) for which signage is proposed shall be shown.	[ ]	[ ]

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<b>Items Required</b>	<b>Provided</b>	<b>Waiver Requested</b>
d) Title block, containing the names of the applicant(s), owner(s), and preparer(s), block and lot numbers, street address, date prepared, and date of last amendment.	[ ]	[ ]
e) Space for City officials' signatures.	[ ]	[ ]
18. Zoning Schedule (Façade Elevation Plan). A table shall be included in the Façade Elevation Plan that provides a <i>comparison</i> of all proposed signage and façade improvements to the requirements of the City's sign regulations. The zoning table shall clearly indicate all variances and waivers required.	[ ]	[ ]
19. Sign Design Details. Sign details shall be provided for all proposed signs and may be incorporated into the Façade Elevation Plan if the size is sufficient to clearly show the items. Sign details shall be drawn to a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form. Confirm that the following sign details are provided:	[ ]	[ ]
a) Sign dimensions, including length, width, depth, sign height, and total sign area	[ ]	[ ]
b) Letter height for <i>both</i> uppercase and lowercase lettering	[ ]	[ ]
c) Dimensions for any logos/graphics	[ ]	[ ]
d) Detail and description of any proposed illumination	[ ]	[ ]
e) Detail and description of type of construction and materials for proposed signs	[ ]	[ ]
20. Grading and Drainage Plan. Site contours showing the grading and the natural drainage of the land shall be provided. Contour intervals shall be two feet for slopes up to 10% slope and five feet for slopes more than 10% slope. All stormwater detention or retention structures, pipes, structural BMPs and associated appurtenances shall be shown. If infiltration is proposed soil logs must be provided.	[ ]	[ ]
21. Streetscape Plan. If applicable, the streetscape plan shall indicate existing locations of curbing, sidewalks, sign posts, parking meters, and street lights. Proposed upgrades, including curbs, sidewalks, decorative signs and parking meter poles, street trees, decorative street lights, trash receptacles and street furniture, in accordance with the latest version of the "City of Englewood Streetscape Improvement Commercial Streetscape and Sidewalk Guidelines." <b>Check here [ ] if not applicable.</b>	[ ]	[ ]
22. Tree Survey and Plan. The applicant shall submit a survey or plot plan of all existing trees on the site and shall identify all trees to be retained or removed, including their species, size, and condition.	[ ]	[ ]
23. Impact Evaluation. A narrative assessment of the effects of the development on the property itself, on adjacent properties, on the surrounding neighborhood, and the City as a whole. The assessment will provide an estimate of the number of residents and/or employees who will occupy or use the property. The assessment shall discuss the effects upon the natural environment, land use patterns, traffic and circulation, visual quality, utility service, and drainage. It must also examine any potential safety hazards, any noise, glare, vibration, heat, odor, or air and water pollution associated with the proposed use(s).	[ ]	[ ]

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<b>Items Required</b>	<b>Provided</b>	<b>Waiver Requested</b>
<b>Applications for <i>Preliminary Major Site Plan ONLY</i> shall complete Items 24 – 33, as follows.</b>		
24. Proposed Spot Elevations. Spot elevations shall be shown at the corners of all buildings and in appropriate pavement locations if new buildings or paved areas are proposed, or if regrading near existing buildings is proposed.	[ ]	[ ]
25. Lighting Plan. For outdoor lighting, the height and location of fixtures, the type of fixtures and bulbs, and pole material shall be shown. An isocandle diagram superimposed upon the site plan shall be provided.	[ ]	[ ]
26. Landscaping Plan. The locations and number of plants, their common and botanical names, planted size and root specifications shall be provided.	[ ]	[ ]
27. Sanitary Sewer. <i>For new construction only</i> , locations of proposed sanitary sewer inverts must be shown. <b>Check here [ ] if not required.</b>	[ ]	[ ]
a) If existing sanitary sewer lateral is to be re-used, a CCTV inspection report must be provided. If infiltration is proposed, preliminary soil logs must be provided. <b>Check here [ ] if not required.</b>	[ ]	[ ]
28. Utility Service Plan. A description of proposed utility infrastructure, connections, and service, including septic systems shall be provided. Connections to sewer, public water, fire hydrants, electricity, cable, natural gas, telephone, etc., shall be provided.	[ ]	[ ]
29. Stormwater Drainage. If the proposed development meets the definition of a Major Development pursuant to the New Jersey Residential Site Improvement Standards (RSIS), NJDEP Stormwater Regulations and/or Chapter 374, Stormwater Management, of the City’s Code, the applicant must indicate the applicability of NJDEP Major Stormwater Regulations. A description of the proposed storm drainage design and improvements, and a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure, and drainage calculations for each appurtenance and/or structure proposed shall be provided. Provisions for rooftop drainage shall be provided. Structural and nonstructural Best Management Practices (BMP) shall be shown. If infiltration is to be used for final disposal, preliminary supporting soil logs and percolation test results must be indicated on the plan. <b>Check here [ ] if not applicable.</b>	[ ]	[ ]
30. Soil Erosion and Sedimentation Control Plan. If required, pursuant to P.L. 1975, c. 251, a Soil Erosion and Sedimentation Plan shall be provided. <b>Check here [ ] if not applicable.</b>	[ ]	[ ]
31. Site Construction Details and Specifications. The <i>construction details and specifications</i> shall be shown in sufficient detail to clearly illustrate the specific site improvements, including but not limited to paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, light standards and fixtures.	[ ]	[ ]

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Items Required	Provided	Waiver Requested
32. Traffic Study. A traffic study shall be prepared that shall include an analysis of trip generation and estimated increases in traffic volumes for adjacent streets and intersections above current levels as a result of the proposed project. Estimates shall be broken out by average weekday morning peak hour, average weekday evening peak hour, and average Saturday peak hour. The traffic study may be submitted separately or as part of the impact evaluation.	[ ]	[ ]
33. Geotechnical Evaluation. If the project involves excavation that exceeds ten cubic yards for a building two stories or greater, the applicant shall prepare and submit an evaluation of underground soil conditions through analysis of test pits. The applicant shall also provide design calculations for all retaining walls greater than three feet in height.	[ ]	[ ]
<b>Applications for <i>Final Major Site Plan ONLY</i> shall complete Items 34 – 40, as follows.</b>		
34. Update of Preliminary Major Site Plans. The items provided for the Preliminary Major Site Plan application phase shall be <i>updated</i> to reflect any modifications in the development plan. Information must be provided sufficient to demonstrate that all of the conditions of Preliminary Major Site Plan approval have been satisfied.	[ ]	[ ]
35. Street or Driveway Map. The Site Plan shall provide the radius and central angles of all arcs and curves along all street or driveway lines.	[ ]	[ ]
36. Surveyor's Certification. A signed certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the New Jersey Map Filing Law shall be provided.	[ ]	[ ]
37. Engineer Certification. A signed certification from the licensed engineer who prepared the plans that all of the information furnished is correct and accurate shall be provided.	[ ]	[ ]
38. Temporary Construction Site Plan. Location of all temporary proposed structures, including trailers, storage areas and structures, and contractor's offices shall be shown on a map. These structures and areas shall be located with consideration to their proximity of adjoining landowners or public rights-of-way. A statement shall be provided describing how the contractor will maintain these structures and storage areas in good condition during construction.	[ ]	[ ]
39. Construction Work and Phasing Plan. A detailed plan indicating proposed construction sequences, routes to and from the construction site for the transport of equipment and materials, construction methods, hours of operation, construction traffic control plans, temporary construction office locations, and any other construction work shall be provided.	[ ]	[ ]
40. Utility Approval. If the property is not already connected to utilities, a current letter from each utility company stating that they will provide service to the property shall be provided.	[ ]	[ ]
<b><i>Check here [ ] if not applicable.</i></b>		