

LAND USE AND DEVELOPMENT

Township of Hamilton

**MINOR SUBDIVISION CHECKLIST**

Applicant \_\_\_\_\_ Application No. \_\_\_\_\_

Date Filed \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. **ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.** The subdivision/sketch plan shall show the following information and be drawn according to all relevant standards set forth in § 203-113 of the Township Code:

- \_\_\_\_\_ 1. Submittal materials:
  - \_\_\_\_\_ a. Seven copies of the plans shall be submitted on one of the following sheet sizes: 24 inches by 36 inches or 30 inches by 42 inches. If one sheet is not sufficient to contain the entire territory, the map be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
  - \_\_\_\_\_ b. Fifteen copies of half-scale plans (11 inches by 17 inches) shall be submitted.
  - \_\_\_\_\_ c. A copy of the site plans must be submitted in digital format. The digital files shall be compatible with AutoCAD or submitted in dxF format. All digital media should be on CD-ROM Media.
- \_\_\_\_\_ 2. The plan shall be drawn or reproduced at a scale of not less than one inch equals 50 feet.
- \_\_\_\_\_ 3. Key map showing the entire subdivision and its relation to surrounding areas within 2,000 feet. Such maps shall show all existing land uses within 200 feet of the land being subdivided.
- \_\_\_\_\_ 4. The tract name, tax map sheet, block and lot numbers, and zoning district and zoning requirements.
- \_\_\_\_\_ 5. Existing topography at two-foot intervals within the subject property and extending 50 feet from the property lines.
- \_\_\_\_\_ 6. Name and address of owner and subdivider and owners of land within 200 feet of the outer boundary of the lands to be subdivided as disclosed by the most recent municipal tax records.

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- \_\_\_\_\_ 7. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed New Jersey land surveyor, engineer, planner or architect as required by state regulation.
- \_\_\_\_\_ 8. Approval signature lines placed at the bottom right-hand corner of the plan:
  - \_\_\_\_\_ a. Board Chairman
  - \_\_\_\_\_ b. Board Secretary
  - \_\_\_\_\_ c. Township Engineer
- \_\_\_\_\_ 9. A survey of the property prepared by a New Jersey land surveyor with bearings and distances provided for all property lines. All distances shall be in decimals of a foot and all bearings shall be given to the nearest tenth-second, and the error of closure of the tract shall be one in 10,000 and certified by a licensed land surveyor. Distances and bearings shall be on the North American Datum of 1927 or North American Datum of 1983, as specified by the Township Engineer.
- \_\_\_\_\_ 10. Acreage of tract to be subdivided to nearest 1/10 of an acre and the proposed number of lots including area and dimensions of each proposed lot.
- \_\_\_\_\_ 11. Locations of all existing structures showing existing and proposed front, rear and side yard setback distances, and an indication of whether the existing structures and uses will be retained or removed.
- \_\_\_\_\_ 12. The names, locations and dimensions (cartway and right-of-way widths) of all streets.
- \_\_\_\_\_ 13. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at all intersections.
- \_\_\_\_\_ 14. Site characteristics maps showing the location of existing and proposed property lines, streets, street names, buildings, watercourses, railroads, bridges, culverts, easements, rights-of-way and any features, such as wooded areas, streams or wetlands. All historically, culturally and/or archaeologically significant structures or resources shall be shown.
- \_\_\_\_\_ 15. The location of all wetland areas and required wetland transition areas of buffers within the proposed development as required pursuant to the New Jersey Freshwater Wetlands Protection Act or the Comprehensive Management Plan, and a letter from either the NJDEP or the Pinelands Commission indicating that the proposed subdivision does not require wetlands delineation.
- \_\_\_\_\_ 16. A copy of any existing and/or proposed protective covenants, deed restrictions applying to the land being subdivided shall be submitted with the plan, if applicable.

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- \_\_\_\_\_ 17. Soil boring information as required in accordance with N.J.S.A. 58:11-23 et seq., and the regulations adopted pursuant thereto, shall be submitted at suitable locations with tract map showing locations, logs, elevations of test holes, indicating where groundwater was encountered, estimating the seasonal high water table and demonstrating that such facility is adequate to meet the water quality standards contained in § 203-186 of this chapter.
- \_\_\_\_\_ 18. When on-site septic systems are proposed, soil borings, permeability test results, and the approximate location of the intended septic disposal field in accordance with N.J.S.A. 58:11-23 et seq.
- \_\_\_\_\_ 19. Proposed connections to existing water supply and sanitary sewer systems, or alternative means of providing these services notes.
- \_\_\_\_\_ 20. Areas in which construction is precluded due to presence of steam corridors and/or steep slopes.
- \_\_\_\_\_ 21. Location of temporary stakes to enable the Planning Board to find the appraise features of the sketch plat or minor subdivision in the field.
- \_\_\_\_\_ 22. Location of proposed and existing wells and septic systems.
- \_\_\_\_\_ 23. Location of all monuments, corners, and other points established in the field, whether set or to be set. The material of which the monuments, corners or other points are made shall be noted at the representation thereof or by legend. The legend for metal monuments shall indicate the kind of metal, the diameter, length and weight per lineal foot of the monuments.
- \_\_\_\_\_ 24. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of site other than residential shall be noted.
- \_\_\_\_\_ 25. The plan/project shall be designed in compliance with the subdivision and zoning ordinances of the Township and other applicable standards of the state, county and local agencies.
- \_\_\_\_\_ 26. All applicable fees must be paid with the submission.
- \_\_\_\_\_ 27. No application will be deemed “complete” until all taxes and sewer assessments are paid up-to-date.
- \_\_\_\_\_ 28. In the Pinelands Area, no application shall be deemed complete until a certificate of filing from the Pinelands Commission or other evidences of Pinelands Commission review in accordance with § 203-9 of the Township Code is submitted by the applicant.
- \_\_\_\_\_ 29. The maps for submission must be folded and have the title block clearly visible.

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One or more of the above informational items may not be applicable in all cases. The person preparing the plan should indicate in writing on the plan those items not applicable. Items 26, 27 and 28 are applicable in all cases and cannot be waived.

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**MAJOR SUBDIVISION PRELIMINARY PLAT CHECKLIST**

Applicant \_\_\_\_\_ Application No. \_\_\_\_\_

Date Filed \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD. The subdivision plan shall show the following information and be drawn according to all relevant standards set forth in § 203-115A of the Township Code:

- \_\_\_\_\_ 1. Submittal materials:
  - \_\_\_\_\_ a. Seven copies of the plans shall be submitted on one of the following sheet sizes: 24 inches by 36 inches or 30 inches by 42 inches. If one sheet is not sufficient to contain the entire parcel, the map may be divided into sections and shown on separate sheets of equal size, with references on each sheet as to the location of all adjoining sheets.
  - \_\_\_\_\_ b. Fifteen copies of half-scale plans (11 inches by 17 inches) shall be submitted.
  - \_\_\_\_\_ c. A copy of the site plans must be submitted in digital format. The digital files shall be compatible with AutoCAD or submitted in dxF format. All digital media should be on CD-ROM Media.
  - \_\_\_\_\_ d. Three copies of the stormwater management report (if required).
  - \_\_\_\_\_ e. Three copies of the traffic impact study (if required).
- \_\_\_\_\_ 2. The plan shall be drawn or reproduced at a scale of not less than one inch equals 50 feet.
- \_\_\_\_\_ 3. Key map showing the entire subdivision and its relation to surrounding areas within 1,000 feet. Such maps shall show all existing land uses within 200 feet of the land being subdivided.
- \_\_\_\_\_ 4. The zoning district and zoning requirements.
- \_\_\_\_\_ 5. North arrow and graphic scale.
- \_\_\_\_\_ 6. Name and address of owner and applicant and owners of land within 200 feet of the outer boundary of the site certified by the Tax Assessor and dated.

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- \_\_\_\_\_ 7. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed New Jersey land surveyor, engineer, planner or architect as required by state regulation.
  
- \_\_\_\_\_ 8. Approval Signature lines placed at the bottom right-hand corner of the plan:
  - \_\_\_\_\_ a. Board Chairman
  - \_\_\_\_\_ b. Board Secretary
  - \_\_\_\_\_ c. Township Engineer
  
- \_\_\_\_\_ 9. A survey of the property prepared by a New Jersey land surveyor with bearings and distances provided for all property lines. All distances shall be in decimals of a foot and all bearings shall be given to the nearest tenth-second, and the error of closure of the tract shall be one in 10,000 and certified by a licensed land surveyor. Distances and bearings shall be on the North American Datum of 1927 or North American Datum of 1983, as specified by the Township Engineer.
  
- \_\_\_\_\_ 10. Existing and proposed elevations and contours, at one-foot intervals where slopes are 3% or less, two feet where the slopes are more than 15% and five feet where slopes are greater than 15%, referenced to the National Geodetic Vertical Datum, 1929, and indicated by a dashed line to determine the natural drainage of land. Where any regrading is proposed, finished grade contours should be shown in solid lines.
  
- \_\_\_\_\_ 11. Locations of all existing structures showing existing and proposed front, rear and side yard setback distances, and an indication of whether the existing structures and uses will be retained or removed.
  
- \_\_\_\_\_ 12. Title block containing name of applicant and development, lot and block numbers, date prepared and date of latest revision.
  
- \_\_\_\_\_ 13. The location of all wetland areas and required wetland transition areas of buffers within the proposed development as required pursuant to the New Jersey Freshwater Wetlands Protection Act or the Comprehensive Management Plan, and a letter from either the NJDEP or the Pinelands Commission indicating that the proposed subdivision does not require wetlands delineation.
  
- \_\_\_\_\_ 14. A copy of any existing and/or proposed protective covenants, deed restrictions applying to the land being subdivided shall be submitted with the plan, if applicable.
  
- \_\_\_\_\_ 15. A Stormwater Management Plan, calculations and information pursuant to NJDEP Stormwater Regulations. This plan shall include the following:
  - \_\_\_\_\_ a. Topographic Base Map

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- \_\_\_\_\_ b. Environmental Site Analysis
- \_\_\_\_\_ c. Project Description and Site Plan
- \_\_\_\_\_ d. Land Use Planning and Source Control Plan\*
- \_\_\_\_\_ e. Stormwater Management Facilities Map
- \_\_\_\_\_ f. Calculations for groundwater recharge and stormwater runoff rate, volume and quantity in accordance with N.J.A.C. 7:8
- \_\_\_\_\_ g. Inspection, Maintenance and Repair Plan
- \_\_\_\_\_ h. Waiver from Submission Requirements, if applicable
- \_\_\_\_\_ i. NJDEP Low-impact Development Checklist

\* See § 203-132 for definition

- \_\_\_\_\_ 16. All existing and proposed storm sewer lines within or adjacent to the subdivision, showing size and the profile of the lines, direction of flow and the location of manholes and inlets and all calculation sheets used for the design of the proposed storm sewer system.
- \_\_\_\_\_ 17. The location and extent of any proposed dry wells, groundwater recharge basins, retention basins or other water conservation devices. In addition, soil borings and percolation tests shall be provided at all dry wells, recharge basins and retention basins. Percolation tests shall be taken at the approximate depth of the recharge facility. All retention or detention facilities shall be designed to have a minimum of two feet from the bottom of the facility to maximum groundwater, as determined by mottling or other approved methods. Applicant must provide soil boring information as per § 203-132.
- \_\_\_\_\_ 18. Profiles of all proposed streets indicating grading and cross sections showing widths of roadway and width and location of sidewalks.
- \_\_\_\_\_ 19. Locations and dimensions of curb cuts affording vehicular access to public rights-of-way.
- \_\_\_\_\_ 20. Design of off-street parking and loading areas, showing size and location of bays, aisles, barriers and parking spaces.
- \_\_\_\_\_ 21. A photograph of the premises in question from the opposite side of street within three months of the submission date.
- \_\_\_\_\_ 22. Aerial photograph with site highlighted with boundaries at a scale no less than one inch equals 100 feet.

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- \_\_\_\_\_ 23. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
- \_\_\_\_\_ 24. All area to be disturbed by grading or construction.
- \_\_\_\_\_ 25. Location of existing wells and septic systems.
- \_\_\_\_\_ 26. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at intersections.
- \_\_\_\_\_ 27. Soil Erosion/Sediment Control Plan which complies with Soil Conservation Service requirements.
- \_\_\_\_\_ 28. All existing and proposed curbs and sidewalks.
- \_\_\_\_\_ 29. Method of solid waste disposal and storage.
- \_\_\_\_\_ 30. The purpose of any proposed easement of land reserved or dedicated to public common use shall be designated.
- \_\_\_\_\_ 31. Documentation application has been submitted to Historic Commission if applicable.
- \_\_\_\_\_ 32. Letters from all utility companies stating service will be available before occupancy.
- \_\_\_\_\_ 33. The Fire Chief shall provide a letter stating that the proposed design meets all the fire safety regulations.
- \_\_\_\_\_ 34. Board of Education letter indicating proposed bus stop locations are acceptable and shown on plans.

### **Environmental Review and Site Analysis Checklist items:**

- \_\_\_\_\_ 35. Environmental impact statement provided in accordance with §§ 203-146 through 203-151.
- \_\_\_\_\_ 36. Utilities plan showing all items listed in § 203-152. Provide a sewer and water report containing capacities and calculations which the applicant's proposed demands are creating. Provide the status of review by the Municipal Utilities Authority.
- \_\_\_\_\_ 37. Vegetation plan in accordance with § 203-153.
- \_\_\_\_\_ 38. Identification of public services available at the site.
- \_\_\_\_\_ 39. Transportation and impact report in accordance with § 203-157.

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- \_\_\_\_\_ 40. Open Space and Recreation Plan in accordance with § 203-158. Applicant must provide in lieu of contribution if not providing recreational facilities.
- \_\_\_\_\_ 41. Historical and Archaeological analysis for non-Pinelands area in accordance with § 203-159.
- \_\_\_\_\_ 42. Scenic corridors and vistas narrative in accordance with § 203-160.
- \_\_\_\_\_ 43. Demographic and social analysts' report in accordance with § 203-161.
- \_\_\_\_\_ 44. Air quality analysis if warranted by the traffic impact study.
- \_\_\_\_\_ 45. Noise quality inventory analysis in accordance with § 203-163.
- \_\_\_\_\_ 46. Aesthetics plan providing architectural drawings signed by a New Jersey-licensed architect showing plan view, elevation view and building materials; textures and color schemes in accordance with § 203-164.
- \_\_\_\_\_ 47. Fiscal impact and market analysis study in accordance with § 203-165.
- \_\_\_\_\_ 48. Phasing plan if proposed with anticipated time frames to complete phases.
- \_\_\_\_\_ 49. Landscaping plan, including:
  - \_\_\_\_\_ a. The types, quantity, size and location of all proposed vegetation
  - \_\_\_\_\_ b. The scientific and common names of all proposed landscaping.
  - \_\_\_\_\_ c. Planting details
  - \_\_\_\_\_ d. Maintenance notes
  - \_\_\_\_\_ e. Buffering areas
  - \_\_\_\_\_ f. Tree clearing protection plan in accordance with § 203-167 of the Township Code and further referenced by § 203-182 and § 203-185.
- \_\_\_\_\_ 50. Lighting and signage plan showing the locations of signs and light standards, direction of illumination, mounting heights, setbacks, type of light standards, hours of illumination and lighting pattern superimposed onto plan and noted in footcandles.
- \_\_\_\_\_ 51. Security analysis plan in accordance with § 203-168.
- \_\_\_\_\_ 52. A modification report, if applicable, showing the modifications of Township standards requested, along with supporting documentation.

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- \_\_\_\_\_ 53. The plan/project shall be designated in compliance with the applicable Township ordinances of the Township and other applicable standards of the state, county and local agencies.
- \_\_\_\_\_ 54. All applicable fees must be paid with submission.
- \_\_\_\_\_ 55. No application will be deemed complete until all taxes and sewer assessments are paid up-to-date.
- \_\_\_\_\_ 56. In the Pinelands Area, no application shall be deemed complete until a certificate of filing from the Pinelands Commission or other evidences of Pinelands Commission review in accordance with § 203-9 of the Township Code is submitted by the applicant.
- \_\_\_\_\_ 57. The maps for submission must be folded into eighths and have title block clearly visible.

### Notes:

One or more of the above informational items may not be applicable in all cases. The person preparing the plan should indicate in writing on the plan those items not applicable. Items 55, 56 and 57 are applicable in all cases and cannot be waived.

Impact statements or reports which applicant is requesting a waiver from must request such waiver in a detailed explanation justifying such request on separate sheets.

LAND USE AND DEVELOPMENT

**MAJOR SUBDIVISION FINAL PLAT CHECKLIST**

Applicant \_\_\_\_\_ Application No. \_\_\_\_\_

Date Filed \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD. The subdivision plans shall show the following information and be drawn according to all relevant standards set forth in § 203-115B of the Township Code:

- \_\_\_\_\_ 1. Submittal materials:
  - \_\_\_\_\_ a. Seven copies of the plans shall be submitted on one of the following sheet sizes: 24 inches by 36 inches or 30 inches by 42 inches. If one sheet is not sufficient to contain the entire territory, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
  - \_\_\_\_\_ b. Fifteen copies of half-scale plans (11 inches by 17 inches) shall be submitted.
  - \_\_\_\_\_ c. A copy of the site plans must be submitted in digital format. The digital files shall be compatible with AutoCAD or submitted in dxF format. All digital media should be on CD-ROM Media.
- \_\_\_\_\_ 2. The plan shall be drawn in ink on tracing cloth or reproducible mylar at a suitable scale and in compliance with all applicable provisions of Chapter 358 of the Laws of 1953 and N.J.S.A. 46:23-9.9 et seq.
- \_\_\_\_\_ 3. Key map at a scale of one inch equals 1,000 feet or one inch equals 2,000 feet, showing the entire subdivision and its relation to surrounding areas within 500 feet. Such maps shall show all existing land uses within 500 feet of the land being subdivided.
- \_\_\_\_\_ 4. The tract name, tax map sheet, block and lot numbers, and zoning district and zoning requirements. Each block shall be numbered and the lots within each block shall be numbered as directed by the Tax Assessor.
- \_\_\_\_\_ 5. North arrow, scale, date of preparation and all revisions.
- \_\_\_\_\_ 6. Name and address of owner and subdivider and owners of land within 200 feet of the outer boundary of the lands to be subdivided as disclosed by the most recent municipal tax records.

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- \_\_\_\_\_ 7. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed New Jersey land surveyor, as required by State regulation.
- \_\_\_\_\_ 8. Approval signature lines placed at the bottom right-hand corner of the plan:
  - \_\_\_\_\_ a. Board Chairman
  - \_\_\_\_\_ b. Board Secretary
  - \_\_\_\_\_ c. Township Engineer
- \_\_\_\_\_ 9. Certification by the licensed New Jersey land surveyor as to the accuracy of the details of the plat.
- \_\_\_\_\_ 10. Certification that the applicant is the agent or owner of the land or that the owner has given consent under an option agreement.
- \_\_\_\_\_ 11. When approval of a plat is required by any officer or body of the municipality, county or state, approval shall be certified on the plat.
- \_\_\_\_\_ 12. Locations of all existing structures showing existing and proposed front, rear and side yard setback distances, and an indication of whether the existing structures and uses will retained or removed.
- \_\_\_\_\_ 13. All natural watercourses, streams, shorelines, water boundaries and encroachment lines shall be shown. Final stormwater outfalls in retention basins or other receiving bodies of water shall be identified by coordinates based on the datum specified.
- \_\_\_\_\_ 14. If applicable, plans and profiles of sanitary sewers and water mains approved by the Municipal Sewerage Authority will be required to accompany the final plat.
- \_\_\_\_\_ 15. Copies of all other data not included in the submission of the preliminary plat, necessary to completely and accurately delineate and describe the construction of off-site improvements.
- \_\_\_\_\_ 16. When the approval of a plat is required by an officer or body of the municipality, county or state, approval shall be certified on the plat prior to its filing in the office of the County Clerk.
- \_\_\_\_\_ 17. All approvals and permits from other agencies.
- \_\_\_\_\_ 18. Performance guaranties approved by the Municipal Solicitor as to form and the Municipal Engineer as to the amount, sufficient to ensure the satisfactory completion of improvements and facilities as required by the resolution of the Planning Board granting preliminary approval. The developer's engineer shall submit a detailed engineer's estimate for review and approval by the Municipal Engineer.

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- \_\_\_\_\_ 19. The preliminary plat, engineering details, cross sections and profiles of streets and plan and profiles of storm drainage systems, approved by the Board Engineer, shall be required to accompany the final plat, with all conditions of preliminary approval met and reviewed by the Board Engineer prior to final plat submission.
- \_\_\_\_\_ 20. Location of all monuments, corners and other points established in the field, whether set or to be set. The material of which the monuments, corners or other points are made shall be noted at the representation thereof or by legend. The legend for metal monuments shall indicate the type of metal, the diameter, length and weight per lineal foot of the monuments.
- \_\_\_\_\_ 21. Executed and acknowledged easements to the appropriate governmental entity for all off-site utilities required, together with a certificate of title thereto made to the appropriate entity by a qualified New Jersey attorney or reputable title company.
- \_\_\_\_\_ 22. Articles of incorporation for any homeowners' association or other organization to be established to maintain the common open space.
  - \_\_\_\_\_ a. A master deed or declaration of covenants and restrictions detailing the rights and privileges of individual owners and residents, restricting the use of the common open space and establishing a system of fees assessed against individual owners. A proposed schedule of membership fees for at least the first five years of operations shall be provided.
  - \_\_\_\_\_ b. Bylaws and membership rules and regulations of any such organization defining the details of its organization and operation.
- \_\_\_\_\_ 23. All required utility easements shall be shown. The purpose of each easement and the entity to be responsible for its maintenance shall also be noted on the plans.
- \_\_\_\_\_ 24. All applicable fees must be paid with the submission.
- \_\_\_\_\_ 25. No application will be deemed complete until all taxes and sewer assessments are paid up-to-date.
- \_\_\_\_\_ 26. In the Pinelands Area, no application shall be deemed complete until a certificate of filing from the Pinelands Commission or other evidences of Pinelands Commission review in accordance with § 203-9 of the Township Code is submitted by the applicant.
- \_\_\_\_\_ 27. The maps for submission must be folded into eighths and have title block clearly visible.

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### Notes:

One or more of the above informational items may not be applicable in all cases. The person preparing the plan should indicate in writing on the plan those items not applicable. Items 23, 24 and 25 are applicable in all cases and cannot be waived.

In lieu of contribution for recreational fees shall be paid prior to signing of the final plat.

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MINOR SITE PLAN CHECKLIST

Applicant \_\_\_\_\_ Application No. \_\_\_\_\_

Date Filed \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD. The site plan shall show the following information and be drawn according to all relevant standards set forth in § 203-116B of the Township Code:

- \_\_\_\_\_ 1. Submittal materials:
  - \_\_\_\_\_ a. Seven copies of the plans shall be submitted on one of the following sheet sizes: 24 inches by 36 inches or 30 inches by 42 inches. If one sheet is not sufficient to contain the entire territory, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
  - \_\_\_\_\_ b. Fifteen copies of half-scale plans (11 inches by 17: inches) shall be submitted.
  - \_\_\_\_\_ c. A copy of the site plans must be submitted in digital format. The digital files shall be compatible with AutoCAD or submitted in dxF format. All digital media should be on CD-ROM Media.
- \_\_\_\_\_ 2. The plan shall be drawn or reproduced at a scale of not less than one inch equals 50 feet.
- \_\_\_\_\_ 3. Key map showing the entire subdivision and its relation to surrounding areas within 1,000 feet. Such maps shall show all existing land uses within 200 feet of the land being subdivided.
- \_\_\_\_\_ 4. The zoning district and zoning requirements.
- \_\_\_\_\_ 5. North arrow and graphic scale.
- \_\_\_\_\_ 6. Name and address of owner and applicant and owners of land within 200 feet of the outer boundary of the site certified by the Tax Assessor and dated.
- \_\_\_\_\_ 7. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed New Jersey land surveyor, engineer, planner or architect as required by state regulation.
- \_\_\_\_\_ 8. Approval signature lines placed at the bottom right-hand corner of the plan:

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- \_\_\_\_\_ a. Board Chairman
  - \_\_\_\_\_ b. Board Secretary
  - \_\_\_\_\_ c. Township Engineer
- 
- \_\_\_\_\_ 9. A survey of the property prepared by a New Jersey land surveyor with bearings and distances provided for all property lines. All distances shall be in decimals of a foot and all bearings shall be given to the nearest tenth-second, and the error of closure of the tract shall be one in 10,000 and certified by a licensed land surveyor. Distances and bearings shall be on the North American Datum of 1927 or North American Datum of 1983, as specified by the Township Engineer.
  - \_\_\_\_\_ 10. Existing topography based on U.S.G.S. datum, and proposed front, rear and side yard setback distances, and an indication of whether the existing structures and uses will be retained or removed.
  - \_\_\_\_\_ 11. Locations of all existing structures showing existing and proposed front, rear and side yard setback distances, and an indication of whether the existing structures and uses will be retained or removed.
  - \_\_\_\_\_ 12. All proposed means of vehicular access and egress to and from the site onto public streets and the location of existing driveways on adjacent land if closer than 75 feet. Proposed paving cross section, parking stall dimensions and driveway widths shall be provided.
  - \_\_\_\_\_ 13. Title block containing name of applicant and development, lot and block numbers, date prepared and date of latest revision.
  - \_\_\_\_\_ 14. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at intersections.
  - \_\_\_\_\_ 15. Site characteristic maps showing the location of existing and proposed property lines, streets, street names, buildings, watercourses, railroads, bridges, culverts, easements, rights-of-way and any natural features, such as wooded areas, streams or wetlands. All historically, culturally and archaeologically significant structures or resources shall be shown.
  - \_\_\_\_\_ 16. The location of all wetland areas and required wetland transition areas of buffers within the proposed development as required pursuant to the New Jersey Freshwater Wetlands Protection Act or the Comprehensive Management Plan, and a letter from either the NJDEP or the Pinelands Commission indicating that the proposed subdivision does not require wetlands delineation.
  - \_\_\_\_\_ 17. A copy of any existing and/or proposed protective covenants, deed restrictions applying to the land being subdivided shall be submitted with the plan, if applicable.

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- \_\_\_\_\_ 18. A stormwater management plan, calculations and information pursuant to NJDEP Stormwater Regulations and in accordance with § 203-132. This plan shall include the following:
- \_\_\_\_\_ a. Topographic Base Map
  - \_\_\_\_\_ b. Environmental Site Analysis
  - \_\_\_\_\_ c. Project Description and Site Plan
  - \_\_\_\_\_ d. Land Use Planning and Source Control Plan\*
  - \_\_\_\_\_ e. Stormwater Management Facilities Map
  - \_\_\_\_\_ f. Calculations for groundwater recharge and stormwater runoff rate, volume and quantity in accordance with N.J.A.C. 7:8
  - \_\_\_\_\_ g. Inspection, Maintenance and Repair Plan
  - \_\_\_\_\_ h. Waiver from Submission Requirements, if applicable
  - \_\_\_\_\_ i. NJDEP Low-Impact Development Checklist

\* See § 203-132 for the definition.

- \_\_\_\_\_ 19. Proposed connections to existing water supply and sanitary sewerage systems or alternative means of providing these services.
- \_\_\_\_\_ 20. Methods of solid waste storage and disposal.
- \_\_\_\_\_ 21. Location of existing wells and septic systems.
- \_\_\_\_\_ 22. The plan/project shall be designated in compliance with the subdivision, site plan and zoning ordinances of the Township and other applicable standards of the state, county and local agencies.
- \_\_\_\_\_ 23. Landscaping plan including:
- \_\_\_\_\_ a. The types, quantity, size and location of all proposed vegetation
  - \_\_\_\_\_ b. The scientific and common names of all proposed landscaping
  - \_\_\_\_\_ c. Planting details
  - \_\_\_\_\_ d. Maintenance notes

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- \_\_\_\_\_ 24. Lighting and signage plan showing the locations of signs and light standards, heights, setbacks, type of light standard and lighting pattern superimposed onto the plan and noted in footcandles.
- \_\_\_\_\_ 25. All applicable fees must be paid with submission.
- \_\_\_\_\_ 26. No application will be deemed complete until all taxes and sewer assessments are paid up-to-date.
- \_\_\_\_\_ 27. In the Pinelands Area, no application shall be deemed complete until a certificate of filing from the Pinelands Commission or other evidences of Pinelands Commission review in accordance with § 203-9 of the Township Code is submitted by the applicant.
- \_\_\_\_\_ 28. The maps for submission must be folded into eighths and have title block clearly visible.

LAND USE AND DEVELOPMENT

**PRELIMINARY MAJOR SITE PLAN CHECKLIST**

Applicant \_\_\_\_\_ Application No. \_\_\_\_\_

Date Filed \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. **ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.** The site plan shall show the following information and be drawn according to all relevant standards set forth in § 203-116C of the Township Code:

- \_\_\_\_\_ 1. Submittal materials:
  - \_\_\_\_\_ a. Seven copies of the plans shall be submitted on one of the following sheet sizes: 24 inches by 36 inches or 30 inches by 42 inches. If one sheet is not sufficient to contain the entire territory, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
  - \_\_\_\_\_ b. Fifteen copies of half-scale plans (11 inches by 17 inches) shall be submitted.
  - \_\_\_\_\_ c. A copy of the site plans must be submitted in digital format. The digital files shall be compatible with AutoCAD or submitted in dxF format. All digital media should be on CD-ROM Media.
  - \_\_\_\_\_ d. Three copies of the stormwater management report (if required).
  - \_\_\_\_\_ e. Three copies of the traffic impact study (if required).
- \_\_\_\_\_ 2. The plan shall be drawn or reproduced at a scale of not less than one inch equals 50 feet.
- \_\_\_\_\_ 3. Key map showing the entire subdivision and its relation to surrounding areas within 1,000 feet. Such maps shall show all existing land uses within 200 feet of the land being subdivided.
- \_\_\_\_\_ 4. The zoning district and zoning requirements.
- \_\_\_\_\_ 5. North arrow and graphic scale.
- \_\_\_\_\_ 6. Name and address of owner and applicant and owners of land within 200 feet of the outer boundary of the site certified by the Tax Assessor and dated.

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- \_\_\_\_\_ 7. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed New Jersey land surveyor, engineer, planner or architect as required by state regulation.
  
- \_\_\_\_\_ 8. Approval signature lines placed at the bottom right-hand corner of the plan:
  - \_\_\_\_\_ a. Board Chairman
  - \_\_\_\_\_ b. Board Secretary
  - \_\_\_\_\_ c. Township Engineer
  
- \_\_\_\_\_ 9. A survey of the property prepared by a New Jersey land surveyor with bearings and distances provided for all property lines. All distances shall be in decimals of a foot and all bearings shall be given to the nearest tenth-second, and the error of closure of the tract shall be one in 10,000 and certified by a licensed land surveyor. Distances and bearings shall be on the North American Datum of 1927 or North American Datum of 1983, as specified by the Township Engineer.
  
- \_\_\_\_\_ 10. Existing and proposed elevations and contours, at one-foot intervals where slopes are 3% or less, two feet where the slopes are more than 15% and five feet where slopes are greater than 15%, referenced to the National Geodetic Vertical Datum, 1929, and indicated by a dashed line to determine the natural drainage of land. Where any regrading is proposed, finished grade contours should be shown in solid lines.
  
- \_\_\_\_\_ 11. Locations of all existing structures showing existing and proposed front, rear and side yard setback distances, and an indication of whether the existing structures and uses will be retained or removed.
  
- \_\_\_\_\_ 12. Title block containing name of applicant and development, lot and block numbers, date prepared and date of latest revision.
  
- \_\_\_\_\_ 13. The location of all wetland areas and required wetland transition areas of buffers within the proposed development as required pursuant to the New Jersey Freshwater Wetlands Protection Act or the Comprehensive Management Plan, and a letter from either the NJDEP or the Pinelands Commission indicating that the proposed subdivision does not require wetlands delineation.
  
- \_\_\_\_\_ 14. A copy of any existing and/or proposed protective covenants, deed restrictions applying to the land being subdivided shall be submitted with the plan, if applicable.
  
- \_\_\_\_\_ 15. A stormwater management plan, calculations and information pursuant to NJDEP Stormwater Regulations. This plan shall include the following:
  - \_\_\_\_\_ a. Topographic Base Map

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- \_\_\_\_\_ b. Environmental Site Analysis
- \_\_\_\_\_ c. Project Description and Site Plan
- \_\_\_\_\_ d. Land Use Planning and Source Control Plan\*
- \_\_\_\_\_ e. Stormwater Management Facilities Map
- \_\_\_\_\_ f. Calculations for groundwater recharge and stormwater runoff rate, volume and quantity in accordance with N.J.A.C. 7:8
- \_\_\_\_\_ g. Inspection, Maintenance and Repair Plan
- \_\_\_\_\_ h. Waiver from Submission Requirements, if applicable
- \_\_\_\_\_ i. NJDEP Low-Impact Development Checklist

\* See § 203-132 for definition.

- \_\_\_\_\_ 16. All existing and proposed storm sewer lines within or adjacent to the subdivision, showing size and the profile of the lines, direction of flow and the location of manholes and inlets and all calculation sheets used for the design of the proposed storm sewer system.
- \_\_\_\_\_ 17. The location and extent of any proposed dry wells, groundwater recharge basins, retention basins or other water conservation devices. In addition, soil borings and percolation tests shall be provided at all dry wells, recharge basins and retention basins. Percolation tests shall be taken at the approximate depth of the recharge facility. All retention or detention facilities shall be designed to have a minimum of two feet from the bottom of the facility to maximum groundwater, as determined by mottling or other approved methods. Applicant must provide soil boring information as per § 203-132.
- \_\_\_\_\_ 18. Profiles of all proposed streets indicating grading and cross sections showing widths of roadway and width and location of sidewalks.
- \_\_\_\_\_ 19. Locations and dimensions of curb cuts affording vehicular access to public rights-of-way.
- \_\_\_\_\_ 20. Design of off-street parking and loading areas, showing size and location of bays, aisles, barriers and parking spaces.
- \_\_\_\_\_ 21. A photograph of the premises in question from the opposite side of street within three months of the submission date.
- \_\_\_\_\_ 22. Aerial photograph with site highlighted with boundaries at a scale no less than one inch equals 1,000 feet.

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- \_\_\_\_\_ 23. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
- \_\_\_\_\_ 24. All area to be disturbed by grading or construction.
- \_\_\_\_\_ 25. Location of existing wells and septic systems.
- \_\_\_\_\_ 26. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at intersections.
- \_\_\_\_\_ 27. Soil Erosion/Sediment Control Plan which complies with Soil Conservation Service requirements.
- \_\_\_\_\_ 28. All existing and proposed curbs and sidewalks.
- \_\_\_\_\_ 29. Method of solid waste disposal and storage.
- \_\_\_\_\_ 30. The purpose of any proposed easement of land reserved or dedicated to public common use shall be designated.
- \_\_\_\_\_ 31. Letters from all utility companies stating service will be available before occupancy.
- \_\_\_\_\_ 32. The Fire Chief shall provide a letter stating that the proposed design meets all the fire safety regulations.

### Environmental Review Site Analysis Checklist items:

- \_\_\_\_\_ 33. Environmental Impact Statement provided in accordance with §§ 203-146 through 203-151.
- \_\_\_\_\_ 34. Utilities plan showing all items listed in § 203-152. Provide a sewer and water report containing capacities and calculations which the applicant(s) proposed demands are creating.
- \_\_\_\_\_ 35. Vegetation plan in accordance with § 203-153.
- \_\_\_\_\_ 36. Identification of public services available at the site.
- \_\_\_\_\_ 37. Transportation and impact report in accordance with § 203-157.
- \_\_\_\_\_ 38. Open space and recreation plan in accordance with § 203-158. Applicant must provide in lieu of contribution if not providing recreational facilities.
- \_\_\_\_\_ 39. Historical and archaeological analysis for non-Pinelands area in accordance with § 203-159.
- \_\_\_\_\_ 40. Scenic corridors and vistas narrative in accordance with § 203-160.

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- \_\_\_\_\_ 41. Demographic and social analysts report in accordance with § 203-161.
- \_\_\_\_\_ 42. Air quality analysis if warranted by the traffic impact study.
- \_\_\_\_\_ 43. Noise quality inventory analysis in accordance with § 203-163.
- \_\_\_\_\_ 44. Aesthetics plan providing architectural drawings signed by a New Jersey-licensed architect showing plan view, elevation view and building materials; textures and color schemes in accordance with § 203-164.
- \_\_\_\_\_ 45. Fiscal impact and market analysis study in accordance with § 203-165.
- \_\_\_\_\_ 46. Phasing plan, if proposed, with anticipated time frames to complete phases.
- \_\_\_\_\_ 47. Landscaping plan, including:
  - \_\_\_\_\_ a. The types, quantity, size and location of all proposed vegetation.
  - \_\_\_\_\_ b. The scientific and common names of all proposed landscaping
  - \_\_\_\_\_ c. Planting details
  - \_\_\_\_\_ d. Maintenance notes
  - \_\_\_\_\_ e. Buffering areas
  - \_\_\_\_\_ f. Tree clearing protection plan in accordance with § 203-167 of the Township code and further referenced by §§ 203-182 and 203-185.
- \_\_\_\_\_ 48. Lighting and signage plan showing the locations of signs and light standards, direction of illumination, mounting heights, setbacks, type of light standards, hours of illumination and lighting pattern superimposed onto plan and noted in footcandles.
- \_\_\_\_\_ 49. Security analysis plan in accordance with § 203-168.
- \_\_\_\_\_ 50. A modification report, if applicable, showing the modifications of Township standards requested, along with supporting documentation.
- \_\_\_\_\_ 51. The plan/project shall be designated in compliance with the applicable ordinances of the Township and other applicable standards of the state, county and local agencies.
- \_\_\_\_\_ 52. All applicable fees must be paid with submission.
- \_\_\_\_\_ 53. No application will be deemed complete until all taxes and sewer assessments are paid up-to-date.

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- \_\_\_\_\_ 54. In the Pinelands Area, no application shall be deemed complete until a certificate of filing from the Pinelands Commission or other evidences of Pinelands Commission review in accordance with § 203-9 of the Township Code is submitted by the applicant.
- \_\_\_\_\_ 55. The maps for submission must be folded into eighths and have title block clearly visible.

### Notes:

One or more of the above informational items may not be applicable in all cases. The person preparing the plan should indicate in writing on the plan those items not applicable. Items 52, 53 and 54 are applicable in all cases and cannot be waived.

Impact statements or reports which applicant is requesting a waiver from must request such waiver in a detailed explanation justifying such request.

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**FINAL MAJOR SITE PLAN CHECKLIST**

Applicant \_\_\_\_\_ Application No. \_\_\_\_\_

Date Filed \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. **ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.** The site plan shall show the following information and be drawn according to all relevant standards set forth in § 203-116D of the Township Code:

- \_\_\_\_\_ 1. Information and data contained in the submission for preliminary approval. Final site plans shall be drawn to a scale of not less than 50 feet to the inch.
- \_\_\_\_\_ 2. Any site plan revisions, additional data or revised documentation required by the Planning Board in its resolution granting preliminary approval.
- \_\_\_\_\_ 3. Offer of dedication of streets or other public ways and deed for any public open space resulting from preliminary development approval.
- \_\_\_\_\_ 4. Performance guaranties, approved by the Municipal Solicitor as to form and the Municipal Engineer as to amount, sufficient to ensure the satisfactory completion of improvements and facilities as required by the resolution of the Planning Board granting preliminary approval. The developer's engineer shall submit a detailed engineer's estimate to review and approval by the Municipal Engineer.
- \_\_\_\_\_ 5. A statement from the Municipal Engineer that adequate construction plans for all streets, drainage and other facilities covered by the Township standards are adequate and comply with Township standards.
- \_\_\_\_\_ 6. All approvals from other agencies having jurisdiction.