

LAND USE

*145 Attachment 4*

**Township of Pilesgrove**

**Checklist No. 4**

**Details Required for Preliminary Major Site Plans**

**[Amended 9-10-1996 by Ord. No. 96-3; 12-29-2000 by Ord. No. 120013; 12-28-2004 by Ord. No. 04-17; 7-12-2005 by Ord. No. 05-09; 7-10-2007 by Ord. No. 07-10; 4-25-2011 by Ord. No. 11-07; 10-24-2023 by Ord. No. 23-19]**

**NOTE:** See § 145-57 of Chapter 145, Land Use, of the Code of the Township of Pilesgrove for further details of submission requirements and procedures.

- \_\_\_\_\_ 1. Application form(s) and checklist(s) (5 copies) along with a digital copy if available.
- \_\_\_\_\_ 2. Escrow fees required pursuant to § 145-60 of Chapter 145, Land Use.
- \_\_\_\_\_ 3. Plats or plans (5 copies) signed and sealed by a New Jersey professional engineer and folded into eighths with title block revealed.
- \_\_\_\_\_ 4. Protective covenants, easements and/or deed restrictions (5 copies) along with a digital copy if available.
- \_\_\_\_\_ 5. Scale of not less than one inch equals 100 feet for major subdivision plats and one inch equals 100 feet for major site plans on one of four of the following standard sheet sizes: 8 1/2 inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; or 30 inches by 42 inches), folded into eighths with the title block revealed.
- \_\_\_\_\_ 6. Key map at not more than one inch equals 800 feet.
- \_\_\_\_\_ 7. Title block:
- \_\_\_\_\_ 8. Name of subdivision or development, Township of Pilesgrove, Salem County, with each sheet specifically titled with appropriately descriptive words;
- \_\_\_\_\_ 9. Name, title, address and telephone number of subdivider or developer;
- \_\_\_\_\_ 10. Name, title, address, telephone number, signature, seal and license number of the professional or professionals who prepared the plat or plan;
- \_\_\_\_\_ 11. Name, title and address of the owner or owners of record;
- \_\_\_\_\_ 12. Scale (written and graphic); and
- \_\_\_\_\_ 13. Date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.
- \_\_\_\_\_ 14. North arrow.
- \_\_\_\_\_ 15. Certification that the applicant is the owner of the land or his/her properly authorized agent or that the owner has given his/her consent under an option agreement.

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- \_\_\_\_\_ 16. If the applicant is a corporation or a partnership, the names and addresses of all partners or the names and addresses of all stockholders owning 10% or more of any class of stock of the corporation.
- \_\_\_\_\_ 17. Approval signature and datelines for the Chairman and Secretary and the Board Engineer.
- \_\_\_\_\_ 18. Acreage to the nearest tenth of an acre and a computation of the area of the tract to be disturbed or subdivided.
- \_\_\_\_\_ 19. The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor.
- \_\_\_\_\_ 20. Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Engineer upon written request.
- \_\_\_\_\_ 21. Tract boundary line (heavy solid line) and any existing and proposed subdivision or property lines within the tract and number of lots.
- \_\_\_\_\_ 22. Zoning districts affecting the tract, including district names and requirements, with a comparison to the application, and zoning districts within 200 feet of the tract.
- \_\_\_\_\_ 23. The locations of man-made and natural features, such as bridges, wetlands, treed areas, drainage divides, marshes and depressions, both within the tract and within 100 feet of its boundaries or beyond, as necessary to determine off-site drainage impacts.
- \_\_\_\_\_ 23.1. A field survey of the property's (site's) vegetation, soils, and hydrologic conditions that clearly identifies and characterizes all wetlands, wetland transition areas, and nonwetland areas in accordance with the methodology described in the "Federal Manual for Identifying and Delineating Jurisdictional Wetlands" (or a certification from a New Jersey licensed engineer stating that no such conditions or areas are present at the property) and verification of such delineation or certification in the form of a letter of interpretation (LOI) issued by the New Jersey Department of Environmental Protection (NJDEP).
- \_\_\_\_\_ 24. The location and species of all existing individual trees or groups of trees having a caliper of six inches or more measured three feet above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development, indicating which trees are to remain and which are to be removed.
- \_\_\_\_\_ 25. A landscape plan showing the proposed location of all proposed plantings, screening and buffering, a legend listing the botanical and common names, the sizes at the time of planting, a planting schedule, method of irrigation, the total quantity of each plant and the location of each plant keyed to the plan or plat.
- \_\_\_\_\_ 26. Test borings, percolation rates and water levels obtained in accordance with N.J.A.C. 7:9-2.1 et seq. and other applicable township and county standards.

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- \_\_\_\_\_ 27. All existing and proposed watercourses within the tract and within 200 feet of the tract shall be shown and accompanied by the following information:
- \_\_\_\_\_ 28. When a stream is proposed for alteration, improvement or relocation or where a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the State Department of Environmental Protection, Division of Water Resources, shall accompany the submission;
- \_\_\_\_\_ 29. Cross sections of watercourses and/or drainage swales at an approximate scale showing the extent of the floodplain, top of bank, normal water levels and bottom elevations at the locations required by the Board Engineer;
- \_\_\_\_\_ 30. The location and extent of drainage and conservation easements and stream encroachment lines; and
- \_\_\_\_\_ 31. The location, size, direction of flow and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.
- \_\_\_\_\_ 32. Existing and proposed contours as required by ordinance.
- \_\_\_\_\_ 33. Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Salem County Soil Conservation District.
- \_\_\_\_\_ 34. Locations of all existing structures and their uses, both within the tract and within 100 feet of its boundary, 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.
- \_\_\_\_\_ 35. Size, height and location of all proposed buildings (including grades), structures, signs and fences, including details for any signs, fences and trash enclosures.
- \_\_\_\_\_ 36. All dimensions necessary to confirm conformity to Chapter 145, Land Use, such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards and building and lot coverage. All tract and lot sizes shall be expressed in acres and square feet and shall include bearings and distances.
- \_\_\_\_\_ 37. The proposed location, height, direction of illumination, power and type of proposed outdoor lighting, including details of lighting poles and luminaries, hours and time of lighting.
- \_\_\_\_\_ 38. Existing and proposed street and lot layout with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract and existing lot lines to be eliminated.
- \_\_\_\_\_ 39. The location and design of any off-street parking or loading area, showing size and location of bays, aisles and barriers, curbing and paving specifications.
- \_\_\_\_\_ 40. All means of vehicular access and egress to and from the site onto public streets, showing the size and the location of driveways, sidewalks, fire lanes and curb cuts, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, sight triangle easements, additional width and other proposed devices necessary to prevent a difficult traffic situation.
- \_\_\_\_\_ 41. The application shall include plans and computations for any storm drainage system, including the following as may be required by the Board Engineer:

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- \_\_\_\_\_ 42. All existing or proposed storm sewer lines within or adjacent to the tract showing profile, size and slope of the lines, direction of flow and the location of each catch basin, inlet, manhole, culvert, headwall and utility lines, including pipe size and grades;
- \_\_\_\_\_ 43. The location and extent of any proposed groundwater recharge basins, detention basins or other water or soil conservation or drainage devices, with cross sections every 50 feet at right angles to the long access of the basin, each extending 75 feet beyond the top of the rim of the basin on each side;
- \_\_\_\_\_ 44. A map drawn to scale (minimum scale one inch equals 100 feet) showing the contributing area to each inlet or cross drain;
- \_\_\_\_\_ 45. A weighted runoff coefficient for each drainage area shall be determined for use in the computations; and
- \_\_\_\_\_ 46. A report by the design engineer containing the criteria used, alternates considered, reasons for selection and design calculations.
- \_\_\_\_\_ 47. The location and size of existing structures, such as water and sewer mains, valves, hydrants, utility structures, gas transmission lines and high tension power lines, on the tract and within 200 feet of its boundaries.
- \_\_\_\_\_ 48. Plans, profiles and details of proposed improvements and utility layouts as required by ordinance and required letters from the appropriate county and state agencies granting approval for the extension of utility service.
- \_\_\_\_\_ 49. Plans, typical cross sections and construction details and horizontal and vertical alignments of the center line of all proposed streets and of all existing streets abutting the tract, including street names as required by ordinance.
- \_\_\_\_\_ 50. Any protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plat or plan.
- \_\_\_\_\_ 51. The names, location and width of all existing and proposed easements and rights-of-way, the use(s) for which they are intended to be limited, the manner in which the easements will be controlled and to whom they are granted.
- \_\_\_\_\_ 52. The proposed permanent monuments shall be shown, in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
- \_\_\_\_\_ 53. Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
- \_\_\_\_\_ 54. An environmental impact statement in accordance with § 145-57C of this chapter.
- \_\_\_\_\_ 55. Evidence of the submission of the applications for other agency approvals having jurisdiction over the application and/or required by the Township Engineer.
- \_\_\_\_\_ 56. Concerning site plans only, the proposed use and operations of the buildings, 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.

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- \_\_\_\_\_ 57. Concerning major site plans only, detailed floor plans and signed and sealed, scaled architectural elevations as required by ordinance.
- \_\_\_\_\_ 58. Concerning solar or wind energy systems, details of location of lines and compliance with applicable standards and a decommissioning plan according to § 145-57A(3) of this chapter.
- \_\_\_\_\_ 59. The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information shall include but not be limited to drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for the lack of such additional information.
  - a. For:
  - b. Applicant:
  - c. Affecting property known as:
  - d. Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Pilesgrove Township Tax Map.

To the best of my knowledge the above submissions required pursuant to this checklist have been supplied with the exception of:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Solicitor

\_\_\_\_\_  
Township Engineer