

LAND USE

650 Attachment 3

**Borough of Roselle**



**PRELIMINARY SITE PLAN CHECKLIST**

Applicant's Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Case No.: \_\_\_\_\_

| #   | Requirement  | Submitted                | Not Applicable           | Waiver Requested         |
|-----|--|--------------------------|--------------------------|--------------------------|
| (1) | A locator map at a scale of one inch equals 500 feet or less, showing the lot and block number of the parcel in question and the lot and block numbers of adjacent and opposite properties within 200 feet of the subject property. The map should also show any contiguous lot in which the applicant has any direct or indirect interest and the nature of the applicant's interest. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) | An aerial photo superimposed upon the plans with the tract boundaries outlined; also photographs of the property, where necessary to show any unusual topographic, environmental or physical aspect of the site. This would include but not be limited to vegetation, natural drainageways, wetlands and existing structures and improvements.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) | The preliminary plat or plan shall be clearly and legibly drawn or reproduced at a scale of not less than 50 feet to one inch or as approved by the Borough Engineer and shall show or be accompanied by the following:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) | North arrow, scale, graphic scale, date and notes and dated revisions.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) | The zoning district in which the parcel is located, together with the district boundaries included within the boundaries of the parcel or within 200 feet therefrom. All setback lines, landscape strips, landscape buffers, building heights and other bulk requirements shall be shown and dimensioned.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) | The survey map, prepared by a licensed surveyor of New Jersey, showing boundaries of the properties, lines of all existing streets and roads, easements, rights-of-way and areas dedicated to public use within 200 feet of the development. These shall be dimensioned and, where applicable, referenced as to direction.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) | Reference to any existing or proposed deed restrictions or exceptions concerning all or any portion of the parcel. A copy of such covenants, deed restrictions or exceptions shall be submitted with the application.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| (e) | The existing and proposed contours, referred to United States coast and Geodetic Survey Datum, at a contour interval of not less than two feet. Existing contours are to be indicated by solid lines. Location of existing high points, watercourses and drainageways, depressions, ponds, marshes, vegetation, wooded areas and other significant existing features including previous flood elevations of watercourses, ponds and areas as determined by survey shall be shown. Trees of five inches or over in caliper shall be specifically located and identified. Any proposed change of such natural features shall be specifically noted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) | The location, size, elevation, slope and type of storm drainage structures and other utility structures, above- and below-grade, whether publicly or privately owned. Design calculations supporting the adequacy of proposed drainage structures and/or surface drainage shall be submitted.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) | The location of all existing buildings, bridges, culverts, paving, lighting, signs or any other structures with grade elevations for each structure.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (h) | The distances measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with other streets.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) | The proposed use or uses of the land, buildings and structures.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (j) | The quantitative aspects of the proposal, such as improvement coverage, number of units, square feet of construction, value of construction, density, coverage, number of employees, number of residents and area of land, etc. Specifically identified on the site plan, in tabular form, shall be pertinent zoning data, indicating the bulk/area requirements of the zone in which the proposed development is located and how the proposed development responds to the zoning requirements.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (k) | The proposed buildings and structures and any existing structures to remain, with dimensions, setbacks, heights (in feet and stories) and first floor or grade elevations. Existing buildings and structures to be removed shall be indicated; sketch or typical building elevations indicating type of materials to be used.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| (l) | The location and designs of any off-street parking areas, bicycle parking, service, trash or loading areas, showing size and location of bays, aisles, barriers, planters, maneuvering areas and traffic patterns. Include manufacturer's cut or illustration depicting the type of bicycle parking facility proposed. Also provide the typical plan layout of the facility at an appropriate scale to determine the location from walkways and building lines. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (m) | The means of vehicular access for ingress to and egress from the site, showing the proposed traffic channels, lanes and any other structure or device intended to control traffic.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (n) | The location, design, dimensions and materials details in the form of construction documents for any on- or off-site pedestrian parks, walkways and bicycle pathways, open space, common open space and recreation areas or any other public uses.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (o) | The location and design of all proposed utility structures and lines, stormwater drainage on-site and off-tract, with manholes, inlets, pipe sizes, grades, inverts and directions of flow, as well as telephone, power and light, water hydrant locations, sewer and gas, whether publicly or privately owned.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (p) | The location and design of the proposed screening, landscaping and planting, including a planting plan and schedule of plant materials.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (q) | The location of all outdoor lighting (freestanding or on building), the size, nature of construction, lumens, heights, area and direction of illumination, footcandles produced, typical manufacturer cuts illustrating style and time controls proposed for outdoor lighting and display.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (r) | The location and design of all signs, the size, nature of construction, height and orientation, including all identification signs, traffic and directional signs and arrows, freestanding and facade signs and time controls for sign lighting.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (s) | The location and size of all proposed easements, rights-of-way, public areas to be dedicated to the public or to be restricted or defined by deed or any other arrangement. Also, the location of any Master Plan proposals indicating roadway, public area or facility shall be shown.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| (4) | All items as required in the environmental impact statement, as set forth in §650-21.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) | Where applicable, the method by which any common or public open space or commonly held building or structure is to be owned and maintained.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) | A landscape plan, prepared by a licensed landscape architect, at a minimum scale of one inch equals 50 feet or larger. Different graphic symbols shall be used to show the location and spacing of shade trees, ornamental trees, evergreen trees, shrubs and ground cover. The size of the symbol must be representative of the size of the plant and shown to scale. The plan shall: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) | Illustrate the proposed site plan elements as they relate to existing structures and site amenities, including existing woodlands, isolated trees greater than five inches in caliper, existing topographic contours and any and all other natural environmental features.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) | Show the intent, location and type of all existing and proposed landscaping and buffering.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) | Conceptually indicate plant types and general construction materials to be used, as appropriate.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) | Superimpose an aerial photograph on the drawings, with the site boundaries outlined to evaluate the effects upon existing vegetation and surrounding land uses.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) | Provide on-site photographs of existing features and topography, as appropriate.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) | Contain a planting schedule, including specific plant botanical and common names, sizes, spacing and comments.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) | Indicate all existing vegetation to be saved or removed.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (h) | Show the location, form, height and width of other landscape architectural materials, such as berms, fences, walls, site furniture, bridges and walks. When required, a section to show the effective height of a proposed berm or fence in relation to the height of the area being screened should be provided (i.e., center line of road to building).                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| (7) | If wetlands exist, as per N.J.A.C. 7:7A, the Freshwater Wetlands Protection Act rules are to be complied with prior to the submission of plans to the Borough. All areas of wetlands shall be depicted on plans with surveyor's metes and bounds information for the outbounds of such areas. A letter of interpretation issued by the New Jersey Department of Environmental Protection shall be submitted, indicating the presence or absence of freshwater wetlands on the parcel in question. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |