

LAND USE AND DEVELOPMENT

195 Attachment 4

Borough of Westwood

Appendix A

Form 3

Minor Site Plan

Plat Details and Requirements

[Amended 11-9-2021 by Ord. No. 21-24]

Applicant's Name _____

Application # _____ Date Received _____

All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing board with the site plan submission.

PLAN ACCURACY AND LEGIBILITY

SUFFICIENT FOR REVIEW: Yes () No ()

PREPARED BY P.E. OR L.S.: Yes () No ()

Yes	No	
()	()	1. A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Borough as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. Also included shall be the number of employees, the times of operation, the number and frequency of shipments and deliveries, and the nature of materials and chemicals used on the site.
()	()	2. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.
()	()	3. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.
()	()	4. Space for signatures of Chairman and Secretary of the Board.
()	()	5. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
()	()	6. North arrow.
()	()	7. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.

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Yes	No	
()	()	8. The boundaries of the tract in question, with dimensions of same.
()	()	9. Location of existing easements or rights-of-way, including power lines.
()	()	10. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas with base flood elevation and rock outcrops, as well as locations of mining activity.
()	()	11. Location of existing buildings and their setbacks from property lines.
()	()	12. Floor plans for existing and proposed buildings, showing the use and layout of internal space. Building elevation and floor plans shall be prepared by a New Jersey licensed architect.
()	()	13. Location of existing and proposed parking, loading, access and circulation improvements, as well as signs.
()	()	14. If alterations to the existing building facade are proposed, elevations showing the nature of the construction. Submissions are to be prepared by a licensed New Jersey architect.
()	()	15. Location and description of existing and proposed landscaping.
()	()	16. Submission of site photographs of existing conditions, including, but not limited to, existing structures, site frontage and relationship to adjacent properties.