

DEVELOPMENT REVIEW ORDINANCE

181 Attachment 2

**TOWNSHIP OF HAZLET
DEVELOPMENT PLAN CHECKLIST**

Project Name: _____
 Name: _____
 Owner: _____
 Engineer/Designer: _____
 Person Completing this form: _____ Date: _____
 Block(s) _____ Lot(s) _____
 Application Number: _____ New: _____ Revised: _____
 Application Number: _____ Date Submitted: _____ New: _____ Revised: _____
 Date Submission Declared
 Completed: _____

THIS FORM MUST BE COMPLETED AND TURNED TO THE BOARD SECRETARY WITH THE SITE PLAN OR SUBDIVISION APPLICATION WHEN FILED; FAILURE TO INCLUDE ALL ITEMS REQUIRED ON SUBMITTED PLANS OR ATTACHMENTS WILL RESULT IN APPLICATION BEING CONSIDERED INCOMPLETE AND REJECTED.

PRELIMINARY SITE PLAN APPLICATION

		TO BE CHECKED BY APPLICANT	YES	NO	Waiver
()	1.	6 copies of complete application	_____	_____	_____
()	2.	6 sets of plans shall be prepared on sheets not larger than 24 inches by 36 inches and shall not be drawn at a scale smaller than one-inch equals 50 feet nor larger than one-inch equals 20 feet. A PDF file of the completed application and plans shall be emailed to the Board Secretary, upon which the following information must be depicted pursuant to Articles V, VIII & IX of the Development Review Ordinance for detailed submission requirements	_____	_____	_____
()	A.	Locator map showing all Road Intersections within 1,500 feet	_____	_____	_____
()	B.	Wooded areas and topography with 2 foot intervals	_____	_____	_____
()	C.	All lot lines, the approximate location of all structures and the owners of lots within 200 feet of the site	_____	_____	_____
()	D.	Streets, Easements, Watercourses and Right-of-ways	_____	_____	_____
()	E.	Utility and Drainage Plans with detailed information	_____	_____	_____
()	F.	Plans for Elevation and location of structures including the exterior materials and trim	_____	_____	_____
()	G.	Preliminary Plans for parking, lighting, loading zones, signs, landscaping and buffers	_____	_____	_____
()	H.	An extension of off-tract improvements necessitated by the proposed development	_____	_____	_____

HAZLET CODE

TO BE CHECKED BY APPLICANT		YES	NO	Waiver
()	I. Block and lot number(s), Tax Map Page, and exact dimensions and acreage of property to be built upon	_____	_____	_____
()	J. A survey prepared by a Licensed Surveyor in the State of New Jersey, showing existing and proposed monuments, existing and proposed lot lines and all setback lines	_____	_____	_____
()	K. The following legends shall be on the Site Plan Map Site Plan of _____ Block _____ Lot _____ Zone _____ Date _____ Scale _____ Applicant _____ Address _____	_____	_____	_____

I consent to the filling of this Site Plan with the Land Use Board of Hazlet Township.

(owner)

(date)

I hereby certify that I have prepared the Site Plan and that all dimensions and information thereon depicted are correct.

(Name) (Title and License)

I have reviewed this site plan and certify that it meets all codes and Ordinances under this jurisdiction.

Board (Date)
 Engineer

Approved by the Land Use Board:
 Preliminary _____
 (date)
 Final _____
 (date)

Land Use Board Chairman

 Secretary to Land Use Board

()	L. Name and License number of Site Planner or Professional Engineer with documents sealed with A raised seal	_____	_____	_____
()	M. Date and revision dates of drawings and plans	_____	_____	_____
()	3. Certification by Tax Collector that all taxes, including current taxes are paid	_____	_____	_____

DEVELOPMENT REVIEW ORDINANCE

TO BE CHECKED BY APPLICANT		YES	NO	Waiver
()	4. Payment of all applicable fees for Preliminary Site Plan Review	_____	_____	_____
()	5. Submission of Environmental Impact Statement	_____	_____	_____
()	6. Soil Erosion & Sediment Control District Permit Approval (if the project involves disturbance of more than 5,000 square feet of land surface area)	_____	_____	_____
()	7. Storm Water Management Plan	_____	_____	_____
()	8. Referral to Monmouth County Planning Board for review and approval	_____	_____	_____
()	9. 4 copies of completed Checklist (Board Engineer, Attorney, Secretary and Zoning Officer)	_____	_____	_____
()	10. Disclosure of 10% ownership interest of a corporation or partnership which is 10% owner of the applying corporation or partnership (N.J.S.A. 40:55D-48.2)	_____	_____	_____
()	11. Applicant for a project located within a “Flood Hazard Area” shall apply for approval in conformance with the Ninety-Day Construction Permit Act”	_____	_____	_____
()	12. If applicable, Application for State ingress and egress approval	_____	_____	_____
()	13. Variance(s) required from Section(s) and the reason(s)	_____	_____	_____
()	14. Waiver(s) required from Section(s) and the reason(s)	_____	_____	_____
()	15. Owners signed certificate of concurrence with the plan	_____	_____	_____
()	16. Complete Soil & Ground Water Testing in accordance with Article VIII. In the case of a Major Subdivision, there shall be provided in conjunction with the preliminary review and approval a report on prevailing soil groundwater conditions. The report shall be generated by a Professional Engineer, retained by the applicant. The report shall conform to the following minimum requirements:			
A.	The report shall be comprehensive and shall encompass in suitable format all the information required herein	_____	_____	_____
B.	Test Borings or Test Pits shall be required for the purpose of soil classification and a Soil Log shall be prepared for each 1	_____	_____	_____
C.	Observation Wells shall be required for Water Table depth	_____	_____	_____
D.	Information from soil maps, such as maps entitled “Classes of Land According to Use Capability”, by the United States Department of Agriculture Soil Conservation Service, may be incorporated in the engineer’s report but shall be deemed supplementary and shall not by itself constitute sufficient information or a substitute for test pits or boring	_____	_____	_____
E.	The number of required borings, test pits and observations Wells shall be determined as follows:			

HAZLET CODE

TO BE CHECKED BY APPLICANT		YES	NO	Waiver
Tract Size in Acres	# of Test Borings	# of Wells		
Less than 3	3	2		
3 to 20	6	4		
Over 20	1 per each 3 acres or part thereof	1 per each 5 acres or part thereof		
F.	All test borings, pits and observation wells shall be at locations approved by the Land Use Board	_____	_____	_____
G.	Borings or test pits shall be at least 12 feet deep with the last sample taken at the twelve foot depth. An appropriate sampling technique approved by the Land Use Board shall be used. Wash samples shall not be allowed, suitable sampling technique such as split spoon to yield a proper disturbed or undisturbed sample. Samples shall constitute at least 50% of the total running depth of the boring or pit. Separate samples shall be taken if the soil characteristics change. Samples shall be properly marked and stored by the applicant's engineer for possible future inspection for a period of at least 3 years	_____	_____	_____
H.	Water table in observation wells shall be observed at least 4 separate times in each well, at least 4 weeks apart between observations thus spanning a total period of at least 12 weeks but not more than 36 weeks. Each observation shall note the then-depth water table below existing ground elevation	_____	_____	_____
I.	Observation wells shall be constructed in accordance with acceptable standards, with a suitable filter. The perforated pipe shall have at least a 2-inch inner diameter and a lockable cap to discourage vandalism. Observation wells shall be approved by the Land Use Board as to their design	_____	_____	_____
J.	Observations wells must be perforated, hollow and capable Of providing water table readings to a minimum depth of 11 1/2 feet below ground level	_____	_____	_____
K.	In the case of subdivisions in which seepage pits or similar water-retention installations are proposed, the applicant shall furnish in addition to the requirements of this section, off-tract Soil and Ground Water Profiles, using additional off-tract borings, test pits or observations wells, as approved by the Land Use Board	_____	_____	_____

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L.	Noting in this section shall act to reduce the requirements associated with on-site sewerage disposal systems; similarly providing the required test(e.g. percolation test) required for on-site sewerage disposal	_____	_____	_____
M.	Ground Water Table Impact Assessments on off-tract properties shall be required by the Land Use Board	_____	_____	_____
FINAL SITE PLAN APPLICATION				
()	1. 6 copies of completed application for approval	_____	_____	_____
()	2. 6 sets of full size site plans 24 inches by 36 inches in final form prepared in accordance with Articles V, VIII & IX of the Development Review Ordinance, including all information depicted on the Preliminary Site Plan including all conditions imposed at the preliminary approval	_____	_____	_____
()	3. Payment of all Final Site Plan Filing fees	_____	_____	_____
()	4. Payment of Performance Guarantee in favor of the Township, prepared by the Township Engineer and approved by the Township Attorney	_____	_____	_____
()	5. If applicable, Soil Removal Permit signed by the Township Engineer	_____	_____	_____
()	6. Date and Revision Dates of drawings and/or reports	_____	_____	_____
()	7. Certification from Tax Collector that taxes are paid and current on the property through the current month	_____	_____	_____
()	8. Permits from other agencies upon which prior approvals were conditioned	_____	_____	_____

[Ord. No. 1571-2015]