

TOWNSHIP OF HOWELL
APPLICATION CHECKLIST
SUBDIVISIONS, SITE PLANS AND VARIANCE APPLICATIONS

Application No.: _____
(Filled in by Township)

Name of Applicant: _____ Block: _____ Lot: _____

Street Address of Property: _____ Date Filed: _____

Type of Application

(Check all that apply)

<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Final Major Site Plan	<input type="checkbox"/> Amended Preliminary, Final or Minor Subdivision
<input type="checkbox"/> Preliminary Major Subdivision	<input type="checkbox"/> Appeal of Zoning Officer's Decision ("A" Variance)	<input type="checkbox"/> Amended Preliminary, Final or Minor Site Plan
<input type="checkbox"/> Final Major Subdivision	<input type="checkbox"/> Interpretation of Zoning Ordinance ("B" Variance)	
<input type="checkbox"/> Conditionally Exempt Site Plan	<input type="checkbox"/> Hardship or Flexible Bulk Variance ("C" Variance)	
<input type="checkbox"/> Minor Site Plan	<input type="checkbox"/> Use Variance ("D" Variance)	
<input type="checkbox"/> Preliminary Major Site Plan	<input type="checkbox"/> Building of an Unimproved Road or No Street Frontage (40:55D-35 & 36)	

Notes:

- 1) An application shall not be considered complete until all applicable materials and information specified below have either been submitted, or a WRITTEN "Waiver Request" is made by the applicant for the non-submitted applicable item. Failure to submit a properly completed application checklist is reason for application incompleteness. Items denoted with an "X" are applicable for the type of application being submitted.
- 2) Applications for amended site plans and subdivisions shall comply with all checklist items below for site plans and subdivisions. Applications for extensions of time shall not be subject to the application checklist requirements below.

Item #	Item Description	Subdivision				Site Plan			Variances					Applicant Mark			Township Mark		
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A

Section 1 - Administrative Completeness Requirements

1	Five (5) copies of the completed Howell Township "Development Application" forms.	X	X	X	X	X	X	X	X	X	X	X	X						
2	Five (5) copies of the completed Howell Township "Application Checklist" forms.	X	X	X	X	X	X	X	X	X	X	X	X						
3	Properly calculated escrow review fee with payment submitted via cash or individual check made out to the Township of Howell (Chapter 139).	X	X	X	X	X	X	X	X	X	X	X	X						
4	Five (5) copies of any previous Planning and/or Zoning Board approvals for the property in question.	X	X	X	X	X	X	X	X	X	X	X	X						
5	Properly calculated Utilities Department filing fee and review fee with payment submitted via cash or individual check made out to the Township of Howell (Chapter 139).	X	X	X	X	X	X	X					X						
6	Statement of Corporate or other Ownership on the form provided.	X	X	X	X	X	X	X	X	X	X	X	X						

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		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A
7	Certified list of property owners within 200 feet of the property as prepared by the Township Tax Assessor.	X	X	X	X	X	X	X	X	X	X	X	X						
8	Municipal Tax Status Request form filled out and submitted as part of the package. Form will be endorsed by the Board Secretary and sent to the Tax Collector for Certification.	X	X	X	X	X	X	X	X	X	X	X	X						
9	Properly completed W-9 Taxpayer Identification Form to be utilized to hold the funds in escrow.	X	X	X	X	X	X	X	X	X	X	X	X						
10	Three (3) copies of the application submitted to the Monmouth County Planning Board.	X	X	X		X	X	X											
11	Three (3) copies of the application submitted to the Freehold Soil Conservation District (FSCD).		X	X	X	X	X	X											
12	Five (5) copies of the plans, signed and sealed by an engineer licensed in the State of New Jersey. Once the application is deemed complete by Board Engineer, applicant will be required to submit ten (10) copies of the plans reduced down to 11" x 17".	X	X	X	X ¹	X	X	X			X	X	X						
13	Five (5) copies of the full Environmental Impact Report (Section 188-6). If applicant is requesting a waiver, then report shall only address the twelve (12) conditions listed in Section 188-6E.		X	X			X	X											
14	Five (5) copies of a National Resource Inventory (NRI) report that identifies natural resources that exist on the subject site or adjacent properties.		X	X			X	X											
15	Five (5) copies of the Stormwater Management Report and Plans.		X	X			X	X											
16	Five (5) copies of the Traffic Report.		X	X			X	X											
17	Five (5) copies of all proposed written descriptions including metes and bounds for all easements, covenants and deed restrictions affecting the property in question.	X	X	X		X	X	X			X	X	X						
18	Five (5) copies of all written explanations for waiver requests documenting the section and paragraph of the Township Code the applicant is requesting a waiver for and the corresponding item number on the checklist.	X	X	X	X	X	X	X	X	X	X	X	X						
19	An affirmative statement in writing indicating how all applicable conditional use standards are met (See Article XI of Chapter 188).					X	X	X											

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		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A
20	Five (5) copies of the preliminary Architectural Plans for all proposed building or structures, including floor plans and elevations.				X	X	X	X			X	X							
21	Two (2) electronic devices containing PDF versions of all application forms, plats, plans, reports, explanations, exhibits, renderings and other documents relating to the application pursuant to Section 188-116.	X	X	X	X	X	X	X	X	X	X	X	X						
22	The final application fee will be calculated by the Board Professional based on the initial application prior to the hearing date. Payment shall be submitted via cash or individual check made out to the Township of Howell (Chapter 139) prior to the application being deemed complete and assigned a hearing date.	X	X	X	X	X	X	X	X	X	X	X	X						
23	The Board Secretary will notify the applicant of the hearing date once the application is deemed complete by the Board Professional. The Applicant shall then provide the public notice of the hearing. Affidavit of Proof of Service including all attachments documenting that notice has been given in accordance with the Municipal Land Use Law must be submitted to the Board Secretary at least three (3) days prior to the hearing.	X	X	X		X	X	X	X	X	X	X	X						

Section 2 - Plat Requirements

24	Plat drawn to scale not smaller than 1 inch = 100 feet or larger than 1 inch = 20 feet.	X	X	X		X	X	X											
25	Sheet size shall be 11" x 17", 24" x 36" or 30" x 42".	X	X	X		X	X	X											
26	Scale, north arrow and reference meridian both written and graphic. The reference source (i.e. deed, Filed Map, etc.) of the meridian shall be identified.	X	X	X		X	X	X											
27	Key map depicting the entire site plus 2,000 feet in all directions shall be provided on the plat.	X	X	X		X	X	X											
28	Title block containing contact information of professional, lot and block number, site or subdivision name, date prepared and date of last revision by revision block.	X	X	X		X	X	X											
29	Provide Zoning Schedule Tables for parcel indicating all setbacks, lot coverage, height, floor area ratio and density; both required and proposed. Include State Planning Area (PA) designation.	X	X	X		X	X	X											

Item #	Item Description	Subdivision			Site Plan			Variances					Applicant Mark			Township Mark			
		Minor	Preliminary Major	Final Major	Conditionally Exempt	Minor	Preliminary Major	Final Major	"A" Variance	"B" Variance	"C" Variance	"D" Variance	Building on Unimproved Street	Complies	Waiver	N/A	Complies	Does Not Comply	N/A
30	Property lines shown, length in feet and hundredths, bearings in degrees, minutes and seconds.	X	X	X		X	X	X											
31	Area of parcel in square feet and acres, both to the nearest hundredth.	X	X	X		X	X	X											
32	Name, address, phone number and email of the Owner of the property.	X	X	X		X	X	X											
33	Name, address, phone number and email of the Applicant.	X	X	X		X	X	X											
34	Location and description of monuments whether set or to be set (if applicable) in accordance with Map Filing Law.	X	X	X		X	X	X											
35	Approval signature blocks for the Board Chairman & Secretary, Township Engineer, Township Clerk and certification of the Professional Land Surveyor and any other signature blocks required by the Map Filing Law.	X	X	X		X	X	X											
36	Overall preparation of plat has been completed in full accordance with the Map Filing Law and Chapter 188 of the Township Code.	X	X	X		X	X	X											

Section 3 - General Plan Information Requirements

37	Plans drawn to scale not smaller than 1 inch = 50 feet or larger than 1 inch = 20 feet.	X	X	X	X	X	X	X	X	X	X	X	X						
38	Sheet size shall be 11" x 17", 24" x 36" or 30" x 42".	X	X	X	X	X	X	X	X	X	X	X	X						
39	Scale, north arrow and reference meridian both written and graphic. The reference source (i.e. deed, Filed Map, etc.) of the meridian shall be identified.	X	X	X	X	X	X	X	X	X	X	X	X						
40	Key map showing location of parcel to be considered in relation to surrounding area, with two hundred foot (200') offset shown and block and lots labeled.	X	X	X	X	X	X	X	X	X	X	X	X						
41	Title block containing contact information of professional, lot and block number, site or subdivision name, date prepared and date of last revision by revision block.	X	X	X	X	X	X	X	X	X	X	X	X						
42	Provide Zoning Schedule Tables for parcel indicating all setbacks, lot coverage, height, floor area ratio and density; both required and proposed. Include State Planning Area (PA) designation.	X	X	X	X	X	X	X	X	X	X	X	X						
43	Property lines shown, length in feet and hundredths, bearings in degrees, minutes and seconds.	X	X	X		X	X	X											

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44	Area of parcel in square feet and acres, both to the nearest hundredth.	X	X	X		X	X	X											
45	Name, address, phone number and email of the Owner of the property.	X	X	X		X	X	X											
46	Name, address, phone number and email of the Applicant.	X	X	X	X	X	X	X											
47	Location and description of monuments whether set or to be set (if applicable) in accordance with Map Filing Law.	X	X	X		X	X	X											
48	Provide conceptual development plan (yield plan) of the tract utilizing "conventional lot" requirements shown in Schedule III of Chapter 188.		X	X															
49	Provide conceptual development plan (yield plan) of the tract utilizing "cluster" requirements shown in Schedule III of Chapter 188 if applicant is proposing to cluster the tract.		X	X															
50	Provide details and descriptions of common facilities, open space and the organization to be established for the ownership and maintenance of said items.	X	X	X		X	X	X											
51	A Site Plan for any manufacturing or industrial use as permitted in the SED Zones shall be accompanied by the following:																		
a	A description of any proposed machinery operations, products, by-products and processes to be contained on the site, including a description of raw materials from					X	X	X											
b	A statement containing estimates of daily water consumption, volume and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities.					X	X	X											
c	A statement on the anticipated number of shifts and number of employees per shift.					X	X	X											

Section 4 - Natural and Man-Made Features to be shown and Specific Plan Requirements

The following items shall be shown for the parcel-in-question and all properties within two hundred feet (200') of the parcel unless otherwise noted.																			
52	Names of all property owners and use designation of all lots.	X	X	X	X	X	X	X	X	X	X	X	X	X					
53	Topography of the parcel and surrounding area. All elevations based on NAVD 1988 with source noted.	X	X	X	X	X	X	X			X	X	X						

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54	Existing contours depicting the natural drainage course of the land. Proposed contours demonstrating there are no impacts to adjacent parcels when complete. Flow arrows shall be provided to help depict the direction of storm water runoff.	X	X	X	X	X	X	X			X	X	X						
55	Spot grades to supplement contours. Any high or low points must be shown. Include spot elevations at property corners, building corners, septic systems, etc. Provide basement, garage and finished floor elevations.	X	X	X	X	X	X	X			X	X	X						
56	Existing and proposed drainage swales, structures, downspouts, basins, outfalls and pipes must be shown including pipe size, type and slope. Depict all contributory drainage areas on the plans.	X	X	X	X	X	X	X			X	X	X						
57	Location of wetlands, wetland buffers, floodplains, threatened and endangered species habitat and any other environmentally constrained areas with backup documentation from the approving agency.	X	X	X	X	X	X	X			X	X	X						
58	Location of flood hazard area including flood fringe and floodway, riparian zone and any other waterway channels as defined by NJDEP within 500' of the property edges.	X	X	X	X	X	X	X			X	X	X						
59	Location of any wooded areas, stone rows, tree rows, railroads, isolated trees >4" diameter and any other natural or man-made features.	X	X	X	X	X	X	X			X	X	X						
60	All overland and underground drainage conveyances within 2,000 feet that are down flow of the point of discharge and/or overflow of any on-site drainage system shall require a downstream analysis assuming failure of the on-site drainage system.	X	X	X		X	X	X			X	X	X						
61	Location of existing and proposed structures and their dimensions from existing and proposed property lines. Overall limit of disturbance.	X	X	X	X	X	X	X			X	X	X						
62	Existing and proposed zoning setbacks and dimensions depicted graphically on plan.	X	X	X	X	X	X	X			X	X	X						
63	Location of tract boundary lines, easements and rights of way including utility access and easements.	X	X	X	X	X	X	X			X	X	X						
64	Location of existing and proposed water and sewer mains. Provide table showing estimated sewerage disposal rate (GPD) using NJDEP criteria.	X	X	X	X	X	X	X			X	X	X						

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65	Location of existing and proposed wells and septic systems. Include County Board of Health application.	X	X	X	X	X	X	X			X	X	X						
66	Location of other existing and proposed utility lines including connection points.	X	X	X	X	X	X	X			X	X	X						
67	Location, names, widths and composition of all existing and proposed streets.	X	X	X	X	X	X	X			X	X	X						
68	Existing and proposed centerline, gutter and top of curb elevations along the roadway at a minimum of 50' increments. Include construction access point from Township right-of-way.		X	X			X	X					X						

Section 5 - Miscellaneous Items Required on the Plans or in the Submission Package

69	Soil borings documenting the permeability and seasonal high water table sufficiently enough to design the stormwater system, any septic systems and basement floor elevations.		X	X			X	X											
70	Use of existing and proposed buildings by floor area. Floor area and ground area of existing and proposed building in square feet.				X	X	X	X			X	X							
71	Locations of any solid waste and recyclable storage facilities.				X	X	X	X											
72	Details for the construction of any on-site improvements (i.e. curb, pavement, fences, sidewalk, lighting, etc.).	X	X	X	X	X	X	X					X						
73	For Telecommunications Facilities: An inventory of existing sites in compliance with Section 188-98C3 of the Ordinance.					X	X	X				X							

Section 6 - Sheets Required in Plan Set

74	Title Sheet & Location Map.		X	X			X	X											
75	Outbound Survey.	X	X	X	X	X	X	X			X	X							
76	Existing Conditions & Demolition Plan.	X	X	X	X	X	X	X			X	X							
77	Site Plan.	X	X	X	X	X	X	X			X	X							
78	Grading Plan (Section 188-23).		X	X	X	X	X	X											

Item #	Item Description	Subdivision				Site Plan			Variances					Applicant Mark			Township Mark		
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79	Drainage Plan (Section 188-27, 34).		X	X	X	X	X	X											
80	Utility Plan.		X	X	X	X	X	X											
81	Lighting Plan including luminaire calculations, specifications and details (Section 188-22).		X	X	X	X	X	X											
82	Signing and Striping Plan including location and dimensions of all off street loading areas, parking requirement calculations and actual number of spaces provided pre- vs. post construction. Graphically depict all and dimension (Section 188 - 106 & 107).		X	X	X	X	X	X											
83	Traffic Signal Plan & Public Entrance Plan (if any).		X	X			X	X											
84	A Landscaping Plan.		X	X	X	X	X	X											
85	A Woodlands Management Plan (Section 188-187).		X	X		X	X	X											
86	Maintenance & Protection of Traffic Plan during construction (Chapter 277).		X	X			X	X											
87	Profiles and cross sections of all streets, common driveways or private roads.		X	X			X	X											
88	Profiles of utility layouts (i.e. sanitary sewers, storm sewers, water mains, gas and electric).		X	X			X	X											
89	Construction Details.		X	X	X	X	X	X											
90	A Soil Erosion and Sediment Control Plan and Details in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.		X	X	X	X	X	X											

Note 1. - Ten (10) copies of reduced size plans are not required to be submitted for Conditionally Exempt Site Plans.

Name of Applicant: _____

Application No.: _____
(Filled in by Township)

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Applicant

Professional Engineer

Company Name: _____

Company Name: _____

Address: _____

Address: _____

Contact Name: _____

Contact Name: _____

Signature: _____

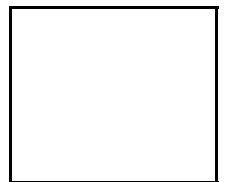
Signature: _____

Date Submitted: _____

Date Submitted: _____

Block: _____ Lot: _____

License No.: _____



Seal

Street Address of Property: _____

**Addendum A - Farm-Related Special Events Site Plan Approval Checklist.
[3-18-2025 by Ord. No. 25-13]**

Section 1 - Administrative Completeness Requirements

Item #	Item Description
1	Five copies of the completed Howell Township “Development Application” forms.
2	Five copies of the completed Howell Township “Application Checklist” forms.
3	Properly calculated escrow review fee with payment submitted via cash or individual check made out to the Township of Howell (Chapter 139).
4	Five copies of any previous Planning and/or Zoning Board approvals for the property in question.
5	Statement of corporate or other ownership on the form provided.
6	Certified list of property owners within 200 feet of the property as prepared by the Township Tax Assessor.
7	Municipal Tax Status Request form filled out and submitted as part of the package. Form will be endorsed by the Board Secretary and sent to the Tax Collector for certification.
8	Properly completed W-9 Taxpayer Identification Form to be utilized to hold the funds in escrow.
9	Three copies of the application submitted to the Freehold Soil Conservation District (FSCD).
10	Five copies of the plans, signed and sealed by an engineer licensed in the State of New Jersey. Once the application is deemed complete by Board Engineer, applicant will be required to submit 10 copies of the plans reduced down to 11” x 17”.
11	Five copies of all written explanations for waiver requests documenting the section and paragraph of the Township Code the applicant is requesting a waiver for and the corresponding item number on the checklist.
12	Two electronic devices containing PDF versions of all application forms, plats, plans, reports, explanations, exhibits, renderings and other documents relating to the proposed development.
13	Approval letter from Monmouth County Board of Health regarding all food preparation and service as needed.
14	If property is serviced by a sanitary septic system, approval letter from Monmouth County Board of Health regarding adequacy of septic system to accommodate maximum expected guest counts.
15	The final application fee will be calculated by the Board Professional based on the initial application prior to the hearing date. Payment shall be submitted via cash or individual check made out to the Township of Howell (Chapter 139) prior to the application being deemed complete and assigned a hearing date.

Item #	Item Description
16	The Board Secretary will notify the applicant of the hearing date once the application is deemed complete by the Board Professional. The applicant shall then provide the public notice of the hearing. Affidavit of Proof of Service including all attachments documenting that notice has been given in accordance with the Municipal Land Use Law must be submitted to the Board Secretary at least three days prior to the hearing.

Section 2 - Plat Requirements.

Item #	Item Description
17	Plat drawn to scale not smaller than 1 inch = 100 feet or larger than 1 inch = 20 feet.
18	Sheet size shall be 11" x 17", 24" x 36" or 30" x 42".
19	Scale, North arrow and reference meridian both written and graphic. The reference source (i.e., deed, Filed Map, etc.) of the meridian shall be identified.
20	Key map showing location of parcel to be considered in relation to surrounding area, with 200-foot offset shown and block and lots labeled.
21	Title block containing contact information of professional, lot and block number, site or subdivision name, date prepared and date of last revision by revision block.
22	Provide Zoning Schedule Tables for parcel indicating all setbacks, lot coverage, height, floor area ratio and density; both required and proposed. Include State Planning Area (PA) designation.
23	Property lines shown, length in feet and hundredths, bearings in degrees, minutes and seconds.
24	Area of parcel in square feet and acres, both to the nearest hundredth.
25	Name, address, phone number and email of the owner of the property.
26	Name, address, phone number and email of the applicant.
27	Location and description of monuments whether set or to be set (if applicable) in accordance with Map Filing Law.
28	Approval signature blocks for the Board Chairman & Secretary, Township Engineer, Township Clerk and certification of the Professional Land Surveyor and any other signature blocks required by the Map Filing Law.
29	Plan showing proposed location of all event related activities including ingress/egress pathways, parking areas, location of event space, location of live entertainment/music space, trash receptacles, dumpster locations, bathroom facilities, food service areas and any associated features such as tents, patio spaces, fire pits, etc.

Section 3 - Natural and Man-Made Features to be shown and Specific Plan Requirements

Item #	Item Description
30	Survey of lot or portion of lot to be impacted by proposed development. Boundary information for entire lot is required.

Item #	Item Description
31	Location of wetlands, wetland buffers, floodplains, threatened and endangered species habitat and any other environmentally constrained areas with backup documentation from the approving agency within 300 feet of proposed development.
32	Location of flood hazard area including flood fringe and floodway, riparian zone and any other waterway channels as defined by NJDEP within 500 feet of the proposed development.
33	Location of any wooded areas, stone rows, tree rows, railroads, and any other natural or man-made features.
34	Location of existing and proposed structures and their dimensions from existing and proposed property lines. Overall limit of disturbance.
35	Existing and proposed zoning setbacks and dimensions depicted graphically on plan.
36	Location of tract boundary lines, easements and rights of way including utility access and easements.
37	Location of existing and proposed wells and septic systems. Include County Board of Health application.
38	Location of other existing and proposed utility lines including connection points.

Section 4 - Miscellaneous Items Required on the Plans or in the Submission Package.

Item #	Item Description
39	Use of existing and proposed buildings by floor area. Floor area and ground area of existing and proposed building in square feet.
40	Locations of any solid waste and recyclable storage facilities.
41	Details for the construction of any on-site improvements (i.e., curb, pavement, fences, sidewalk, lighting, etc.).
42	Approval resolution or letter from Farmland Preservation Deed of Easement holder, if applicable.
43	Narrative describing expected traffic volume and impacts related to special event operation.
44	Narrative describing noise management including hours of operation, methods of reducing noise impacts and plan of live music.
45	Litter/solid waste management plan, including location of receptacles, dumpsters and details of volume expected through events. Must also provide information on pick up service and how a garbage truck can provide pickup service.
46	Location and type of lighting proposed for event, parking, pedestrian access and all areas to be used during event.

Section 5. Sheets Required in Plan Set

Item #	Item Description
47	Title Sheet and Location Map.
48	Site Plan.
49	A Soil Erosion and Sediment Control Plan and Details in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.