

DEVELOPMENT REGULATIONS

95 Attachment 7

**Manalapan Township Development Regulations
Documents Required to be Submitted
(§ 95-12.2)**

[Amended 10-24-2001 by Ord. No. 2001-13; 12-16-2009 by Ord. No. 2009-29; 7-10-2019 by Ord. No. 2019-12]

KEY:
SP = Site Plan
Sub = Subdivision
GDP = General Development Plan

Application No. _____

Application Name: _____ Block: _____

Recommended Action: _____

Date Submitted: _____

Application Type: (circle all that apply below)

| No. | Description | C Variance | D Variance | Concept | Minor | | Major Application | | | | GDP | To Be Completed By Applicant | | | To Be Completed by Board Administrative Staff | | | | |
|---|---|---------------|---------------|---------|-------|----|-------------------|-------|-----|-------|-----|------------------------------|---------------------|-----|---|-----------------|-----|-------------------|---------|
| | | | | | Sub | SP | Sub | | SP | | | Provided | Waiver Requested | n/a | Provided | Not Provided | n/a | Waiver Granted | Comment |
| | | | | | | | Pre | Final | Pre | Final | | | | | | | | | |
| 1. | Proof that taxes are current. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 2. | Digital submission requirement (see § 95-12.21): 3 CD's or thumb drives. | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| Application Forms (5 copies) | | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 3. | Name and address of owner and applicant. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 4. | Listing of responsible parties associated with preparation of application and supporting documents. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 5. | Project site description. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 6. | Proposed development description. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 7. | Overview of proposed facilities. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 8. | Lists of maps, reports and other supporting materials. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 9. | Identification of outside agency approvals. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 10. | Consent for site review. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 11. | Affidavit of applicant. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 12. | Affidavit of ownership landowner. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 13. | Payment of all applicable fees, escrow deposits, and the escrow planning agreement executed by the owner and the applicant. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 14. | Statement of ownership for corporations. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 15. | Disclosure statement. (See N.J.S.A. 40:55D-48.1 et seq.) | | X | | X | | X | X | X | X | X | | | | | | | | |
| Project Plans (site plan or subdivision) (5 full-size copies and 5 reduced 11 x 17 copies) | | | | | | | | | | | | | | | | | | | |
| 16. | Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |

MANALAPAN CODE

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|-----|--|------------|------------|---------|-------|----|-------------------|-------|-----|-------|-----|------------------------------|------------------|-----|---|--------------|-----|----------------|---------|
| | | | | | Sub | SP | Sub | | SP | | | Provided | Waiver Requested | n/a | Provided | Not Provided | n/a | Waiver Granted | Comment |
| | | | | | | | Pre | Final | Pre | Final | | | | | | | | | |
| 17. | Name, signature, license number, seal and address of engineer, land surveyor, architect and/or landscape architect, as applicable, involved in preparation of site plan or subdivision plat. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 18. | Key map at specified scale showing location to surrounding properties, streets, municipal boundaries etc., within 500 feet of property. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 19. | North arrow and scale (key map and plat). | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 20. | Schedule of required zone district requirements including lot area, FAR, width, depth, yard setbacks, building coverage, improvable area, off-street parking, etc. | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 21. | Signature blocks and dates for Chairperson, Secretary, and Board Engineer. | | X | | X | X | X | X | X | X | X | | | | | | | | |
| 22. | Property survey. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 23. | Acreage of tract to the nearest tenth of an acre (for GDP to nearest acre). | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 24. | Date and number of original preparation and of each subsequent revision. Include brief narrative of each revision. | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 25. | Size and location of any existing and proposed structures with all setbacks and length measurement of perimeter building walls dimensioned. | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 26. | Property owners within 200 feet of subject property. | X | X | | X | X | X | X | X | X | X | | | | | | | | |
| 27. | Size and location of all existing structures within 200 feet of the site boundaries. | | X | | X | X | X | X | X | X | X | | | | | | | | |
| 28. | Existing rights-of-way and easements within 200 feet of the tract. | | X | | X | X | X | X | X | X | | | | | | | | | |
| 29. | Metes and bounds description showing dimensions, bearings of subject lot or tract outbound. | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 30. | Any existing or proposed easement or land reserved for or dedicated to public use. | X | X | | X | X | X | X | X | X | X | | | | | | | | |
| 31. | Site layout showing all roadways, driveways, circulation patterns, curbs, sidewalks buffers, structures, open space, recreation, etc., as applicable. | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 32. | List of variances required or requested. | | X | | X | X | X | X | X | X | X | | | | | | | | |
| 33. | List of requested design waivers or exceptions. | | X | | X | X | X | X | X | X | X | | | | | | | | |
| 34. | Topographic features of subject property. | | | | X | X | X | X | X | X | X | | | | | | | | |
| 35. | Boundary, limit, nature and extent of wooded areas, specimen trees, and other significant physical features (details may vary). | | X | | X | X | X | X | X | X | X | | | | | | | | |
| 36. | Perc tests and soil logs (where septic systems, basements, stormwater management basins, or groundwater recharge is proposed). | | | | X | X | X | X | X | X | X | | | | | | | | |

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| | | | | | | | Pre | Final | Pre | Final | | | | | | | | | |
| 37. | Location of streams, freshwater wetlands and associated buffers, flood hazard areas, NJDEP riparian buffers, Manalapan Township stream corridor buffer and steep slopes (slopes greater than 10%). | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 38. | Delineation of any wetlands or wetland transition areas within the project area and a copy of the application to the NJDEP for a letter or interpretation verifying the delineation or, in the absence of wetlands, requesting a presence/absence determination. | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 39. | Delineation of any flood hazard area and riparian buffers and a copy of the application to the NJDEP for a line verification. | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 40. | Phasing plan as applicable to include: a. Plan separating construction of each phase independently or in sequence. b. Timetable and phasing sequence. | | X | | | X | X | X | X | X | X | | | | | | | | |
| 41. | Sight triangles for all commercial driveways and street intersections conforming to AASHTO. | | | | X | | X | X | X | X | | | | | | | | | |
| 42. | Reduced size plans shall be submitted for Board Review after the application has been determined COMPLETE on 11" x 17" sheets (15 copies required). | | X | X | X | X | X | X | X | X | X | | | | | | | | |
| Subdivision Plat (7 full-size copies) | | | | | | | | | | | | | | | | | | | |
| 43. | Certification blocks required by Map Filing Law. | | | | X | | X | X | | | | | | | | | | | |
| 44. | Monumentation as specified by Map Filing Law and required by Township Engineer. | | | | X | | X | X | | | | | | | | | | | |
| 45. | Subdivision plat to a scale of not less than 1" = 100' on one of four of the following standard sheet sizes: 24" x 36" 30" x 42" | | | | X | | X | X | | | | | | | | | | | |
| 46. | Plat shall depict bearings and distance of all original and proposed lot lines. If property lines are not radial to the right-of-way line, it should be so noted. | | | | X | | X | X | | | | | | | | | | | |
| 47. | Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all center lines and rights-of-way and center-line curves on streets. | | | | X | | X | X | | | | | | | | | | | |
| 48. | Proposed area of proposed lots in square feet. | | | | X | | X | X | | | | | | | | | | | |
| 49. | Proposed street names when new road is proposed. | | | | | | X | X | X | X | | | | | | | | | |
| 50. | Tax lot and block numbers of proposed lots as designated by Tax Assessor. | | | | X | | X | X | | | | | | | | | | | |
| 51. | Date of property survey, name of reference plat and name and license number of professional New Jersey land surveyor. | | | | X | | X | X | | | | | | | | | | | |

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| | | | | | Sub | SP | Sub | | SP | | | Provided | Waiver Requested | n/a | Provided | Not Provided | n/a | Waiver Granted | Comment |
| | | | | | | | Pre | Final | Pre | Final | | | | | | | | | |
| 52. | Preliminary residential lot grading plan with assumed footprint of future dwelling. | | | | X | | X | X | | | | | | | | | | | |
| 53. | Deeds of subdivision and written description of proposed lots. | | | | X | | | | | | | | | | | | | | |
| 54. | Proposed deeds of dedication for all proposed rights-of-way, real property for open space or stormwater purposes and sight triangle, drainage, shade tree or utility easements, including written description of the area of dedication prepared by a licensed surveyor. | | | | X | | | X | | X | | | | | | | | | |
| 55. | Lot yield map showing the number of lots possible under conventional zoning and the number of lots proposed, notation of any variances or design waivers necessary to achieve the yield under conventional zoning and all environmental constraints affecting the tract proposed for development. | | | | | | X | X | | | | | | | | | | | |
| Construction Plans (5 full-size plans) | | | | | | | | | | | | | | | | | | | |
| 56. | Construction plans to a scale of not less than 1" = 50' and profile plans to a scale of not less than 1" = 50' horizontal and 1" = 5' vertical. | | | | X | X | X | X | X | X | X | | | | | | | | |
| 57. | Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided. | | | X | | X | X | X | X | X | X | | | | | | | | |
| 58. | Solid waste management and recycling plan showing holding location and provisions for waste and recyclables. | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 59. | Size and location of any existing or proposed streets (general location for concept plan). | | | X | X | X | X | X | X | X | X | | | | | | | | |
| 60. | Site identification signs, traffic control signs, and identification signs. | | | | X | X | X | X | X | X | | | | | | | | | |
| 61. | Number of lots following subdivision and acreage if over one acre, square feet if under one acre. | | | X | X | X | X | X | X | X | X | | | | | | | | |
| 62. | Identification and calculation of critical areas. | | | X | | | X | X | X | X | X | | | | | | | | |

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| | | | | | | | Pre | Final | Pre | Final | | | | | | | | | |
| 63. | Grading, drainage and utility plan(s) to include, as applicable: a. Existing and proposed contours at one-foot intervals for grades 3% or less and at two-foot intervals for grades more than 3%. b. Floor elevations of existing and proposed structures. c. Location and invert elevations of existing and proposed drainage structures and BMPs. d. Residential driveway slope from garage floor to apron sidewalk or curbline/edge of pavement where no sidewalk exists or is proposed. e. Locations of existing and proposed utilities, including depth of structures, locations of manholes, valves, services, etc. f. Spot elevations demonstrating accessible route between ADA parking spaces and building access. | | | | | X | X | X | X | X | | | | | | | | | |
| 64. | Profiles of existing and proposed roadways, including all utilities and stormwater facilities. | | | | | X | X | X | X | X | | | | | | | | | |
| 65. | Landscaping plan to include: a. Location of existing vegetation, including all shade trees four inches and greater diameter at breast height. b. Proposed buffer areas and method of protection during construction. c. Proposed landscape areas. d. Number, size, species, and location of proposed plantings, including street trees. e. Details for method of planting, including optimum planting season. | | | | | X | X | X | X | X | | | | | | | | | |
| 66. | Soil erosion and sediment control plan prepared in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey and the requirements of Chapters 192 and 195 of the Township Code. | | | | | X | X | X | X | X | | | | | | | | | |
| 67. | Lighting plan to include: a. Location and height of proposed fixture. b. Detail for construction of fixture. c. Point-by-point footcandle coverage plan. | | | | | X | X | X | X | X | | | | | | | | | |
| 68. | All required standard construction details. | | | | | X | X | X | X | X | | | | | | | | | |
| Supplementary Reports or Documents | | | | | | | | | | | | | | | | | | | |
| 69. | Submission of title report. | | X | | X | | X | X | X | X | X | | | | | | | | |
| 70. | Preliminary architectural plans and elevations (5 copies). | | | | | | X | X | X | X | | | | | | | | | |
| 71. | Statement from utility companies as to serviceability of site. | | X | | | | X | X | X | X | X | | | | | | | | |

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| | | | | | Sub | SP | Sub | | SP | | | Provided | Waiver Requested | n/a | Provided | Not Provided | n/a | Waiver Granted | Comment |
| | | | | | | | Pre | Final | Pre | Final | | | | | | | | | |
| 72. | Stormwater management design report. | | | | | | X | X | X | X | | | | | | | | | |
| 73. | Environmental impact statement (See § 95-12.3): 6 paper copies and 3 CDs or thumb drives | | X | | | | X | X | X | X | X | | | | | | | | |
| 74. | Phase 1 environmental assessment (major site plans and major subdivisions): one paper copy and 3 CDs or thumb drives. | | | | | | X | X | X | X | | | | | | | | | |
| 75. | Traffic impact study. (See § 95-8.8D.) | | X | | | | X | X | X | X | X | | | | | | | | |
| 76. | Stormwater management plan operations and maintenance manual. | | | | | | | X | | X | | | | | | | | | |
| 77. | Major development stormwater summary. | | | | | | | X | | X | | | | | | | | | |
| 78. | New Jersey Residential Site Improvement Standards (RSIS) (applicable only to residential development): a. Certification of design engineer, architect, planner, surveyor, as applicable, of conformance of plan and details to RSIS. b. List of requested design waivers from RSIS. c. List of requested de minimis exceptions from RSIS. d. List of improvements proposed to exceed RSIS. | | | | | | X | X | X | X | | | | | | | | | |