

LAND DEVELOPMENT REGULATIONS

30 Attachment 1

City of Asbury Park

DEVELOPMENT CHECKLISTS
FINAL MAJOR SUBDIVISION

CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NJ 07712
(732) 775-2100

Final Major Subdivision Completeness Checklist
(Subsection 30-45.4)
(Ord. No. 2015-52, Exhibit D)

Please Check One:

Planning Board _____

Zoning Board of Adjustment _____

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55D-10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. See Subsection 30-55.5 Subdivision Ordinance of the City of Asbury Park for further details of submission requirements and procedures.

APPLICATION # _____

NAME OF APPLICANT: _____

APPLICANT'S ADDRESS _____

Block _____ Lot _____ Address _____

AFFIDAVIT OF COMPLETENESS

I, the undersigned, affirm that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq. and amendments thereto, the current Zoning and Subdivision Ordinances of the City of Asbury Park and the City of Asbury Park Checklist.

I further affirm that all information contained herein is complete and accurate.

Date _____

Name - Print or Type

Signature/Seal & License #

CODE OF THE CITY OF ASBURY PARK

Final Major Subdivision Checklist – Part A Submission of Documents

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

C	N	N/A	ALL PLANS MUST BE FOLDED AND COLLATED
—	—	—	1. Sixteen (16) copies of the application form.
—	—	—	2. The original tracing of the plat. Two (2) translucent tracings. Sixteen (16) copies of the subdivision plat.
—	—	—	3. Eight (8) prints of the Soil Erosion and Sediment Control Plans.
—	—	—	4. Certification of payment of Property Taxes & Sewer Fees.
—	—	—	5. Proof of submission to the Monmouth County Planning Board.
—	—	—	6. Proof of ability to guarantee by bonding, cash deposits or other means, the maximum amount of the performance and maintenance guarantees as they relate to the improvements shown on the final plat.
—	—	—	7. Notice and proofs of service, due five (5) days prior to meeting.
—	—	—	8. Certificate of Appropriateness if applicable.
—	—	—	9. Application Fee \$ _____ Escrow Fee \$ _____
—	—	—	10. Deed for Property.
—	—	—	11. Roof Top Detail (Vertical Detail & Surface & Layout).
—	—	—	12. Contribution Disclosure Statement.

C=Complete N=Incomplete N/A=Not Applicable

Submitted Application must meet all of the requirements of Articles IV, V & VI of the Code of the City of Asbury Park, Chapter XXX Land Development Regulations.

Upon approval of a development application, a digital copy of the complete application including pdf's of submitted plats, plans and surveys and exhibits marked into evidence shall be submitted on a CD.

Final Major Subdivision Checklist – Part B Plan Requirements

1. General Requirements:

LAND DEVELOPMENT REGULATIONS

The plat for a major subdivision shall be drawn at a scale of not less than fifty feet (50') to the inch.; shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 46:26B-1 et seq., and shall include, or be accompanied by, the information specified below:

- a. All dimensions, both linear and angular, of the exterior boundaries of the subdivision, all lots and lands reserved or dedicated for public use shall balance and their descriptions shall close within a limit of error of not more than one (1) part in ten thousand (10,000).
- b. The major subdivision shall be based on a current boundary survey prepared in accordance with New Jersey Administrative Code 13:40-5.1, et seq., "Preparation of Land Surveys" dated September 1984 and as amended, certified to the subdivider.

The following table shall be included on the first sheet of all plans submitted to the Planning Board or Zoning Board of Adjustment for Site Plan, Minor Site Plan, Subdivision, Minor Subdivision or Variance approval:

ZONE DISTRICT:	Required	Existing	Proposed
Minimum lot area			
Maximum density			
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum combined side yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Existing use or uses:			
Proposed uses or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

CODE OF THE CITY OF ASBURY PARK

2. Title Block:

The title block shall appear on all sheets in conformance with N.J.S.A. 46:26B-1 et seq. (Map Filing Law) and include:

- a. Title to read "Major Subdivision"
- b. Name of subdivision, if any.
- c. Tax map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest City Tax Map, the date of which shall also be shown.
- d. Acreage of the tract to be subdivided to the nearest hundredth of an acre.
- e. Names and addresses of owners and subdivider, so designated.
- f. Date of original and all revisions.
- g. Name, signature, address and license number of land surveyor who prepared the map and made the survey: the plat shall bear the embossed seal of said land surveyor.

3. Plan Detail Information:

- a. A key map at a scale of not less than one (1") inch equals one thousand (1,000') feet showing the location of the tract to be subdivided with reference to surrounding areas, existing streets which border the tract, the names of all such streets and any zone boundaries which are within five hundred (500') feet of the sub-division.
- b. Tract boundary lines, right of way lines of streets, street names, easements and other rights of way, land to be reserved or dedicated to public use, all lot lines and other site lines, with accurate dimensions, bearing or deflection angles and radii, arcs and central angles of all curves.
- c. The purpose of any easement or land, reserved or dedicated to public use shall be noted.
- d. Each block shall be numbered and the lots within each block shall be numbered consecutively beginning with number one. No more than one number may be assigned to each lot, as approved by the City's Tax Assessor.
- e. Minimum building setback lines.
- f. North Arrow.
- g. Written and graphic scales.
- h. Location and description of all monuments.

LAND DEVELOPMENT REGULATIONS

- i. Names of owners of adjoining un-subdivided land.
- j. Certification of engineer or surveyor as to accuracy of details of the plat.
- k. Certification that the applicant is agent or owner of the land, or that the owner has given consent under the option agreement.
- l. When approval of a plat is required by an officer or the body of the City, County or State, approval shall be certified on the plat.
- m. Cross sections and profiles of streets, approved by the municipal engineer.
- n. Contours at five (5') feet intervals for slopes averaging ten (10%) percent or greater and at two (2') feet intervals for land of less slope.
- o. Plans and profiles of storm and sanitary sewers and water mains.
- p. Metes and Bounds description of the existing and proposed boundary lines.

CODE OF THE CITY OF ASBURY PARK

MINOR SUBDIVISION
 City of Asbury Park
 Minor Subdivision

Application # _____

Date: _____

Name of Applicant: _____

Minor Subdivision Checklist – Part A Submission of Documents
 (Subsection 30-45.4)
 (Ord. No. 2015-52, Exhibit E)

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

C	N	N/A	ALL PLANS MUST BE FOLDED AND COLLATED
—	—	—	1. Sixteen (16) copies of the application form.
—	—	—	2. Sixteen (16) copies of the sketch plat – ONLY FOLDED PLANS WILL BE ACCEPTED.
—	—	—	3. Certification of owner authorizing submission of application.
—	—	—	4. Certification of payment of Property Taxes & Sewer Fees.
—	—	—	5. Proof of application to the Monmouth County Planning Board.
—	—	—	6. Application Fee \$_____/Escrow Fee \$_____.
—	—	—	7. Deed of property.
—	—	—	8. Notice of proofs of service, due five (5) days prior to meeting.
—	—	—	9. Three (3) copies of the Tree Preservation Plan.
—	—	—	10. Roof Top Detail (Vertical Detail & Surface Layout).
—	—	—	11. Contribution Disclosure Statement.

C=Complete N=Incomplete N/A=Not Applicable

Submitted Application must meet all of the requirements of Articles IV, V & VI of the Code of the City of Asbury Park, Chapter XXX Land Development Regulations.

LAND DEVELOPMENT REGULATIONS

Upon approval of a development application, a digital copy of the complete application including pdf's of submitted plats, plans and surveys and exhibits marked into evidence shall be submitted on a CD.

CODE OF THE CITY OF ASBURY PARK

Minor Subdivision Checklist - Part B Plat Requirements

General Requirements:

The plat for a minor subdivision shall be drawn at a scale of not less than one hundred feet (100') to the inch, shall conform to the provisions of the New Jersey Map filing Law, N.J.S.A. 46:26B-1 et seq., and shall include, or be accompanied by, the information specified below:

- [] 1. All dimensions, both linear and angular, of the exterior boundaries of the subdivision, all lots and lands reserved or dedicated for public use shall balance and their descriptions shall close within a limit of error of not more than one (1) part in ten thousand (10,000).
- [] 2. The minor subdivision shall be based on current boundary survey prepared in accordance with New Jersey Administrative Code 13:40-5.1, "Preparation of Land Surveys" dated September 1984 and as amended, certified to the subdivider.
- [] 3. Title Block: The title block shall appear on all sheets in conformance with N.J.S.A. 46:26B-1 et seq. (Map Filing Law) and include:
 - [] a. Title to read "Minor Subdivision."
 - [] b. Name of Subdivision, if any.
 - [] c. Tax map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest City Tax Map, the date of which shall also be shown.
 - [] d. Acreage of the tract to be subdivided to the nearest hundredth of an acre.
 - [] e. Names and addresses of owners and subdivider, so designated.
 - [] f. Name, signature, address and license number of land surveyor who prepared the map and made the survey, all plat shall bear the embossed seal of said land surveyor.
- [] 4. The following table shall be included on the first sheet of all plans submitted to the Planning Board or Zoning Board of Adjustment for Site Plan, Minor Site Plan, Subdivision, Minor Subdivision or Variance approval:

LAND DEVELOPMENT REGULATIONS

ZONE DISTRICT:			
	Required	Existing	Proposed
Minimum lot area			
Maximum density			
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum combined side yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Existing use or uses:			
Proposed uses or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

[] 5. Plan Detail Information:

- [] a. A key map at a scale of not less than one (1") inch equals one thousand (1,000') feet showing the location of the tract to be subdivided with reference to surrounding areas, existing street which border the tract, the names of all such streets anyone boundaries which are within five hundred (500') feet of the subdivision.
- [] b. Zoning data table formatted in accordance with 812.01(included).
- [] c. The location of that portion which is to be subdivided in relation to the entire tract.
- [] d. All existing structures and wooded areas within the portion to be subdivided and within twenty-five (25') feet thereof.
- [] e. The names of the owners and of all adjoining property owners as disclosed by the most recent municipal tax records.

CODE OF THE CITY OF ASBURY PARK

- f. The tax map sheet, block and lot numbers.
- g. All street or roads and streams within one hundred (100') feet of the tract.
- h. North arrows.
- i. Written and graphic scale.
- j. A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided.
- k. Proposed lot and block numbers as assigned by the City of Asbury Park Tax Assessor.
- l. Metes and Bounds Description of existing and proposed property lines.

LAND DEVELOPMENT REGULATIONS

MAJOR SITE PLAN
CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NJ 07712
(732) 775-2100

Major Site Plan – Application #MA02_____ Completeness Checklist
(Subsection 30-45.4)
(Ord. No. 2015-52, Exhibit F)

Please Check One:

Planning Board _____

Board of Adjustment _____

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55D-10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. See Section 30-46 of the Zoning Ordinance of the City of Asbury Park for further details of submission requirements and procedures.

Block _____ Lot _____ Property Location _____

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____

AFFIDAVIT OF COMPLETENESS

I, the undersigned, affirm that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq., and amendments thereto, the current Zoning and Subdivision Ordinances of the City of Asbury Park and the City of Asbury Park Checklist.

I further affirm that all information contained herein is complete and accurate.

Name - Print or Type

Signature/Seal & License #

Date: _____

No application will be accepted without a fully completed checklist.

CODE OF THE CITY OF ASBURY PARK

Site Plan Checklist - Part A Submission Documents

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

C	N	N/A	ALL PLANS SHALL BE FOLDED AND COLLATED
—	—	—	1. Sixteen (16) copies of the application form.
—	—	—	2. Sixteen (16) copies of the site plan. Six (6) full size sets at 24" x 36" and Ten (10) 11" x 17" size sets.
—	—	—	3. Three (3) prints of the Soil Erosion and Sediment Control Plans.
—	—	—	4. Three (3) prints of the Tree Preservation Plan.
—	—	—	5. Three (3) Storm Drainage and/or Detention Basin calculations.
—	—	—	6. Certification of payment of Property Taxes and Sewer Fees.
—	—	—	7. Proof of submission to the Monmouth County Planning Board.
—	—	—	8. Notice and proofs of service, due five (5) days prior to meeting.
—	—	—	9. Application Fee \$_____.
—	—	—	10. Zoning Determination from the Zoning Officer.
—	—	—	11. A signed and sealed copy of the survey, prepared by a land surveyor.
—	—	—	12. Roof Top Detail (Vertical Detail & Surface Layout).
—	—	—	13. Contribution Disclosure Statement

C=Complete N=Incomplete N/A=Not Applicable

Submitted Application must meet all of the requirements of Articles IV, V & VI of the Code of the City of Asbury Park, Chapter XXX Land Development Regulations.

Upon approval of a development application, a digital copy of the complete application including pdf's of submitted plats, plans and surveys and exhibits marked into evidence shall be submitted on a CD.

Site Plan Checklist – Part B Plan Requirements

1. General Requirements:

LAND DEVELOPMENT REGULATIONS

The site plan shall be signed and sealed by an architect, professional engineer, land surveyor and/or professional planner licensed to practice in the State of New Jersey, however, that the sanitary sewer, water distribution and storm drainage plans and water and sewage treatment facility plans may only be signed and sealed by a professional engineer. In addition, the following must be submitted:

- a. Site plan shall not be drawn at a scale smaller than one (1") inch equals fifty (50') feet nor longer than one (1") inch equals ten (10') feet.
 - b. The site plan shall be based on an accurate certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1, Preparation of Land Surveys" September 1984 and as amended. The date of the survey and the name of the person who made the survey, shall be shown on the site plan.
2. Title Block: The title block shall appear on all sheets in conformance with N.J.S.A. 46:26B-1 et seq. (Map filing law) and include:
- a. Title to read "Site Plan"
 - b. Name of the development, if any
 - c. Tax map sheet, block and lot number(s) of the site, as shown on the latest City Tax Map, the date of which shall also be shown in the title block.
 - d. Date of original and all revisions.
 - e. Names and addresses of owner and developer so designated.
 - f. Name, signature, address and license number of engineer, architect, land surveyor or planner who prepared the plan, and their embossed seal.
3. The following shall be included on the first sheet of all plans submitted to the Planning Board or Zoning Board of Adjustment for Site Plan, Minor Site Plan, Subdivision, Minor Subdivision or Variance approval:
- a. Zoning Comparison Table:

ZONE DISTRICT:			
	Required	Existing	Proposed
Minimum lot area			
Maximum density			
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			

CODE OF THE CITY OF ASBURY PARK

ZONE DISTRICT:			
	Required	Existing	Proposed
Minimum front yard setback			
Minimum side yard setback			
Minimum combined side yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Existing use or uses:			
Proposed uses or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

- b. A key map, at a scale of not less than one (1") inch equals one thousand (1,000') feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within two hundred (200') feet of the site.
 - c. Zone boundaries and the tax map sheet, lot and block numbers and the names of owners of all properties within two hundred (200') feet of the site.
4. North arrow and written and graphic scale.
 5. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses, where such have been delineated or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Planning Board in the determination of floodway and flood hazard area limits.
 6. Paving and right of way widths of existing streets within two hundred (200') feet of the site.
 7. The boundary, nature and extent of wooded areas, swamps, bogs, lakes and ponds within the site and within two hundred (200') feet thereof and delineated of all wetlands soils as defined by the New Jersey Department of Environmental Protection and the U.S. Army Corp of Engineers.

LAND DEVELOPMENT REGULATIONS

8. Existing and proposed manholes, sewer lines, fire hydrants, water lines, utility poles and all other topographic features of a physical or engineering nature with the site and within two hundred (200') feet hereof.
9. All existing structures on the site and within two hundred (200') feet thereof including their use, indicating those to be destroyed or removed and those to remain.
10. Location, use, finished grade level, ground coverage, first floor and basement elevations, front, rear, and side setbacks of all buildings and other pertinent improvements to be drawn and labeled on plan.
11. Existing and proposed public easements or rights-of-way and the proposed thereof, including conservation easements.
12. A grading plan showing existing and proposed grading contours at one (1') foot intervals throughout the tract, except if slopes exceed five (5%) percent a two (2') foot interval may be used. If the grades exceed ten (10%) percent a five (5') foot interval is permissible.

Datum shall be United States Coast and Geodetic Survey Datum (MSL=O) and source of datum and bench marks shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be drawn to clearly delineate proposed grading.

13. Demolition plan showing proposed demolition activities (indicated in dashed lines).

14. On-Site Drainage Plan:

- a. The drainage plan shall be presented in graphic form which shall clearly show the street and site layout and those terms which are pertinent to drainage including existing and proposed contours as previously required.
- b. The plan shall outline each area contributing to each inlet.
- c. All proposed drainage shall be shown with pipe type and sizes, invert and grade or rim elevations, grades and all directions of flow. The direction of flow of all surface waters and of all streams shall be shown.
- d. The drainage shall be accompanied by complete drainage calculations made in accordance with the Soil Conservation Service method.

15. Off-Site Drainage Plan:

The plan shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:

- a. The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown.

CODE OF THE CITY OF ASBURY PARK

- b. The pertinent off site existing drainage shall be shown with elevations of inverts and grates to the nearest one tenth of a foot.
 - c. To the extent that information is available and maybe obtained from the County or City Engineer, any existing plans for drainage improvements shall be shown.
 - d. In the event a temporary drainage system is proposed, full plans of that system shall be shown.
 - e. The off site drainage plans shall be accompanied by profiles of all proposed drainage, showing existing details, pipe sizes, type inverts, crowns, slopes all proposed structures and connections and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross sections at intervals not exceeding one hundred (100') feet shall be shown for all open channels.
16. If required by the City Engineer, center line profiles of streets bordering the site, internal roadways and major circulation aisles showing existing and final grades and slopes, and pipe sizes, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities.
17. Soil Boring Logs: Unless the City shall determine that a lesser number of boring logs are required or that some or all of the boring logs may be deferred to the final plan stage, the site plan shall be accompanied by a set of boring logs and soil analyses for borings made in accordance with the following:
- a. One boring not less than fifteen (15') feet below grade or twenty (20') feet minimum depth shall be made for every five (5) acres (or portion thereof) of land where the water table is found to be ten (10') feet or more below proposed or existing grade at all boring locations.
 - b. One additional boring shall be made per acre (or portion thereof) in those areas where the water table is found to be less than ten (10') feet below proposed or existing grade.
 - c. In addition to the above, in those areas where the water table is found to be five (5') feet or less below existing or proposed grade, two additional borings per acres (or portion thereof) will be required if construction of basement is contemplated. Borings shall be located where such basements are proposed.
 - d. Boring logs shall show soil types and characteristics encountered, ground water depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one tenth of a foot.
 - e. Based on the borings, the site plan shall clearly indicate all areas having a water table within two (2') feet of the existing surface of the land, or within two (2') feet

LAND DEVELOPMENT REGULATIONS

of proposed grade, of all areas within which two (2') feet or more of fill is contemplated or has previously been placed.

[] f. Certified soil tests as a basis for design standards for pavement, pipe, bedding, etc.

18. The capacity of off street parking areas, and the location and dimensions of all access drives, aisles and parking stalls. The location and treatment of existing and proposed entrances and exits to the public rights of way, including the possible utilization of traffic signals, directional signage, channelization, acceleration and deceleration lanes, additional width and any other device necessary for traffic safety and/or convenience, and the estimated number of passenger vehicles, single unit trucks or buses and semi-trailers that will enter the site each day. Show existing striped on-street parking and any proposed spaces that shall be eliminated. If a parking space is marked with a municipal parking number, provide designated number of space to be eliminated.

Street names and directional traffic flow and utilities in streets.

Location of facilities for the handicapped, including parking spaces and ramps (where applicable), and including construction details for ramps for the handicapped.

19. Graphic depiction of the anticipated routes and details of the system of on site vehicular and pedestrian circulation.
20. The location and size of proposed loading docks.
21. If there is a company vehicle, its parking location shall be shown on plans.
22. The location of curbs and sidewalks with sidewalk dimensions. Special paving patterns shall be shown on plan.
23. Cross sections showing the composition of pavement areas, curbs and sidewalks.
24. Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and features both building and pole mounted.
25. Landscaping and screening plan showing the location, type, height, spacing and number of each type of tree or shrub and the location, type and size, spacing and number of each type of ground cover to be utilized and planting details for trees, shrubs and/or ground cover. A maintenance schedule, planting detail and planting instructions shall also be included.
26. The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common open space, indicating the facilities to be provided in such areas.

Fences, gates, and retaining walls with height and type indicated. An illustrated detail showing height and color shall be provided.

CODE OF THE CITY OF ASBURY PARK

27. Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas to include materials and height. Gate type shall be illustrated.
28. Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated and shall include heights, building dimensions and room measurements. Building materials and colors shall be labeled on the drawing. Elevation drawings shall include the location of mechanical elements.
29. All decorations and signs shall be shown on the building elevations. Dimensions, materials, colors and method of illumination shall be labeled.

A roof plan showing all mechanical equipment, bulkheads, gardens and shall be labeled.

30. A rendering and color site plan shall be presented at the hearing. The rendering shall match the elevation drawing.
31. Sectionalization and staging plan:

Developers of large uses such as shopping centers, multifamily dwellings, industrial parks or other such uses proposed to be developed in stages shall submit Sectionalization and staging plans showing the following:

 - a. The anticipated date of commencing construction of each section or stage.
 - b. Plans for separate construction emergency access for the project in order to avoid occupancy conflicts.
32. Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parking on the site and provisions to be made for site maintenance.
33. Traffic analysis report and recommendations from a qualified traffic engineer.
34. Such other information as the Municipal Agency and/or City Engineer may require during site plan review.
35. Use Group Classification of the building or structure.
36. Type of construction classification of building or structure to be erected, altered or extended, as defined by the B.O.C.A. Code.

LAND DEVELOPMENT REGULATIONS

MINOR SITE PLAN
CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NJ 07712
(732) 775-2100

Minor Site Plan Application #MN02_____ Completeness Checklist
(Subsection 30-45.4)
(Ord. No. 2015-52, Exhibit G)

Please check one:

Planning Board _____

Zoning Board of Adjustment _____

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55D-10-3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. See Section 30-46.3 of the Zoning Ordinance or the City of Asbury Park for further details of submission requirements and procedures.

Application # _____

Date: _____

Name of Applicant: _____

Block _____ Lot _____

Address _____

AFFIDAVIT OF COMPLETENESS

I, the undersigned, affirm that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55-D-1, et seq., and amendments thereto, the current Zoning and Subdivision Ordinances of the City of Asbury Park and the City of Asbury Park Checklist.

I further affirm that all information contained herein is complete and accurate.

Name - Print or Type

Signature/Seal & License #

Date: _____

CODE OF THE CITY OF ASBURY PARK

**City of Asbury Park
Minor Site Plan Application**

Application # _____

Date: _____

Name of Applicant: _____

Minor Site Plan Checklist Part – A Submission of Documents

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

C	N	N/A	ALL PLANS MUST BE FOLDED AND COLLATED
—	—	—	1. Sixteen (16) copies of the Application form.
—	—	—	2. Sixteen (16) copies of the site plan. Six (6) full size sets at 24” x 36” and Ten (10) 11” x 17” size sets.
—	—	—	3. Three (3) prints of the Soil Erosion and Sediment Control Plans.
—	—	—	4. Four (4) prints of the Tree Preservation Plan.
—	—	—	5. Storm Drainage and/or Detention Basin calculations, if applicable.
—	—	—	6. Certification of payment of Property Taxes and Sewer Fees.
—	—	—	7. Proof of submission to the Monmouth County Planning Board.
—	—	—	8. Notice and proofs of service, due five (5) days prior to meeting.
—	—	—	9. Application Fee \$_____.
—	—	—	10. Zoning Determination from the City Zoning Officer.
—	—	—	11. A signed and sealed copy of the survey, prepared by a licensed land surveyor.
—	—	—	12. Roof Top Detail (Vertical Detail & Surface Layout).
—	—	—	13. Contribution Disclosure Statement.

C=Complete N=Incomplete N/A=Not Applicable

Submitted Application must meet all of the requirements of Articles IV, V & VI of the Code of the City of Asbury Park, Chapter XXX Land Development Regulations.

LAND DEVELOPMENT REGULATIONS

Upon approval of a development application, a digital copy of the complete application including pdf's of submitted plats, plans and surveys and exhibits marked into evidence shall be submitted on a CD.

CODE OF THE CITY OF ASBURY PARK

**CITY OF ASBURY PARK
MINOR SITE PLAN APPLICATION**

Application # _____

Date: _____

Name of Applicant: _____

Minor Site Plan Checklist – Part B Plan Requirements

1. General Requirements:

The minor site plan shall be signed and sealed by an architect, professional engineer land surveyor and/or professional planner licensed to practice in the State of New Jersey, provided however, that the sanitary sewer, water distribution and storm drainage plans and water and sewage treatment facility plans may only be signed and sealed by a professional engineer.

In addition, the following must be submitted:

- a. Minor site plans shall not be drawn at scale smaller than one (1") inch equals fifty (50') feet nor larger than one (1") inch equals ten (10') feet.
- b. The minor site plan shall be based on an accurate certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1. "Preparation of Land Surveys", dated September 1984 and as amended. The date of the survey and the name of the person who made the survey, shall be shown on the site plan.

2. Title Block:

The title block shall appear on all sheets in conformance with N.J.S.A. 45:8-27, et seq. (Map Filing Law) and include:

- a. Title to read "Minor Site Plan".
- b. Name of the development, in any.
- c. Tax map sheet, block and lot number(s) of the site as shown on the latest City Tax Map, the date of which shall also be shown in the title block.
- d. Date of original and all revisions.
- e. Name and addresses of owner and developer, so designated.
- f. Names, signature, address and license number of the engineer, architect, land surveyor or planner who prepared the plan, and their embossed seal.
- g. If the minor site plan contains more than one (1) sheet, each sheet shall be numbered and titled.

LAND DEVELOPMENT REGULATIONS

3. The following shall be included on the first sheet of all plans submitted to the Planning Board or Zoning Board of Adjustment for Site Plan, Minor Site Plan, Subdivision, Minor Subdivision or Variance approval:

a. Zoning Comparison Table:

ZONE DISTRICT:	Required	Existing	Proposed
Minimum lot area			
Maximum density			
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum combined side yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Existing use or uses:			
Proposed uses or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

- b. Zone boundaries and the tax map sheet, lot and block numbers and the names of owners of all properties within two hundred (200') feet of the site.
- c. A key map, at the scale of not less than one inch equals one thousand (1,000') feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within two hundred (200') feet of the site.

4. North Arrow and written and graphic scale.

CODE OF THE CITY OF ASBURY PARK

5. The tops of the banks and boundaries of the roadways and flood hazard area of all existing water courses, where such have been delineated or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined and/or such other information as may assist the Planning Board in the determination of floodway and flood hazard area limits.
6. Paving and right of way widths of existing streets within two hundred (200') feet of site.
7. The boundary, nature and extent of wooded areas, swamps, bogs and ponds within the site and within two hundred (200') feet thereof and delineation of all wetland soils as defined by the New Jersey Department of Environmental Protection and the U.S. Army Corp of Engineers.
8. Existing and proposed manholes, sewer lines, fire hydrants, water lines, utility poles and all other topographic features of a physical or engineering nature with the site and within two hundred (200') feet thereof.
9. All existing structures on the site and within two hundred (200') feet thereof, including their use, indicating those to be destroyed or removed and those to remain.
10. Location, use, finished grade level, ground coverage, first floor and basement elevations, front, rear and side setbacks of all buildings and other pertinent improvements to be drawn and labeled on plan.
11. Existing and proposed public easements or right-of-ways and the purposes thereof, including conversation easements.
12. Sufficient grading information for the Planning Board Engineer to review the proposed changes and impact of the project.
13. If required by the City Engineer, center line profiles of streets bordering the site, internal roadways and major circulation aisles showing existing and final grades and slopes and pipe sizes, slope type inverts, and grate or rim elevations or drainage and sanitary sewage facilities.
14. Graphic depiction of the anticipated routes and details of the system of on site vehicular and pedestrian circulation.
15. The location and dimensions of all access drives, aisles and parking stalls. The location and treatment of existing and proposed entrances and exits to public rights of way, including the possible utilization of traffic signals, directional signage, channelization, acceleration and deceleration lanes, additional width and any other device necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single unit trucks or buses and semi-trailers that will enter the site each day. Show existing striped on-street parking and any proposed spaces that shall be eliminated. If parking space is marked with a municipal parking number, provide designated number of space to be eliminated.
16. Street names and directional traffic flow and utilities in streets.

LAND DEVELOPMENT REGULATIONS

17. Location of facilities for the handicapped, including parking spaces and ramps where applicable), and including construction details for ramps for the handicapped.
18. The location and size of proposed loading docks.
19. If there is a company vehicle, its parking location shall be shown on plans.
20. The location of curbs and sidewalks with sidewalk dimensions. Special paving patterns shall be shown on plan.
21. Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and features both building and pole mounted.
22. Landscaping and screening plan showing the location, type, height, spacing and number of each type of tree or shrub and the location, type and size, spacing and number of each type of ground cover to be utilized and planting details for trees, shrubs and/or ground cover. A maintenance schedule, planting detail and planting instructions shall also be included.
23. The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common open space, indicating the facilities to be provided in such areas.
24. Fences, gates, and retaining walls with height and type indicated. An illustrated detail showing height and color shall be provided.
25. Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas to include materials and height Gate type shall be illustrated.
26. Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated and shall include heights, building dimensions and room measurements. Building materials and colors shall be labeled on the drawing. Elevation drawings shall include the location of mechanical elements.
27. All decorations and signs shall be shown on the building elevations. Dimensions, materials, colors and method of illumination shall be labeled.
28. A roof plan showing all mechanical equipment, bulkheads, gardens and shall be labeled.
29. Use group classification of the building or structure.
30. Type of construction classification of building or structure to be erected, altered or extended, as defined by the B.O.C.A. Code.
31. A rendering and color site plan shall be presented at the hearing. The rendering shall match the elevation drawing.

CODE OF THE CITY OF ASBURY PARK

FOR MUNICIPAL USE ONLY

Application has been deemed complete on _____ incomplete _____

Reason for being deemed incomplete: _____

Application will be heard on _____

<u>Board or Agency</u>	<u>Plans Forwarded</u>	<u>Report Dated</u>	<u>Report Received</u>
Zoning/Planning Board	_____	_____	_____
City Engineer	_____	_____	_____
City Planner	_____	_____	_____
Tax Assessor	_____	_____	_____
Construction Official	_____	_____	_____
Fire Department	_____	_____	_____
Shade Tree Commission	_____	_____	_____
Director of Public Works (memo with application)	_____	_____	_____
Board of Architect Review (if applicable)	_____	_____	_____

LAND DEVELOPMENT REGULATIONS

VARIANCE
CITY OF ASBURY PARK

Variance Application and Checklist

(Subsection 30-45.4)

(Ord. No. 2015-52, Exhibit H)

Dear Applicant:

The following information is given to assist you in the process of applying to the Zoning Board of Adjustment. If you have any questions throughout this process, please feel free to contact us at (732) 775-2100 ask for the Zoning Department.

Only completed applications will be accepted for consideration.

C	N	N/A	ALL PLANS MUST BE FOLDED AND COLLATED
—	—	—	1. Sixteen (16) copies of the application form.
—	—	—	2. Sixteen (16) copies of Drawing or Plans of proposed structure. Six (6) full size sets at 24" x 36" and Fourteen (14) 11" x 17" size sets.
—	—	—	3. Sixteen (16) copies of the Site Plan. Six (6) full size sets at 24" x 36" and Fourteen (14) 11" x 17" size sets.
—	—	—	4. Sixteen (16) copies of a signed, sealed Survey.
—	—	—	5. Certificate of payment of taxes and sewer fees.
—	—	—	6. Proof of submissions to Monmouth County Planning Board.
—	—	—	7. Notice and proofs of service, due five (5) days prior to meeting.
—	—	—	8. Application fee paid \$_____.
—	—	—	9. Escrow Fee paid \$_____.
—	—	—	10. Zoning Determination from the Zoning Officer.
—	—	—	11. Photographs of the portion of site to be affected.
—	—	—	12. Roof Top Detail (vertical detail and surface layout).
—	—	—	13. Contribution Disclosure Statement.

Upon approval of a development application, a digital copy of the complete application including pdf's of submitted plats, plans and surveys and exhibits marked into evidence shall be submitted on a CD.

CODE OF THE CITY OF ASBURY PARK

Variance only General Requirements:

For applications involving new construction or changes to a building other than a storage shed or the addition of a deck:

The following must be submitted:

- 1. a. Plans shall not be drawn at scale smaller than one (1") inch equals fifty(50') feet nor larger than one (1") inch equals ten (10') feet.
- b. The Plan shall be based on an accurate certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1. "Preparation of Land Surveys", dated September 1984 and as amended. The date of the survey and the name of the person who made the survey, shall be shown on the site plan.

2. Title Block:

The title block shall appear on all sheets in conformance with N.J.S.A. 46:26B-1 et seq. (Map Filing Law) and include:

- a. Title to read "Variance".
 - b. Name of the development, if any.
 - c. Tax map sheet, block and lot number(s) of the site as shown on the latest City Tax Map, the date of which shall also be shown in the title block.
 - d. Date of original and all revisions.
 - e. Name and addresses of owner and developer, so designated.
 - f. Names, signature, address and license number of the engineer, architect, land surveyor or planner who prepared the plan, and their embossed seal.
 - g. If the plans contain more than one (1) sheet, each sheet shall be numbered and titled.
3. The following shall be included on the first sheet of all plans submitted to the Planning Board or Zoning Board of Adjustment for Site Plan, Minor Site Plan, Subdivision, Minor Subdivision or Variance approval:

a. Zoning Comparison Table:

ZONE DISTRICT:	Required	Existing	Proposed
Minimum lot area			
Maximum density			

LAND DEVELOPMENT REGULATIONS

ZONE DISTRICT:	Required	Existing	Proposed
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum combined side yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Existing use or uses:			
Proposed uses or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

- b. Zone boundaries and the tax map sheet, lot and block numbers and the names of owners of all properties within two hundred (200') feet of the site.
 - c. A key map, at the scale of not less than one inch equals one thousand(1,000') feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within two hundred (200') feet of the site.
4. North Arrow and written and graphic scale.
 5. All existing structures on the site indicating those to be destroyed or removed and those to remain.
 6. Location, use, finished grade level, ground coverage, first floor and basement elevations, front, rear and side setbacks of all buildings and other pertinent improvements to be drawn and labeled on plan.
 7. Existing and proposed public easements or right-of-ways and the purposes thereof, including conversation easements where applicable.
 8. The location and dimensions of all access drives, aisles and parking stalls affected by the variance. The location and treatment of existing and proposed entrances and exits to

CODE OF THE CITY OF ASBURY PARK

public rights of way, and the estimated average number of passenger vehicles, single unit trucks or buses and semi-trailers that will enter the site each day where applicable.

9. Street names and directional traffic flow.
10. If there is a company vehicle, its parking location shall be shown on plans.
11. The location of curbs and sidewalks with sidewalk dimensions. Special paving patterns shall be shown on plan.
12. Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and features both building and pole mounted where applicable.
13. Landscaping and screening plan showing the location, type, height, spacing and number of each type of tree or shrub and the location, type and size, spacing and number of each type of ground cover to be utilized and planting details for trees, shrubs and/or ground cover.
14. Fences, gates, and retaining walls with height and type indicated. An illustrated detail showing height and color shall be provided where applicable.
15. Drawn details of the type of screening to be utilized for refuse storage areas for multifamily and commercial uses where applicable.
16. Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated and shall include heights, building dimensions and room measurements. Building materials and colors shall be labeled on the drawing. Elevation drawings shall include the location of mechanical elements.
17. All decorations and signs shall be shown on the building elevations where applicable. Dimensions, materials, colors and method of illumination shall be labeled where applicable.
18. A roof plan showing all mechanical equipment, bulkheads, gardens and shall be labeled where applicable.
19. Any other information required by the Board or the Planner that would be helpful to the Board that you provide regarding your application in making an informed decision the night of the meeting.

All other variance only applications:

The following must be submitted:

1. a. Plans shall not be drawn at scale smaller than one (1") inch equals fifty (50') feet nor larger than one (1") inch equals ten (10') feet. All plans shall be to scale.

LAND DEVELOPMENT REGULATIONS

- b. The Plan shall be based on an accurate certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1. "Preparation of Land Surveys", dated September 1984 and as amended. The date of the survey and the name of the person who made the survey, shall be shown on the site plan.
2. Title to read "Variance".
 - a. Address, Tax Block and Lot
 - b. Date of original and all revisions.
 - c. Name and addresses of owner and developer, so designated.
 - d. If the plans contain more than one (1) sheet, each sheet shall be numbered and titled.
 3. Zoning Comparison Table on first sheet or a separate sheet. Provide information applicable to the variance(s) requested:

ZONE DISTRICT:	Required	Existing	Proposed
Minimum lot area			
Maximum density			
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum combined side yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Existing use or uses:			
Proposed uses or uses:			
Existing floor area:			
Proposed floor area:			

CODE OF THE CITY OF ASBURY PARK

4. Location of proposed improvements and their relationship to existing structures.
5. Drawing of the proposed improvement including dimensions, height, and materials.
6. All existing structures on the site indicating those to be destroyed or removed and those to remain.
7. Existing and proposed public easements or right-of-ways and the purposes thereof, including conversation easements.
8. The location and dimensions of all access drives, aisles and parking spaces affected by the variance.
9. Fences, gates, and retaining walls with height and type indicated where applicable. An illustrated detail showing height and color shall be provided where applicable.
10. For sign and graphic variance applications: All decorations and signs shall be shown on the building elevations. Dimensions, materials, colors and method of illumination shall be labeled where applicable.
11. Any other information required by the Board or the Planner that would be helpful to the Board that you provide regarding your application in making an informed decision the night of the meeting.