

LAND USE AND DEVELOPMENT

102 Attachment 2

Township of Bethlehem

CHECKLIST
 FOR DETERMINING COMPLETENESS OF APPLICATION FOR
PRELIMINARY MAJOR SITE PLAN APPROVAL
 LAND USE ORDINANCE
 TOWNSHIP OF BETHLEHEM, HUNTERDON COUNTY, NEW JERSEY
[Amended 10-5-2006 by Ord. No. 255-37-2-2006]

 Name of Application _____ Application No. _____
 Block _____ Lot _____ Date Filed _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the Applicant, a specified requirement is waived by the municipal agency.

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
Note: See § 102-51 of the Bethlehem Township Land Development Ordinance for further details of submission requirements and procedures.						
1. Application form including checklists (20 copies). §102-51A(1)(b)						
2. Plans (20 copies) that have been signed and sealed by a New Jersey professional engineer and/or a New Jersey Professional Land Surveyor, as required and folded into eighths with the title block revealed. §102-51A(1)(a)						
3. Protective covenants or deed restrictions applying to the land being subdivided (20 copies). §102-51B(4)						
4. Application and escrow fees in accordance with Article IX §102-53.						
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5. Certification from the Bethlehem Township Tax Collector that all taxes and assessments on the property are paid in full. §102-51B(7)						
6. Separate application (and fee) for any conditional use or variance with the application. §102-53						
7. An Environmental Impact Statement prepared by a qualified environmental professional (CV to be attached to EIS) which is technically complete and meets the requirements of Section 102-51C (20 copies to be provided).						
<u>Plans shall show or include the following:</u>						
8. Map scale not less than 1 inch = 100 feet, using 1 of 4 standard sheet sizes: 8½ x 13; 15 x 21; 24 x 36; or 30 x 42 inches per ordinance §102-51B.						
9. A Key Map showing the entire tract at a scale of 1 inch equals not more than 2,000 feet. §102-51B(3)(a)						
10. Name of subdivision or development, Bethlehem Township and Hunterdon County. §102-51B(3)(b)[1]						
11. Name, address, and telephone number of the following: §102-51B(3)(b)[2 – 4]						
a. Professional responsible for preparing the plans						
b. Owner or owners of the site						
c. Subdivider or developer						
12. Scale, north arrow and reference meridian. The reference source (i.e. deed, etc.) of the median should be identified. §102-51B(3)(b)[5] and §102-51C						
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13. Date of original preparation and revision block identifying any and all revisions. §102-51B(3)(b)[6]						
14. Certification that applicant is owner or authorized agent, or consent of owner to file application. §102-51B(3)(d)						
15. The name of the owner and the block and lot designation of any and all property located within 200 feet of the site as shown on the most recent tax list. List shall be prepared by the Township Tax Assessor or Tax Collector. §102-51B(3)(g)						
16. Existing and proposed contours as required by the Ordinance §102-51B(3)(n).						
17. The tax map sheet, and existing block and lot numbers to be subdivided or developed. §102-51B(3)(h)						
18. Certification from the Tax Assessor that the proposed block and lot numbers have been reviewed and approved. §102-51B(3)(h)						
19. Approval signature lines for Board Chairman, Secretary, and Township Engineer. §102-51B(3)(e)						
20. Location of all existing structures on the property, and within 200 feet of the property line. Property lines of adjacent properties should be shown. §102-51B(3)(p)						
21. The acreage to the nearest tenth of an acre, and a computation of the area of the tract to be disturbed. §102-51B(3)(f)						
22. Tract boundary line (heavy solid line). §102-51B(3)(i)						
23. Zoning districts, including district names and requirements. §102-51B(3)(j)						
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24. The locations and dimensions of existing and proposed bridges and the location of natural features, such as wooded areas and any extensive rock formations, both within the tract and within 200 feet of its boundaries. §102-51B(3)(k)						
25. The location and species associations of all individual trees or groups of trees having a caliper of 18 inches or more measured 3 feet above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development. The proposed location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planting, and the total quantity of each plant and the location of each plant keyed to the plan. §102-51B(3)(l)						
26. Existing and proposed watercourses, including lakes and ponds with required details §102-51B(3)(m):						
a. When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the New Jersey Department of Environmental Protection.						
b. Cross sections of watercourses and/or drainage swales at an appropriate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at the locations specified in the ordinance §102-51B(3)(m)[2];						
c. The total acreage of the drainage basin of any watercourse running through or adjacent to the tract;						
d. The location of all drainage structures within 500 feet downstream of the tract including hydrologic and hydraulic computations for each structure.						
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e. The location and extent of drainage and conservation easements and stream encroachment lines;						
f. The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within 300 feet of the tract.						
27. Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq. §102-51B(3)(o)						
28. The size, height and location of all proposed buildings, structures, signs and lighting facilities. §102-51B(3)(q)						
29. All dimensions necessary to confirm conformity to the ordinance requirements such as the size of the tract and any proposed lot(s), setbacks, heights, yards and floor area ratios. §102-51B(3)(r)						
30. The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details of lighting poles and luminaries. §102-51B(3)(s)						
31. The proposed screening, buffering and landscaping, including a landscape plan as required by ordinance §102-51B(3)(t).						
32. The location and design of any off-street parking area, showing size and location of bays, aisles and barriers. §102-51B(3)(u)						
33. All means of vehicular access or egress to and from the site onto public streets, with the information required by ordinance §102-51B(3)(v)						
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34. Plans and computations for any storm drainage systems as required by ordinance §102-51B(3)(w) and the Stormwater Control Ordinance.						
a. Upstream tributary drainage system information including topographic base map of the site that extends a minimum of 300 ft. beyond the limits of the proposed development.						
b. Proposed Stormwater site planning and design summary including both nonstructural and structural approaches. The plan describes the control of ground water discharge, stormwater quality problems as required by the Municipal Stormwater Management Plan and/ or the Municipal Stormwater Pollution Prevention Plan.						
c. Total area to be built upon, proposed area contours, land area to be occupied by the stormwater management facilities and types of vegetation thereon, land area to remain in natural vegetation, and details of the proposed plan to infiltrate, manage, control and dispose of stormwater.						
d. Details of all stormwater management facility designs. Section 9.c.5.b of the Stormwater Control Ordinance.						
e. Comprehensive Hydrologic and Hydraulic design and discharge stability calculation for the design storms specified in Section 4 of the Stormwater Control Ordinance.						
f. The soil report if the proposed stormwater management control measures depend on the hydrologic properties of the soil.						
g. Maintenance and repair plan for the stormwater management facility that meets maintenance requirements of Section 10 of the Stormwater Control Ordinance.						
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35. The location of existing utility structures on the tract and within 200 feet of its boundaries as required by ordinance §102-51B(3)(x)						
36. Plans of proposed improvements and utility layouts as required by ordinance §102-51B(3)(y)						
39. Plans, typical cross sections and construction details, horizontal and vertical alignment of the center line of all proposed streets and of existing streets abutting the tract as required by the ordinance. §102-51B(5)						
40. The proposed permanent monuments shall be shown. §102-51B(3)(a)						
41. The Board reserves the right to acquire additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include but not limited to drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.						
42. Development occurs in Carbonate Rock District. (CRD) or Carbonate Drainage Area (CDA) and Carbonate Area District Cover Sheet and Phase I Checklist are attached. §102-39.2						
43. Aquifer Test and Analysis – §102-62 through §102-66						
44. Application must show compliance with the requirements of the Growth Share Ordinance, section 101-10 of the Township Code.						
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Application Deemed Complete

Date_____

Application Deemed Incomplete

Date_____

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete

Date_____

Submission of additional information or written request for waivers of the following completeness items is required: