

**ZONING BOARD OF ADJUSTMENT**  
**MINOR SITE PLAN CHECKLIST**  
 Borough Section 17A-179  
 Township Section 10B-207.1

MINOR SITE PLAN - The applicant must meet the following definition: A development of one or more lots which:

- (a) Proposes new development within the scope of development specifically permitted by ordinance as a minor site plan;
- (b) Does not involve planned development, any new street or extension of any off-tract improvement which is to be prorated pursuant to municipal ordinances;
- (c) Contains the information reasonably required in order to make an informed determination as to whether the requirements established by this chapter for approval of a minor site plan have been met.

Name of Applicant:

The following check list is designed to inform applicants as to what is required in preparing minor site plans for board review. Applicants should check off items to confirm that it is included as part of the submission. **CHECK LIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD.** Utilities, details, profiles, etc. may be shown on separate sheets. This check list must be submitted with the application. Applications filed which include a waiver request for any of the check list items, shall be accompanied by a written statement in support of each waiver request.

\*The total number of copies to be submitted is dependent upon which Board hears your application. This information can be found in the cover sheet of the application.

| Office Use                       | Applic Use |  |
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| <b>(a) General Requirements:</b> |            |  |
|                                  |            | 1. Completed application form (original + 5 copies). *Maximum number of copies required is 30.   |
|                                  |            | 2. Overall site plan in reduced form 11" x 17" (14 copies), to be shown on one sheet. *Maximum number of copies required is 30.  |
|                                  |            | 3. Complete site plan and architectural drawings signed and sealed by an appropriate professional pursuant to State licensing requirements (14 copies). Plans are not to exceed 24" x 36" and all sheets must be the same size. All plans must be collated and folded. *Maximum number of copies required is 30.                                 |
|                                  |            | 4. Application and Escrow Fees. Separate checks are required.  |
|                                  |            | 5. Completed W-9 and escrow agreement.   |
|                                  |            | 6. Fire Protection Plan in accordance with Township Section 10B-118.1 through 10B-118.4 or Borough Section 17A-118.1 (6 copies). *Maximum number of copies required is 30.   |
|                                  |            | (a) Fire protection map (14 copies, *Maximum number of copies required is 30. indicating: <ul style="list-style-type: none"> <li>[1] existing and proposed hydrants</li> <li>[2] distances between hydrants</li> <li>[3] distances to nearest hydrant</li> <li>[4] water main location, size and location where supply is coming from</li> </ul> |

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| <b>(a) General Requirements (continued):</b> |            |  |
|  |            | (b) Narrative containing information regarding the relevant fire protection sector as well as distances and spacing of fire hydrants. (14 copies, *Maximum number of copies required is 30.) This information must also include :<br>[1] exposure distances<br>[2] accessibility of fire hydrants<br>[3] demonstrating that fire flows at nearby fire hydrants, meets or exceeds Township standards<br>[4] size and type of building construction<br>[5] intended use and occupancy of building<br>[6] fire protection practices |
|  |            | 7. Completed checklist (original + 5 copies). *Maximum number of copies required is 30.  |
|  |            | 8. Letter from the Tax Collector stating that all taxes and assessments are paid to date.  |
|  |            | 9. If applicable, completed variance appeal form and/or conditional use form (original + 5 copies). *Maximum number of copies required is 30.  |
|  |            | 10. Submission of historic preservation plan, pursuant to municipal ordinances.<br>(a) Photograph's of the property in question and surrounding properties<br>(b) Product specifications, where available<br>(c) Elevations and details for proposed new construction<br>(d) Floor plans<br>(e) Documentation sufficient to demonstrate how the proposed improvement appears in context  |
| <b>(b) Site Plan:</b>                        |            |  |
|  |            | 1. Tract name.   |
|  |            | 2. Tax map sheet, lot and block number.  |
|  |            | 3. Date, north arrow and graphic scale (min. 1"=50')   |
|  |            | 4. Property boundary dimensions and bearings.  |
|  |            | 5. Acreage of the entire tract.  |
|  |            | 6. Key Map showing entire project and its relation to surrounding areas, roads and watercourses within 500 feet of the property for the Township and 200 feet for the Borough; including zoning district and zoning boundaries.  |
|  |            | 7. Bulk zoning regulations for district providing existing and proposed requirements in schedule form.   |
|  |            | 8. Sealed survey.  |
|  |            | 9. Name, address and signature of record owner.  |
|  |            | 10. Name and address of applicant (if other than owner).   |
|  |            | 11. Property owners within 200 feet of parcel listed in schedule form.   |

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| <b>(c) Existing and Proposed Features:</b>             |            |  |
|  |            | 1. FOR BOROUGH APPLICATIONS: Location of streams, waterway corridors, water courses, flood hazard and flood plain areas, bodies of water and wetland areas. All existing physical features including: streams, watercourses, bodies of water and wetland areas. All existing physical features including: streams, watercourses, bodies of water, rock out croppings and , in some areas to be affected by proposed construction, trees greater than eight (8) inches D.B.H. caliper, significant soil conditions, affecting the site and an outline of tree masses on site, with an indication whether such masses are evergreen or deciduous and their approximate height. |
|  |            | 1. FOR TOWNSHIP APPLICATIONS: Location of streams, waterway corridors, water courses, flood hazard and flood plain areas, bodies of water and wetland areas. All existing physical features including streams, watercourses, bodies of water, rock out cropping and, in some areas to be affected by proposed construction, significant soil conditions, affecting the site and an outline of tree masses on site, with an indication whether such masses are evergreen or deciduous and their approximate height  |
| <b>(c) Existing and Proposed Features (continued):</b> |            |  |
|  |            | 2. Right-of-way and/or easement dedications to include owner identity, acreage and boundary information.   |
|  |            | 3. Size, shape and location of buildings on the tract, on adjoining properties and on opposite of the street(s).   |
|  |            | 4. The location, layout and dimensions of parking, loading areas and isles, within an indication of the areas to be paved.   |
|  |            | 5. All parking spaces, driveways and access points to public streets.  |
|  |            | 6. Building and parking set back lines.  |
|  |            | 7. Location and height of fences, retaining walls and railings.  |
|  |            | 8. Electric, telephone, CATV, gas an all other wire served utility connections on the tract and on adjacent streets.   |
|  |            | 9. Location, height, size and design of exterior signs and advertising features. Location of exterior signage and/or advertising features.   |
|  |            | 10. Location and layout of sidewalks and bicycle paths, curbs and interior walkways. Construction details are to be provided.  |
|  |            | 11. Landscaping plan including location, height and types of plantings and screenings.   |
|  |            | 12. Location of exterior lighting, area of illumination, height and type of standards.   |
|  |            | 13. Contours at intervals of two (2) feet for the Township, one (1) foot in the Borough.   |
|  |            | 14. FOR TOWNSHIP APPLICATIONS: A tree survey that shall:<br>a. Denote the location and approximate height of those trees on the site, including both those being removed and preserved, that are within 200 feet of the construction's limit of disturbance, which shall include all utilities and driveway areas, and that are eight (8) inches caliper D.S.H. or greater. Trees with multiple trunks shall be shown on the tree survey if the average of the D.S.H. of the tree's multiple trunks is eight (8) inches caliper or greater.  |
|  |            | b. Include a tree removal/preservation key detailing size, species and condition of the trees shown on the survey.   |
|  |            | c. Delineate the limit of disturbance for construction taking into account vehicular access and egress, equipment and material storage, grading, utilities installation and other construction activity that may detrimentally impact the remaining trees. The limit of disturbance should extend to the drip line of the trees, at a minimum and be species specific.   |
| <b>(d) Building Drawings:</b>                          |            |  |
|  |            | 1. A minimum of two site sections indicating elevation changes to be made to the land on account of the proposed building(s) to include tree masses and all existing or proposed building(s). At least two of these sections shall be at right angles and any others shall be at such locations as to explain the proposed project in the clearest manner.   |

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| <b>(d) Building Drawings (continued):</b>   |            |  |
|   |            | 2. Drawing of all floor plans and roof plans at a minimum of 1/8 inch equals one foot.   |
|   |            | 3. Roof plans showing exterior air-heating circulation system layout, if applicable.   |
|   |            | 4. Drawings of all elevations of all proposed buildings indicating their relation to existing and proposed grades.   |
|   |            | 5. Photographs (black & white), color or Polaroid) of adequate size as determined by the committee to show existing physical features, landscaping and any other conditions to be changed by the proposed project.   |
| <b>(e) Soil Erosion and Sedimentation Control Plans for disturbance in excess of 5,000 square feet:</b> |            |  |
|   |            | 1. Existing and proposed contours at intervals not exceeding five (5) feet in the Township, one (1) foot in the Borough.   |
|   |            | 2. Location of present and proposed drains and culverts with their discharge capacities and velocities and supporting computations and identification of conditions below outlets.   |
|   |            | 3. A site grading plan showing proposed cut and fill areas together with existing and proposed profiles of this area.  |
|   |            | 4. Delineation of any area subject to flooding from the 100 year storm in compliance with the Flood Plains Act or applicable municipal zoning.   |
|   |            | 5. Delineation of streams within project area.   |
|   |            | 6. Location of all proposed soil erosion and sediment control facilities.  |
|   |            | 7. Proposed sequence of development.   |
|   |            | 8. Proposed starting date of each phase in the sequence.   |
|   |            | 9. Identification of land areas to be disturbed and length of time the soil in each area will be unprotected.  |
|   |            | 10. Proposed date to complete each phase of development.   |
|   |            | 11. Planned soil erosion and sediment control measures and facilities supporting computations based upon standards promulgated by the New Jersey Soil Conservation Committee.  |
| <b>(f) Landscaping, Lighting and Signage Plan:</b>  |            |  |
|   |            | 1. Landscaping plan including location, height and types of plantings and screenings.  |
|   |            | 2. Location, height, size and design of exterior signs and advertising features.   |
|   |            | 3. Location of exterior lighting, areas of illumination, height and type of standards.   |
| <b>(g) Required Notes For All Plans:</b>  |            |  |
|   |            | 1. Electric, telephone, CATV and all other wire served utility extensions and services shall be installed underground with standards established by the servicing utility company and approved by the municipal engineer.  |
|   |            | 2. All construction to be in accordance with the final construction plans as approved by the municipal engineer.   |
|   |            | 3. All areas where natural vegetation and/or specimen trees are to remain shall be protected by the erection of fencing and no disturbance shall occur prior to inspection by the municipal engineer and the issuance of written authorization to proceed with construction. These protective measures shall not be altered or removed without the approval of the municipal engineer. |

