

REGIONAL PLANNING BOARD OF PRINCETON
MAJOR SITE PLAN CHECKLIST
 Borough Section 17A-197
 Township Section 10B-230

Name of Applicant:

The following checklist is designed to inform applicants as to what is required in preparing final major 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 checklist must be submitted with the application. Applications filed which includes a waiver request for any of the above 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	
(a) General Requirements:		
		1. Completed application form (original + 5 copies). *Maximum number of copies is 30.
		2. Overall site plan in reduced form 11" x17" (14 copies) to be shown on one sheet. *Maximum number of copies is 30.
		3. Complete site plan and construction 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 is 30.
		4. Application and Escrow Fees. Separate checks required.
		5. 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 is 30.
		(a) Fire protection map (14 copies, *Maximum number of copies is 30.) indicating: <ul style="list-style-type: none"> [1] existing and proposed hydrants [2] distances between hydrants [3] distances to nearest hydrant [4] water main location, size and location where supply is coming from
		(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 is 30. This information must also include : <ul style="list-style-type: none"> [1] exposure distances [2] accessibility of fire hydrants [3] demonstrating that fire flows at nearby fire hydrants, meets or exceeds Township standards [4] size and type of building construction [5] intended use and occupancy of building [6] fire protection practices

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(a) General Requirements (continued):		
		6. Completed checklist (original + 5 copies). *Maximum number of copies is 30.
		7. Letter from the Tax Collector stating that all taxes and assessments are paid to date.
		8. If required, completed variance appeal form and/or conditional use form (original + 5 copies). *Maximum number of copies is 30.
		9. Completed W-9 and escrow agreement.
		10. Two copies of the sealed survey.
		11. Submission of historic preservation plan, pursuant to municipal ordinances including: <ul style="list-style-type: none"> [a] Photographs of the properties in question and surrounding properties. [b] Product specifications, where available. [c] Elevations and details for proposed new construction. [d] Floor Plans [e] Documentation sufficient to demonstrate how the proposed improvement appears in context [f] Archaeological and historic sites survey [g] Archaeological and historic sites construction protocol [h] Delineated historic preservation area or pre-mapped historic preservation area.
(b) Site Plan:		
		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. Acreage of each lot or plot to be built upon or otherwise used.
		6. Property owners within 200 feet of subject property in schedule form.
		7. Key map at a scale of 1" = 400' showing, the following information within 1,500 feet of the property: <ul style="list-style-type: none"> [a] Zoning districts and boundary delineations. [b] Streets and roads. [c] Streams, water courses, bodies of water and property lines. [d] Block and lot numbers.
		8. Bulk zoning regulations for district with proposed dimension in schedule form.
		9. Name, address and signature of record owner.
		10. Name and address of applicant (if other than owner).
(c) Existing and Proposed Features:		
		1. Location of streams, waterway corridors, water courses, flood hazard and flood plain areas, bodies of water and wetland areas.

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(c) Existing and Proposed Features (continued):		
		2. Rock outcroppings and/or boulder fields.
		3. Right-of-way dedications with acreage and boundary information.
		4. Steep slope locations of grades in excess of 15 percent.
		5. FOR BOROUGH APPLICATIONS: All existing physical features, including streams, watercourses, bodies of water, rock outcroppings and in 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 the site, with an indication whether such masses are evergreen or deciduous and their approximate height.
		5. FOR TOWNSHIP APPLICATIONS: All existing physical features physical features, including streams, watercourses, bodies of water, rock outcroppings and in areas to be affected by proposed construction, significant soil conditions affecting the site and an outline of tree masses on the site, with an indication whether such masses are evergreen or deciduous and their approximate height.
		6. Size, shape and location of buildings on the tract, on adjoining property and on opposite of the adjacent street(s).
		7. Off-street parking areas and loading facilities showing location and dimensions of individual parking spaces. loading spaces, aisles, traffic flow patterns and driveways for ingress and egress. All parking spaces, driveways and access points to public streets.
		8. All required building and parking setback lines.
		9. Calculations of on-site parking required and proposed in schedule form.
		10. Contours at intervals not exceeding five (5) feet in the Township, one (1) foot in the Borough.
		11. Location and type of catch basins or surface water detention basins and other surface drainage facilities, including stormwater runoff calculations.
		12. Location and height of fences, retaining walls and railings.
		13. Electric, telephone, gas and other utilities.
		14. Location, height, size and illumination of exterior signs and advertising features. Location and layout of public/private sidewalks, bicycle paths, curbs and interior walkways.
		15. Master Plan designation including: open space, roadway widening, recreation areas, community facility areas, etc.
		16. Location of tree masses including type and approximate height.
		17. FOR BOROUGH APPLICATIONS: Location of individual specimen trees greater than eight (8) inches in caliper.
		17. Facility location for temporary storage of solid (paper) waste and recycling items.
		18. FOR TOWNSHIP APPLICATIONS: Landscaping plan including location, height and types of planting and screenings.
		19. Right of way easements.
		20. Location of exterior lighting, area of illumination and height and type of standards.
		21. Proposed location and layout of sidewalks, bicycle paths, curbs and interior walkways.
		22. Key map showing entire project and its relation to surrounding areas, roads and watercourses.

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(c) Existing and Proposed Features (continued):		
		23. FOR TOWNSHIP APPLICATIONS: A tree survey that shall: <ol style="list-style-type: none"> 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.
		<ol style="list-style-type: none"> b. Include a tree removal/preservation key detailing size, species and condition of the trees shown on the survey.
		<ol style="list-style-type: none"> 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.
(d) Drainage and Utility Plan:		
		1. Existing and proposed contours.
		2. Contours of site at two (2) foot intervals in the Township, one (1) foot in the Borough.
		3. Location and type of inlets, pipes, swales, berms, storm detention facilities, building roof leaders, etc.
		4. Location, type and size of sanitary sewer and water services and connections within the tract and adjacent off-site servicing mains.
		5. Location of on-site and off-site electric, telephone, gas, water, storm and sanitary sewers, and CATV facility service line connections.
		6. Utility easement with owner entity identification.
		7. Construction details.
		8. Grade elevations at all building corners, first floor level of buildings, center lines of abutting roads, top and bottom of curbs, gutters and other pertinent locations.
		9. Existing and proposed surface water runoff rate and volume to result from the proposal and a plan to control and dispose of same.
		10. Proposed changes to existing natural drainage, including major topographic changes and watercourse diversions.
		11. A plan for control of stream sedimentation and soil erosion during and after construction with comments and recommendations of the Mercer County Soil Conservation District representatives (for Borough applications only).
(e) Landscaping, Lighting and Signage Plan:		
		1. Location, height and types of proposed plantings and/or screenings.
		2. Location of existing trees greater than eight (8) inch caliper with species identification.
		3. Location of existing shrubs, hedgerows and screenings.
		4. Location of existing and proposed exterior lighting, illumination pattern, height, type and illuminair specification.
		5. Location of advertising signage with graphic details relative to size, height, materials, color, illumination (if any) and letter style.
(f) Soil Map:		
		1. Location of step slopes in excess of seven (7) percent, with markings showing slope percentages.
		2. Location of soil group type boundaries with soil identification.
		3. Location of buildings and/or storm water detention basin facilities.

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(f) Soil Map (continued):		
		4. Location of streams, wetlands, approximate areas of aquifer recharge and discharge, and waterway corridors.
		5. Location of highly acid or highly erodible soils.
		6. Location of areas of high water table and/or bedrock.
(g) Building Drawings:		
		1. Two (2) site sections indicating elevation changes to the land, building and tree masses.
		2. Floor plans (14 sets, collated to full site plan).
		3. Roof plans showing exterior air-heating circulation system layout if applicable.
		4. All building elevations.
		5. Photographs of existing site features.
(h) Soil Erosion and Sedimentation Control Plans:		
		1. Existing and proposed contours at two (2) foot intervals.
		2. Location of present and proposed drains and culverts with their discharge capacities and velocities along with 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 Plans Act or applicable municipal zoning.
		5. Delineation of streams within the 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.
		12. Soil erosion control details.
		13. Plans for maintenance of permanent soil erosion and sediment control measures and facilities during and after construction, including, responsibility for maintenance of facilities after the development is completed.
(i) Required Notes For All Plans:		
		1. If the extension of water mains is required, the spacing and location of hydrants will comply with the standards of the Elizabethtown Water Company and approved by the municipal engineer and Fire Prevention Official.
		2. 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.
		3. All drainage and sewer easement for public purpose shall be dedicated to the municipality, unless otherwise noted.

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(f) Soil Map (continued):		
		4. 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 by the municipal engineer.
(j) Required Contents of Environmental Information Statement:		
		1. Map, list and description of soil types on the site, derived from the Mercer County Soil Survey.
		2. Brief description of the surficial geology of the area.
		3. Estimate potable water demand in gallons per day and the source of the water supply.
		4. Estimated sewage to be generated in gallons per day and a general description of proposed method of sewerage disposal.
		5. Character, estimated tonnage and method of solid waste disposal and storage, including recycling measures.
		6. Proposed uses, processes or equipment which will affect the ambient air quality, such as, but not limited to, those relating to heating, air conditioning, incineration and material processing.
		7. Information and calculations regarding proposed drainage including total area to be paved or built upon, estimating volume and rate of runoff, proposed changes to existing drainage, drainage plans, and details in accordance with municipal ordinance.
		8. Soil erosion and sedimentation control plan, together with report.
		9. Traffic study, including widths and conditions of existing roads in the area and impacts of the proposed developments on traffic volumes.
		10. Required governmental licenses, permits and approvals and the status of each.
(k) Required Signature Format on All Plans:		
		<p>Approved by the Regional Planning Board of Princeton as a Major Site Development.</p> <p>_____ Chairman</p> <p>_____ Secretary</p> <p>_____ Engineer</p> <p>_____ Date</p> <p>_____ Date</p> <p>_____ Date</p>

Application filed which includes a waiver request for any of the above items, shall be accompanied by a written statement in support of each waiver request.

The undersigned, hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This day of
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Notary (signed & sealed)

Print applicant name

Applicant Signature

Print owners name

Owner Signature