

**TOWNSHIP OF EGG HARBOR  
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT  
3515 BARGAIN TOWN ROAD  
EGG HARBOR TOWNSHIP, NJ 08234**

**MAJOR SITE PLAN CHECKLIST**

Applicant \_\_\_\_\_ Application # \_\_\_\_\_

Date Filed \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. **ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.** The site plan shall show the following information and be drawn according to all relevant standards set forth in Chapter 198-15(D) and Chapter 225 of the Township Code:

- \_\_\_\_ 1. Submittal Materials:
  - \_\_\_\_ a . Six (6) Copies of the plans shall be submitted on one of the following sheet sizes: 24"x 36" or 30"x 42". If one sheet is not sufficient to contain the entire territory, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
  - \_\_\_\_ b. Fifteen (15) copies of half scale plans (11"x 17") shall be submitted.
  - \_\_\_\_ c. A copy of the site plans must be submitted in digital format. The digital files shall be compatible with AutoCAD or submitted in dxF format. All digital media should be on CD-ROM Media.
  
- \_\_\_\_ 2. The plan shall be drawn or reproduced at a scale of not less than 1"=50'
  
- \_\_\_\_ 3. Key map at a scale of 1"=300', showing the entire subdivision and it's relation to surrounding areas within 2,000 feet. Such maps shall show all existing land uses within 200 feet of the land being subdivided.
  
- \_\_\_\_ 4. The zoning district and zoning requirements.
  
- \_\_\_\_ 5. North arrow and graphic scale contained on each sheet.
  
- \_\_\_\_ 6. Name and address of owner and applicant and owners of land within 200 feet of the outer boundary of the site as certified by the Tax Assessor and dated when the list was produced.
  
- \_\_\_\_ 7. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed N.J. Land Surveyor, Engineer, Planner or Architect as required by State regulation.

- \_\_\_\_8. Approval Signature Lines with appropriate certification statement in accordance with the NJ Map Filing Laws for:
- \_\_\_\_a. Board Chairman
  - \_\_\_\_b. Board Secretary
  - \_\_\_\_c. Township Engineer
  - \_\_\_\_d. Municipal Clerk
- \_\_\_\_9. A certified survey of the property prepared by a New Jersey Land Surveyor with bearings and distances provided for all property lines. Survey shall be provided with datums in NAD 83 and NGVD 88 for horizontal and vertical datums respectively.
- \_\_\_\_10. Existing and proposed elevations and contours, at one (1) foot intervals to determine the natural drainage of land within the subject property and extending one hundred (100) feet from the property lines.
- \_\_\_\_11. Locations of all existing & proposed structures showing existing and proposed front, rear and side yard setback distances, and an indication of whether the existing structures and uses will retained or removed.
- \_\_\_\_12. Title block containing name of applicant and development, lot and block numbers, date prepared and date of latest revision.
- \_\_\_\_13. Landscaping plan including:
- \_\_\_\_a. The types, quantity, size and location of all proposed vegetation
  - \_\_\_\_b. The scientific and common names of all proposed landscaping
  - \_\_\_\_c. Planting details
  - \_\_\_\_c. Maintenance notes
  - \_\_\_\_d. Sight Easements
- \_\_\_\_14. Lighting and signage plan showing the locations of signs and light standards, direction of illumination, mounting heights, setbacks, type of light standards, hours of illumination and lighting pattern superimposed onto plan and noted in footcandles.
- \_\_\_\_15. Site characteristic maps showing the location of existing and proposed property lines, streets, street names, building, watercourses, railroads, bridge, culverts easements, right of ways and any natural features, such as wooded areas, streams or wetlands. All significant individual trees (over 16" diameter at breast height) and historically, culturally and archaeologically significant structures or resources shall be shown.
- \_\_\_\_16. The location of all wetland areas and required wetland transition areas of buffers within the proposed development as required pursuant to the "New Jersey Freshwater Wetlands Protection Act" or the Comprehensive Management Plan, and a letter from either the NJDEP or the Pinelands Commission indicating that the proposed subdivision does not require wetlands delineation.
- \_\_\_\_17. A copy of any existing and/or proposed protective covenants, deed restrictions applying to the land shall be submitted with the plan, if applicable.

- \_\_\_\_\_18. A Stormwater Management Plan, calculations and information in accordance with Section 94-44 of Township Code and pursuant to NJDEP Stormwater Regulations. This plan shall include the following:
- \_\_\_\_\_ a. Topographic Base Map
  - \_\_\_\_\_ b. Environmental Site Analysis
  - \_\_\_\_\_ c. Project Description & Site Plan
  - \_\_\_\_\_ d. Land use planning and Source Control plan
  - \_\_\_\_\_ e. Stormwater Management Facilities Map
  - \_\_\_\_\_ f. Calculations for Groundwater recharge, stormwater runoff rate, volume and quantity and vertical design constraints
  - \_\_\_\_\_ g. Inspection, Maintenance and Repair Plan
  - \_\_\_\_\_ h. Waiver from Submission Requirements, if applicable
  - \_\_\_\_\_ i. NJDEP Low Impact Development Checklist
- \_\_\_\_\_19. A Sewer and Water Report containing an explanation of plans to tie into existing sewer and water facilities including the status of efforts to have tie-ins approved by the appropriate authorities. Based on the capacities of existing sewer and water systems, the applicant shall if pertinent, describe what improvements shall be implemented to meet the anticipated demands.
- \_\_\_\_\_20. A Traffic Report containing calculations of the number of motor vehicles expected to enter or leave the site for an average peak hour and evaluation of the ability of the internal circulation plan and external access roadways, including the two nearest intersections on collector roadways to handle this anticipated traffic, made by a qualified traffic engineer. (For developments requiring 75 or more parking spaces)
- \_\_\_\_\_21. A Fiscal Impact Report indicating the impact of the project on Township services, the cash flow of the project, and determination of the applicants pro rata share of necessary improvements. (For developments of 25 or more dwelling units)
- \_\_\_\_\_22. A Modification Report, if applicable, showing the modifications of Township standards requested, along with supporting documentation.
- \_\_\_\_\_23. A Utilities Plan at the same scale of the site plan showing:
- \_\_\_\_\_ a. The locations of existing utility structures such as water and sewer mains, gas transmission lines and high tension power lines on the site plan and within 200 feet of its boundaries.
  - \_\_\_\_\_ b. Plans of proposed improvements and utility layouts, including sewer, water, storm drains, showing all proposed connection to existing systems. If service will be provided by an existing utility company, a letter from that company stating that service will be available before occupancy will be sufficient. When individual on-lot water or sewage disposal is proposed, the plan for such system shall be approved by the appropriate township and state agencies, and the results of percolation tests shall be submitted with the preliminary plan under conditions

designated by the Township and the County Board of Health, and or the Pinelands Commission. Where applicable the utility company letter must indicate that wet hook-ups will be available for each lot. If private utilities are proposed, they shall fully comply with all Township, county, and state regulations.

- \_\_\_\_24. Profiles of all proposed streets indicating grading and cross-sections showing widths of roadway and width and location of sidewalks.
- \_\_\_\_25. Locations and dimensions of curb cuts affording vehicular access to public right-of-ways.
- \_\_\_\_26. Design of off street parking and loading areas, showing size and location of bays, aisles, barriers, truck turning movements and parking spaces.
- \_\_\_\_27. A photograph of the premises in question from the opposite side of street.
- \_\_\_\_28. Areas in which construction is prohibited due to presence of stream corridors and/or steep slopes.
- \_\_\_\_29. All area to be disturbed by grading or construction.
- \_\_\_\_30. Location of existing and proposed wells and septic systems.
- \_\_\_\_31. Natural resource inventory information including:
  - \_\_\_\_a. Soil types as shown on the current Soil Conservation Soil Survey Maps
  - \_\_\_\_b. Soil depth to restrictive layers of soil.
  - \_\_\_\_c. Soil depth to bedrock.
  - \_\_\_\_d. Height of soil water table and type of water table
  - \_\_\_\_e. Flood plain soil (status)
  - \_\_\_\_f. Limitation for foundations
  - \_\_\_\_g. Limitation for septic tank absorption field (only where septic tank is proposed for use)
  - \_\_\_\_h. Limitation for local roads and streets
  - \_\_\_\_i. Agricultural capacity classifications
  - \_\_\_\_j. Erosion hazard
- \_\_\_\_32. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at intersections.

- \_\_\_\_33. Soil Erosion/Sediment Control Plan which complies with Soil Conservation Service requirements.
- \_\_\_\_34. All existing and proposed curbs and sidewalks.
- \_\_\_\_35. Architectural plans with typical floor plans and building views/elevations.
- \_\_\_\_36. Method of solid waste storage and disposal including recycling efforts.
- \_\_\_\_37. The purpose of any proposed easement of land reserved or dedicated to public common use shall be designated.
- \_\_\_\_38. The plan/project shall be designated in compliance with the applicable Township Ordinances of the Township and other applicable standards of the State, County and local agencies.
- \_\_\_\_39. All applicable fees must be paid with submission.
- \_\_\_\_40. No application will be deemed complete until all taxes are paid up-to-date.
- \_\_\_\_41. In the Pinelands Area, no application shall be deemed complete until a Certificate of Filing from the Pinelands Commission or other evidences of Pinelands Commission review in accordance with Chapter 225, Article VI-A of this Code is submitted by the applicant.
- \_\_\_\_42. The maps for submission must be folded into eighths and have title block clearly visible.

One or more of the above informational items may not be applicable in all cases. The person preparing the plan should indicate in writing on the plan those items not applicable. Items 39, 40 and 42 are applicable in all cases and cannot be waived.