

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

MINOR 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(C) 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. This information shall be included on the plans and shall include the date in which 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 Law (N.J.S.A.46:23) 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 topography based on U.S.G.S datum, and proposed front, rear and side yard setback distances.

- ____11. Locations of all existing 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. All proposed means of vehicular access and egress to and from the site onto public streets and the location of existing driveways on adjacent land if closer than 75 feet. Proposed paving cross-section, parking stall dimensions and driveway widths shall be provided.

- ____13. Title block containing name of applicant and development, lot and block numbers, date prepared and date of latest revision.

- ____14. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at intersections.

- ____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 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 subject site 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. This plan shall include:
 - ____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. Proposed connections to existing water supply and sanitary sewerage systems, or alternative means of providing these services.
- _____20. Methods of solid waste storage and disposal including recycling efforts.
- _____21. Location of existing and proposed wells and septic systems.
- _____22. The plan/project shall be designated in compliance with the subdivision, site plan and zoning ordinances of the Township and other applicable standards of the State, County and local agencies.
- _____23. 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
 - _____d. Maintenance notes
 - _____e. Sight Easements
- _____24. Lighting and Signage Plan showing the locations of signs and light standards, heights, setbacks, type of light standard, hours of illumination and lighting pattern superimposed onto the plan and noted in footcandles.
- _____25. All applicable fees must be paid with submission.
- _____26. No application will be deemed complete until all taxes and sewer assessments are paid up-to-date.
- _____27. 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.
- _____28. 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 25, 26 and 27 are applicable in all cases and cannot be waived.