Preliminary/Final Site Plan Checklist (May 2009)

Applicant:_____

Block:_____Lot:_____

Address:_____

_____

All applications for Preliminary/Final Site Plan shall be accompanied by the following information except that the Planning Board may waive any requirement or request additional information where it is clearly appropriate to the particular application. Failure to comply shall render such application incomplete. This document is provided for informational purposes only. Please refer the Raritan Township General Ordinances for complete submission requirements.

	Information Required	Submitted	Not Applicable	Waiver Requested
1	Two (2) copies of an affidavit of ownership or letter from the owner authorizing submission o the plat.			
2	Two (2) copies of a letter of intent stating the type of structure to be erected, approximate start date of construction, and any phasing plan for subdivision.			
3	Twenty-five (25) copies of a Wetlands Analysis and Report in Accordance with Section 16.18.120.			
4	Twenty-five (25) Copies of an Aquifer Test Analysis and Report in accordance with Section 16.18.140, unless public water supply is proposed.			
5	Twenty-five (25) copies of a Traffic analysis and report in accordance with Section 16.18.130.			
6	When the development is to be located in the sanitary sewer service area two (2) copies of written communication from the RTMUA that indicates that adequate sewage treatment capacity has been reserved for the development shall be submitted along with a copy of the reservation agreement and/or proof of payment of deposit on connection fee.			
7	Two (2) copies of ownership interest of corporation, limited liability company, or partnership in accordance with the Municipal Land Use Law.			
8	Twenty-five (25) copies of completed Raritan Township Site Plan application form.			
9	Twenty-five (25) copies of completed Raritan Township Preliminary/Final Site Plan checklist form.			
10	Township Application fee.			
11	Township Escrow payment.			
12	Twenty-five (25) copies of a completed Raritan Township Variance application form (if variances from township ordinance are requested or required).			
13	Certification from Raritan Township Tax Collector that all taxes, sewer charges, or other assessments on			

	the entire tract have been paid to date.			
14	Copy of Hunterdon County Planning Board application form as submitted to the Hunterdon County Planning Board.			
15	Two (2) copies of all existing and proposed protective covenants, deed restrictions, or easements that apply to tract.			
16	Completed W-9 form.			
17	Five hard copies and one pdf copy of the site development storm water management plan in accordance with Chapter 16.84			
18	Twenty-five copies of Natural Resource Inventory in accordance with Section 16.18.160.			
19	Pre-application Meeting has been held with Township Engineer and Township Planner.			
20	When development is to be located in the public water service area, two copies of correspondence from the public water company indicating service can be provided.			
21	Initial plan sets submitted on CD (or other acceptable archivable electronic format) in the most recent version of AutoCAD and in pdf format. (Subsequent revisions shall be submitted in paper format and pdf, via email acceptable).			
22	Twenty-five (25) copies of the site plan plat in accordance with Section 16.18.090 as follows:			
22a	Name of development.			
22b	Name and mailing address of the applicant and the owner.			
22c	Name, mailing address, seal, signature and professional designation of the person preparing the plat.			
22d	Name of owners and block and lot numbers of all contiguous land and of property directly across the streets and railroads as shown by the most recent tax records of all municipalities in which such properties lie or to which they are adjacent.			
22e	Location map showing the entire tract and the relationship to all features within one-half mile of the extreme limits of the tract as shown on the adopted master plan or official map of the township and Hunterdon County. Scale of the map shall be shown.			
22f	Date prepared and all revision dates.			
22g	North arrow.			
22h	Written and graphic scale.			
22i	Plat scale shall not be smaller than one inch equals			

	sixty (60) feet. Where it is physically impossible to show the entire tract on one sheet of maximum size of twenty-four (24) by thirty-six (36) inches, a separate sheet of a smaller scale may be utilized to show the entire tract to supplement the more detailed sheets at the larger scale.			
22j	Lot dimensions and bearings based on the boundary survey.			
22k	Tax map sheet, block and lot numbers.			
22l	Zoning district and zoning of surrounding properties.			
22m	Area of tracts proposed for development in square feet and acres.			
22n	Location of all waterways, ditches, swales, wetlands, wetland transition areas, state open waters, and water bodies.			
22o	Floodplains for all permanent streams and intermittent streams with flood potential as delineated for the floodway and flood hazard area by the New Jersey Department of Environmental Protection or, in the absence of such information, for the one hundred (100) year flood pursuant to a method approved by the township engineer.			
22p	Location and dimensions of existing and proposed buildings, structures, Street pavement, walks, rights-of-way, easements, drives, parking areas, loading areas, paved areas, fire lanes, utility poles, etc			
22q	Building setbacks as required by the zoning ordinance, dimensioned distances from all existing and proposed buildings to the nearest property line, existing and proposed building entrances, corner grade elevations, existing and proposed square foot-age of building.			
22r	Floor area ratio, if applicable, pursuant to Schedule I located in the Appendix to this title.			
22s	Area of hard surfaces including gravel areas.			
22t	Fire Protection Systems. Plans shall show the location and construction details of proposed fire protection system in accordance with Section 16.18.100(D)(10).			
22u	Location of drives and streets within two hundred (200) feet of the tract.			
22v	All existing physical features on the site and within two hundred (200) feet of the site boundaries including streams, watercourse, wetlands, wetland transition areas, state open waters, water bodies, existing woodlands, and shrub areas, existing isolated trees eight inches in diameter at breast height, and			

	ornamentals two inches in diameter, measured four and one-half feet above existing grade, and significant soil and hydrological conditions, such as swamps, rocks and water flows.			
22w	Topography showing existing and proposed contours at five-foot intervals for slopes averaging ten percent or greater, and at two-foot intervals for land of lesser slope to determine the general slope and natural drainage of the land and the high and low points for the tract being developed and for a distance of two hundred (200) feet. Topography shall be supplemented with sufficient grades along curbs, road center lines, buildings, property corners, tops of stream banks, and at other pertinent locations to clearly delineate the proposed grading. All elevations and contours shall be instrument verified and shall be based on United States Coast and Geodetic Survey data.			
22x	Steep slope calculations in accordance with Section 16.64.130.			
22y	Soil types and boundaries pursuant to the Hunterdon County soil survey including an analysis for development capability. Information concerning fill material shall be supplied for any filled soil areas.			
22z	Parking, loading and unloading areas shall be indicated with dimensions, traffic patterns, access aisles and curb radii.			
22aa	A schedule shall be shown indicating the proposed number of motor vehicle and bicycle parking spaces and the number required by the zoning ordinance or requirements of this title.			
22bb	A chart indicating the square footage of new or altered space and the square footage of new or altered parking areas and other hard or pervious surface area.			
22cc	Improvements such as roads, curbs, pavement, retaining walls, fences and walls shall be indicated with cross sections, construction details and dimensions.			
22dd	Improvements such as fences, dumpster enclosures, wheel stops, benches, play equipment, lighting, trash receptacles, etc., shall be indicated with the construction details and dimensions as appropriate.			
22ee	Location and design of existing and proposed stormwater management systems including drainage area map and calculations of runoff and detention; septic systems; sanitary sewer lines; hydrants; wells;			

	public water supply lines; utilities above and below grade; and methods of solid waste storage and disposal.			
22ff	Items or features which are to remain or be removed both above and below grade.			
22gg	The results and location of all abandoned, failed and passing percolation tests; the location and results of all soil logs; the date percolation tests and soil logs, were witnessed; and the name of the township witness.			
22hh	The specific purpose of any easement or land reserved or to be dedicated for any use.			
22ii	Detailed landscaping and buffering plan indicating what will remain and what will be planted, including botanical and common name, size, quantity, time of planting, planting and staking/guying details, maintenance plans, mulched areas specifying type, thickness and edge of mulched areas, and whether plants are container, balled and burlapped (B and B) or bare root. A schedule containing the following information shall be included on the landscaping sheets; botanical and common names, quantities, size, type of transplants (container, B and B, bare root), and whether staked and guyed, and landscaping calculations as per Section 16.20.040(D).			
22jj	Soil erosion and sediment control plan in accordance with the soil erosion and sediment control ordinance of Raritan Township.			
22kk	Lighting details as per Section 16.20.040.(G) including lighting point plan.			
22ll	Detailed sign plan pursuant to Chapter 16.72, including location, dimensions, area, style, lettering style, color, construction, materials, etc., of all signs where ground, roof, wall or of other sign type.			
22mm	Barrier-free construction details and facility locations.			
22nn	Staging and construction access plan for large projects.			
22oo	The following legends and certifications shall be included on the preliminary plat and appropriately completed and/or signed prior to submission: i. Preliminary site plan of Block _____ Lot_____Zone _____ Date _____ Applicant_____*To Be*_____ Mailing Address_____*Filled Out*_____ Owner_____*On Site*_____			

	Mailing Address_____*Plans*_____ ii. I consent to the filing of this site plan with the (planning board) (zoning board of adjustment) of Raritan Township. Owner _____*Do Not Sign Here*_____Date_____ (The map preparer shall insert the name of the board reviewing the site plan) iii. I hereby certify that I have prepared this site plan and that all dimensions and information are correct, and plans for all improvements are based upon topographical data that has been instrument verified in the field. Name _____*Do Not Sign Here*_____ Title and License No. _____ iv. Four-by-five inch blank box for township review stamp on right side of plat; v. Four-by-five inch blank box for county planning board review stamp adjacent to township review stamp box;			
22pp	Location and capacity of all petroleum, fuel or other storage tanks both above and below grade. Indicate type of substance stored in the tanks.			
22qq	Applicants for PRDs, senior citizen housing, shopping centers, office and industrial parks which did not make a sketch plat application submission, shall submit all preliminary and sketch plat information when applying for preliminary approval.			
22rr	Fire Protection Systems. Plans shall show the location of proposed fire systems and appropriate construction details in accordance with Section 16.20.030(P).			
22ss	Current use and estimated impervious surface of all developed adjacent properties.			
22tt	The site plan shall be based on a boundary survey not older than five years.			
22uu	The size of the plat shall conform to the Map Filing Law.			
23	Affordable Housing Production Plan			
24	Two copies of current deed for property			