

**HOPEWELL TOWNSHIP  
LAND DEVELOPMENT REGULATIONS ORDINANCE  
CHECK LIST “D” – MAJOR SITE PLAN**

INSTRUCTIONS: Fill in the name of the applicant or the development and date below. Then using the column of brackets at left, mark each set of brackets with either: (1) an “X” or check mark “√” if the items are addressed or included in the submission; (2) with an “N/A” if you believe it to be not applicable to your application and then include your reasons for so marking the item on a separate page; or (3) with “WR” for waiver requested and be sure to include a separate sheet of all waivers requested and the reasons for same. Any applicant seeking major site plan preliminary / final approval shall submit required application and checklist materials to the Hopewell Township Construction Office at least 20 days prior to the Land Use Board meeting at which action by the Board with jurisdiction over the application may be taken.

Name of Applicant/Development \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATIVE DETAIL**

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D 1. [ ]	One (1) copy of the appropriate application form(s), completely filled in and signed by the applicant. If any item is not applicable to the application, it should be so indicated on the application form(s).	[ ]
D 2. [ ]	Receipt indicating that all applicable escrow fees are paid and a signed escrow agreement.	[ ]
D 3. [ ]	Certification that taxes are paid. (Tax Collector’s signature required on application form).	[ ]
D 4. [ ]	Affidavit of ownership. If the applicant is not the owner, applicant’s interest in land, e.g. tenant contract/purchaser, lien holder, etc., and a copy of the document creating that interest (prices may be deleted), and consent of the owner to the application.	[ ]
D 5. [ ]	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by <u>N.J.S.A. 40:55D-48.1, et seq. <i>Legal representation required for corporations and partnerships at Board hearings.</i></u>	[ ]
D 6. [ ]	Name and addresses of witnesses and their expertise, if any.	[ ]
D 7. [ ]	Statement as to any application requirements for which a waiver is sought, together with a statement of reasons why waivers should be granted.	[ ]
D 8. [ ]	A list of all other requirements or standards of the Township Land Development Regulations Ordinance that are not met by the application and for which a waiver or variance is sought.	[ ]

**PRELIMINARY / FINAL SITE PLAN REQUIREMENTS**

		Official Use Only
D 1. [ ]	Fourteen (14) copies of the site plan separately folded with the title block showing. The plan shall be clearly and legibly drawn and shall be based on a field survey. The plan shall conform to the requirements as set forth in the Township Land Development Regulations Ordinance.	[ ]
	The major site plan shall be clearly and accurately drawn or reproduced at a suitable scale and shall be based on a field survey. The site plan shall contain the following information.	[ ]
D 2. [ ]	Every preliminary site plan shall be at a minimum of one (1) of the following graphic scales: one (1) inch equals ten (10) feet, twenty (20) feet, thirty (30) feet, forty (40) feet or fifty (50) feet.	[ ]
D 3. [ ]	The preliminary and final site plan shall be certified by a New Jersey licensed engineer or architect as law allows and be submitted on one of the four following standard sheet sizes: eight and one-half by thirteen (8 ½ x 13) inches; fifteen by twenty-one (15 x 21) inches; twenty-four by thirty-six (24 x 36) inches, or thirty by forty-two (30 x 42) inches. If one sheet is not sufficient to contain the entire territory, a separate composite map shall be drawn showing the entire development and listing the sheets on which the various sections are shown.	[ ]
D 4. [ ]	All lot lines and the exterior boundaries of the tract, and if applicable, delineation of that portion of the tract which is the subject of the development and site plan review.	[ ]
D 5. [ ]	North arrow.	[ ]
D 6. [ ]	Zone district(s) in which the lot(s) involved is located or is adjacent.	[ ]
D 7. [ ]	Date of the original drawing and each subsequent revision or amendment thereto.	[ ]
D 8. [ ]	Existing and proposed street(s) and street name(s).	[ ]
D 9. [ ]	Existing and proposed contours at one (1) foot intervals throughout the tract involved and within one hundred (100) feet of any building or paved area under review.	[ ]
D10. [ ]	A Title block on each sheet indicating the name of the tract, municipality and county; name and address of owner and applicant, name, address and license number of the plan preparer; date of survey; date of original and all revisions to the site plan; tax map sheet, block and lot number(s); and the street address of the tract.	[ ]
D11. [ ]	Watercourse locations on or adjacent to the tract involved.	[ ]
D12. [ ]	Total area in acres to the nearest hundredth (0.01) of an acre.	[ ]
D13. [ ]	Total number of off-street parking and loading spaces to be provided.	[ ]

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D14. [ ]	All dimensions, areas and distances needed to conform with this Ordinance such as, but not limited to, building lengths, building coverage, lot lines, parking spaces, loading spaces, setbacks and yard dimensions, and buffer areas.	[ ]
D15. [ ]	A key map showing the site in relation to all remaining lands in the present owner's ownership and identifying all roads adjacent to or within fifty (50) feet of the tract, and any municipal boundary within one hundred (100) feet of the tract.	[ ]
D16. [ ]	The names of all adjoining property owners and property owners within two hundred (200) feet of the property involved as disclosed by the most recent tax records.	[ ]
D17. [ ]	Each site plan shall contain all site improvements as drawn by a New Jersey licensed professional engineer and shall have the following information shown thereon or annexed thereto to comply with the applicable provisions of this Ordinance:	[ ]
D18. [ ]	Building and use plan shown to the extent necessary to appraise the Land Use Board of the scope of the proposed work shall be shown and include:	[ ]
[ ]	a. The size, height, location, arrangement and use of all existing or proposed buildings or structures, including a New Jersey licensed architect's sealed elevations of the front, side and rear of any structures.	[ ]
D19. [ ]	All signs, with dimensions and content shown, to be erected, constructed, placed on-site or modified;	[ ]
D20. [ ]	Any existing structures shall be identified either as to remain or be removed.	[ ]
D21. [ ]	A written description of the proposed use(s) and the operation(s) or activities to be conducted in non-residential structure(s), including the number of shifts to be worked and the maximum number of employees on each shift; seating capacity, expected truck and tractor-trailer traffic.	[ ]
D22. [ ]	Floor plans for all buildings shall be included or attached.	[ ]
D23. [ ]	Circulation plan detailing access to and from the site, circulation within the site for pedestrians and vehicles and including the following information:	[ ]
[ ]	a. This plan shall show access streets and street names, existing or proposed acceleration/deceleration lanes, curbs, aisles and lanes, access points to public streets, sight triangle easements, traffic channelization, easements, fire lanes, driveways, number and location of off-street parking and loading spaces, berths and/or docks, pedestrian walkways, customer service areas and all other related facilities for the movement and storage of goods, vehicles and persons to, from and on the site.	[ ]
[ ]	b. All improvements related thereto including lights, lighting standards, signs, driveways, curbing and street furniture within the tract and within one hundred (100) feet of the tract.	[ ]

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[ ]	c. Sidewalks shall be shown from each entrance/exit along expected paths of pedestrian travel, such as, but not limited to access to parking areas, driveways, streets, other buildings on the site and across common yard areas between buildings.	[ ]
[ ]	d. Any expansion plans for the proposed use shall show feasible off-street parking and loading area expansion commensurate with building and/or site use expansion.	[ ]
D24. [ ]	Traffic Impact Study prepared, signed, and sealed by a professional engineer licensed in New Jersey.	[ ]
D25. [ ]	Natural resource plan showing existing natural features of the site and proposed landscaping or activities which will effect said existing natural conditions and including:	[ ]
[ ]	a. The locations, details and method of planting and maintaining existing and proposed wooded areas including limits of all wooded areas with two hundred (200) feet of the site, and indicating the genus and species of all isolated and significant trees outside of the wooded area six (6) inches or greater in diameter measured at 4.5 feet (DBH) above ground.	[ ]
[ ]	b. Buffer areas, including the intended screening devices and buffers.	[ ]
[ ]	c. Grading at one (1) foot intervals inside the tract and within fifty (50) feet of its boundaries.	[ ]
D26. [ ]	A landscaping plan for the site including:	[ ]
[ ]	a. All areas to be seeded or covered with sod, ground cover, retaining walls, fencing, signs, recreational or open space areas, shrubbery and trees to be planted with details on method of planting and specifications for the vegetation to be used, means of protecting existing vegetation to be retained on-site during construction, and any other landscaping items including yard furniture and lighting.	[ ]
[ ]	b. The landscaping plans shall show the location and type of man made improvements and the location, species and caliper of plant material and trees utilized on the tract and identify any species tree located on the tract.	[ ]
[ ]	c. All portions of the tract not utilized by building or impervious surfaces shall be landscaped using combinations of landscaped fencing, shrubbery, trees, lawn, ground cover, existing and proposed.	[ ]
D27. [ ]	Facilities plan dealing with all utilities servicing the proposed development and shall show the following:	[ ]
[ ]	a. Existing and proposed location of all drainage and storm water runoff facilities.	[ ]
[ ]	b. Open space or buffer areas; common property.	[ ]
[ ]	c. Fire protection facilities including fire hydrants.	[ ]

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[ ]	d. The method of sewage treatment and solid waste disposal proposed for the site shall be shown. Permeability and soil boring tests shall be provided and their location shown on the plan from sufficient locations on the site to allow a determination of the adequacy for the drainage and sewage treatment systems proposed on-site.	[ ]
[ ]	e. Gas, electric, telephone, cable television.	[ ]
[ ]	f. Solid waste collection and disposal methods.	[ ]
[ ]	g. Provisions for potable water servicing site, indicating placement any proposed well(s).	[ ]
[ ]	h. All such information detailed above shall include proposed grades, sizes, capacities and materials and/or equipment to be used for said facilities or areas installed by the developer. Installations by utility companies need only show their locations on the plan. All utilities shall be installed underground.	[ ]
D28. [ ]	All easements acquired or required on the tract or across adjacent properties shall be shown, and copies of legal documentation that support the granting of the easement(s) by an adjoining property owner shall be included.	[ ]
D29. [ ]	All proposed lighting for the entire tract shall be shown, including the direction, angle, height and reflection of each source of light.	[ ]
D30. [ ]	All required state and federal approvals for environmental consideration shall be submitted prior to preliminary approval or be a condition of final approval.	[ ]
D31. [ ]	Drainage facilities shall include facilities to comply with the Township's Storm Water Management Ordinances.	[ ]
D32. [ ]	Environmental Impact Statement. An environmental impact statement which shall address the following:	[ ]
	The Land Use Board may at its discretion where deemed appropriate, reduce the conditions to be included in any environmental impact statement for a particular development application where such information is not deemed necessary. Unless specifically waived by the Land Use Board, Environmental impact statement. shall include and address all items set forth herein.	[ ]
[ ]	a. The existing conditions at the site and the effect of the proposed development upon those conditions, including any adverse environmental impacts on existing conditions that will occur as a result of the proposed development either on-site or off-site and the way the applicant proposes to eliminate, reduce or offset such adverse impacts. The conditions to be addressed in the impact statement shall include, but are not limited to, the following: topography, geology, hydrology, soils, vegetation and wildlife and their habitats and including endangered and/or threatened, archaeological, historic, cultural significant areas or structures, scenic vistas, groundwater supply and quality, surface	

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	water supply and quality, air quality, and any other conditions required to be addressed by the Land Use Board. An environmental impact statement shall have the content as shown on the attached Schedule C “Content of Environmental Impact Statement”.	<input type="checkbox"/>
<input type="checkbox"/>	b. In addition, the environmental impact statement shall contain the location of any and all wetlands areas and required wetlands transition areas or buffers within the proposed development as required under the “Fresh Water Wetlands Protection Act Rules” – N.J.A.C. 7:7A, New Jersey Department of Environmental Protection; or letter of interpretation from the N.J.D.E.P. indicating that the proposed activity within the development requires no wetlands permit or delineation. The Land Use Board may waive this application requirement upon the recommendation of the Township Engineer, if the applicant submits a signed statement by a New Jersey licensed engineer or land surveyor that:	<input type="checkbox"/>
<input type="checkbox"/>	(1) He/She has personally visited the subject property and concluded a site investigation as necessary to determine that there are no wetlands or transition areas on the subject property.	<input type="checkbox"/>
<input type="checkbox"/>	(2) He/She has examined the subject property on a national wetlands inventory map.	<input type="checkbox"/>
<input type="checkbox"/>	(3) He/She has reviewed the soils on the subject property as set forth in the Cumberland County Soil Survey Map as issued by the United States Department of Agriculture.	<input type="checkbox"/>
<input type="checkbox"/>	(4) He/She has certified that there are no wetlands or wetland transition areas on the subject property.	<input type="checkbox"/>
<input type="checkbox"/>	c. A copy of the applicable wetlands map and soils map of the site involved, as well as a calculation of the acreage of wetlands and uplands for each existing and proposed lot shall be submitted in the event wetlands are located on the site.	<input type="checkbox"/>
D33. <input type="checkbox"/>	In the case of a townhouse, apartment or multi-family development, five (5) copies of a housing market analysis which shall describe and demonstrate the need for said proposed project in terms of the regional housing market shall be submitted. Said analysis shall include data and information on vacancy rates, cost, type and location of housing within the Township and the region. Such analysis shall clearly indicate how it will meet a need reasonably shown to exist by the analysis submitted for the type and cost of housing proposed.	<input type="checkbox"/>
D34. <input type="checkbox"/>	In the case of a development for which a homeowners association is required, the site plan shall be accompanied by such information as will permit the Land Use Board to make detailed findings concerning the ability of the association to adequately perform the functions for which it is designed. Information to be submitted by the applicant in this regard and subject to approval or revision is as follows:	<input type="checkbox"/>
<input type="checkbox"/>	a. The time when the association is to be created in relation to the project’s timetable.	<input type="checkbox"/>
<input type="checkbox"/>	b. Mandatory or automatic nature of membership in the organization by a resident and his/her successor(s).	<input type="checkbox"/>

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<input type="checkbox"/>	c. Permanency of common, buffer, open space, recreational areas and drainage improvement areas protective covenants.	<input type="checkbox"/>
<input type="checkbox"/>	d. Liability of the organization for insurance, taxes and maintenance of all facilities.	<input type="checkbox"/>
<input type="checkbox"/>	e. Provisions made for pro rata sharing of costs and assessments.	<input type="checkbox"/>
<input type="checkbox"/>	f. Capacity of the organization to administer common facilities and preserve the benefits of the common, buffer, open space, recreational areas and drainage improvement facilities.	<input type="checkbox"/>
<input type="checkbox"/>	g. The restrictions, covenants and other devices establishing the automatic membership in the association and the responsibilities of that membership.	<input type="checkbox"/>
<input type="checkbox"/>	h. Such other information as necessary to assure that the provisions of the Township Land Development Regulations Ordinance is satisfied.	<input type="checkbox"/>
D35. <input type="checkbox"/>	A survey of the subject property certified by a New Jersey licensed land surveyor.	<input type="checkbox"/>
D36. <input type="checkbox"/>	A list of waivers and reasons therefore requested from the preliminary site plan details listed herein this subsection and/or any waivers from the design standards as provided in the Township Land Development Regulations Ordinance.	<input type="checkbox"/>
D37. <input type="checkbox"/>	Indicate any proposed on site recreational improvements.	<input type="checkbox"/>
D38. <input type="checkbox"/>	Signature block for Land Use Board Chairperson, Secretary and Township Engineer.	<input type="checkbox"/>
D39. <input type="checkbox"/>	List of all required outside agency approvals and evidence of application for same.	<input type="checkbox"/>