

**HOPEWELL TOWNSHIP
LAND DEVELOPMENT REGULATIONS ORDINANCE
CHECK LIST “B” – MINOR 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 minor 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

		Official Use <u>Only</u>
B 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).	[]
B 2. []	Receipt indicating that all applicable escrow fees are paid and a signed escrow agreement.	[]
B 3. []	Certification that taxes are paid. (Tax Collector’s signature required on application form.)	[]
B 4. []	Affidavit of ownership. If the applicant is not the owner, applicant’s interest in land, e.g. tenant contract purchaser, lienholder, etc., and a copy of the document creating that interest (prices may be deleted.)	[]
B 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>	[]
B 6. []	Name and addresses of witnesses and their expertise, if any.	[]
B 7. []	Statement as to any application requirements for which a waiver is sought, together with a statement of reasons why waivers should be granted.	[]
B 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.	[]

SITE PLAN DETAILS

		Official Use <u>Only</u>
B 1. []	Fourteen (14) copies of the minor site plan separately folded with the title block showing. The site plan shall be clearly and legibly drawn and shall be based on a field survey. The site plan shall conform to the requirements, as set forth herein, as to form, content and accompanying information.	[]
B 2. []	A minor site plan shall be drawn at a graphic scale of not less than fifty (50) feet to the inch. All distances shall be decimals of a foot, and all bearings shall be given to the nearest ten (10) seconds. The error of closure shall not exceed one (1) in ten thousand (10,000). In addition to the aforementioned data required, the minor site plan shall also show:	[]
B 3. []	A key map with North arrow showing the entire development and its relation to surrounding areas at a scale of not less than one (1) inch equals two thousand (2,000) feet.	[]
B 4. []	The Township Tax Map sheet, block and lot numbers for the tract and all adjacent lots, title, graphic scale, date of original drawing and the date and substance of each revision.	[]
B 5. []	Name and address of the applicant, subdivider and person preparing the site plan. If the owner is not the applicant, then the interest of the applicant and owner's signed consent to the filing of the application.	[]
B 6. []	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.	[]
B 7. []	The signature and seal of a New Jersey Licensed Engineer and Land Surveyor or Architect as allowed by law.	[]
B 8. []	The classification of the zoning district in which the proposed development is located. If the property lies in more than one (1) zoning district, the site plan shall indicate all the zoning district lines. All front, side and rear setback lines shall be shown conforming to the Ordinance.	[]
B 9. []	The legal description and street address, if any, of the subject property, its entire acreage and the acreage of the area(s) being developed.	[]
B10.[]	All existing structures, uses and wooded areas within the proposed site plan and within two hundred (200) feet of the subject property; also, any isolated trees with a diameter of six (6) inches or more measured 4.5 feet above ground level (DBH) on the property involved.	[]
B11.[]	All streams, lakes and drainage rights-of-way within the limits of the proposed site plan and within two hundred (200) feet thereof, including the location, width and direction of flow of all streams, brooks and drainage structures; existing natural or man-made features to be removed or relocated; flood hazard area and floodway lines, steep slopes in excess of five percent (5%).	[]

		Official Use Only
B12.[]	The location of any and all wetland 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:	
[]	a. He/She has personally visited the subject property and conducted a site investigation as necessary to determine that there are no wetlands or transition areas on the subject property.	[]
[]	b. He/She has examined the subject property on a national wetlands inventory map.	[]
[]	c. 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.	[]
[]	d. He/She has certified that there are no wetlands or wetland transition areas on the subject property.	[]
B13.[]	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.	[]
B14.[]	All existing and proposed streets, roads, easements and rights-of-way within and adjoining the proposed development, with existing right-of-way widths clearly indicated and as proposed in the Township Master Plan. Existing and proposed driveways or other entrances onto a public street. Street names, existing or proposed sight triangles or other easements and their purposes shall be shown. New roads, and their names, require Township approval.	[]
B15.[]	Existing schools, special districts and areas proposed for dedication for public use.	[]
B16.[]	Location of all proposed buildings and all other structures, such as but not limited to, walks, fences, culverts, bridges and sidewalks, with spot elevations of such structures.	[]
B17.[]	The proposed use or uses of land and buildings and the location of the proposed buildings or individual sites, such as in the case of campgrounds, industrial parks, or office complexes. Such buildings, uses or sites shall include proposed grades.	[]
B18.[]	The location and design of any off-street parking and loading areas, showing size and locations of spaces, bays, aisles, islands and barriers, and the number of parking and loading spaces. In addition, the plan shall contain information and calculations showing the square footage of each building, total number of employees and of employees in the largest working shift and where applicable, seating capacity of structures, or any other applicable information used to determine the number of parking or loading spaces to be	

	provided for the proposed use as required by the Township Land Development Regulations Ordinance.	Official Use Only []
B19.[]	If a sign or signs are to be erected, attached or otherwise located on the site, the site plan shall be accompanied by details and information on the number, size, design and content of any sign or signs as permitted for said site in the Township Land Development Regulations Ordinance.	[]
B20.[]	The location of existing or proposed use of potable water and sanitary sewer facilities for the site and their suitability for the use proposed and such other details as may apply to the proposed improvements or change of use as necessary to reasonably determine the suitability of the site for the use proposed and the requirements of the Township Land Development Regulations Ordinance.	[]
B21.[]	The location and width of all existing or proposed utility easements in the area to be developed.	[]
B22.[]	The location of any existing or proposed open space or recreational areas within or adjacent to the property involved in the proposed development.	[]
B23.[]	For any application having a reserve parcel resulting from a subdivision which is capable of being subdivided later and which will have insufficient road frontage as a result of the proposed subdivision, or which will require the installation of a new street to allow for subdivision, the subdivision plat shall show a rough indication of an acceptable layout of the remainder of the tract to assure that there is no adverse effect upon the development or provision of access to the remainder of the tract.	[]
B24.[]	The location of any municipal boundary lines within two hundred (200) feet of the proposed development.	[]
B25.[]	Copy of any plan delineation of any existing or proposed deed restriction(s).	[]
B26.[]	Copy of plan delineation of any existing or proposed easements or lands reserved or dedicated to public use or protective covenants.	[]
B27.[]	Signature block for Chairperson, Secretary and Engineer.	[]
B28.[]	List of all required outside agency approvals and evidence of application for same.	[]