

COMPLETENESS CHECKLIST for SITE PLANS and/or SUBDIVISIONS

§802A – Submissions required for all development applications, excluding Use Variances and Bulk Variances

Prior to the issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

- C I N/A W*** [C = Complete I = Incomplete N/A = Not Applicable W = Waiver Requested*]
- 1. **Twenty-five (25) copies of completed and signed application form, which must include the following:**
 - Identification of subject property/properties' Special Flood Hazard Area Zone.
 - Executed copy of "Authorization & Consent Form", part "C".
 - Certificate of Ownership, if applicable, part "D".
 - Executed copy of Escrow Agreement, part "E".
 - Verification of taxes paid (this will be further verified by the Administrative Officer).
 - 2. **Twenty-five (25) copies of the property deed(s).**
 - 3. **Twenty-five (25) copies of the Zoning Permit denial (not required for subdivisions of vacant land).**
 - 4. **Required plans, folded, no larger than 30" x 42".**
PLEASE NOTE: Only folded plans will be accepted, and all submitted plans must be to scale.
 - a. **Twenty-five (25) copies of current signed & sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.**
 - b. **Six (6) copies of Soil Erosion & Sediment Control Plans and proof of submission to Freehold Soil Conservation District, or letter of exemption from FSCD.**
 - c. **Five (5) copies with initial submission and with each subsequent submission, for completeness review.**
 - d. **Once the application is deemed complete, twenty (20) additional full-sized paper site plans/construction plans, plus one (1) reduced-size paper copy of the plans (no larger than 11" x 17"), and one (1) CD containing the plans in .pdf format.**
 - 5. **Six (6) copies of Tree Removal Application package in accordance with \$525 (if applicable).**
 - 6. **Six (6) copies of Environmental Impact Statement (EIS).**
 - 7. **Six (6) copies of Stormwater Management Report.**
 - 8. **Proof of submission to Monmouth County Planning Board (if applicable).**
 - 9. **Copy of Letter of Interpretation (LOI) or Letter of Exemption or proof of submission to New Jersey Department of Environmental Protection regarding presence of wetlands.**
 - 10. **Proof of submission to CAFRA (if applicable).**
 - 11. **Six (6) copies of Circulation Impact Study.**
 - 12. **Community Impact Statement (for Major Site Plan and/or Major Subdivision only)..**
 - 13. **Application Fee \$ 750.00 Escrow Deposit \$ 2,750.00 in accordance with schedule.**
PLEASE NOTE: Application Fee and Escrow Deposit must be paid in separate checks.

*Any request for a waiver must include a written explanation for the request.

Should you have any questions or require assistance with the application process, please contact the Board Office either by phone (732-897-4162 .x. 204), or by email (kdickert@neptunetownship.org).

APPLICATION FOR DEVELOPMENT CHECKLIST – PART B: Plat Requirements

1. General Requirements:

- The site plan shall be signed and sealed by an architect, professional engineer, land surveyor, and/or professional planner licensed to practice in the State of New Jersey, provided, however, that the sanitary sewer, water distribution, and storm drainage plans and water and sewage treatment facility plans may only be signed and sealed by a professional engineer licensed to practice in the State of New Jersey. In addition, the following must be submitted:
 - Site plan shall not be drawn at a scale smaller than 1" = 50' and no larger than 1" = 10'
 - The site plan shall be based on a monumented, current certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1, "Preparation of Land Surveys" dated September 1984 and as amended. The date of that survey and the name of the individual who prepared the survey shall be shown on the site plan.

2. Title Block:

- The title block shall appear on all sheets in conformance with N.J.S.A. 45:8-27 et. Seq. (Map filing law) and include the following:
 - Title to read "SITE PLAN".
 - Name of the development, if any.
 - Tax map sheet, block and lot number(s) of the site, as shown on the latest Township Tax Map, the date of which shall also be shown.
 - Date of original and all subsequent revisions.
 - Names and addresses of owner and applicant/developer, so designated.
 - Name, signature, address and license number of the engineer, architect, land surveyor or planner who prepared the plan with their embossed seal.

3. The following table shall be included on the first (1st) sheet of all plans submitted to the Planning Board or Board of Adjustment for Major Site Plan, Minor Site Plan, Major Subdivision, or Minor Subdivision.

- Please include information for each zone/block/lot involved and attach additional sheets as necessary.
- NOTE: Any items not applicable to a particular application shall be marked with "N/A".

ZONE DISTRICT:

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
Minimum lot area	2.5 Acres	21.555 Ac.	21.555 Ac.
Maximum density	N/A	N/A	N/A
Maximum floor area ratio (FAR)	0.6	.243	.244
Minimum lot width	500 Ft.	603.1 Ft.	603.1 Ft.
Minimum lot frontage	500 Ft.	1,859.1 Ft.	1,859.1 Ft.
Minimum lot depth	600 Ft.	1,107 Ft.	1,107 Ft.
Minimum front yard setback	Bank 76.9 Ft. 50 Ft.	210.7 Ft.	210.7 Ft.
Minimum side yard setback	Bank 77.5 Ft. 30 Ft.	126.3 Ft./303.4 Ft.	126.3 Ft./288.6 Ft.
Minimum combined side yard setback	60 Ft.	N/A	N/A
Minimum rear yard setback	40 Ft.	41.7 Ft.	41.7 Ft.
Maximum percent building cover	30%	24.3%	24.4%
Maximum percent lot cover	(Non Conforming - NC) 60%	85.2% (NC)	85.2% (NC)
Maximum number of stories	2 Stories	1 Story	1 Story
Maximum building height	40 Ft.	22-28 Ft.	32'-7"
Minimum improvable area	84,900 SF	697,411 Sf.	697,411 Sf.
Minimum improvable area – diameter of a circle (feet)	189 Ft.	379 Ft.	379 Ft.
Off-street parking spaces	1 Space/250 SF of GFA or 914 Stalls	1,027 Stalls	1,024 Stalls
Loading spaces	Hobby Lobby Only 3 berths for >40K of GFA	3 berths	3 berths
Signs	Hobby Lobby Only 48 SF	N/A	262.5 SF
Existing use or uses: Retail Shopping Plaza			
Proposed use or uses: Retail Tenant (Hobby Lobby) within shopping plaza			
Existing floor area: Total of 228,456 square feet for shopping plaza of which 58,952 square feet is Hobby Lobby.			
Proposed floor area: Addition of a 1,117.5 square foot entry vestibule. 1.9% increase in the Hobby Lobby Space; 0.4% increase in overall shopping plaza square footage.			

4. North arrow and written graphic scale.

N/A 5. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses, where such have been delineated or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Planning and/or Board of Adjustment in the determination of floodway and flood hazard area limits.

6. Paving and right of way widths of existing streets within two hundred (200') feet of the site.

- N/A 7. The boundary, nature, and extent of wooded areas, swamps, bogs, and ponds within the site and within two hundred (200') feet thereof and delineated of all wetlands soils as defined by the New Jersey Department of Environmental Protection and the U.S. Army Corps of Engineers.
8. Existing and proposed manholes, sewer lines, fire hydrants, water lines, utility poles and all other topographic features of a physical or engineering nature within the site and within two hundred (200') feet thereof.
9. All existing structures on the site and within two hundred (200') feet thereof including their use, indicating those to be destroyed or removed and those to remain.
10. Location, use, finished grade level, ground coverage, first floor and basement elevations, front, rear, and side setbacks of all buildings and other pertinent improvements.
11. Existing and proposed public easements or rights-of-way and the proposed use thereof, including conservation easements.
12. A grading plan showing existing and proposed grading contours at one (1') foot intervals throughout the tract, except if slopes exceed five (5%) percent, a two (2') foot interval may be used. If the exceed ten (10 %) percent, a five (5') foot interval is permissible. Datum shall be United States Coast and Geodetic Survey Datum (MSL=O) and source of datum and bench marks shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be drawn to clearly delineate proposed grading.
13. **On Site Drainage Plan:**
- The drainage plan shall be presented in graphic form which shall clearly show the street and site layout and those terms which are pertinent to drainage including existing and proposed contours as previously required.
- The plan shall outline each area contributing to each inlet.
- All proposed drainage shall be shown with pipe type and sizes, invert and grade or rim elevations, grades and all direction of flow. The direction of flow of all surface waters and of all streams shall be shown.
- N/A The drainage shall be accompanied by complete drainage calculations made in accordance with the Soil Conservation Service method.
14. **Off Site Drainage Plan:**
- The plan shall also be accompanied by an off site drainage plan prepared in accordance with the following standards:*
- N/A The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown.
- N/A The pertinent off site existing drainage shall be shown with elevations of inverts and grates to the nearest one tenth (1/10) of a foot.
- N/A To the extent that information is available and may be obtained from the County or Township Engineer, any existing plans for drainage improvements shall be shown.
- N/A In the event a temporary drainage system is proposed, full plans of that system shall be shown.
- N/A The off site drainage plans shall be accompanied by profiles of all proposed drainage, showing existing details, pipe sizes, type inverts, crowns, slopes, all proposed structures and connections and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross sections at intervals not exceeding one hundred (100') feet shall be shown for all open channels.

- N/A 15. If required by the Township Engineer, center line profiles of streets bordering the site, internal roadways, and major circulation aisles showing existing and final grades and slopes, and pipe sizes, tyoe, inverts and grate or rim elevations of drainage and sanitary sewage facilities.
- 16. Soil Boring Logs:**
Unless the Township shall determine that a lesser number of boring logs is required or that some or all of the boring logs may be deferred to the final plan stage, the site plan shall be accompanied by a set of boring logs and soil analyses for borings made in accordance with the following:
- N/A One boring not less than fifteen (15') feet below grade or twenty (20') minimum depth shall be made for every five (5) acres (or portion thereof) of land where the water table is found to be ten (10') feet or more below proposed or existing grade at all boring locations.
- N/A One additional boring shall be made per acre (or portion thereof) in those areas where the water table is found to be less than ten (10') feet below proposed or existing grade.
- N/A In addition to the above, in those areas where the water table is found to be five (5') feet or less below existing or proposed grade, two additional borings per acre (or portion thereof) will be required if construction of basement is contemplated. Borings shall be located where such basements are proposed.
- N/A Boring logs shall show soil types and characteristics encountered, ground water depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one tenth (1/10) of a foot.
- N/A Based on the borings, the site plan shall clearly indicate all areas having a water table within two (2') feet of the existing surface of the land, or within two (2') feet of proposed grade, of all areas within two (2') feet or more of fill is contemplated or has previously been placed.
- N/A Certified soil tests as a basis for design standards for pavement, pipe, bedding, etc.
17. Zone boundaries and the tax map sheet, lot and block numbers and the names of owners of all properties within two hundred (200') feet of the site.
18. A key map, at a scale of not less than one (1") inch equals one thousand (1000') feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within two hundred (200') feet of the site.
19. The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common open space, indicating the facilities to be provided in such areas.
20. The capacity of off-street parking areas, and the location and dimensions of all access drives, aisles and parking stalls. The location and treatment of existing and proposed entrances and exits to public rights of way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other device necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single-unit trucks or buses and semi-trailers that will enter the site each day.
21. Graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation.
22. The location and size of proposed loading docks.
23. The location of curbs and sidewalks.

- 24. Cross sections showing the composition of pavement areas, curbs, and sidewalks.
- N/A 25. Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and features.
- N/A 26. Landscaping and screening plan showing the location, type, spacing and number of each type of tree or shrub and the location, type and size, spacing, and number of each type of ground cover to be utilized and planting details for trees, shrubs, and/or ground cover.
- 27. Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas.
- 28. Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated.
- 29. Location of facilities for the handicapped, including parking spaces and ramps (where applicable), and including construction details for ramps for the handicapped.

Sectionalization and staging plan:

- 30. Developers of large uses such as shopping centers, multifamily dwellings, industrial parks or other such uses proposed to be developed in stages shall submit sectionalization and staging plan showing the following:
 - The anticipated date of commencing construction of each section or stage.
 - Plans for separate construction emergency access for the project in order to avoid occupancy conflict
- 31. Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site and provisions to be made for site maintenance.
- N/A 32. Traffic analysis report and recommendations from a qualified traffic engineer.
- N/A 33. Such other information as the Municipal Agency and/or Township Engineer may require during site plan review.
- 34. Use Group Classification of the building or structure.
- 35. Type of construction classification of building or structure to be erected, altered or extended, as defined by the International Residential Code or the International Building Code, New Jersey Edition.