



MINOR SITE PLAN CHECKLIST

Application:	
Date Rcvd.:	
Received by:	

1. Applicant's Name:	
Contact Person:	
Address:	
Telephone:	
Email:	
Relationship to Owner:	

2. Property Address:	
Development Name:	
Zoning District:	
Block(s):	
Lot(s):	

3. Property Owner:	
Contact Person:	
Address:	
Telephone:	
Email:	

4. Name of Attorney:	
Firm:	
Address:	
Telephone:	
Email:	

5. Has this property ever been subject of a previous application to the Planning or Zoning Board? If so, please describe (incl. Resolution #):

6. Description of Property, brief history of the site, its location and description of current use(s) (may attach addendum):

7. Provide Detail of the Exact Nature of the Application (may attach addendum):

8. Description of Relief Requested, including Section(s) of Ordinance variance is requested (may attach addendum):

INSTRUCTIONS:

1. This checklist shall be completed by the applicant or its authorized representative and submitted with the application. This checklist shall be used in determining completeness or incompleteness of the application pursuant to Robbinsville Township’s Land Use and Development Ordinance(s). The applicant is advised that failure to provide all data required on this checklist or failure to apply for the appropriated waivers will render the application incomplete. Applications will not be placed on an agenda until it has been deemed complete by the Administrative Officer.
2. Applicant to complete checklist column with an “X” in the appropriate column. A waiver should be requested for all checklist item you may consider “not applicable” (“n/a”) and reason(s) you would consider it “not applicable.” **** All waivers requested should be explained in detail on the Waiver/Variance Request Form.** Failure to provide a reason for the request will render the application incomplete.
3. The Technical Review Committee (TRC) will determine if any item where a waiver is requested shall be required to be provided and the application shall be considered incomplete if not provided.
4. The applicant shall submit three (3) collated copies of all correspondence (including cover and response letters) and administrative forms. The applicant shall submit three (3) signed and sealed copies of all maps, plans or reports and all additional submission item(s). All submissions must include a digital copy in pdf. format of all submission items (email to BoardSecretary@robbinsville.net, dropbox, thumb drive or disk). All re-submissions must include a point-by-point response letter addressing all comments from the Board’s professionals or from the Technical Review Committee (TRC) Meeting. All submissions must be made as one comprehensive submission, not under separate cover.

I. ADMINISTRATIVE			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	1. Completed General Land Use Application Form.		
<input type="checkbox"/>	2. Completed Fee Schedule Form.		
<input type="checkbox"/>	3. Payment of Required Fees (two separate checks).		
<input type="checkbox"/>	4. Completed Escrow Agreement Form with Escrow Contact Sheet.		
<input type="checkbox"/>	5. Completed W-9 Form (for Escrow Account).		
<input type="checkbox"/>	6. Tax & Utility Assessment Certification Form (Applicant part complete).		
<input type="checkbox"/>	7. Completed Waiver/Variance Request Form.		
<input type="checkbox"/>	8. Completed Affidavit of Ownership Form (notarized).		
<input type="checkbox"/>	9. Completed Disclosure Statement Form.		
<input type="checkbox"/>	10. Completed Consent of Entry Form.		
<input type="checkbox"/>	11. Completed Checklist(s) for All Applicable Requests.		
<input type="checkbox"/>	12. “Zoning Permit Denial” or “Notice of Violation” (N.O.V.) from Zoning, Code or Construction Official.		
<input type="checkbox"/>	13. Resolution(s) for all previous Planning/Zoning Board approvals.		
<input type="checkbox"/>	14. List of all necessary Outside Agency Approvals indicating status of approvals, including copies of each approval (NJDOT, NJDEP, Mercer County Planning Board, etc.).		
<input type="checkbox"/>	15. Proposed Operations Statement, including details of proposed use(s), hours of operation, number of employees, provisions for maintenance, etc., signed by Applicant and notarized.		
<input type="checkbox"/>	16. Survey of the total tract certified to the Applicant, signed and sealed by the preparing N.J. Licensed Land Surveyor in accordance with current statute. Current-no greater than two (2) years old, to scale, accurately showing all existing conditions (including fencing, pavement, pools, all buildings and structures), with accurate distances from property lines shown.		

<input type="checkbox"/>	17. Minor Site Plan designed, drawn, signed and sealed by N.J.P.E., L.S. or A.I.A. as appropriate, to scale, sheets numbered consecutively, folded, collated, bound, signed and sealed with a common preparation and/or revision date(s).		
<input type="checkbox"/>	18. Architectural Floor Plans and Elevations, signed and sealed by the preparing N.J. licensed Architect, sheets numbered consecutively, folded, collated, bound, with a common preparation and/or revision date(s) with the site plan.		
<input type="checkbox"/>	19. Sign Inventory Plan and Details, sheets numbered consecutively, folded, collated, with a common preparation and/or revision date(s).		
<input type="checkbox"/>	20. Community Impact Statement/Study Letter, signed.		
<input type="checkbox"/>	21. Environmental Impact Statement/Study Letter, signed and sealed.		
<input type="checkbox"/>	22. Traffic Impact & Parking Assessment Letter, signed and sealed.		
<input type="checkbox"/>	23. Photographs of property views from street and all other off-site area(s) visible to proposed improvement(s), aerial photos of site.		
<input type="checkbox"/>	24. Complete application, filed as one submission, with quantities and digital copies as noted in the Instructions, #4.		

II. HEALTH

Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	25. Approximate location of any existing on-site or on adjacent lots within 200 feet, dwellings or buildings, septic systems and wells.		
<input type="checkbox"/>	26. Identification of on-site soils pursuant to the "Mercer County Soil Survey".		
<input type="checkbox"/>	27. Identification of underlying geologic formation pursuant to the "Environmental Resources Inventory" of the Township of Robbinsville.		
<input type="checkbox"/>	28. The results of any preliminary percolation test and soil log, if available.		

III. ENGINEERING

Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	29. Minor Site Plan shall be to scale, showing existing conditions and proposed structures, additions, driveways, parking spaces, loading areas, other buildings or structures on site, north arrow reference, including proposed dimensions, with proposed distances from property lines shown, legend identifying symbols and drafting techniques used, and any details deemed necessary by the Township/Board Engineer.		
<input type="checkbox"/>	30. Title block containing minimum data per current statutes.		
<input type="checkbox"/>	31. Site Plan shall be blackline reproduction on standard sized sheets: 30" x 42", 24" x 36", 11" x 17", 8 ½" x 13".		
<input type="checkbox"/>	32. A key map showing the tract in question; north arrow; zoning; tax lot numbers, tax block numbers, tax sheet numbers, owners names as identified on certified list provided by Township for tract in question and all lots within 200 feet of tract; Municipal Boundaries; names and address of owner, applicant and professional preparing the map; owners certification, proposed lots, and index of sheets (where applicable). All measurements specified herein shall be measured radially from the boundary and shall include all lots, zones, etc. on opposite sides of road and within other municipalities.		
<input type="checkbox"/>	33. Signature lines for the Township Engineer, Board Chairperson for appropriate Board and Board Secretary on cover sheet.		

<input type="checkbox"/>	34. Bulk Requirements Schedule/Table indicating Zoning District shall be tabulated to show all bulk requirements of the zone or zones in which the site is located and the bulk data proposed by the application. This tabulation shall also identify compliance or noncompliance for all existing structures. All lot areas shown shall be identified as gross and net areas. Density shall be shown as defined by the Land Use and Development Ordinance. Bulk Requirements Schedule/Table shall identify permitted, existing and proposed improvement conditions. Any relief previously granted shall be indicated and referenced.		
<input type="checkbox"/>	35. Plan shall provide a data table of existing, required and proposed parking spaces, Electric Vehicle charging stations and loading areas.		
<input type="checkbox"/>	36. Typical construction details shall be provided on drawings designated as "Construction Details".		
<input type="checkbox"/>	37. Area of disturbance shall be clearly delineated and dimensioned.		
<input type="checkbox"/>	38. All existing and proposed setback distances to property lines.		
<input type="checkbox"/>	39. For adjoining properties, distance from structures to nearest property line of subject property (shown on plan).		
<input type="checkbox"/>	40. Location of all easements (including wetlands, conservation, buffer, transition areas, etc.), public right-of-ways, etc.		
<input type="checkbox"/>	41. Location of existing and/or proposed septic systems and wells on property.		
<input type="checkbox"/>	42. Location of all existing and proposed stoned and paved areas, including delineation of existing and proposed parking stalls.		
<input type="checkbox"/>	43. Location of all proposed and/or relocation of all existing signage, lighting and landscaping.		
<input type="checkbox"/>	44. Location and details of all proposed Electric Vehicle charging stations or "Make-Ready" parking spaces.		
<input type="checkbox"/>	45. Site Plan shall show location(s) and detail of loading areas and any screening provided.		
<input type="checkbox"/>	46. Site Plan shall provide location(s) and details of any proposed fence.		
<input type="checkbox"/>	47. Plan shall show location and construction details for pedestrian and bicycle circulation systems (including width and materials) and site furnishings		
<input type="checkbox"/>	48. Grading and drainage information as determined by the Township/Board Engineer.		
<input type="checkbox"/>	49. List of any anticipated developer contributions, fees, Fair-Share payments, etc.		
<input type="checkbox"/>	50. Compliance with all Design Standards of the Land Use and Development Ordinance, or a waiver/variance requested on Waiver/Variance Request Form.		

IV. ARCHITECTURE & LANDSCAPING			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	51. Architectural Floor Plans and Elevations shall include title block, including Title, author of the drawing, drawing number and property reference. Sheets shall be scaled, numbered consecutively, folded, collated, bound, signed and sealed by a NJ licensed Architect with a common date of issue and revision date(s) with the Site Plan.		
<input type="checkbox"/>	52. Architectural drawings shall be clearly labeled and shall include: <ul style="list-style-type: none"> a. Drawing Title. b. North arrow on plans. c. Floor Plans of each floor level. 		

	<ul style="list-style-type: none"> d. Room labels on plans to clearly define each use e. Overall dimensions on plans. f. Elevations of each façade of each building noting all façade material types, colors, grills, storefronts, roof screens, building mounted lighting, signage, and any other appurtenances g. All building heights and dimensions. h. Clear and detailed reference to screening of ground mounted and/or roof mounted equipment. i. Clear indication of the requested variances and waivers. 		
<input type="checkbox"/>	53. Site Plan shall show location and detail of trash enclosures and any screening provided.		
<input type="checkbox"/>	54. Site Plan shall provide clear reference or delineation of any sustainable design features.		
<input type="checkbox"/>	55. Site Plan shall provide location(s) of all proposed lighting, and/or all relocation of existing lighting and specifications of all lighting type(s) proposed for the project, including details and design for site lighting and building mounted lighting.		
<input type="checkbox"/>	56. Rendered Elevations shall show elevations of each façade and include any building mounted or façade signage and lighting.		
<input type="checkbox"/>	57. Sign Inventory Plan shall detail inventory and sign locations for all signage proposed on site and/or building mounted signage. Plans shall include proposed graphics, dimensions, colors, lighting and general construction and mounting details. Ground or free-standing signs must include dimensions, height and setbacks.		
<input type="checkbox"/>	58. Plan shall indicate area to be cleared, including trees with a trunk diameter of eight (8") inches or greater, measured four and a half (4.5') feet above ground level. Plan should include species, size and general health conditions of any trees to be cleared. Area of disturbance shall be indicated.		
<input type="checkbox"/>	59. Plan shall provide location of proposed landscaping, including trees, shrubs, groundcovers, and vegetative plants with keys.		
<input type="checkbox"/>	60. Plan shall contain a chart showing the following: <ul style="list-style-type: none"> a. Proposed plant names, both common and scientific. b. Plant sizes in caliper, height, and/or width at time of installation. c. Type of nursery stock, i.e., balled and burlapped or container and size of container. d. Proposed plant spacing and other comments. e. Planting notes, incl. specification that the plants must conform to the American Standard for Nursery Stock, latest edition. f. Delineation showing which areas to be irrigated. g. Maintenance specifications (including irrigation). h. Planting details conforming to current cultural horticultural practices. 		
<input type="checkbox"/>	61. Outdoor pedestrian spaces with landscape architectural elements shall be labeled.		
<input type="checkbox"/>	62. Plantings, buffer areas, re-forestation areas shown to meet the Township Code (contributions may apply to waivers granted).		

V. PRIOR TO PUBLIC HEARING		Acknowledged by Preparer (initial)
<input type="checkbox"/>	63. If required, the notice of publication and the notice of service on the affected owners must be accomplished at least ten (10) days prior to the hearing date scheduled by the Administrative Officer in accordance with the M.L.U.L and Township Ordinance. Proof of Service Package must be filed with the Administrative Officer before the application will be considered complete and the hearing can proceed.	
<input type="checkbox"/>	64. Witness/Exhibit List shall be provided five (5) days prior to hearing: Exhibit A-1: Complete Application Package (current version of all submission items). Exhibit A-2: Board's Professional's Review Memos. Exhibit A-3: Affidavit of Proof of Service Package. Exhibit A-4: (continue with any additional exhibits to be introduced, if any).	
<input type="checkbox"/>	65. Tax & Utility Assessment Certification Form, to be re-certified, if necessary.	
<input type="checkbox"/>	66. Escrow Account must be current prior to hearing.	

Person Preparing Checklist:	
Firm:	
Address:	
Telephone:	
Email:	

CERTIFICATION:

I have prepared this checklist and confirm that I have provided a response to all waivers being requested and listed all variance relief sought on the Waiver/Variance Form. I certify that the checklist is complete and accurate.

Signature/Certification of Person Preparing Checklist

Date

TOWNSHIP USE ONLY BELOW THIS LINE

Application No: _____ Fees Paid: _____

Date(s) Received: _____ Escrow Paid: _____

Referred To (Planning Board or Zoning Board): _____