

BERKELEY TOWNSHIP PLANNING BOARD
APPLICATION FOR MINOR SITE PLAN APPROVAL

PRELIMINARY _____ FINAL _____ DATE _____

ORIGINAL _____ AMENDED _____ RE-APPROVAL _____

APPLICANT _____

PROJECT _____

LOCATION _____

USE _____

BLOCK _____ LOT(S) _____ ZONE _____

AREA (S.F.) _____ ACRES _____ UNITS _____

FEE PAID _____ CALCULATION OF FEE _____

ATTORNEY _____ PHONE _____

ADDRESS _____

ENGINEER _____ PHONE _____

ADDRESS _____

SIGNATURE OF APPLICANT (OR AGENT) _____

NAME OF APPLICANT (OR AGENT) _____

ADDRESS _____ PHONE _____

APPLICANT'S INTEREST IN SUBJECT PREMISES _____

DESCRIPTION OF PROJECT _____

**CHECKLIST L.D. 4
BERKELEY TOWNSHIP
MINOR SITE PLAN APPLICATION CHECKLIST**

The following information must be submitted for the application to be deemed complete:

I. Minor Site Plan showing the following

- | <u>Yes</u> | <u>No</u> | <u>N/A</u> | |
|------------|-----------|------------|--|
| ___ | ___ | ___ | 1. Conforming Title Block. |
| ___ | ___ | ___ | 2. Date of plan with all revisions. |
| ___ | ___ | ___ | 3. Scale and North Arrow. |
| ___ | ___ | ___ | 4. Layout of the proposed or existing building or structure. |
| ___ | ___ | ___ | 5. Key Map showing the location of the tract and street names. |
| ___ | ___ | ___ | 6. Name(s) and address(es) of property owner(s) and applicant(s). |
| ___ | ___ | ___ | 7. Signature and seal of preparer of the minor site plan. |
| ___ | ___ | ___ | 8. Location of all signs. |
| ___ | ___ | ___ | 9. Plan Size: 11"x17", 24"x36", or 30"x42". |
| ___ | ___ | ___ | 10. Scale one (1) inch equals 10, 20, 30, 40 or 50 feet. |
| ___ | ___ | ___ | 11. Metes and bounds of all property lines. |
| ___ | ___ | ___ | 12. Error of closure no greater than 1:10,000. |
| ___ | ___ | ___ | 13. Names of all owners of record of all properties within 200 feet. |

- | <u>Yes</u> | <u>No</u> | <u>N/A</u> | |
|------------|-----------|------------|--|
| ___ | ___ | ___ | 14. Block and lot numbers of all lots within 200 feet. |
| ___ | ___ | ___ | 15. Rights-of-way, streets, easements, boundaries are indicated and dimensioned. |
| ___ | ___ | ___ | 16. Zoning schedule (required/provided). |
| ___ | ___ | ___ | 17. Zoning setback lines. |
| ___ | ___ | ___ | 18. Copy of deed restrictions, covenants or exceptions applicable to the property. |
| ___ | ___ | ___ | 19. Minor site plan based on current boundary prepared by a New Jersey licensed land surveyor; date of survey indicated. |
| ___ | ___ | ___ | 20. Dimensions of existing and proposed parking area(s); size of proposed spaces. |
| ___ | ___ | ___ | 21. Proposed and existing lighting, screening and landscaping are shown. |
| ___ | ___ | ___ | 22. Existing and proposed spot grades to insure adequate surface drainage. |

II. Administrative Requirements:

- | | | | | |
|-----|-----|-----|----|--|
| ___ | ___ | ___ | 1. | Proper application fee. |
| ___ | ___ | ___ | 2. | Fees for any variance or design waiver requests. |
| ___ | ___ | ___ | 3. | Required number of plans and completed application forms. |
| ___ | ___ | ___ | 4. | Required number of prints of preliminary architectural floor plans and elevations. |

Yes No N/A

- | | | | | |
|-----|-----|-----|----|--|
| ___ | ___ | ___ | 5. | Proof of payment of property taxes for the current quarter. |
| ___ | ___ | ___ | 6. | Evidence of a Comprehensive General Liability Insurance Policy. |
| ___ | ___ | ___ | 7. | Proof of submission of applications to all required regulatory agencies. |