

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. |
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APPLICATION FOR APPROVAL  
OF A FINAL PLAT OF A MAJOR SUBDIVISION  
BERKELEY TOWNSHIP PLANNING BOARD

ORIGINAL \_\_\_\_\_ APPLICANT'S INTEREST IN SUBJECT PREMISES \_\_\_\_\_

REVISED \_\_\_\_\_

REAPPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

DEVELOPMENT NAME \_\_\_\_\_ SECTION \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

TAX MAP SHEET \_\_\_\_\_ BLOCKS \_\_\_\_\_ LOTS \_\_\_\_\_

LOCATION \_\_\_\_\_

STANDARD LOTS \_\_\_\_\_ CLUSTER SUBDIVISION \_\_\_\_\_

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

ENGINEER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

ATTORNEY \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

ZONE \_\_\_\_\_ NO. OF LOTS \_\_\_\_\_ ACRES \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_ APPROX. COST OF PROJECT \$ \_\_\_\_\_

TYPE OF HOUSE & CONSTRUCTION \_\_\_\_\_

SALE PRICE RANGE \_\_\_\_\_

REMARKS \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF OWNER OR AUTHORIZED AGENT \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

**CHECKLIST L.D. 2**  
**BERKELEY TOWNSHIP**  
**FINAL PLAT MAJOR SUBDIVISION CHECKLIST**

Yes No N/A

I. PLAT DETAILS:

- |   |   |   |   |
|---|---|---|---|
| — | — | — | 1. Scale: Not less than 1" = 100' (includes graphic scale) and Key Map (1" = 1000') provided. |
| — | — | — | 2. Size: 30" x 42", 24" x 36", 15" x 21", 8 1/2" x 13"  |
| — | — | — | 3. Title Block conforming to N.J.A.C. 13:40-1.2.  |
| — | — | — | 4. Dimensions, bearings and curve data shown for all streets.                                 |
| — | — | — | 5. Tangents, chords, arc, radius and central angle of all street corners.                     |
| — | — | — | 6. Metes and bounds, areas and grantee of all easements.                                      |
| — | — | — | 7. Reference meridian shown graphically.  |
| — | — | — | 8. Closure no greater than one (1) in 10,000.   |
| — | — | — | 9. All lands reserved or dedicated to public use shall be so noted.                           |
| — | — | — | 10. Block and lots numbers as recommended by Tax Assessor.                                    |
| — | — | — | 11. All municipal boundary lines shown, crossing or adjacent to the property.                 |

Yes No N/A

- |   |   |   |   |
|---|---|---|---|
| — | — | — | 12. Names of adjoining subdivisions, if any, and file numbers of the recorded plats or the name of owners of adjacent properties.   |
| — | — | — | 13. Watercourses, streams, shorelines, water boundaries, wetlands and encroachment lines shown with appropriate easements/conservation areas delineated including calculated areas. |
| — | — | — | 14. All monumentation shown.  |
| — | — | — | 15. Affidavit of consent of property owners.  |
| — | — | — | 16. Schedule of zone requirements and plan provisions.  |
| — | — | — | 17. Setback lines on each lot.  |
| — | — | — | 18. Date of final survey.   |
| — | — | — | 19. Subdivision and street names not similar to any existing subdivision and street names.  |
| — | — | — | 20. Sectionalization of final plat conforms to preliminary sectionalization plan.   |
| — | — | — | 21. Signature block for Planning Board Chairman, Secretary and Engineer.  |
| — | — | — | 22. Signature block for Municipal Clerk.  |
| — | — | — | 23. Signature and Seal of New Jersey Licensed Land Surveyor.  |

\_\_\_ \_\_\_ \_\_\_ 24. Signature and Seal of New Jersey Licensed Engineer.

Yes No N/A

\_\_\_ \_\_\_ \_\_\_ 25. Required certifications pursuant to the "Map Filing Law" P.L. 1960 c. 141.

\_\_\_ \_\_\_ \_\_\_ 26. General requirements, details and supporting data as specified in Article VIII and Article X of the Berkeley Township Code.

II. IMPROVEMENT PLANS CONTAINING THE FOLLOWING:

\_\_\_ \_\_\_ \_\_\_ A. Scale: 1" = 50' horizontal,  
Scale: 1" = 5' vertical

\_\_\_ \_\_\_ \_\_\_ B. Grading Plans

\_\_\_ \_\_\_ \_\_\_ C. Drainage Plans (and Supplemental Calculations)

\_\_\_ \_\_\_ \_\_\_ D. Utility Plans

\_\_\_ \_\_\_ \_\_\_ E. Soil Erosion Control Plan

\_\_\_ \_\_\_ \_\_\_ F. Construction Details

\_\_\_ \_\_\_ \_\_\_ G. Profiles

\_\_\_ \_\_\_ \_\_\_ H. Final Lot Grading and Street Centerline Elevations

Improvement Plans shall show the location of and provide construction details and specifications for the following:

\_\_\_ \_\_\_ \_\_\_ 1. Streets

\_\_\_ \_\_\_ \_\_\_ 2. Curbs

\_\_\_ \_\_\_ \_\_\_ 3. Sidewalks

\_\_\_ \_\_\_ \_\_\_ 4. Stormwater Facilities

\_\_\_ \_\_\_ \_\_\_ 5. Sanitary Sewerage and Water Facilities

Yes No N/A

\_\_\_ \_\_\_ \_\_\_ 6. Shade Trees

\_\_\_ \_\_\_ \_\_\_ 7. Street Lighting

\_\_\_ \_\_\_ \_\_\_ 8. Traffic Control Signage

\_\_\_ \_\_\_ \_\_\_ 9. Street Name Signs and Traffic Signalization

\_\_\_ \_\_\_ \_\_\_ 10. Bulkheading, if applicable

\_\_\_ \_\_\_ \_\_\_ 11. Soil Erosion and Sediment Control Measures

\_\_\_ \_\_\_ \_\_\_ 12. Monuments

\_\_\_ \_\_\_ \_\_\_ 13. Electric and Telephone Utilities

\_\_\_ \_\_\_ \_\_\_ 14. Fire Hydrant and Suction Lines

\_\_\_ \_\_\_ \_\_\_ 15. Seeding

- \_\_\_ \_\_\_ \_\_\_ 16. Topsoil
- \_\_\_ \_\_\_ \_\_\_ 17. Debris Control Methods

III. REQUIRED DOCUMENTATION:

A. Regulatory Agencies:

- \_\_\_ \_\_\_ \_\_\_ 1. Berkeley Township Sewerage Authority approvals.
- \_\_\_ \_\_\_ \_\_\_ 2. Ocean County and Berkeley Board of Health approvals.
- \_\_\_ \_\_\_ \_\_\_ 3. Ocean County Planning Board approval.
- \_\_\_ \_\_\_ \_\_\_ 4. NJDEP Wetlands approval, if applicable.
- \_\_\_ \_\_\_ \_\_\_ 5. NJDEP CAFRA approval, if applicable,

Yes    No/N/A

- \_\_\_ \_\_\_ \_\_\_ 6. Ocean County Soil Conservation District approval.
- \_\_\_ \_\_\_ \_\_\_ 7. NJDEP Flood Plain approval and/or Stream Encroachment Permit, if applicable.
- \_\_\_ \_\_\_ \_\_\_ 8. N.J. Department of Transportation access, drainage, utility and/or occupancy permits.
- \_\_\_ \_\_\_ \_\_\_ 9. Berkeley Township Water Utility (MUA) approvals.
- \_\_\_ \_\_\_ \_\_\_ 10. Any other required permits/ approvals.

B. Administrative:

- \_\_\_ \_\_\_ \_\_\_ 1. Proof of payment of property taxes for the current quarter.
- \_\_\_ \_\_\_ \_\_\_ 2. Evidence of a Comprehensive General Liability Insurance Policy.
- \_\_\_ \_\_\_ \_\_\_ 3. Certificate of Title.
- \_\_\_ \_\_\_ \_\_\_ 4. Evidence that the Township Tax Assessor has reviewed the proposed block and lot numbering system.
- \_\_\_ \_\_\_ \_\_\_ 5. Evidence that the Township Police Chief has reviewed the proposed street name(s).
- \_\_\_ \_\_\_ \_\_\_ 6. Proper application fee (submit calculations).
- \_\_\_ \_\_\_ \_\_\_ 7. Required number of prints submitted.