

**CHECKLIST L.D. 3
BERKELEY TOWNSHIP
PRELIMINARY PLAT MAJOR SITE PLAN APPLICATION CHECKLIST**

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

I. Site Plan showing the following:

*174
back lane*

Yes No N/A

A. Title Block:

- | | | | |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Name of the project, if any. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Title of "Site Plan." |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Tax map sheet, lot and block designation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Date of original and all revisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Name(s), signature(s), add-ress(es) and license number(s) of engineer and land surveyor who prepared the site plan. |

B. General:

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Standard Size Drawing (24" x 36" or 30" x 42"). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Scale: Not less than 1" = 50'. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Bearings, distances of each property line. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Zone(s), Zone Requirements (Required and Provided) and area map showing zoning boundaries within 1,000 feet of tract. |

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Area of Tract. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Building area(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Name and address of owner and applicant. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Required parking and parking provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Owner's name, block and lot designation, and present use of all property within 200 feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Existing topography at one (1) foot contour intervals (min. two (2) foot contour intervals, where slopes exceed 5%) extending a minimum of 100 feet beyond tract boundary. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Proposed site grading with one (1) foot contours and sufficient spot grades in paved areas to determine and define flow direction. |

12. Existing Features:

- | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Existing on-site buildings and structures (with future disposition). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Watercourses. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Limits of wooded areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Drainage system. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Location of all driveways within 100 feet. |

Yes No N/A

- g. Location of nearest fire hydrant.
- h. Location and use of existing structures within 100 feet of the site.
- i. Delineation of important physical features including swamps, bogs, ponds and wetlands areas on-site and within 200 feet of the tract boundary.
- j. Existing streets, water-courses, flood plains, flood-ways and flood areas on-site and within 200 feet of the boundaries thereof, both the width of the paving and the width of the right-of-way of each street, existing public easements and Township borders within 150 feet of the site.
- 13. North arrow and graphic scale.
- 14. Copy of any covenants or deed restrictions.
- 15. All proposed uses and structures with setbacks from property lines.
- 16. Location of existing and proposed signs, outdoor lighting, fencing and buffer areas.

Yes No N/A

- 17. Typical construction details and/or cross-sections for curb, sidewalk, pavement, manholes, inlets, headwalls, etc.
- 18. Detailed utility layouts showing methods of connection and sources of service.
- 19. Design details and dimensions of fences, walls, signs, lighting and other similar facilities.
- 20. Existing and proposed storm drainage facilities including plans and profiles, invert elevations, and drainage area map and calculations to substantiate adequacy of proposed storm drainage. Drainage area to each inlet shall be shown. The plan shall be accompanied by an off-site drainage plan.
- 21. Specifics of site ingress and egress (i.e. curb radii, curb opening, lane widths, existing driveways within 100 feet of site, etc.).
- 22. Key Map naming streets within 500 feet of the site.
- 23. Entire parcel shall be shown.
- 24. Space for signature of Chairman, Secretary and Board Engineer.

Yes No N/A

- 25. Written description of proposed operations.
- 26. Fire zones and signage.
- 27. Date of outbound survey and name of Land Surveyor.
- 28. Signed and sealed by New Jersey Licensed Engineer and Land Surveyor (if applicable).
- 29. Sectionalization Plan, if applicable.
- 30. Proposed sight triangles.
- 31. Proposed traffic control signage and pavement markings.
- 32. Soil borings (to a minimum depth of 10 feet) and hydraulic conductivity tests for all stormwater basins/trenches wells.
- 33. Compliance with Berkeley Township Code Chapter XXXV, Articles VII through X.

C. Commercial and Industrial Site Plans:

- 1. Off-street parking layout (dimensions of aisles, parking spaces, loading areas, fire lanes, traffic lanes, etc.) and in compliance with the requirements of the Zoning Ordinance.

___ ___ ___

2. Direction of internal traffic flow.

Yes No N/A

___ ___ ___

3. Lighting and Landscaping Plan.

___ ___ ___

4. Storage areas (refuse, equipment, materials).

___ ___ ___

5. Soil borings - soil logs to a minimum depth of 20 feet (depth to ground water, ground elevation).

D. Multi-Family Housing:

___ ___ ___

1. Off-street parking layout (dimensions of aisles parking spaces, loading areas, fire lanes, traffic lanes, etc.).

___ ___ ___

2. Lighting and Landscaping Plan.

___ ___ ___

3. Recreation areas - other public areas.

___ ___ ___

4. Refuse storage and pick-up, recycling areas.

___ ___ ___

5. Soil borings - soil logs to a minimum depth of 20 feet (depth to ground water, ground elevation).

___ ___ ___

6. Compliance with applicable detail requirements of Zoning Ordinance pertaining to multi-family housing.

E. Building Alterations:

___ ___ ___

1. Off-street parking layout.

___ ___ ___

2. New setback dimensions.

___ ___ ___

3. Proposed landscaping.

II. Administrative Requirements

Yes No N/A

___ ___ ___

1. Proper Application Fee (submit calculations).

___ ___ ___

2. Proof of payment of property taxes for the current quarter.

___ ___ ___

3. Required number of prints submitted.

___ ___ ___

4. Application fees reflect any variance or design waiver requests.

___ ___ ___

5. Preliminary architectural elevations and floor plans.

___ ___ ___

6. Written description of proposed activities.

___ ___ ___

7. Submission of an Environmental Impact Statement.

___ ___ ___

8. Submission of a Traffic Impact Statement.

___ ___ ___

9. For application for preliminary approval, the plans shall be accompanied by proof of submission in proper form to the following regulatory agencies, as applicable:

___ ___ ___

a. Ocean County Planning Board.

___ ___ ___

b. Ocean County Soil Conservation District.

___ ___ ___

c. Ocean County and Berkeley Boards of Health.

Yes No N/A

___ ___ ___

d. Berkeley Sewerage Authority, proof of approval.

- — — e. N.J. Department of Environmental Protection for CAFRA Permit, Wetlands Permit, Stream Encroachment Permit, Sewer Extension Permit, Flood Plain Approval and/or Water-front Development Permit.
- — — f. N.J. Department of Transportation for access driveways, utility openings, occupancy and/or drainage permits.
- — — g. Berkeley Township Water Utility (MUA).
- — — h. Any other required permits/approvals.
- — — i. Application for tree removal permit, where required.
- — — 10. Evidence of a Comprehensive General Liability Insurance Plan.