

**EXHIBIT A SITE PLAN CHECKLIST REQUIREMENTS**

(No application will be deemed complete until all of the following has been provided except for which waiver has been sought and granted)

- 1. Completed application forms with all information provided. \_\_\_\_\_
- 2. Site Plan with the following requirements:
  - 1. Give title and location of development and the name and address of record owner and/or development applicant, and site planner preparing the site development plan. \_\_\_\_\_
  - 2. Indicate proposed use or uses of the land and buildings. \_\_\_\_\_
  - 3. Site plans should be presented at a scale no smaller than 1" = 50', nor larger than 1" = 20'; size of sheets should not exceed 36 inches x 24 inches. \_\_\_\_\_
  - 4. Scale and graphic scale. \_\_\_\_\_
  - 5. North arrow in same direction on all sheets. \_\_\_\_\_
  - 6. Submit survey of the property prepared by a licensed surveyor of New Jersey, showing boundaries of properties, line of all existing streets and roads, easements, rights-of-way and areas dedicated to public use within 200 feet of the development. Also indicated on this sheet will be the north arrow, scale feet and graphic scale, name and address and professional license number and seal of the surveyor who prepared the survey. \_\_\_\_\_
  - 7. Give names of all owners of record of all adjacent properties with lot and block number, parcel number, tax map number, within 200 feet of the property. \_\_\_\_\_
  - 8. Show existing and proposed buildings with dimensions; showing, with first floor elevation, present and finished grade elevations at all corners and entrances. Present buildings and structures to be removed are to be indicated. \_\_\_\_\_
  - 9. Submit topographic map to delineate existing contours at two foot intervals, up to ten feet beyond property lines, as well as proposed grading and contours, wooded areas, trees (where six inches or greater in diameter), flood plains, ponds, streams and drainage ditches, etc. \_\_\_\_\_
  - 10. Indicate the location of all existing and proposed structures, i.e., walls, fences, culverts, bridges, roadways, etc., with grade elevations for each structure. \_\_\_\_\_
  - 11. Indicate existing zones of the development site and of zones within 200 feet of the property. \_\_\_\_\_

12. Show all existing schools and special district boundaries within 200 feet of the property. This should be shown on a separate map or as a key map on the site plan map itself.
13. Indicate the distance of the property line (measured along the centerline of existing streets abutting the property) to the nearest intersection which should be shown. \_\_\_\_\_
14. Show the boundaries of the property, building and setback lines, lines of existing streets, lots, reservations, easements and areas dedicated to public use. \_\_\_\_\_
15. Indicate locations of all utility structures and lines, existing and proposed stormwater drainage on site and off site and from buildings and structures, as well as telephone, power and light, water hydrant locations, sewer, gas, etc., whether privately or publicly owned, with manholes, inlets, pipe sizes, grade inverts and directions of flow. \_\_\_\_\_
16. Show location, size and nature of the entire lot or lots in question of contiguous lots owned by the applicant or owner of record, or in which the applicant or owner of record, or in which the applicant has a direct interest even though a portion of the entire property is involved in site plan development. Provide on a key map, if necessary. \_\_\_\_\_
17. Show all proposed elements and public and community areas. \_\_\_\_\_
18. Indicate all means of vehicular ingress and egress to and from the site on to public streets, showing the size and location of driveways, curb cuts and curbing, and site lines. \_\_\_\_\_
19. Show location and design of off-street parking areas, showing their size, and the location of internal circulation, traffic patterns, parking space, aisles, driveways, curbing, barriers, and wearing surface finishes and construction. \_\_\_\_\_
20. Show location, arrangement and dimensions of truck loading and unloading platforms and docks. \_\_\_\_\_
21. Indicate provisions for refuse and garbage disposal. Insure that such areas are not exposed to view, are unpolluting, covered from weather and are secure from vandalism. Incineration or burning units will be of such design and construction as to be approvable by the State Department of Health and Environmental Protection. Compactor units will ensure completely sealed operation. Open dump areas for garbage or refuse should be prohibited but where they are deemed necessary they must be enclosed and constructed with view to sight, fire protection, sanitation and security. \_\_\_\_\_
22. Show provisions for screening or storage of equipment, attached or separate from buildings. \_\_\_\_\_

23. Indicate all existing or proposed exterior lighting (freestanding and/or building) for size, nature of construction, lumens, heights, area and direction of illumination, footcandles produced, as well as time controls proposed for outdoor lighting and display. \_\_\_\_\_
24. Note all existing and proposed signs and their sizes; nature of construction and locations, height and orientation, including all identification signs, traffic and directional signs and arrows, freestanding and facade signs and time control for sign lighting. \_\_\_\_\_
25. Indicate locations, dimensions and construction of off-site sidewalks, on-site exits, walks and sidewalks. Provision should be made for pedestrian safety, access ways and, where necessary, a bicycle system and racking. \_\_\_\_\_
26. Show proposed screening of green areas and landscaping and fencing, including a planting plan and schedule, and trees, off site and along road, etc. Provision should be made for maintenance. \_\_\_\_\_
27. Show improvements to adjoining streets and roads, and traffic control devices necessary in streets or highways. Acceleration and deceleration lanes, paving, land dedication or acquisition for roads should be considered. \_\_\_\_\_
28. Copies of any covenants and deed restrictions intended to cover any of the development site should be submitted. \_\_\_\_\_
29. A detailed written description, sketch, rendering or picture of any new buildings or structures should be presented. \_\_\_\_\_
30. Preliminary architectural floor plans and elevations should be submitted, with the name, address, professional number and seal of the architect. \_\_\_\_\_
31. Supply appropriate places for signature and date of approval of the Chairman and Secretary of the Board and its engineer. \_\_\_\_\_
32. In fire prevention, consideration must be shown for service lines, hydrants, Siamese connections, automatic sprinkler system, fire zones, "no parking fire zones" and pavement and wall signs. \_\_\_\_\_
33. Flood zone and base flood elevation. \_\_\_\_\_
34. Final lot grading plan. \_\_\_\_\_
35. Show house numbers for each building lot on the final site plan plot only. \_\_\_\_\_
36. A detailed written list of any additional permits required from the municipality, County, State or Federal agencies. \_\_\_\_\_
37. Show proposed art (murals, sculptures, etc.) that would be visible from a public street. (Ord. No. 1510 (2011) § 38) \_\_\_\_\_

38. Show all requirements under the Americans with Disabilities Act of 1990 for parking and pedestrian and vehicular movement. (Ord. No. 1510 (2011) § 38)
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