

**SUBMISSION CHECKLIST  
FOR A PRELIMINARY PLAT OF A SITE PLAN**

The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed "Incomplete".

**Required documents:** Submission of an application of a preliminary plat of a site plan to the Gloucester County Planning Department shall include all of the following items:

- ( ) Completed County Site Plan Application Form & Submission Checklist
- ( ) Application Fees
- ( ) Four (4) sets of Site & Roadway Plans (Signed with Raised Seal) and attachments
- ( ) Two (2) copies of Drainage Calculations & Traffic Study (Signed with Raised Seal)
- ( ) Two (2) copies Survey (no more than 12 months old) (Signed with Raised Seal)
- ( ) One (1) Completed Certification of Ownership Form
- ( ) One (1) Completed NJPDES Stormwater Checklist
- ( ) One (1) copy of Recorded Property Deed

**SUBMISSION TO OUTSIDE AGENCIES**

- ( ) A listing of the outside governmental agencies retaining jurisdiction over the application.
- ( ) Status of the application with those agencies retaining jurisdiction.
- ( ) For development applications in the Pinelands Area of Gloucester County, a copy of one (1) of the items set forth in Section 804A of the County Land Development Resolution shall be submitted to the County.
- ( ) Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

**1. PLAT REQUIREMENTS**

**(General Requirements)**

Any preliminary plat of a site plan submitted to the County approving authority for its approval shall be prepared, signed and sealed by a professional licensed to practice in the State of New Jersey, as detailed below:

**Depiction of existing conditions on a site plan**

- € **Survey:** Showing existing conditions and exact locations of physical features including metes and bounds, drainage, waterways, specific utility locations, and easements: by a land surveyor.
- € Survey information may be transposed to the site plan if duly noted as to the date of the survey, by whom, and for whom.
- € Vegetation, general flood plain determination, or general locations of utilities, buildings, or structures: by an architect, planner, engineer, land surveyor, or other person acceptable to the reviewing governmental body.

### **Preparation of site plan**

- £ The locations of proposed buildings and their relationship to the site and the immediate environs: by an architect or engineer
- £ The locations of drives: parking layout: pedestrian circulation; and means of ingress and egress: by an architect, planner, or engineer.
- £ Drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a water course: by an engineer only.
- £ Other drainage facilities: by an architect or engineer.
- £ Utility connections and on-tract extensions: by an engineer or architect
- £ Off-tract utility extensions: by an engineer only
- £ On-site sanitary sewage disposal or flow equalization facilities: by an engineer only.
- £ Landscaping, signs, lighting, screening or other information not specified above: by an architect, planner, engineer, or other person acceptable to the reviewing governmental body.
- £ The general layout of a preliminary site plan for a multiple building project, showing the development elements including their relationship to the site and immediate environs: by an architect, planner or engineer.

Site plans shall not be drawn at a scale smaller than one (1) inch equals fifty (50) feet nor larger than one (1) inch equals ten (10) feet. If the size of the site would require the use of sheets larger than thirty by forty-two (30 x 42) inches in order to show the entire site on one (1) sheet, the detailed information for the site plan shall be shown in sections on sheets not larger than thirty by forty-two (30 x 42) inches, which sheets shall be keyed to an overall plat of the site drawn at a scale of not less than one (1) inch equals two hundred (200) feet. The site plan shall be based on a monumented, current certified boundary survey prepared, signed and sealed by a land surveyor licensed to practice in the State of New Jersey. The plan shall be certified by the surveyor as to the boundaries and physical conditions of the site. The date of the survey and the name of the person making same shall be shown on the map. If twelve (12) months or more have passed since the date of (or date of last recertification of) the survey, it shall be recertified and, if necessary, brought up-to-date.

### **2. TITLE BLOCK**

- ( ) The title block shall include the information required pursuant to NJAC 13:40-1.  
The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:
  - £ ( ) Title of "Preliminary Plat – Site Plan."
  - £ ( ) Name of the development, if any.
  - £ ( ) Tax Map sheet, block and lot numbers of the site, as shown on the latest municipal Tax Map, the date of which should also be shown.
  - £ ( ) Date of the original plan and all revisions thereto.
  - £ ( ) Names and addresses of the owner and development, so designated.
  - £ ( ) Names, signatures, addresses and license numbers of the engineer, architect, land surveyor or planner who prepared the plan. The plat shall bear the embossed seal of said professional.
  - £ ( ) If the site plan contains more than one (1) sheet, each sheet shall be numbered and titled.

3. **A SCHEDULE SHALL BE PLACED ON THE SITE PLAN INDICATING:**

- £ ( ) The acreage of the tract and site (the portion of the tract involved in the site plan).
  - £ ( ) The floor area of the existing and proposed buildings, listed separately.
  - £ ( ) The proposed use or uses, and the floor area devoted to each use.
  - £ ( ) Proposed and required lot dimensions and front, rear and side yard setbacks.
  - £ ( ) Proposed and required off-street parking spaces.
  - £ ( ) Acreage, square footage and percentage of the site retained in unoccupied open space.
4. ( ) A key map, at a scale of not less than one (1) inch equals two thousand (2,000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five hundred (500) feet of the property-in-question.
5. ( ) The names and addresses of all owners of, and property lines of, parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality within which the site is located. The list of property owners shall also indicate the status of all parcels within two hundred (200) feet of the subject site.
6. ( ) North arrow.
7. ( ) Written and graphic scales.
8. ( ) The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated, or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Engineering Department in the limits. In cases where all or a portion of a site is located in an unnumbered "A" Zone as shown on the Flood Insurance Rate Maps of the Federal Emergency Management Agency, the applicant shall undertake and submit such studies as are necessary to determine the base flood elevations.
9. ( ) Driveway locations and pavement and right-of-way widths of existing streets within two hundred (200) feet of the site.
10. ( ) The boundary, nature and extent of wooded areas, swamps, bogs, wetlands and ponds within the site and within two-hundred (200) feet thereof.
11. ( ) Existing and proposed manholes, sewer lines, fire hydrants, waterlines, utility poles and all other topographical features of a physical or engineering nature within the site and within two hundred (200) feet thereof.
12. ( ) All existing structures and buildings within the site and within two-hundred (200) feet of the site, including their use.
13. ( ) All existing structures and buildings on the site, and indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain, referenced to existing and proposed lot lines.
14. ( ) Locations, use, finished grade level, ground coverage, first floor and basement elevations, front, rear and side yard setbacks of all existing buildings and other pertinent improvements.
15. ( ) All existing and proposed public easements or rights-of-way and the purposes thereof.

16.( ) A grading plan showing existing and proposed grading contours at one (1) foot intervals throughout the tract, except that if slopes exceed five percent (5%), a two (2) foot interval is permissible. Data shall be National Oceanographic and Atmospheric Administration (NOAA) data (formerly known as U.S. Coast and Geodetics) (MSL=0), and the source of data shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be shown to clearly delineate proposed grading.

17. **ON-SITE DRAINAGE PLAN**

- € ( ) The drainage plan shall be present in graphic form which shall clearly show the street and lot layout, and those items which are pertinent to drainage, including existing and proposed contours as previously required.
- € ( ) The plan shall outline each area contributing to each inlet.
- € ( ) All proposed drainage shall be shown with pipe type and sizes, invert and grate or rim elevations, grades and directions of flow. The direction of flow of all surface waters and of all streams shall be shown.
- € ( ) The drainage plan shall be accompanied by complete drainage calculations made in accordance with the standards set forth in the County Specification Manual.

18. **OFF-SITE DRAINING PLAN**

The plat shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:

- € ( ) The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basins for determining basin limits shall be shown.
  - € ( ) The pertinent off-site existing drainage shall be shown with elevations of inverts and grades to the nearest one-tenth (0.1) foot.
  - € ( ) All existing plans for drainage improvements shall be shown.
  - € ( ) In the event that a temporary drainage system is proposed, full plans of that system shall be shown.
  - € ( ) The off-site drainage plans shall be accomplished by profiles of all proposed drainage, showing existing details; pipe sizes, types, inverts and crowns and slopes; all proposed structures and connections; and design hydraulic grade lines for all conduits designed to carry forty or more cubic feet per second. Cross sections at the intervals not exceeding one hundred feet shall be shown for all open channels.
19. ( ) All sites which are the subject of a preliminary site plan application and which are located within the distances as shown in the table below shall have at least two (2) concrete monument bench marks on the National Oceanographic and Atmospheric Administration (NOAA) datum (formerly known as U.S. Coast and Geodetics). All contours shall be based and referenced to these bench marks. The elevation of the monuments shall be shown on the plans as part of the site plan application to the County. The preferable precision shall be 0.035 run in miles. The monuments shall be set at the intersection of the parcel property lines with the proposed right-of-way line, and each monument shall be located by centerline station and offset dimension. These monuments shall be set prior to dimension. These monuments shall be set prior to the submission of preliminary site plans, and shall be shown on preliminary and final site plans.

<u>Site Plan</u>	<u>Distance to Nearest Horizontal Control</u>
Less than 2 acres	2 miles
2 - 50 acres	6 miles
Over 50 acres	12 miles

20. **NEW JERSEY SYSTEM OF PLANE COORDINATES**

- € ( ) The property lines of a tract which is the subject of a site plan application shall be placed on the New Jersey System of Plane Coordinates if they are located within the distances as shown in the table above. The coordinates of all monuments shall be shown on the preliminary and final site plan plats.
- € ( ) Sites not located within the criteria set forth in the table above may not be required to use the New Jersey System of Plane Coordinates, at the discretion of the County Engineer. In that case, existing and proposed lines shall be shown. A closed traverse shall be run to current acceptable standards with preferable precision of at least (1) one in twenty thousand (20,000).

21. Where work is to be done in the County right-of-way, a detailed plan at a scale of not less than one (1) inch equals thirty (30) feet showing the layout of any intersection including driveways with a county road. This plan shall show the following:

- € ( ) Road profiles showing existing elevations along the centerline of the County road, that shall conform to County stationing, every twenty five (25) feet, extending one-hundred (100) feet beyond the property line or the end of road improvements, whichever is greater. Pipe sizes, slope, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities shall also be shown.
- € ( ) Proposed gutterline elevations and top of curb grades shall be determined by the applicant's engineer, and supplied to the County Engineer's office for review and approval.
- € ( ) Full cross-sections every fifty (50) feet and at critical points along the County road, that shall conform to County stationing, shall be provided, and shall be drawn at a scale of one (1) inch equals five (5) feet horizontal and vertical. These cross-sections shall give the elevations for the existing centerline and edge of road, the proposed gutterline and top of curb grades, and the cross-slope of any widened section of pavement along the County road. These sections shall be extended to the proposed right-of-way line to show any regarding (cut or fill) required within the shoulder area.
- € ( ) Pavement markings, signs, and traffic control islands.
- € ( ) Existing and proposed signs, lighting standards, utility poles, and trees of eight (8) inches in diameter or larger and thirty (30) inches or higher within the County right-of-way, except in heavily wooded areas.

22.( ) Boring Logs. Unless the County Engineer shall determine that no boring logs are required, or that, when required, boring logs may be deferred to the final plat stage, the preliminary plat shall be accompanied by a set of boring logs and soil analyses. Boring logs shall show soil types and characteristics encountered, groundwater depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one-tenth (0.1) foot.

- 23.( ) **Tax map sheet**, lot and block numbers and property lines of parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality, or of adjoining municipalities.
- 24.( ) The plat shall show the location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as open space, indicating the facilities to be provided in such areas.
- 25.( ) The capacity of off-street parking areas and the location and dimensions of all access drives, aisles and parking stalls shall be shown on the site plan. The location and treatment of existing and proposed entrances and exits to public right-of-way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other devices necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single-unit trucks or buses and semitrailers that will enter the site each day.
- 26.( ) A graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation shall be provided. If the developer desires to have the appropriate provisions of Title 39 of the New Jersey Revised Statutes governing motor vehicle operation made applicable to the site, thereby allowing municipal police regulation of traffic control devices, he shall submit a formal request and a detailed plan meeting the requirements of the New Jersey Department of Transportation. The County Engineer shall advise the developer regarding the details of such a plan.
- 27.( ) The location and size of proposed loading facilities.
- 28.( ) Locations of curbs and sidewalks.
- 29.( ) Cross sections showing the composition of pavement areas, curbs and sidewalks.
- 30.( ) Location of signs and drawn details showing the size, materials of construction, height and content of all signs.
- 31.( ) Location of handicapped facilities, including parking spaces and ramps, where applicable.
- 32.( ) A "tree-save" plan shall be submitted, which generally outlines the limits of tree removal and disturbance within existing and proposed County rights-of-way and easements.
- 33.( ) **A Traffic Impact Study** shall be submitted, which addresses the requirements set forth in the **County Specification Manual**.
- 34.( ) Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site, and provisions to be made for site maintenance.

35. Sectionalization and Staging Plan. If large uses, such as shopping centers, multi-family dwelling developments, industrial parks or other such uses are proposed to be developed in stages, the developer shall submit a sectionalization and staging plan showing the following:

- € ( ) The anticipated date for commencing construction of each section or stage. The staging of development on the site shall be such that if development of the site were discontinued after the completion of any state, the developed portion of the site would comply in all respects to the requirements of the County Land Development Resolution and be provided with adequate drainage and utility systems.
- € ( ) Those improvements that will be completed in each stage prior to application for Certificate of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings on the site and adjoining properties.

36. ( ) The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for preliminary site plan review.

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Signature of Preparer of Checklist

\_\_\_\_\_  
Date