

West Windsor Township

Department of Community Development – Division of Land Use

SITE PLAN CHECKLIST

PROPERTY LOCATION:

BLOCK _____ LOT _____ APPLICATION CONTROL NO. _____

CHECKLIST COMPLETED BY _____ CHECKED BY: _____
DATE: _____

() PRELIMINARY () FINAL () PRELIMINARY/FINAL () SKETCH PLAN

The following are statutory items required to be shown on plans submitted for Site Plan approval. As the items are completed the applicant should check that item off on the line provided. If a waiver of any item is requested, insert "W.R." on the appropriate line, and on Page 7 indicate your reasons as to why the waiver is requested. Certification of application completeness will be held in abeyance, pending Planning Board action on waiver requests. Applicable Township Ordinances shall be referred to for specific site development design criteria.

Section 200-11.A Map Details - All maps and other documents submitted for Site Plan Review shall contain following information in addition to specific Site Plan details as required for each review stage.

APPLICANT

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- | | | |
|-------|--|-------|
| _____ | 1) Title and location of property | _____ |
| _____ | 2) Name and address of landowner and applicant. If a corporation is landowner or applicant, the principal office location and name of President and Secretary shall be included. | _____ |
| _____ | 3) Name, address and professional license number and seal of the professional preparing documents and drawings. All plans shall be prepared, signed and sealed by a licensed professional engineer or architect. | _____ |
| _____ | 4) A place for the signature of the Chair and Secretary of the Planning Board and the Health Department. | _____ |
| _____ | 5) Date of plan and any modifications thereto. | _____ |
| _____ | 6) The legends, as shown on Page 8 of this list, shall be on the Site Plan map. | _____ |

Section 200-12 SKETCH PLAN REVIEW

200-12.A Sketch Details - The Sketch Site Plan may be prepared by the applicant and contain sufficient information for discussion by the Board and the applicant.

Section 200-13 PRELIMINARY SITE PLAN APPROVAL

200-13.C Preliminary Site Plan Details – The Preliminary Site Plan Application technical materials, notwithstanding any other requirements of this or other Township ordinances, shall contain the following:

- _____ 1) Locator map at a scale of one inch equals two thousand feet (1"=2,000'), or larger scale, showing the lot and block number of the parcel in question and the lot and block number adjacent and opposite properties. This map should also show any contiguous lot in which the applicant has any direct or indirect interest, and the nature of the applicant's interest.
- _____ 2) An aerial photograph superimposed upon the plans with the track boundaries outlined. Also photographs of the property where necessary to show any unusual topographic, environmental or physical aspect of the site. This would included but not be limited to rock outcroppings, vegetation, natural drainage ways, wetlands and existing structures and improvements.
- _____ 3) A preliminary plan at a scale of one inch equals fifty feet (1"=50'), or larger scale and any supplemental plans that are necessary to properly depict the project. In the case of a complex project a scale other than one inch equals 50 feet may be submitted provided that one copy of a photomechanical reduction to a scale of one inch equals fifty feet is submitted. The preliminary plan shall show at least the following information:
- _____ (a) North arrow, scale, graphic scale, date and notes and dated revisions.
- _____ (b) The zoning district in which the parcel is located together with the district boundaries included within the boundaries of the parcel or within two hundred (200) feet therefrom. All setback lines, landscape strips, landscape buffers, building heights and other bulk requirements shall be shown and dimensioned. Any deviation from requirements of this Part 1 shall be specifically shown.
- _____ (c) Survey map, prepared by a licensed surveyor of New Jersey showing boundaries of the properties, lines of all existing streets and roads, easements, rights-of-way, and areas dedicated to public use within two hundred (200') feet of the development. These shall be dimensioned and where applicable, referenced as to direction.
- _____ (d) References to any existing or proposed deed restrictions or exceptions concerning all or any portion of the parcel. A copy of such covenant, deed restrictions or exceptions shall be submitted with application.
- _____ (e) The existing and proposed contours, referred to U.S. Coast and Geodetic Survey Datum, at a contour interval of not less than two (2) feet. Existing contours are to be indicated by solid lines. Location of existing rock outcroppings, high points, watercourses and drainage ways, depressions, ponds, marshes, vegetation, wooded areas and other significant existing features including previous flood elevations of water-courses ponds and areas as determined by survey. Trees of five (5) inches or over in caliper shall be specifically located and identified. Any proposed changes of such natural features shall be specifically noted.
- _____ (f) The location, size, elevation, slope and type of storm drainage structures above and below grade, whether publicly or privately owned. Design calculations supporting the adequacy of proposed drainage shall be submitted. The Site Plan shall include existing ponds, streams, and watercourses as well as the designated Greenbelt, if applicable.

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- _____ (g) The location of all existing buildings, bridges, culverts, paving, lighting, signs or any other structures with grade elevations for each structure. Grade elevations may be established from use of Township topographical maps. _____
- _____ (h) The distances measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with other streets. _____
- _____ (i) The proposed use or uses of the land, buildings and structures. _____
- _____ (j) The quantitative aspects of the proposal such as improvement coverage, number of units, square feet of construction, value of construction, density, coverage, number of employees, number of residents and area of land, etc. Specifically identified on the Site Plan, in tabular form shall be pertinent zoning data, indicating the bulk/area requirements of the zone in which the proposed development is located and how the proposed development responds to the zoning requirements. _____
- _____ (k) The proposed buildings and structures and any existing structures to remain, with dimensions, setbacks, heights (in feet and stories), and first floor or grade elevations. Existing buildings and structures to be removed shall be indicated. Sketch or typical building elevations indicating type of materials to be use. _____
- _____ (l) The location and designs of any off street parking areas, bicycle parking, service, trash or loading areas showing size and location of bays, aisles, barriers, planters, maneuvering areas, and traffic patterns. Include manufacture's cut or illustration depicting type of bicycle parking facility proposed. Also provide typical plan layout of facility at an appropriate scale to determine location from walkways and building lines. _____
- _____ (m) The means of vehicular access for ingress to and egress from the site, showing the proposed traffic channels, lanes and any other structure or devise intended to control traffic. _____
- _____ (n) The location, design, dimensions, and materials details in the form of construction documents (and size of) for any on or off-site pedestrian parks, walkways and bicycle pathways, open space, common open space, plazas, promenades and recreation areas or any other public uses. _____
- _____ (o) The location and design of all proposed utility structures and lines, storm water drainage on –site and off-tract, with manholes, inlets, pipe sizes, grades, telephone, inverts and directions of flow, as well as telephone, power and light, water hydrant locations, sewer and gas, whether publicly or privately owned. Where on-site sewage disposal systems and/or potable water wells are provided these shall be located on the site plan indicating size of system and distance between wells and septic fields. _____
- _____ (p) The location and the design of the proposed screening landscaping and planting, including a planting plan and schedule of plant materials. _____

- _____ (q) The location of all outdoor lighting (freestanding or on building), _____
the size, nature of construction, lumens, heights, area and direction
of illumination, foot-candles produces, typical manufacturer cuts
illustrating style, and time controls proposed for outdoor lighting and
display.

- _____ (r) The location and design of all signs, the size, nature of construction _____
height and orientation, including all identification signs, traffic and
directional signs and arrows, freestanding and facade signs and
time controls for sign lighting.

- _____ (s) The location and size of all proposed easements, rights-of-way, _____
public areas to be dedicated to the public or to be restricted or
defined by deed or any other arrangement. Also the location of
any Master Plan proposals indicating roadway, greenbelt, public
area or facility shall be shown.

- _____ (t) A tabulation of a proposed building's perimeter that fronts on a _____
public or private street or on a fire apparatus space expressed
in feet as well as percentage of total building perimeter linear footage
shall be indicated as part of site data information contained on
site plan.

- _____ (4) All items as required in the Environmental Impact Statement as set _____
forth in Article V, Section 200-23 of this Part 1 or a statement
concerning such which does not apply.

- _____ (5) Where applicable, the method by which any common or public open _____
space or commonly held building or structure is to be owned and
maintained.

- _____ (6) Where warranted, such other material deemed necessary by the _____
Planning Board to evaluate the physical, fiscal or socioeconomic
impact of the proposed development upon the Township.

- _____ (7) Reserved. _____

- _____ (8) Soil Survey Map, prepared by a professional engineer to indicate _____
the different types of soils that exist on the subject tract and within
two hundred (200) feet of the extreme limits of the subject tract.
This map shall be in conformance with soil survey of Mercer County,
New Jersey published by U.S. Department of Agriculture. Where
wetlands exist on or within two hundred (200) feet of the extreme
limits of the subject tract, as per N.J.A.C. 7:7A, of the wetlands
boundary shall be superimposed on the soil survey map.

- _____ (9) If wetlands exist, as per N.J.A.C. 7:7A, Freshwater Wetlands _____
Protection Act rules are to be complied with prior to submission of
plans to the Township. All areas of wetlands shall be depicted on
plans with surveyor's metes and bounds information for the outbounds
of such areas. A Letter of Interpretation issued by the N. J. Department
of Environmental Protection, Division of Coastal Resources shall be
submitted indicating the presence or absence of Freshwater Wetlands
on the parcel in question.

_____ (10) A Landscape Plan, prepared by a certified or licensed landscape architect, at a minimum scale of 1" = 50' or larger, indicating a planting schedule indicating specific botanical and common plant names, sizes, root spacing, and comments, and indicating the location, form, height and width of other landscape architectural materials such as berms, fences, walls, site furnishings bridges and walks, when required or appropriate, an illustrative section drawing to show the effectiveness of landscape buffers.

_____ (11) A Traffic Signage Plan conforming to the requirements of Section 200-91.U, Part 3, Subdivision and Site Plan procedures of this chapter.

SECTION 200-14 FINAL SITE PLAN APPROVAL

200-14.C.1 Final Site Plan Details – The final site plan application technical materials shall include the following:

_____ a) The approved preliminary site and copy of the preliminary resolution of approval together with all proposed additions, changes or departures therefrom, if applicable.

b) Final construction documents among other items, illustrating:

_____ (1) The final plans for site development and site improvement including those construction details as may be specified at the time of preliminary approval.

_____ (2) The ground floor or other floor plans sufficient to show pedestrian, vehicular or other access as it relates to the final site plan.

_____ (3) The building elevation or typical elevations including size, structure, materials, colors and textures.

_____ (4) Elevations or typical illustrations of any accessory structures, sign or area visible to the general public.

_____ (5) A final Landscape Plan, signed and sealed by a certified or licensed landscape architect, in the form of construction drawings and substantially conforming to the approved preliminary Landscape Plan. The plan shall be prepared for separate halftone sheets of the engineer's grading site plan. The plan shall include the location and detailed specifications for all landscape architectural improvements including planting details which conform with the standard Township details and for the irrigation and maintenance of all planting areas.

_____ (6) A Traffic Signage Plan conforming to the requirements of Section 200-91.U, Part 3, Subdivision and Site Plan Procedures, of this chapter.

Section 200-15 MINOR SITE PLAN APPROVAL

200-15.C Minor Site Plan Details – The minor site plan application technical materials, notwithstanding any other requirements of this or other Township ordinances, shall contain the following:

APPLICANT

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| <hr/> | 1) Locator map at a scale of one inch equals two thousand feet (1" = 2,000'), or larger scale, showing the lot and block number of the parcel in question and the lot and block numbers of adjacent or opposite properties. This map should also show any contiguous lot in which the applicant has any direct or indirect interest, and the nature of the applicant's interest. | <hr/> |
| <hr/> | 2) A site plan at a scale of one inch equals fifty feet (1" = 50'), or larger scale, and any supplemental plans that are necessary to properly depict the project. The minor site plan shall show the following information as appropriate to describe the proposed site modifications | <hr/> |
| <hr/> | (a) North arrow, scale, graphic scale, date and notes and dated revisions. | <hr/> |
| <hr/> | (b) The zoning district in which the parcel is located together with the district boundaries included within the boundaries of the parcel or within two hundred (200) feet therefrom. All setback lines, landscape strips, landscape buffers, building heights and other bulk requirements shall be shown and dimensioned. Any deviation from requirements of this Part 1 shall be specifically shown. | <hr/> |
| <hr/> | (c) Survey map, prepared by a licensed surveyor of New Jersey, showing boundaries of the properties, lines of all existing streets and roads, easements, rights-of-way, and areas dedicated to public use within two hundred (200) feet of the development. These shall be dimensioned and where applicable, referenced as to direction. | <hr/> |
| <hr/> | (d) Reference to any existing or proposed deed restrictions or exceptions concerning all or any portion of the parcel. A copy of such covenants, deed restrictions or exceptions shall be submitted with the application. | <hr/> |
| <hr/> | (e) The existing and proposed contours, referred to U.S. Coast and Geodetic Survey Datum, at a contour interval of not less than two (2) feet. Existing contours are to be indicated by solid lines. Any proposed change of on-site natural features (e.g. vegetation, wooded areas, watercourses, etc.) shall be specifically noted. | <hr/> |
| <hr/> | (f) The site plan shall include existing ponds, streams and watercourses as well as the designated greenbelt or wetlands as defined by N.J.A.C. 7:7A Freshwater Wetlands Protection Act, if applicable. Any effects on existing drainage facilities resulting from the proposed site modifications shall be described. | <hr/> |

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- _____ (g) The location of all existing buildings, bridges, culverts, paving, lighting, signs or any other structures with grade elevations for each structure in the area adjacent to the proposed site modifications. Grade elevations may be established from use of Township topographical maps. _____
- _____ (h) The distances measure along the right-of-way lines of existing streets abutting the property, to the nearest intersection with other streets. _____
- _____ (i) The proposed modification(s) to the existing use or uses of the land, buildings and structures. _____
- _____ (j) Specifically identified on the site plan, in tabular form, shall be pertinent zoning data indicating the bulk/area requirements of the zone in which the proposed development is located and how the proposed site modifications respond to the zoning requirements. _____
- _____ (k) The location and size of all proposed easements, rights-of-way, public areas to be dedicated to the public or to be restricted or defined by deed or any other arrangement. Also the location of any Master Plan proposals indicating roadway, greenbelt, public area or facility shall be shown. _____
- _____ (l) A tabulation of a proposed building's perimeter that fronts on a public or private street or on a fire apparatus space expressed in feet as well as percentage of total building perimeter linear footage shall be indicated as part of site data information contained on a site plan. _____
- _____ (m) Location of all utilities including gas, electric, water, sewer, CATV. _____

REQUEST FOR WAIVER

Section From Which
Waiver Requested

Reason for Request

LEGEND

(PRELIMINARY) or **(FINAL)**

1. SITE PLAN OF _____
BLOCK _____ LOT _____ ZONE _____
DATE _____ SCALE _____
APPLICANT _____
ADDRESS _____
SITE PLAN CONTROL NO. _____

2. I CONSENT TO THE FILING OF THIS SITE PLAN WITH THE TOWNSHIP PLANNING BOARD OF WEST WINDSOR TOWNSHIP.

(Owner) (Date)

3. To be signed before issuance of a Building Permit and incorporated only on a Final Site Plan (as applicable):

I HEREBY CERTIFY THAT A BOND HAS BEEN POSTED FOR ALL THE REQUIRED IMPROVEMENTS IN COMPLIANCE WITH ALL APPLICABLE CODES AND ORDINANCES.

(Township Clerk) (Date)

(Building Permit Issued) (Date)

4. To be incorporated only on Final Site Plan and signed prior to issuance of a Building Permit:
VERIFICATION THAT PAYMENT OF MUNICIPAL TAXES OR ASSESSMENTS IS CURRENT

(Township Clerk) (Date)

5. APPROVED BY THE PLANNING BOARD (Preliminary Approval Date) _____
(Final Approval Date) _____

(Chairman) (Date)

(Secretary) (Date)

6. APPROVED BY THE HEALTH OFFICER

(Chairman) (Date)

7. EXPIRATION OF APPROVAL (PRELIMINARY – 3 YEARS; FINAL – 2 YEARS)

Date of Expiration (Without Extensions)