

Review Key: ✓ Complete
O Incomplete
N Not Applicable
E Refer to Board Engineer
W Waiver Requested by Applicant
P Refer to Board Planner

TOWNSHIP OF ROXBURY

COMPLETENESS CHECKLIST PRELIMINARY MAJOR SITE PLAN

FIRST PROCEDURE FOR PRELIMINARY MAJOR SITE PLAN – STAFF REVIEW WITH THE FOLLOWING:

ALL PLANS MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO THE STAFF MEETING WHICH IS HELD ON THE FIRST AND THIRD WEDNESDAY OF EACH MONTH.

6 copies of application

6 copies of an executed and signed checklist

4 copies of any protective covenants, deed restrictions, easements, sight triangle, right-of-way or dedications

6 folded copies of the site plan –upon approval, 12 additional copies of site plans will be required. If not approved, 6 more corrected site plans will be needed until approved.

1 certification from the Township Tax Collector that all taxes or assessments have been paid to date

1 copy of application sent to Morris County Soil Conservation, if applicable. For information call (973) 285-2953

1 copy of application to Department of Transportation, if applicable

1 copy of letter to DEP in regard to wetlands or letter of absence

Any waiver request must be submitted in separate letter with reasons for each waiver.

APPLICATION FEES: \$5.00 per each 1,000 square feet of lot or part thereon, plus \$5.00 per hundred square feet of gross floor area or part thereof.

ESCROW FEES: \$6,000.00

(2 separate checks)

CHECKLIST FOR PRELIMINARY SITE PLAN SUBMITTAL

Applicant_____

Date Submitted_____

Project Name_____

Complete_____

Incomplete_____

- 1. Certification of Township Tax Collector that all taxes and assessments have been paid to date
- 2. Copies of applications to Morris County Planning Board, Morris County Soil Conservation District, and/or DOT, if applicable.
- 3. Maps drawn, signed & sealed by RA, PE, LS or PP, as required by law, and supporting documents should show:
- 4. Scale to be not less than:
 - 1" = 50' for Subdivisions
 - 1" = 30' for Site Plans
- 5. Map Sizes: 8 1/2" x 13"
 - 15" x 21"
 - 24" x 36"
 - 30" x 42"
- 6. Key Map: showing the subject property and all lands with lot & block numbers within 500 feet thereof with existing streets and zone boundaries.
- 7. The plans should contain the following:
 - A. Name of Development
 - B. Name and Address of Owner
 - C. Name and Address of Developer
 - D. Date of Preparation
 - E. Block and Lot(s) to be developed
 - F. Name & Address, signature, seal, and license number of person(s) preparing the map.
- 8. Graphic and written scale, north arrow
- 9. Revision box and date of each revision

10. A Survey of the entire tract or property, prepared by a New Jersey Licensed Surveyor, showing the location of the portion to be divided therefrom, giving all distances and showing all roads abutting or traversing the property. Development boundaries shall be clearly delineated. At a minimum, two (2) corners of the proposed plan or plat shall have horizontal coordinates and vertical values shown, based upon municipal monumentation.

Municipal monumentation is based upon horizontal coordinates of the New Jersey System of Plane Coordinates (NJSPC NAD '83) and vertical values of the North American Vertical Datum (NAVD'88). If municipal monumentation is not available, other monumentation having values of these datums can be used. Monument identification and associated values, must be noted on the plan or plat. The plan or plat shall be prepared in a DWG electronic format having horizontal and vertical values as outlined above suitable for import of the drawing files in to the Township of Roxbury's GIS and the Morris County GIS systems.

11. A listing of all property owners within 200' as disclosed by the most recent tax record

12. Any municipal limits within 200' of the development and the names of the adjoining municipalities.

13. The location, dimensions and distances to property lines (existing & proposed):

- A. Property lines (metes and bounds)
- B. Streets (including width of traveled way and ROW)
- C. Structures with dimensions and setbacks to all property lines
- D. Parking spaces
- E. Sidewalks
- F. Loading & trash/recycling areas
- G. Driveways
- H. Water courses & flood plains
- I. Railroads
- J. Bridges
- K. Culverts
- L. Drain pipes
- M. Natural features & treed areas both within the tract and within 100' of its Boundary
- N. The location, use & width of all existing utilities, drainage and other public easements or reservations.

14. Depict critical areas, excess slope areas and historic preservation districts

15. Locate any public or non-public community well, including block and lot, within 500 feet of the property line

16. Area in square feet and acres of all existing and proposed lots
17. Sufficient elevations or contours on site and up to 50 feet beyond the property limits based on U.S.G.S. datum at:
 2' intervals for grades up to 25%
 5' intervals for grades over 25%
18. Zoning Data Box showing
 A. Zone Districts
 B. Required and proposed
 1. Area
 2. Lot width
 3. Height
 4. Lot coverage
 5. Parking requirements
 6. Other applicable zone requirements
19. All existing and proposed streets within the development or within 200' of its limits
20. Location of all structures within 200 feet of the property
21. Percolation or permeability test(s) results witnessed by the Township
22. Wetland areas and proposed transition area, delineated by a qualified professional or a statement indicating no wetlands exist on the property
23. For plats involving a corner lot or lots, the required sight triangle easement
24. Setback lines based on zone requirements
25. The elevation of the first floor of any existing and proposed building(s)
26. Appropriate certification blocks. The plans shall include signature block for either the Planning Board or Zoning Board of Adjustment

APPROVED BY THE ROXBURY TOWNSHIP _____ BOARD

 Board Chairperson

 Date

 Board Secretary

 Date

 Board Engineer

 Date

27. Plans & computations for any storm drainage systems including drainage area map and the following:
- A. The size, profile and direction of flow of all existing and proposed storm sewer lines within or adjacent to the tract and the location of each catch basin, inlet, manhole, culvert and headwall with the invert elevations of each.
- B. The location and extent of any proposed dry wells, ground water recharge basins, detention basins or other water or soil conservation devices.
28. Proposed grading plan at 2' contours with spot elevations and top and bottom of wall elevations. Include earthwork calculations and location of temporary soil stockpiles.
29. Evidence of submission of an application for a soil moving permit
30. Erosion and sedimentation control plan
31. For public sewer and water, DPW or private utility letter verifying hook-up availability, for onsite sewer and water, soil and/or well logs.
32. Plans and profiles for existing and proposed:
- A. Water mains
- B. Sanitary sewers
- C. Storm sewers
- D. Drainage swales
33. Where development will require public sewer and/or water capacity, copies of letters from the DPW or appropriate private utility verifying capacity availability.
34. Where the development will require Township sewer and/or water capacity, a letter from the Applicant or authorized representative acknowledging that, prior to action on the application by the Board, the Applicant shall submit the following documents:
- (i) Resolution(s) adopted by the Township Council allocating the requisite sewer and/or water capacity to the project; and (ii) written determination(s) by Township Engineer of water and/or sewer system improvements required to service the development and developer's pro rata share of the cost of such improvements. Said letter shall also acknowledge that any approval by the Board must be conditioned upon the execution of an agreement between the Township and developer obligation the developer to participate in the cost of required improvements in accordance with the Township Engineer's aforesaid determination.
35. Plans cross sections, 50' o.c. centerline profiles, tentative grades & details of all public streets proposed to be improved both within, abutting, and off the tract, including curbing, sidewalks, storm drains and drainage structures. Sight triangles, the radius of curb lines and street sign locations shall be clearly indicated at intersections. Provide curb line profiles at intersections and cul-de-sacs.

36. Signage plan
37. Impact Statement where required by Ordinance
38. A copy of all existing protective covenants or deed restrictions of every nature affecting the premises sought to be developed or any part thereof and including a statement as to whether such deeds or covenants are of record
39. All public property and property proposed to be dedicated in the tract, accurately outlined and described with existing or proposed uses designated.
40. The location and use of all property to be reserved by covenant in the deed for the common use of all property owners or otherwise
41. Location of existing and proposed utilities onsite and within 100 feet of the site including:
- A. Sanitary sewers or septic system
 - B. Storm drains
 - C. Public water or wells
 - D. Gas
 - E. Telephone
 - F. Electricity
 - G. Cable TV
42. Circulation plan showing
- A. Location & design of off-street parking areas
 - B. Loading and unloading bays
 - C. Proposed vehicular access including curb cuts, if known
 - D. Traffic improvements, i.e.; signals and channelization
 - E. Plan and profiles of driveway
 - F. Pedestrian circulation
43. Landscaping plan showing:
- A. Proposed shade trees & landscaping including type and size of plant materials
 - B. Buffering plans showing berms, vegetation, fences, all details
44. Lighting plan showing:
- A. Location
 - B. Direction of illumination power
 - C. Height
 - D. Type of proposed outdoor lighting
 - E. Isolux lines drawn on plan

45. Preliminary elevations & plans of all buildings & structures showing:
- A. Windows & doors
 - B. Architectural treatment
 - C. Roof treatment
 - D. Roof appurtenances & screening
 - E. Floor elevations & proposed methods of energy conservation
 - F. Locations, dimension & legend(s) of all proposed signs
 - G. The approximate basement & first floor elevation for each house
46. Public improvement construction plans & specifications at a scale of 1" = 50 feet. The plans should show sufficient detail to allow a thorough engineering review.
47. Construction details
48. Centerline geometry of existing & proposed roads
49. Organization documents including:
- A. Article of Incorporation of any Homeowners Assoc., Condominium Association, or other organization to maintain the common open space or community facilities.
 - B. By-Laws and Membership Rules and Regulations of any such organization, defining its rights.
 - C. A copy of the Master Deed detailing the rights and privileges of individual owners of common property
 - D. A copy of all materials submitted to the Dept. of Community Affairs as Required by the N.J. Planned Real Estate Development Full Disclosure Act. Regulations and evidence of the status of acceptance of and/or Approval by the Dept. of Community Affairs.
 - E. Covenants or easements restricting the use of the common open space element.
 - F. Covenants or agreements requiring homeowners or residents to pay the organization for the maintenance of the common open space and/or community facilities. This shall include a proposed schedule of membership fees for at least the first three years of operation.
50. Location of temporary sales, office, construction and storage trailers, including temporary facilities for parking, landscaping, drainage, fencing and lighting.
51. When a stream is proposed for alteration, improvement, or relocation, or when a drainage structure or fill is proposed over, under, in or along a running stream, evidence of approval, or lack of jurisdiction over the improvement by the New Jersey Dept. of Environmental Protection shall be provided along with the following information:
- A. Acreage of the drainage basin of any water course running through the property
 - B. Delineation of the floodway, flood hazard area, and stream encroachment
 - C. Hydraulic and hydrologic calculations supporting the determination of the floodway, flood hazard area and stream encroachment line including stream profiles, cross-sections of the affected stream.

All information and calculations submitted shall be in accordance with the requirements of the N.J. D.E. P.

52. Tree Removal Permit

53. Application must comply with RSIS stormwater management rules per Township Ordinance No. 14-04.

Signature of preparer_____