

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

**TOWNSHIP OF ROXBURY
COMPLETENESS CHECKLIST
MINOR SITE PLAN**

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

6 copies of application

6 copies of an executed and signed checklist

4 copies of any protective covenants, deed restrictions or easements, either presently affecting the property or proposed, such as a conservation, drainage, utility, right-of-way or sight triangle easement

6 folded copies of the site plan –upon approval, 13 additional copies of site plans will be required. If not approved, 3 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

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

APPLICATION FEES: \$150.00

ESCROW FEES: \$3,000.00

(2 separate checks)

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**TOWNSHIP OF ROXBURY
COMPLETENESS CHECKLIST
MINOR SITE PLAN**

Applicant _____

Date _____

Project Name _____

Complete _____

Incomplete _____

COMPLIES

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 NJDOT, if applicable

3. Maps, drawn, signed & sealed by RA, PE, LS, or PP, as required by law, and supporting documents should show:

Scale to be not less than:
 1"=50' for Subdivisions
 1"=30' for Site Plans

Map Sizes: 8 ½" X 13"; 15" X 21"; 24" X 36"; 30" X 42"

Key Map: showing the subject property and all lands with lot & block numbers within 500 feet thereof with existing streets and zone boundaries.

4. The plan should contain the following:
- A. Name of Developer
 - 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
5. Graphic and written scale, north arrow
6. Revision box & date of each revision
7. 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 transversing 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 Plan 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 into the Township of Roxbury's GIS and the Morris County GIS systems.
8. A listing of all property owners within 200' as disclosed by the most recent tax record
9. Any municipal limits within 200' of the development and the names of the adjoining municipalities

10. 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

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

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

13. Area in square feet and acres of all existing and proposed lots

14. Sufficient elevations or contours onsite 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%

15. Zone 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

16. All existing and proposed streets within the development or within 200' of its limits.

- 17. Location of all structures within 200 feet of the property
- 18. Percolation or permeability test(s) results witnessed by the Township
- 19. Wetland areas and proposed transition areas, delineated by a qualified professional or a statement indicating no wetlands exist on the property
- 20. For plats involving a corner lot or lots, the required sight triangle easements
- 21. Setback lines based on zone requirements
- 22. The elevation of the first floor of any existing and proposed building(s)
- 23. 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

- 24. 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.
- 25. Evidence of submission of an application for a soil moving permit
- 26. Signage plan
- 27. Impact Statements where required by Ordinance
- 28. 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
- 29. All public property and property proposed to be dedicated in the tract, accurately outlined and described with existing or proposed uses designated

30. 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

31. Location of existing and proposed utilities onsite and within 100 feet of the site including:

- A. Sanitary sewers or septic systems
- B. Storm drains
- C. Public water or wells
- D. Gas
- E. Telephone
- F. Electricity
- G. Cable TV

32. 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. Pedestrian circulation

33. Landscaping plan showing:

- A. Proposed shade trees & landscaping including type and size of plant materials
- B. Buffering plan showing berms, vegetation, fences, all details

34. Lighting plan showing:

- A. Location
- B. Direction of illumination power
- C. Height
- D. Type of proposed outdoor lighting
- E. Isolux lines drawn on plan

35. Preliminary elevation & 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

36. Construction details

37. Centerline geometry of existing & proposed roads

38. 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, the request for 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. Delineation of the floodway, flood hazard area, and stream encroachment line

Appropriate construction details for the improvements, including any discharge structure into the stream

39. 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, and when the N.J.D.E.P. does not have jurisdiction, the following information shall be submitted:

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 line, within the subject tract

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.

40. Evidence of submission of an application for a tree removal permit

Date

Signature of Preparer