**MILLSTONE TOWNSHIP**

MAJOR SUBDIVISION, MAJOR SITE PLAN AND GENERAL DEVELOPMENT PLAN

APPLICATION COMPLETENESS CHECKLIST

PROJECT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPLICATION NO.\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENGINEER/DESIGNER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTORNEY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON COMPLETING THIS FORM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_

TWO (2) HARD COPIES AND ONE (1) DIGITAL COPY OF THIS FORM MUST BE COMPLETED AND RETURNED TO THE ADMINISTRATIVE OFFICER FOR THE INITIAL SUBMISSION.

All of the following items must be shown on the submitted plans or attached thereto for the Major Subdivision and Major Site Plan and General Development Plan Application to be considered for Completeness Review. If a Waiver is requested from any of the following items, the item should be checked where provided and an explanation of the reasons for the Waiver explained under Section II.

I. MAJOR SUBDIVISION AND MAJOR SITE PLAN

Waiver Yes No

A. Submitted Application Form (2 copies plus 1 digital copy) □ □ □

B. Current Signed and Sealed Property Survey (2 copies

plus 1 digital copy) □ □ □

C. Project Plat Information (2 copies initially plus 1 digital copy)

1. Name and address of owner and Applicant □ □ □

Waiver Yes No

2. Notarized signature/affidavit of ownership.

If Applicant is not the owner, state Applicant’s

Interest in plan. □ □ □

3. Name, signature, license number, seal and

address of professional engineer, land surveyor,

architect, as applicable, involved in preparation

of plat. □ □ □

4. Title block denoting type of application, tax map □ □ □

sheet, county, name of municipality, block and

lot, and street location.

5. Key map at specified scale showing location

to surrounding properties, streets, municipal

boundaries, etc., within 500 feet of property. □ □ □

6. North arrow and scale. (key map and plat)

7. Schedule of required zone district requirements

vs. proposed. Including lot area, FAR, width,

depth, yard setbacks, building coverage, open space,

parking, etc. □ □ □

8. Signature blocks and dates for Chairman,

Secretary and Board Engineer. □ □ □

9. Certification blocks required by map filing law.

(Not necessary with Site Plan application) □ □ □

10. Monumentation as specified by map filing

law and required by Township Engineer

(Not necessary with Site Plan application) □ □ □

Waiver Yes No

11. Date of current property survey, name of

reference plat and name and license number

of New Jersey Professional Land Surveyor. □ □ □

12. Plans to a scale of not less than 1”=50’ on

sheet sizes according to Map Filing Law

and not to exceed 30” x 42” □ □ □

13. Metes and bounds description showing

dimensions, bearings of original and

proposed lots □ □ □

14. Metes and bounds descriptions showing

dimensions, bearings, curve data, length of

tangents, radii, arcs, chords, and central angles

for all center-lines and rights-of-way and

centerline curves on streets. □ □ □

15. Acreage of tract to the tenth of an

acre. □ □ □

16. Date and number of original preparation and

of each subsequent revision. Include brief

narrative of each revision in letter form. □ □ □

17. Size and location of any existing and proposed

structures with all setbacks and length

measurements of perimeter building walls

dimensioned. □ □ □

18. Tax Lot and Block numbers of existing and proposed

lots as designated by Tax Assessor. □ □ □

Waiver Yes No

19. Proposed lot lines and area of proposed lots

in square feet.

(Not necessary for Site Plan application) □ □ □

20. Any existing or proposed easement or land

reserved for or dedicated to public uses. □ □ □

21. Property owners list within 200 feet of subject

property and copy of current Tax Map on

cover sheet. □ □ □

22. Indicate conformance status with

Residential Site Improvement standards

And list waivers, if any. □ □ □

23. List variances required or requested. □ □ □

24. List of requested design waivers or exceptions. □ □ □

25. Sight triangles. □ □ □

26. Size and location of any existing or proposed

streets (general location for concept plan). □ □ □

27. Topographical features of subject property

from aerial photography/topography

or topographic survey in accordance with National

Geodetic Vertical Datum-1988. Should GIS

Mapping be utilized for topographic information,

supplemental field data shall be submitted to

confirm accuracy. □ □ □

28. Location, elevation and description of minimum two

(2) bench marks used. □ □ □

Waiver Yes No

29. Boundary, limit, nature and extent of wooded

areas, specimen trees, and other significant

physical features (details may vary) □ □ □

30. Tree preservation information as outlined

in Section 11-25 of the Land Use Ordinance □ □ □

31. Percolation tests and soil logs (where septic

system, retention basin, or groundwater

recharge is proposed). □ □ □

32. Number of lots following subdivision and

acreage if over one acre; square feet if

under one acre. □ □ □

33. Identification and calculation of Critical Areas. □ □ □

34. A map for filing, conforming to the Map Filing

Law. (Final Plat only) □ □ □

35. Symbols for existing and proposed items (hydrants,

monuments, utilities, plantings, signs, walkways,

elevations, etc.) □ □ □

36. Home Owners/Open Space Association documents. □ □ □

37. Plan Extending 200 ft beyond the tract

boundary showing:

a. Block and Lot numbers and property line of all

parcels with names of property owners labeled

on plans. □ □ □

b. Existing zones and land uses □ □ □

c. Location and width of all streets, right-of-ways

and easements □ □ □

Waiver Yes No

d. Existing buildings, water courses, bridges,

woodlines, cliffs, gravel outcroppings,

floodplains, wetlands, etc. □ □ □

38. Grading

a. Existing and proposed contours at

1-foot intervals for grades 3% or less

and at 2-foot intervals for grades more

than 3%. □ □ □

b. Elevations of existing and proposed finished

floor deviations of all structures. □ □ □

c. Spot elevations at all building corners, curbs,

gutter line and street centerline. □ □ □

39. Drainage

a. Complete drainage calculations. □ □ □

b. Drainage area map showing areas tributary to

each inlet or structure. □ □ □

c. Plan of existing and proposed facilities. □ □ □

d. Profiles of all storm sewers. □ □ □

e. Map depicting upland drainage facilities. □ □ □

f. Analysis of downstream drainage facilities. □ □ □

g. Location and invert elevation of existing

and proposed drainage structures. □ □ □

40. Streets and Parking lot driveway access roads

a. Center lines of proposed streets and parking

lot driveway access roads staked at 50-foot

intervals. □ □ □

Waiver Yes No

b. Profiles of proposed streets and parking lot

driveway access roads. □ □ □

c. Profiles of all existing streets adjoining

the project. □ □ □

d. Plan of all pavement improvements. □ □ □

e. Name of all streets □ □ □

f. Designation of whether streets as private

or public. □ □ □

41. Landscape Plan showing:

a. Existing and proposed trees, shrubs, and

decorative item. □ □ □

b. The common and botanical names, sizes and

detailed planting method of trees and shrubs. □ □ □

c. Location of existing vegetation including

all shade trees 10 inch in caliper or greater

at 5 feet above ground level and all

ornamental trees 4 inch in caliper or greater at

1 foot above ground level and clearing limits. □ □ □

d. Proposed buffer areas and method of

protection during construction. □ □ □

e. Location of existing wooded areas and the

general size and type of the predominant trees. □ □ □

f. The limit of clearing and any areas to be

protected or preserved. □ □ □

42. Utilities

a. Water mains and services (if applicable) □ □ □

Waiver Yes No

b. Sanitary sewer mains and laterals. (if applicable) □ □ □

c. Profiles of sanitary sewers. (if applicable) □ □ □

d. Existing and proposed on-site

sanitary disposal systems. □ □ □

43. Construction Details

a. Roadways □ □ □

b. Curb □ □ □

c. Sidewalk □ □ □

d. Driveway aprons □ □ □

e. Drainage inlets □ □ □

f. Pipe bedding □ □ □

g. Outfalls □ □ □

h. Manholes □ □ □

i. Gutters □ □ □

j. Plantings □ □ □

k. Soil erosion and sediment control □ □ □

l. Parking Lots □ □ □

m. Traffic and street signs □ □ □

n. Water services, fire hydrants, and valves □ □ □

44. Soil Erosion and Sediment Control Plan

and details □ □ □

45. Lighting Plan including locations and

illumination coverage and details. □ □ □

46. Location and dimension for sidewalks,

signs, parking areas and loading/unloading. □ □ □

47. Traffic patterns, pavement markings, signage,

access aisles curb radii, etc. □ □ □

Waiver Yes No

48. Recreational facilities: Plan and details

(if applicable) □ □ □

49. Parking plan showing spaces, size and type,

aisle width, curb cuts, drives, driveways,

and all areas and dimensions, calculation

and the number of spaces provided. □ □ □

50. Solid waste management and recycling plan

showing holding location and provisions for

waste and recyclables. □ □ □

51. Statement indicating that the plans agree with the

signed preliminary plans; or if unsigned, a letter

addressing the outstanding items of preliminary

approval. □ □ □

D. Supplemental Documents (2 copies initially plus 1 digital copy)

1. List of all Federal, State, County, regional

and/or municipal approvals or permits

required. □ □ □

2. Copies of any existing or proposed deed

restrictions or covenants. □ □ □

3. Proof that taxes are current. □ □ □

4. Architectural drawings: floor plans, and

elevations (single family detached dwellings

may be excluded.) □ □ □

5. Disclosure Statement. (See NJSA 40:55D-

48.1 et seq.). □ □ □

Waiver Yes No

6. Statement of Environmental Impact

and Assessment (if required, See Section V

of Application)

(Submit attached checklist) □ □ □

7. Stormwater Management Report □ □ □

8. Traffic Impact Analysis □ □ □

9. Statement from utility companies as to

serviceability of site. □ □ □

10. Payment of all applicable fees. □ □ □

11. Number of witnesses and their expertise,

if any. □ □ □

12. Recent aerial photo of the site and surrounding

areas within 500 feet on a sheet not to exceed

24” x 36.” □ □ □

**II. WAIVERS**

Waiver Requested From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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III. If any item in this checklist is not provided with the submission, the application will be deemed INCOMPLETE and will not be heard by the Board. If Applicant is seeking waivers from any of the above items, the application will be deemed INCOMPLETE and will be placed on the next available Board Agenda for reviewing waivers only.

IV. **AFFIDAVIT OF COMPLETENESS**

I/we, the undersigned, certify that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. Seq. and amendments thereto and the current Zoning Ordinance of the Township of Millstone. I/we further certify that all information contained herein is complete and accurate to the best of my/our knowledge.

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Applicant/Owner Name (Print or Type) Professional’s Name (Print or Type)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Signature/Seal & License No. Date

Revised: 04-21-2021 (Ord. 21-04)