**MILLSTONE TOWNSHIP**

MINOR SUBDIVISION AND MINOR SITE 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 Minor Subdivision or Minor Site 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 III.

I. MINOR SUBDIVISION AND MINOR SITE PLAN

 Waiver Yes No

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

B. Submitted Current Signed and Sealed

 Property Survey (2 copies plus 1 digital copy) □ □ □

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

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

 2. Notarized signature/affidavit of ownership.

 If Applicant is not the owner, state Applicant’s

 Waiver Yes No

 Interest in plan. (Final plat prior to filing). □ □ □

 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) □ □ □

 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

 Waiver Yes No

 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 (for GDP to nearest 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. Size and location of all existing structures

 within 200 feet of the site boundaries. □ □ □

 19. Tax Lot and block numbers of existing and proposed

 lots as designated by Tax Assessor □ □ □

 20. Proposed lot lines and area of proposed lots

 in square feet.

 (Not necessary for Site Plan application) □ □ □

 21. Any existing or proposed easement or land

 reserved for or dedicated to public uses. □ □ □

 Waiver Yes No

 22. Property owners within 200 feet of subject

 property. □ □ □

 23. Location of cliffs, gravel outcroppings,

 streams, floodstreams, floodplains, wetlands or

 other environmentally sensitive areas on or within

 200 feet of the project site. □ □ □

 24. List variances required or requested. □ □ □

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

 26. Sight triangles. □ □ □

 27. Size and location of all existing streets. □ □ □

 28. Roadway Improvement as per Township and/or

 Residential Site Improvement Standards. □ □ □

 29. Topographical features of subject property

 from aerial photography/topography

 or topography survey in accordance with National

 Geodetic Vertical Datum-1988. Should GIS

 Mapping be utilized for topographic information

 supplemental field date shall be submitted to

 confirm accuracy. □ □ □

 30. Location, elevation and description

 of minimum 2 bench marks used. □ □ □

 31. Boundary , limit, nature and extreme of wooded

 areas, specimen trees, and other significant

 physical features (details may vary) □ □ □

 32. Tree preservation information as outlined

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

 Waiver Yes No

 33. Percolation tests and soil logs (where septic

 system, retention basin, or groundwater

 recharge is proposed). □ □ □

 34. Location of drywells for water softener backwash □ □ □

 35. Existing rights-of-way and easements within

 200 feet of the tract. □ □ □

 36. Identification and calculation of usable, buildable

 Critical Areas. Pursuant to Section 4-4.7 □ □ □

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

 48.1 et seq.). □ □ □

 5. Statement of Environmental Impact

 and Assessment (if required, See Application

 item V (See attached checklist) □ □ □

 6. Statement from utility companies as to

 serviceability of site. □ □ □

 7. Payment of all applicable fees. □ □ □

 8. List of witnesses and their expertise. □ □ □

 9. Recent aerial photo of the site and surrounding

 areas within 500 feet on a sheet not to exceed

 24” x 36.” □ □ □

 Waiver Yes No

 10. Architectural drawings, floor plans and elevations

 (single family detached dwellings may be excluded). □ □ □

**II. MINOR SITE PLAN**

In addition to the above checklist (except where indicated with “Not necessary with Site Plan Application”), the following items must be shown on the plans or attached hereto for the Site 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 III.

 Waiver Yes No

 1. Site layout showing all roadways, circulation

 patterns, curb, sidewalk, buffers, structures,

 open space, recreation, etc., as applicable. □ □ □

 2. Parking plan showing spaces, size and type,

 aisle width, curb cuts, drives, driveways, and

 all areas and dimensions, the number of spaces

 required by ordinance, and the number of spaces

 provided. □ □ □

 3. Grading and utility plan to include as applicable:

 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 structures. □ □ □

 c. Location and invert elevation of existing and

 proposed drainage structures. □ □ □

 d. Location of all streams, ponds, lakes and

 wetlands areas. □ □ □

 Waiver Yes No

 e. Locations of existing and proposed

 utilities including depth of structures,

 locations of manholes, valves, services, etc. □ □ □

 4. Landscaping plan to include:

 a. 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. □ □ □

 b. Proposed buffer areas and method of

 protection during construction. □ □ □

 c. Proposed landscaped areas. □ □ □

 d. Number, size, species and location of

 proposed plantings including street trees. □ □ □

 e. Details for methods of planting including

 optimum planting season. □ □ □

 5. Soil Erosion and Sediment Control Plan

 prepared in accordance with the Standards

 for Soil Erosion and Sediment Control in New

 Jersey and the requirement of Chapter 188,

 Soil and Land Conservation. □ □ □

 6. Lighting Plan to include:

 a. Location and height of existing

 and proposed fixtures. □ □ □

 b. Detail for construction of fixtures.

 Waiver Yes No

 7. Solid waste management and recycling plan

 showing holding location and provisions for

 waste and recyclables. □ □ □

 8. Site identification signs, traffic control signs, and

 identification signs. □ □ □

 9. All required standard Township construction

 details for all improvements including:

 (but not limited to)

 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 structures □ □ □

 l. Parking lots □ □ □

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

 n. Drywells □ □ □

**III. WAIVERS**

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

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 IV. 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)

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 Signature Date Signature/Seal & License No. Date

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