

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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Submitted Current Signed and Sealed Property Survey (2 copies plus 1 digital copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Project Plat Information (2 copies plus 1 digital copy)			
1. Name and address of owner and Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Name, signature, license number, seal and address of professional engineer, land surveyor, architect, as applicable, involved in preparation of plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, etc., within 500 feet of property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Signature blocks and dates for Chairman, Secretary and Board Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Certification blocks required by map filing law. (Not necessary with Site Plan application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Monumentation as specified by map filing law and required by Township Engineer (Not necessary with Site Plan application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Date of current property survey, name of reference plat and name and license number of New Jersey Professional Land Surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Metes and bounds description showing dimensions, bearings of original and proposed lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Acreage of tract to the tenth of an acre (for GDP to nearest acre).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Date and number of original preparation and of each subsequent revision. Include brief narrative of each revision in letter form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Size and location of any existing and proposed structures with all setbacks and length measurements of perimeter building walls dimensioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Size and location of all existing structures within 200 feet of the site boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Tax Lot and block numbers of existing and proposed lots as designated by Tax Assessor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Proposed lot lines and area of proposed lots in square feet. (Not necessary for Site Plan application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Any existing or proposed easement or land reserved for or dedicated to public uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
22. Property owners within 200 feet of subject property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Location of cliffs, gravel outcroppings, streams, floodstreams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the project site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. List variances required or requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. List of requested design waivers or exceptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Sight triangles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Size and location of all existing streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Roadway Improvement as per Township and/or Residential Site Improvement Standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 data shall be submitted to confirm accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Location, elevation and description of minimum 2 bench marks used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Boundary , limit, nature and extreme of wooded areas, specimen trees, and other significant physical features (details may vary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Tree preservation information as outlined in Section 11-25 of the Land Use Ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
33. Percolation tests and soil logs (where septic system, retention basin, or groundwater recharge is proposed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Location of drywells for water softener backwash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Existing rights-of-way and easements within 200 feet of the tract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Identification and calculation of usable, buildable Critical Areas. Pursuant to Section 4-4.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Copies of any existing or proposed deed restrictions or covenants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof that taxes are current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Disclosure Statement. (See NJSA 40:55D-48.1 et seq.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Statement of Environmental Impact and Assessment (if required, See Application item V (See attached checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Statement from utility companies as to serviceability of site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Payment of all applicable fees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. List of witnesses and their expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Recent aerial photo of the site and surrounding areas within 500 feet on a sheet not to exceed 24" x 36."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
10. Architectural drawings, floor plans and elevations (single family detached dwellings may be excluded).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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%.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Elevations of existing and proposed structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Location and invert elevation of existing and proposed drainage structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Location of all streams, ponds, lakes and wetlands areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
e. Locations of existing and proposed utilities including depth of structures, locations of manholes, valves, services, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Proposed buffer areas and method of protection during construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Proposed landscaped areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Number, size, species and location of proposed plantings including street trees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Details for methods of planting including optimum planting season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lighting Plan to include:			
a. Location and height of existing and proposed fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Site identification signs, traffic control signs, and identification signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. All required standard Township construction details for all improvements including: (but not limited to)			
a. Roadways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Curb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Driveway aprons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Drainage inlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Pipe bedding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Outfalls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Plantings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Soil Erosion and sediment control structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Parking lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Water services, fire hydrants, and valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Drywells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. WAIVERS

Waiver Requested From: _____

Reason: _____

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.

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)