

LAND USE

170 Attachment 2

**Quinton Township Land Development Ordinance
CHECKLIST
SCHEDULE B - SITE PLAN APPLICATION
PLAN INFORMATION REQUIREMENTS
[Added 10-6-1993 by Ord. No. 1993-6]**

Applicant Please Check	Requirements Common To Preliminary And/Or Final Site Plan Stages.	Verification Official Use Only
	A. Map details. All maps or other documents submitted shall contain the following information in addition to specific site plan details as required for each review stage:	
()	(1) Title and location of the property.	()
()	(2) Name and address of landowner and applicant. If a corporation is landowner or applicant, the principal office and name of the president and secretary shall be included.	()
()	(3) Name, address and professional license number and seal of the professional preparing documents and drawings. All plans shall be prepared, signed and sealed by a licensed professional engineer or architect.	()
()	(4) Place for signature of the Chairman and Secretary of the Planning Board.	()
()	(5) Date of plan and any modifications thereto.	()
()	(6) The following legends shall be on the site plan map:	()
	(a) Identification:	
	(PRELIMINARY) or (FINAL)	
	SITE PLAN OF	
	LOT _____ BLOCK _____ ZONE _____	
	DATE _____ SCALE _____	

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(continued)

Applicant Please Check	Requirements Common To Preliminary And/Or Final Site Plan Stages.	Verification Official Use Only
	APPLICANT	
	ADDRESS	
	SITE PLAN CONTROL NO. _____	
	(b) Consent to filing: I CONSENT TO THE FILING OF THIS SITE PLAN WITH THE PLANNING BOARD OF QUINTON TOWNSHIP. _____ (Owner) _____ (Date)	
	(c) To be signed before the issuance of a building permit and incorporated only on a final site plan (as applicable): I HEREBY CERTIFY THAT A BOND HAS BEEN POSTED FOR ALL THE REQUIRED IMPROVEMENTS IN COMPLIANCE WITH ALL APPLICABLE CODES AND ORDINANCES. _____ (Township Clerk) _____ (Date) _____ Building Permit Issued _____ (Date)	
signed	(d) To be incorporated only on final site plan and prior to issuance of a building permit. VERIFICATION THAT PAYMENT OF MUNICIPAL TAXES OR ASSESSMENTS IS CURRENT. _____ (Township Clerk) _____ (Date)	

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(e) Approval date:

APPROVED BY THE PLANNING BOARD
(Preliminary Approval Date)
(Final Approval Date)

(Chairman) (Date)

(f) Expiration of approval:

EXPIRATION OF APPROVAL _____
(PRELIMINARY - 3 YEARS; FINAL - 2 YEARS)

Date (Without Extensions) _____

Minor Site Plan

A. Minor site plan.

(1) In addition to the information required for a zoning permit, all minor site plans shall fulfill the information requirements of this section prior to review by the approving authority (see § 170-78).

() (2) Minor site plans shall show the proposed () improvements, alterations or change of use on a copy of a site plan which has been duly approved, if there be one, or on a plan signed by a New Jersey licensed engineer, architect or land surveyor who prepared it, showing the following:

() (a) The name and address of the property owner ()
) and applicant.

() (b) The proposed addition or modification, the () location of parking areas and the number of parking spaces, all dimensioned and referenced to lot lines and center lines of streets.

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Applicant Please Check	Requirements Common To Preliminary And/Or Final Site Plan Stages.	Verification Official Use Only
())	(c) The existing and proposed use of all buildings, structures or parts thereof.	()
()	(d) The existing and proposed type of paving.	()
()	(e) Location and delineation of all freshwater wetlands and freshwater wetlands transition areas.	()
()	(f) The block, lot and Tax Map sheet numbers, as per the Assessor's records.	()
()	(g) The North designation, by arrow.	()
())	(h) The names and widths of all abutting streets.	()
())	(i) The on-site accessways, existing and proposed with referenced dimensions.	()
())	(j) The curb openings, existing and proposed, with referenced locations and widths at curblines and at property lines.	()
()	(k) The location of all stormwater inlets within 100 feet of the property boundaries.	()
	(l) Such other details as may apply to the proposed improvements or change of use.	()

Preliminary Site Plan

- A. Preliminary site plan details. The preliminary site plan application technical materials, notwithstanding any other requirements of this or other township ordinances, shall contain the following:

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SCHEDULE B - SITE PLAN APPLICATION PLAN INFORMATION REQUIREMENTS (continued)

Applicant Please Check	Requirements Common To Preliminary And/Or Final Site Plan Stages.	Verification Official Use Only
()	(1) A locator map at a scale of 1 inch equals 2,000 feet, or larger scale, showing the lot and block number of the parcel in question and the lot and block numbers of adjacent and opposite properties. This map should also show any contiguous lot in which the applicant has any direct or indirect interest and the nature of the applicant's interest.	()
()	(2) Photographs of the property, where necessary, to show any unusual topographic, environmental or physical aspect of the site. This would include, but not be limited to, rock outcroppings, vegetation, natural drainageways, wetlands and existing structures and improvements.	()
()	(3) A preliminary plan at a scale of 1 inch equals 50 feet, or larger scale, and any supplemental plans that are necessary to properly depict the project. In the case of a complex project, a scale other than 1 inch equals 50 feet may be submitted, provided that 1 copy of a photomechanical reduction to a scale of 1 inch equals 50 feet is submitted. The preliminary plan shall show at least the following information:	()
()	(a) North arrow scale, date and notes and date revisions.	()
()	(b) The zoning district in which the parcel is located, together with the district boundaries included within the boundaries of the parcel or within 200 feet therefrom. All setback lines, landscape strips, landscape buffers, building heights and other bulk requirements shall be shown and dimensioned. Any deviation from requirements	()
chapter shall be	specifically shown.	of this

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Applicant Please Check	Requirements Common To Preliminary And/Or Final Site Plan Stages.	Verification Official Use Only
☐	(c) Survey map, prepared by a licensed surveyor of New Jersey, showing boundaries of the properties, lines of all existing streets and roads, easements, rights-of-way and areas dedicated to public use within 200 feet of the development. These shall be dimensioned and, where applicable, referenced as to direction.	☐
☐	(d) Reference to any existing or proposed deed restrictions or exceptions concerning all or any portion of the parcel. A copy of such covenants, deed restrictions or exceptions shall be submitted with the application.	☐
☐	(e) The existing and proposed contours, referred to United States Coast and Geodetic Survey Datum, at a contour interval of not less than 2 feet. Existing contours are to be indicated by solid lines. Location of existing rock outcroppings, high points, watercourses and drainageways, depressions, ponds, marshes, vegetation, wooded areas and other significant existing features, including previous flood elevation of watercourses, ponds and areas as determined by survey, shall be shown. Trees of 5 inches or over in caliper shall be specifically located and identified. Any proposed change of such natural features shall be specifically noted.	☐
☐	(f) The location, size, elevation, slope and type of storm drainage structures and other utility structures, above and below grade, whether publicly or privately owned. Design calculations supporting the adequacy of proposed drainage structures and/or surface drainage shall be submitted. The site plan shall include existing ponds, streams and watercourses, as well as the designated greenbelt, if applicable.	☐

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SCHEDULE B - SITE PLAN APPLICATION PLAN INFORMATION REQUIREMENTS (continued)

Applicant Please Check	Requirements Common To Preliminary And/Or Final Site Plan Stages.	Verification Official Use Only
())	(g) The location of all existing buildings, bridges, culverts, paving, lighting, signs of any other structures, with grade elevations for each structure.	()
())	(h) The distances measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with other streets.	()
())	(i) The proposed use or uses of the land, buildings and structures.	()
())	(j) The quantitative aspects of the proposal, such as improvement coverage, number of units, square feet of construction, value of construction, density, coverage, number of employees, number of residents and area of land, etc. Specifically identified on the site plan, in tabular form, shall be pertinent zoning data, indicating the bulk/area requirements of the zone in which the proposed development is located and how the proposed development corresponds to the zoning requirements.	()
())	(k) The proposed buildings and structures and any existing structures to remain, with dimensions, setbacks, heights (in feet and stories) and first floor or grade elevations. Existing buildings and structures to be removed shall be indicated. Sketch or typical building elevations, indicating type of materials to be used, shall be included.	()
()	(l) The location and design of any off-street parking areas, bicycle parking and service, trash or loading areas, showing size and location of bays, aisles, barriers, planters, maneuvering areas and traffic patterns. The applicant shall	()

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Applicant Please Check	Requirements Common To Preliminary And/Or Final Site Plan Stages.	Verification Official Use Only
	include manufacturer's cut or illustration depicting the type of bicycle parking facility proposed. The applicant shall also provide a typical plan layout of the facility at an appropriate scale to determine locations from walkways and building lines.	
()	(m) The means of vehicular access for ingress to () and egress from the site, showing the proposed traffic channels, lands and any other structure or device intended to control traffic.	
())	(n) The location, design and size of on- or off-site pedestrian parks and bicycle pathways, open space, common open space, plazas and recreation areas or any other public use areas.	()
())	(o) The location and design of all proposed utility structures and lines, stormwater drainage facilities, on-site and off-tract, with manholes, inlets, pipe sizes, grades, inverts and directions of flow, as well as telephone, power and light facilities, water hydrant locations and sewer and gas facilities, whether publicly or privately owned. Where on-site sewage disposal systems and/or potable water wells are provided, these shall be located on the site plan, indicating the size of the system and the distances between well and septic fields.	()
()	(p) The location and design of the proposed screening, landscaping and planting, including a planting plan and schedule of plant materials.	()
()	(q) The location of all outdoor lighting (free-standing or on building), the size, nature of construction, lumens, heights, area and	()

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(continued)

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	direction of illumination, footcandles produced, typical manufacturer cuts illustrating style and time controls proposed for outdoor lighting and display.	
())	(r) The location and design of all signs, the size, nature of construction, height and orientation, including all identification signs, traffic and directional signs and arrows, freestanding and facade signs and time controls for sign lighting.	()
()	(s) The location and size of all proposed easements, rights-of-way and public areas to be dedicated to the public or to be restricted or defined by deed or any other arrangement. Also the location of any Master Plan proposals, indicating roadway, public area or facility, shall be shown.	()
())	(t) A tabulation of a proposed building's perimeter that fronts on a public or private street or on a fire apparatus space, expressed in feet, as well as percentage of total building perimeter linear footage, shall be indicated as part of site data information contained on a site plan.	()
())	(4) All items as required in the environmental impact statement as set forth in Article XI, § 170-90, of the Quinton Township Land Development Ordinance (QTLDO) or statement concerning such which does not apply.	()
()	(5) Where applicable, the method by which any common or public open space or commonly held building or structure is to be owned and maintained.	()

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SCHEDULE B - SITE PLAN APPLICATION PLAN INFORMATION REQUIREMENTS (continued)

Applicant Please Check	Requirements Common To Preliminary And/Or Final Site Plan Stages.	Verification Official Use Only
()	(6) Where warranted, such other material deemed necessary by the Planning Board to evaluate the physical, fiscal or socioeconomic impact of the proposed development upon the township.	()
()	(7) A landscape plan, prepared by a certified or licensed landscape architect, at a minimum shall be of 1 inch equals 50 feet or larger. Different graphic symbols shall be used to show location and spacing of shade trees, ornamental trees, evergreen trees, shrubs and ground cover. The size of the symbol must be representative of the size of the plan and shown to scale. The plan shall:	()
()	(a) Illustrate the proposed site plan elements as they relate to existing structures and site amenities, including existing woodlands, isolated trees greater than 5 inches in caliper, existing topographic contours and any and all other natural environmental features.	()
()	(b) Show the intent, location and type of all existing and proposed landscaping and buffering.	()
()	(c) Conceptually indicate plant types and general construction materials to be used, as appropriate.	()
()	(d) Superimpose an aerial photograph on the drawings with the site boundaries outlined to evaluate the effects upon existing vegetation and surrounding land uses.	()
()	(e) Provide on-site photographs of existing features and topography, as appropriate.	()
()	(f) Contain a planting schedule, including specific plant botanical and common names, sizes, root, spacing and comments	()

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Applicant Please Check	Requirements Common To Preliminary And/Or Final Site Plan Stages.	Verification Official Use Only
()	(g) Indicate all existing vegetation to be saved or removed.	()
()	(h) Show the location, form, height and width of other landscape architectural materials, such as berms, fences, walls, site furniture, bridges and walks. When required, a section to show the effective height of a proposed berm or fence in relation to the height of the area being screened from should be provided (i.e., center line of road to building).	()
()	(i) Show all open space areas in adjacent developments	() on the project location map.
()	(8) A traffic signage plan conforming to the requirements of § 170-152T of the QTLDO.	()

Final Site Plan

- A. Final site plan details. The final site plan application technical materials shall include the following:
- () (1) The approved preliminary site plan, together with all proposed additions, changes or departures therefrom, if applicable. ()
 - () (2) Final construction documents, among other things, illustrating: ()
 - () (a) The final plans for site development and site improvement, including those construction details as may be specified at the time of preliminary approval. ()
 - () (b) The ground floor or other floor plans sufficient to show pedestrian, vehicular or other access as it relates to the final site plan. ()

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SCHEDULE B - SITE PLAN APPLICATION PLAN INFORMATION REQUIREMENTS (continued)

Applicant Please Check	Requirements Common To Preliminary And/Or Final Site Plan Stages.	Verification Official Use Only
()	(c) The building elevation or typical elevations, including size, structure, materials, colors and textures.	()
()	(d) Elevations or typical illustration of any accessory structures, sign or area visible to the general public.	()
()	(3) A final landscape plan, signed and sealed by a certified or licensed landscape architect, in the form of construction documents and substantially conforming to the approved preliminary landscape plan. The landscape plan shall be prepared upon separate half-tone sheets of the engineered site plan with contour lines so that landscape details and grading are clearly shown and may be adequately reviewed.	()
	(a) It shall show:	
()	[1] Reverse frontage buffers and other important landscape areas at a minimum scale of 1 inch equals 30 feet or larger.	()
()	[2] The manner of irrigation of all non-residential and high density residential sites.	()
()	[3] All existing trees which will be removed and preserved and what methods will be used to assure preservation during and after construction. Prior to any tree removal, the applicant will be required to receive approval of the board of jurisdiction or the Township Planner.	()
()	[4] The existing and proposed topography by the use of one-foot contours for all land forms and berms in coordination with the final grading and drainage plans submitted by the project engineer.	()

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()	[5] A landscape management and maintenance schedule and agreement.	()
	[6] Planting details conforming to the standards set forth in Article XI of the QTLDO.	()
	(b) At the request of the Township Planner, the applicant shall provide 5 copies of the final landscape drawings with a final approval box for the approval signature of the Township Planner and Fire Code Official.	()