

BERKELEY TOWNSHIP PLANNING BOARD
APPLICATION FOR MINOR SITE PLAN APPROVAL

PRELIMINARY _____ FINAL _____ DATE _____

ORIGINAL _____ AMENDED _____ RE-APPROVAL _____

APPLICANT _____

PROJECT _____

LOCATION _____

USE _____

BLOCK _____ LOT(S) _____ ZONE _____

AREA (S.F.) _____ ACRES _____ UNITS _____

FEE PAID _____ CALCULATION OF FEE _____

ATTORNEY _____ PHONE _____

ADDRESS _____

ENGINEER _____ PHONE _____

ADDRESS _____

SIGNATURE OF APPLICANT (OR AGENT) _____

NAME OF APPLICANT (OR AGENT) _____

ADDRESS _____ PHONE _____

APPLICANT'S INTEREST IN SUBJECT PREMISES _____

DESCRIPTION OF PROJECT _____

CHECKLIST L.D. 4
BERKELEY TOWNSHIP
MINOR SITE PLAN APPLICATION CHECKLIST

The following information must be submitted for the application to be deemed complete:

I. Minor Site Plan showing the following

Yes No N/A

- | | | | |
|---------------|---------------|---------------|--|
| <u> </u> | <u> </u> | <u> </u> | 1. Conforming Title Block. |
| <u> </u> | <u> </u> | <u> </u> | 2. Date of plan with all revisions. |
| <u> </u> | <u> </u> | <u> </u> | 3. Scale and North Arrow. |
| <u> </u> | <u> </u> | <u> </u> | 4. Layout of the proposed or existing building or structure. |
| <u> </u> | <u> </u> | <u> </u> | 5. Key Map showing the location of the tract and street names. |
| <u> </u> | <u> </u> | <u> </u> | 6. Name(s) and address(es) of property owner(s) and applicant(s). |
| <u> </u> | <u> </u> | <u> </u> | 7. Signature and seal of preparer of the minor site plan. |
| <u> </u> | <u> </u> | <u> </u> | 8. Location of all signs. |
| <u> </u> | <u> </u> | <u> </u> | 9. Plan Size: 11"x17", 24"x36", or 30"x42". |
| <u> </u> | <u> </u> | <u> </u> | 10. Scale one (1) inch equals 10, 20, 30, 40 or 50 feet. |
| <u> </u> | <u> </u> | <u> </u> | 11. Metes and bounds of all property lines. |
| <u> </u> | <u> </u> | <u> </u> | 12. Error of closure no greater than 1:10,000. |
| <u> </u> | <u> </u> | <u> </u> | 13. Names of all owners of record of all properties within 200 feet. |

Yes No N/A

- | | | | |
|---------------|---------------|---------------|--|
| <u> </u> | <u> </u> | <u> </u> | 14. Block and lot numbers of all lots within 200 feet. |
| <u> </u> | <u> </u> | <u> </u> | 15. Rights-of-way, streets, easements, boundaries are indicated and dimensioned. |
| <u> </u> | <u> </u> | <u> </u> | 16. Zoning schedule (required/provided). |
| <u> </u> | <u> </u> | <u> </u> | 17. Zoning setback lines. |
| <u> </u> | <u> </u> | <u> </u> | 18. Copy of deed restrictions, covenants or exceptions applicable to the property. |
| <u> </u> | <u> </u> | <u> </u> | 19. Minor site plan based on current boundary prepared by a New Jersey licensed land surveyor; date of survey indicated. |
| <u> </u> | <u> </u> | <u> </u> | 20. Dimensions of existing and proposed parking area(s); size of proposed spaces. |
| <u> </u> | <u> </u> | <u> </u> | 21. Proposed and existing lighting, screening and landscaping are shown. |
| <u> </u> | <u> </u> | <u> </u> | 22. Existing and proposed spot grades to insure adequate surface drainage. |

II. Administrative Requirements:

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Proper application fee. |
| _____ | _____ | _____ | 2. | Fees for any variance or design waiver requests. |
| _____ | _____ | _____ | 3. | Required number of plans and completed application forms. |
| _____ | _____ | _____ | 4. | Required number of prints of preliminary architectural floor plans and elevations. |

Yes No N/A

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 5. | Proof of payment of property taxes for the current quarter. |
| _____ | _____ | _____ | 6. | Evidence of a Comprehensive General Liability Insurance Policy. |
| _____ | _____ | _____ | 7. | Proof of submission of applications to all required regulatory agencies. |
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APPLICATION FOR APPROVAL
OF A FINAL PLAT OF A MAJOR SUBDIVISION
BERKELEY TOWNSHIP PLANNING BOARD

ORIGINAL _____ APPLICANT'S INTEREST IN SUBJECT PREMISES _____
REVISED _____
REAPPROVAL _____ DATE _____
DEVELOPMENT NAME _____ SECTION _____
APPLICANT _____
ADDRESS _____ PHONE _____
TAX MAP SHEET _____ BLOCKS _____ LOTS _____
LOCATION _____
STANDARD LOTS _____ CLUSTER SUBDIVISION _____
OWNER _____
ADDRESS _____ PHONE _____
ENGINEER _____
ADDRESS _____ PHONE _____
ATTORNEY _____
ADDRESS _____ PHONE _____
ZONE _____ NO. OF LOTS _____ ACRES _____
AMOUNT PAID \$ _____ APPROX. COST OF PROJECT \$ _____
TYPE OF HOUSE & CONSTRUCTION _____
SALE PRICE RANGE _____
REMARKS _____

SIGNATURE OF OWNER OR AUTHORIZED AGENT _____
DATE RECEIVED _____

CHECKLIST L.D. 2
BERKELEY TOWNSHIP
FINAL PLAT MAJOR SUBDIVISION CHECKLIST

Yes No N/A

I. PLAT DETAILS:

- | | | | | |
|-----|-----|-----|-----|--|
| ___ | ___ | ___ | 1. | Scale: Not less than 1" = 100' (includes graphic scale) and Key Map (1" = 1000') provided. |
| ___ | ___ | ___ | 2. | Size: 30" x 42", 24" x 36", 15" x 21", 8 1/2" x 13" |
| ___ | ___ | ___ | 3. | Title Block conforming to N.J.A.C. 13:40-1.2. |
| ___ | ___ | ___ | 4. | Dimensions, bearings and curve data shown for all streets. |
| ___ | ___ | ___ | 5. | Tangents, chords, arc, radius and central angle of all street corners. |
| ___ | ___ | ___ | 6. | Metes and bounds, areas and grantee of all easements. |
| ___ | ___ | ___ | 7. | Reference meridian shown graphically. |
| ___ | ___ | ___ | 8. | Closure no greater than one (1) in 10,000. |
| ___ | ___ | ___ | 9. | All lands reserved or dedicated to public use shall be so noted. |
| ___ | ___ | ___ | 10. | Block and lots numbers as recommended by Tax Assessor. |
| ___ | ___ | ___ | 11. | All municipal boundary lines shown, crossing or adjacent to the property. |

Yes No N/A

- | | | | | |
|-----|-----|-----|-----|---|
| ___ | ___ | ___ | 12. | Names of adjoining subdivisions, if any, and file numbers of the recorded plats or the name of owners of adjacent properties. |
| ___ | ___ | ___ | 13. | Watercourses, streams, shorelines, water boundaries, wetlands and encroachment lines shown with appropriate easements/conservation areas delineated including calculated areas. |
| ___ | ___ | ___ | 14. | All monumentation shown. |
| ___ | ___ | ___ | 15. | Affidavit of consent of property owners. |
| ___ | ___ | ___ | 16. | Schedule of zone requirements and plan provisions. |
| ___ | ___ | ___ | 17. | Setback lines on each lot. |
| ___ | ___ | ___ | 18. | Date of final survey. |
| ___ | ___ | ___ | 19. | Subdivision and street names not similar to any existing subdivision and street names. |
| ___ | ___ | ___ | 20. | Sectionalization of final plat conforms to preliminary sectionalization plan. |
| ___ | ___ | ___ | 21. | Signature block for Planning Board Chairman, Secretary and Engineer. |
| ___ | ___ | ___ | 22. | Signature block for Municipal Clerk. |
| ___ | ___ | ___ | 23. | Signature and Seal of New Jersey Licensed Land Surveyor. |

____ 24. Signature and Seal of New Jersey Licensed Engineer.

Yes No N/A

____ 25. Required certifications pursuant to the "Map Filing Law" P.L. 1960 c. 141.

____ 26. General requirements, details and supporting data as specified in Article VIII and Article X of the Berkeley Township Code.

II. IMPROVEMENT PLANS CONTAINING THE FOLLOWING:

____ A. Scale: 1" = 50' horizontal,
Scale: 1" = 5' vertical

____ B. Grading Plans

____ C. Drainage Plans (and Supplemental Calculations)

____ D. Utility Plans

____ E. Soil Erosion Control Plan

____ F. Construction Details

____ G. Profiles

____ H. Final Lot Grading and Street Centerline Elevations

Improvement Plans shall show the location of and provide construction details and specifications for the following:

____ 1. Streets

____ 2. Curbs

____ 3. Sidewalks

____ 4. Stormwater Facilities

____ 5. Sanitary Sewerage and Water Facilities

Yes No N/A

____ 6. Shade Trees

____ 7. Street Lighting

____ 8. Traffic Control Signage

____ 9. Street Name Signs and Traffic Signalization

____ 10. Bulkheading, if applicable

____ 11. Soil Erosion and Sediment Control Measures

____ 12. Monuments

____ 13. Electric and Telephone Utilities

____ 14. Fire Hydrant and Suction Lines

____ 15. Seeding

- ____ 16. Topsoil
- ____ 17. Debris Control Methods

III. REQUIRED DOCUMENTATION:

A. Regulatory Agencies:

- ____ 1. Berkeley Township Sewerage Authority approvals.
- ____ 2. Ocean County and Berkeley Board of Health approvals.
- ____ 3. Ocean County Planning Board approval.
- ____ 4. NJDEP Wetlands approval, if applicable.
- ____ 5. NJDEP CAFRA approval, if applicable,

Yes No N/A

- ____ 6. Ocean County Soil Conservation District approval.
- ____ 7. NJDEP Flood Plain approval and/or Stream Encroachment Permit, if applicable.
- ____ 8. N.J. Department of Transportation access, drainage, utility and/or occupancy permits.
- ____ 9. Berkeley Township Water Utility (MUA) approvals.
- ____ 10. Any other required permits/ approvals.

B. Administrative:

- ____ 1. Proof of payment of property taxes for the current quarter.
- ____ 2. Evidence of a Comprehensive General Liability Insurance Policy.
- ____ 3. Certificate of Title.
- ____ 4. Evidence that the Township Tax Assessor has reviewed the proposed block and lot numbering system.
- ____ 5. Evidence that the Township Police Chief has reviewed the proposed street name(s).
- ____ 6. Proper application fee (submit calculations).
- ____ 7. Required number of prints submitted.