

APPLICATION FOR PRELIMINARY MAJOR SITE PLAN APPROVAL
BERKELEY TOWNSHIP PLANNING BOARD

DATE _____

ORIGINAL _____ AMENDED _____ REAPPROVAL _____

APPLICANT _____

PROJECT _____

LOCATION _____

USE _____

BLOCK _____ LOT _____ ZONE _____

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

FEE PAID _____

ATTORNEY _____ PHONE _____

ADDRESS _____

ENGINEER _____ PHONE _____

ADDRESS _____

NAME OF APPLICANT (OR AGENT) _____

ADDRESS _____

APPLICANT'S INTEREST IN SUBJECT PREMISES _____

DESCRIPTION OF PROJECT _____

SIGNATURE OF APPLICANT (OR AGENT) _____

CHECKLIST L.D. 3
BERKELEY TOWNSHIP
PRELIMINARY PLAT MAJOR SITE PLAN APPLICATION CHECKLIST

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

I. Site Plan showing the following:

Yes No N/A

A. Title Block:

____-____-____
____-____-____
____-____-____
____-____-____
____-____-____

1. Name of the project, if any.
2. Title of "Site Plan."
3. Tax map sheet, lot and block designation.
4. Date of original and all revisions.
5. Name(s), signature(s), address(es) and license number(s) of engineer and land surveyor who prepared the site plan.

B. General:

____-____-____
____-____-____
____-____-____
____-____-____

1. Standard Size Drawing (24" x 36" or 30" x 42").
2. Scale: Not less than 1" = 50'.
3. Bearings, distances of each property line.
4. Zone(s), Zone Requirements (Required and Provided) and area map showing zoning boundaries within 1,000 feet of tract.

Yes NoN/A

____-____-____
____-____-____
____-____-____
____-____-____
____-____-____
____-____-____

5. Area of Tract.
6. Building area(s).
7. Name and address of owner and applicant.
8. Required parking and parking provided.
9. Owner's name, block and lot designation, and present use of all property within 200 feet.
10. Existing topography at one (1) foot contour intervals (min. two (2) foot contour intervals, where slopes exceed 5%) extending a minimum of 100 feet beyond tract boundary.
11. Proposed site grading with one (1) foot contours and sufficient spot grades in paved areas to determine and define flow direction.

Yes No N/A

12. Existing Features:

____-____-____
____-____-____

- a. Existing on-site buildings and structures (with future disposition).

- b. Watercourses.
- c. Limits of wooded areas.
- d. Easements.
- e. Drainage system.
- f. Location of all driveways within 100 feet.
- g. Location of nearest fire hydrant.
- h. Location and use of existing structures within 100 feet of the site.
- i. Delineation of important physical features including swamps, bogs, ponds and wetlands areas on-site and within 200 feet of the tract boundary.
- j. Existing streets, water-courses, flood plains, flood-ways and flood areas on-site and within 200 feet of the boundaries thereof, both the width of the paving and the width of the right-of-way of each street, existing public easements and Township borders within 150 feet of the site.

North arrow and graphic scale.

Copy of any covenants or deed restrictions.

All proposed uses and structures with setbacks from property lines.

Location of existing and proposed signs, outdoor lighting, fencing and buffer areas.

Yes No N/A

17. Typical construction details and/or cross-sections for curb, sidewalk, pavement, manholes, inlets, headwalls, etc.
18. Detailed utility layouts showing methods of connection and sources of service.
19. Design details and dimensions of fences, walls, signs, lighting and other similar facilities.
20. Existing and proposed storm drainage facilities including plans and profiles, invert elevations, and drainage area map and calculations to substantiate adequacy of proposed storm drainage. Drainage area to each inlet shall be shown. The plan shall be accompanied by an off-site drainage plan.
21. Specifics of site ingress and egress (i.e. curb radii, curb opening, lane widths, existing driveways within 100 feet of site, etc.).
22. Key Map naming streets within 500 feet of the site.
23. Entire parcel shall be shown.
24. Space for signature of Chairman, Secretary and Board Engineer.

Yes No N/A

- _____ 25. Written description of proposed operations.
- _____ 26. Fire zones and signage.
- _____ 27. Date of outbound survey and name of Land Surveyor.
- _____ 28. Signed and sealed by New Jersey Licensed Engineer and Land Surveyor (if applicable).
- _____ 29. Sectionalization Plan, if applicable.
- _____ 30. Proposed sight triangles.
- _____ 31. Proposed traffic control signage and pavement markings.
- _____ 32. Soil borings (to a minimum depth of 10 feet) and hydraulic conductivity tests for all stormwater basins/trenches wells.
- _____ 33. Compliance with Berkeley Township Code Chapter XXXV, Articles VII through X.

C. Commercial and Industrial Site Plans:

- _____ 1. Off-street parking layout (dimensions of aisles, parking spaces, loading areas, fire lanes, traffic lanes, etc.) and in compliance with the requirements of the Zoning Ordinance.
- _____ 2. Direction of internal traffic flow.
- _____ 3. Lighting and Landscaping Plan.
- _____ 4. Storage areas (refuse, equipment, materials).
- _____ 5. Soil borings - soil logs to a minimum depth of 20 feet (depth to ground water, ground elevation).

Yes No N/A

D. Multi-Family Housing:

- _____ 1. Off-street parking layout (dimensions of aisles parking spaces, loading areas, fire lanes, traffic lanes, etc.).
- _____ 2. Lighting and Landscaping Plan.
- _____ 3. Recreation areas - other public areas.
- _____ 4. Refuse storage and pick-up, recycling areas.
- _____ 5. Soil borings - soil logs to a minimum depth of 20 feet (depth to ground water, ground elevation).
- _____ 6. Compliance with applicable detail requirements of Zoning Ordinance pertaining to multi-family housing.

E. Building Alterations:

- _____ 1. Off-street parking layout.
- _____ 2. New setback dimensions.
- _____ 3. Proposed landscaping.

II. Administrative Requirements

Yes No N/A

- _____ 1. Proper Application Fee (submit calculations).
- _____ 2. Proof of payment of property taxes for the current quarter.
- _____ 3. Required number of prints submitted.
- _____ 4. Application fees reflect any variance or design waiver requests.
- _____ 5. Preliminary architectural elevations and floor plans.
- _____ 6. Written description of proposed activities.
- _____ 7. Submission of an Environmental Impact Statement.
- _____ 8. Submission of a Traffic Impact Statement.
- _____ 9. For application for preliminary approval, the plans shall be accompanied by proof of submission in proper form to the following regulatory agencies, as applicable:
 - a. Ocean County Planning Board.
 - b. Ocean County Soil Conservation District.
 - c. Ocean County and Berkeley Boards of Health.

Yes No N/A

- _____ d. Berkeley Sewerage Authority, proof of approval.
- _____ e. N.J. Department of Environmental Protection for CAFRA Permit, Wetlands Permit, Stream Encroachment Permit, Sewer Extension Permit, Flood Plain Approval and/or Waterfront Development Permit.
- _____ f. N.J. Department of Transportation for access driveways, utility openings, occupancy and/or drainage permits.
- _____ g. Berkeley Township Water Utility (MUA).
- _____ h. Any other required permits/approvals.
- _____ i. Application for tree removal permit, where required.

10. Evidence of a Comprehensive General Liability Insurance Plan.