

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

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

Yes No N/A

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