

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.

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.