

**OCEANPORT BOROUGH
MONMOUTH COUNTY, NEW JERSEY**

SITE PLAN COMPLETENESS CHECKLIST
(To be completed by applicant)

	SUBMITTED	WAIVER REQUESTED	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original and 4 copies of application forms and a digital set emailed
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form signed and notarized
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner Consent
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 complete sets of plans (site plan, lighting, details, etc.) and one digital set emailed. (Eight (8) additional sets of plans to be provided upon determination of completeness - plan sets can be of a reduced plan size, at the discretion of the Board Chairman)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee and completed application/escrow fee schedule
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escrow fee and completed application/escrow fee schedule
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed escrow agreement
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed W-9 authorization form
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) complete "Tax and Assessment Payment Report" forms which will be forwarded to the Tax Collector's office for verification that no delinquent taxes or assessments are due.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey of property which is less than 1-year old prepared by a New Jersey Licensed Land Surveyor showing: <ul style="list-style-type: none"> a. Boundaries of the property b. Building and setback lines and the lines of all existing streets, roads, reservations, easements, right-of-ways and areas dedicated to public use, within two hundred (200) feet of the property c. Title, reference meridian, scale d. Name and address of record owner e. Name, address, professional license number and seal of the surveyor who prepared the survey

The following shall be on the plans submitted:

11. Key map showing site and its relation to surrounding area. Map shall be at a scale of not less than one inch equals 1000 feet. Names of all streets and Township boundaries within 500 feet shall be shown.
12. Plans certified by appropriate professional as stipulated by New Jersey revised statutes Title 45:8, 13:40-7.1 et seq
13. Date (of original and revisions), scale, and north arrow
14. Zone data, including zone district and tax map block, lot and street number
15. Location of all existing and proposed buildings or structures with spot elevations
16. Names of all owners of record of all adjoining property, and property directly across the street or streets from the property involved, and the block and lot numbers of all the property shown on the plan
17. Existing and proposed contours at 1 foot intervals based on National Geodetic Vertical Datum 1929 to determine general slope and natural drainage of the land. Where necessary to evaluate drainage, the Board shall require contours to be shown for all lands within 200 feet of the property in question.
18. Existing and proposed easements
19. The location of all existing watercourse, wooded areas, rights-of-way, streets, roads, highways, freeways, railroads, canals, rivers, buildings, structures or any other feature directly on the property or beyond the property if such feature has an effect upon the use of said property.
20. All existing schools and zoning district boundaries within two hundred (200) feet of the property. Such features shall be shown on a separate map or as a key map on the detailed map itself.
21. The distances, as measured along the centerlines of existing streets abutting the property to the nearest intersection with any public street.
22. Location of existing edge of pavement and proposed edge of pavement of all roadways abutting site.

23. Location of all existing and proposed storm drainage structures and utility lines including telephone, power, water, sewer, gas, etc., whether publicly or privately owned, with pipe sizes, grades and direction of flow.
24. Proposed use or uses of land and buildings, including outdoor storage.
25. Size and location of all driveways and curb cuts.
26. Cross sections and construction details of all streets, pavement, curb, sidewalks and walkways
27. Parking and loading layout
28. Total number of parking or loading spaces
29. Dimensions of parking or loading spaces, aisles and parking islands
30. Interior traffic and pedestrian circulation
31. Percent total impervious coverage
32. Percent total building coverage
33. Building dimensions
34. Area, finished floor elevation and height of proposed and existing building or structures.
35. Preliminary architectural plans for proposed buildings including building elevations (each side) indicating materials and colors to be used in construction, height and general design or architectural styling.
36. Location, direction of illumination and intensity of all outdoor lighting. Type of fixture and height of lighting area to be indicated and isolux lines are to be superimposed on the plan.
37. Manufacturer's catalogue cut sheet for proposed lighting
38. The location, size, materials, illumination and construction details of existing and proposed signs
39. Existing and proposed screening and landscaping, including a planting plan, with quantity, species, caliper and location of plantings.

40. The location of and identification of proposed open spaces, parks or other recreation areas
41. Name, address, professional license number and seal of the architect, engineer, planner or surveyor preparing the site plan
42. Refuse enclosure location and detail
43. Fencing detail
44. Percolation test and soil log results (if applicable) certified by New Jersey Licensed Professional Engineer
45. Soils Report, including location of seasonal high ground water table
46. Evidence of soil erosion and sediment control plan submittal to Freehold Soil Conservation Service (if soil disturbance meets or exceeds 5,000 square feet)
47. Evidence of submittal to New Jersey Department of Transportation for Access Permit and Drainage Permit (if applicable)
48. Traffic study, including anticipated traffic volumes, capacity of existing or proposed roads traffic impact on road network and need for traffic improvements
49. Evidence of submittal to New Jersey Department of Environmental Protection for stream encroachment permit (if applicable)
50. A Letter of Interpretation from New Jersey Department of Environmental Protection Freshwater Wetlands Division, including evidence that notice was given to the Municipal Clerk pursuant to N.J.S. A. 13:9B. If the New Jersey Department of Environmental Protection deems that wetlands are present, or the applicant does not receive a response to its request for a Letter of Interpretation, the applicant shall show such areas on a survey of the property, prepared by a Licensed Surveyor of the State of New Jersey.
51. Evidence of submittal to Monmouth County Planning Board (if on County road or involving County drainage structure)
52. Stormwater Management Report

53. Statement of the steps to be taken by the applicant to eliminate any downstream drainage problems which may be caused by the development of the site and to mitigate impact from prior upstream development.
54. Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract
55. Statement detailing size of proposed building, proposed use, number of tenants, number of employees, anticipated hours of operation, traffic, etc.
56. Such other items and information pertaining to the site as the Board Engineer reasonably determines would be necessary or helpful to the Planning or Zoning Board in reviewing the application.
57. Staging plan for any area that will be developed in stages, a total development plan must be submitted in accordance with this section.
58. Location of 100 year flood limit as depicted on current State of New Jersey, Department of Environmental Protection, Bureau of Flood Plain Management, Delineation of Floodway and Flood Hazard Area Map. If stream has not been studied then a copy of the application for floodplain delineation to NJDEP Land Use Regulation Program should be provided, if applicable.