**MILLSTONE TOWNSHIP**

MAJOR SUBDIVISION, MAJOR SITE PLAN AND GENERAL DEVELOPMENT PLAN

 APPLICATION COMPLETENESS CHECKLIST

PROJECT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPLICATION NO.\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENGINEER/DESIGNER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTORNEY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON COMPLETING THIS FORM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_

TWO (2) HARD COPIES AND ONE (1) DIGITAL COPY OF THIS FORM MUST BE COMPLETED AND RETURNED TO THE ADMINISTRATIVE OFFICER FOR THE INITIAL SUBMISSION.

All of the following items must be shown on the submitted plans or attached thereto for the Major Subdivision and Major Site Plan and General Development Plan Application to be considered for Completeness Review. If a Waiver is requested from any of the following items, the item should be checked where provided and an explanation of the reasons for the Waiver explained under Section II.

I. MAJOR SUBDIVISION AND MAJOR SITE PLAN

 Waiver Yes No

A. Submitted Application Form (2 copies plus 1 digital copy) □ □ □

B. Current Signed and Sealed Property Survey (2 copies

 plus 1 digital copy) □ □ □

C. Project Plat Information (2 copies initially plus 1 digital copy)

 1. Name and address of owner and Applicant □ □ □

 Waiver Yes No

 2. Notarized signature/affidavit of ownership.

 If Applicant is not the owner, state Applicant’s

 Interest in plan. □ □ □

 3. Name, signature, license number, seal and

 address of professional engineer, land surveyor,

 architect, as applicable, involved in preparation

 of plat. □ □ □

 4. Title block denoting type of application, tax map □ □ □

 sheet, county, name of municipality, block and

 lot, and street location.

 5. Key map at specified scale showing location

 to surrounding properties, streets, municipal

 boundaries, etc., within 500 feet of property. □ □ □

 6. North arrow and scale. (key map and plat)

 7. Schedule of required zone district requirements

 vs. proposed. Including lot area, FAR, width,

 depth, yard setbacks, building coverage, open space,

 parking, etc. □ □ □

 8. Signature blocks and dates for Chairman,

 Secretary and Board Engineer. □ □ □

 9. Certification blocks required by map filing law.

 (Not necessary with Site Plan application) □ □ □

 10. Monumentation as specified by map filing

 law and required by Township Engineer

 (Not necessary with Site Plan application) □ □ □

 Waiver Yes No

 11. Date of current property survey, name of

 reference plat and name and license number

 of New Jersey Professional Land Surveyor. □ □ □

 12. Plans to a scale of not less than 1”=50’ on

 sheet sizes according to Map Filing Law

 and not to exceed 30” x 42” □ □ □

 13. Metes and bounds description showing

 dimensions, bearings of original and

 proposed lots □ □ □

 14. Metes and bounds descriptions showing

 dimensions, bearings, curve data, length of

 tangents, radii, arcs, chords, and central angles

 for all center-lines and rights-of-way and

 centerline curves on streets. □ □ □

 15. Acreage of tract to the tenth of an

 acre. □ □ □

 16. Date and number of original preparation and

 of each subsequent revision. Include brief

 narrative of each revision in letter form. □ □ □

 17. Size and location of any existing and proposed

 structures with all setbacks and length

 measurements of perimeter building walls

 dimensioned. □ □ □

 18. Tax Lot and Block numbers of existing and proposed

 lots as designated by Tax Assessor. □ □ □

 Waiver Yes No

 19. Proposed lot lines and area of proposed lots

 in square feet.

 (Not necessary for Site Plan application) □ □ □

 20. Any existing or proposed easement or land

 reserved for or dedicated to public uses. □ □ □

 21. Property owners list within 200 feet of subject

 property and copy of current Tax Map on

 cover sheet. □ □ □

 22. Indicate conformance status with

 Residential Site Improvement standards

 And list waivers, if any. □ □ □

 23. List variances required or requested. □ □ □

 24. List of requested design waivers or exceptions. □ □ □

 25. Sight triangles. □ □ □

 26. Size and location of any existing or proposed

 streets (general location for concept plan). □ □ □

 27. Topographical features of subject property

 from aerial photography/topography

 or topographic survey in accordance with National

 Geodetic Vertical Datum-1988. Should GIS

 Mapping be utilized for topographic information,

 supplemental field data shall be submitted to

 confirm accuracy. □ □ □

 28. Location, elevation and description of minimum two

 (2) bench marks used. □ □ □

 Waiver Yes No

 29. Boundary, limit, nature and extent of wooded

 areas, specimen trees, and other significant

 physical features (details may vary) □ □ □

 30. Tree preservation information as outlined

 in Section 11-25 of the Land Use Ordinance □ □ □

 31. Percolation tests and soil logs (where septic

 system, retention basin, or groundwater

 recharge is proposed). □ □ □

 32. Number of lots following subdivision and

 acreage if over one acre; square feet if

 under one acre. □ □ □

 33. Identification and calculation of Critical Areas. □ □ □

 34. A map for filing, conforming to the Map Filing

 Law. (Final Plat only) □ □ □

 35. Symbols for existing and proposed items (hydrants,

 monuments, utilities, plantings, signs, walkways,

 elevations, etc.) □ □ □

 36. Home Owners/Open Space Association documents. □ □ □

 37. Plan Extending 200 ft beyond the tract

 boundary showing:

 a. Block and Lot numbers and property line of all

 parcels with names of property owners labeled

 on plans. □ □ □

 b. Existing zones and land uses □ □ □

 c. Location and width of all streets, right-of-ways

 and easements □ □ □

 Waiver Yes No

 d. Existing buildings, water courses, bridges,

 woodlines, cliffs, gravel outcroppings,

 floodplains, wetlands, etc. □ □ □

 38. Grading

 a. Existing and proposed contours at

 1-foot intervals for grades 3% or less

 and at 2-foot intervals for grades more

 than 3%. □ □ □

 b. Elevations of existing and proposed finished

 floor deviations of all structures. □ □ □

 c. Spot elevations at all building corners, curbs,

 gutter line and street centerline. □ □ □

 39. Drainage

 a. Complete drainage calculations. □ □ □

 b. Drainage area map showing areas tributary to

 each inlet or structure. □ □ □

 c. Plan of existing and proposed facilities. □ □ □

 d. Profiles of all storm sewers. □ □ □

 e. Map depicting upland drainage facilities. □ □ □

 f. Analysis of downstream drainage facilities. □ □ □

 g. Location and invert elevation of existing

 and proposed drainage structures. □ □ □

 40. Streets and Parking lot driveway access roads

 a. Center lines of proposed streets and parking

 lot driveway access roads staked at 50-foot

 intervals. □ □ □

 Waiver Yes No

 b. Profiles of proposed streets and parking lot

 driveway access roads. □ □ □

 c. Profiles of all existing streets adjoining

 the project. □ □ □

 d. Plan of all pavement improvements. □ □ □

 e. Name of all streets □ □ □

 f. Designation of whether streets as private

 or public. □ □ □

 41. Landscape Plan showing:

 a. Existing and proposed trees, shrubs, and

 decorative item. □ □ □

 b. The common and botanical names, sizes and

 detailed planting method of trees and shrubs. □ □ □

 c. Location of existing vegetation including

 all shade trees 10 inch in caliper or greater

 at 5 feet above ground level and all

 ornamental trees 4 inch in caliper or greater at

 1 foot above ground level and clearing limits. □ □ □

 d. Proposed buffer areas and method of

 protection during construction. □ □ □

 e. Location of existing wooded areas and the

 general size and type of the predominant trees. □ □ □

 f. The limit of clearing and any areas to be

 protected or preserved. □ □ □

 42. Utilities

 a. Water mains and services (if applicable) □ □ □

 Waiver Yes No

 b. Sanitary sewer mains and laterals. (if applicable) □ □ □

 c. Profiles of sanitary sewers. (if applicable) □ □ □

 d. Existing and proposed on-site

 sanitary disposal systems. □ □ □

 43. Construction Details

 a. Roadways □ □ □

 b. Curb □ □ □

 c. Sidewalk □ □ □

 d. Driveway aprons □ □ □

 e. Drainage inlets □ □ □

 f. Pipe bedding □ □ □

 g. Outfalls □ □ □

 h. Manholes □ □ □

 i. Gutters □ □ □

 j. Plantings □ □ □

 k. Soil erosion and sediment control □ □ □

 l. Parking Lots □ □ □

 m. Traffic and street signs □ □ □

 n. Water services, fire hydrants, and valves □ □ □

 44. Soil Erosion and Sediment Control Plan

 and details □ □ □

 45. Lighting Plan including locations and

 illumination coverage and details. □ □ □

 46. Location and dimension for sidewalks,

 signs, parking areas and loading/unloading. □ □ □

 47. Traffic patterns, pavement markings, signage,

 access aisles curb radii, etc. □ □ □

 Waiver Yes No

 48. Recreational facilities: Plan and details

 (if applicable) □ □ □

 49. Parking plan showing spaces, size and type,

 aisle width, curb cuts, drives, driveways,

 and all areas and dimensions, calculation

 and the number of spaces provided. □ □ □

 50. Solid waste management and recycling plan

 showing holding location and provisions for

 waste and recyclables. □ □ □

 51. Statement indicating that the plans agree with the

 signed preliminary plans; or if unsigned, a letter

 addressing the outstanding items of preliminary

 approval. □ □ □

D. Supplemental Documents (2 copies initially plus 1 digital copy)

 1. List of all Federal, State, County, regional

 and/or municipal approvals or permits

 required. □ □ □

 2. Copies of any existing or proposed deed

 restrictions or covenants. □ □ □

 3. Proof that taxes are current. □ □ □

 4. Architectural drawings: floor plans, and

 elevations (single family detached dwellings

 may be excluded.) □ □ □

 5. Disclosure Statement. (See NJSA 40:55D-

 48.1 et seq.). □ □ □

 Waiver Yes No

 6. Statement of Environmental Impact

 and Assessment (if required, See Section V

 of Application)

 (Submit attached checklist) □ □ □

 7. Stormwater Management Report □ □ □

 8. Traffic Impact Analysis □ □ □

 9. Statement from utility companies as to

 serviceability of site. □ □ □

 10. Payment of all applicable fees. □ □ □

 11. Number of witnesses and their expertise,

 if any. □ □ □

 12. Recent aerial photo of the site and surrounding

 areas within 500 feet on a sheet not to exceed

 24” x 36.” □ □ □

**II. WAIVERS**

Waiver Requested From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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III. If any item in this checklist is not provided with the submission, the application will be deemed INCOMPLETE and will not be heard by the Board. If Applicant is seeking waivers from any of the above items, the application will be deemed INCOMPLETE and will be placed on the next available Board Agenda for reviewing waivers only.

IV. **AFFIDAVIT OF COMPLETENESS**

 I/we, the undersigned, certify that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. Seq. and amendments thereto and the current Zoning Ordinance of the Township of Millstone. I/we further certify that all information contained herein is complete and accurate to the best of my/our knowledge.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant/Owner Name (Print or Type) Professional’s Name (Print or Type)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date Signature/Seal & License No. Date

Revised: 04-21-2021 (Ord. 21-04)