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

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<tr>
<th></th>
<th>Waiver</th>
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<tbody>
<tr>
<td>A. Submitted Application Form (2 copies plus 1 digital copy)</td>
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<tr>
<td>B. Current Signed and Sealed Property Survey (2 copies plus 1 digital copy)</td>
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<tr>
<td>C. Project Plat Information (2 copies initially plus 1 digital copy)</td>
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<tr>
<td>1. Name and address of owner and Applicant</td>
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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) □  □  □
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. □ ☐ ☐
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<td>19. Proposed lot lines and area of proposed lots in square feet.</td>
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<td>(Not necessary for Site Plan application)</td>
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<td>20. Any existing or proposed easement or land reserved for or dedicated to public uses.</td>
<td>□</td>
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<tr>
<td>21. Property owners list within 200 feet of subject property and copy of current Tax Map on cover sheet.</td>
<td>□</td>
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<td>22. Indicate conformance status with Residential Site Improvement standards And list waivers, if any.</td>
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<td>23. List variances required or requested.</td>
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<td>24. List of requested design waivers or exceptions.</td>
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<td>25. Sight triangles.</td>
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<td>26. Size and location of any existing or proposed streets (general location for concept plan).</td>
<td>□</td>
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<td>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.</td>
<td>□</td>
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<td>28. Location, elevation and description of minimum two (2) bench marks used.</td>
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<td>29. Boundary, limit, nature and extent of wooded areas, specimen trees, and other significant physical features (details may vary)</td>
<td>□</td>
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<td>30. Tree preservation information as outlined in Section 11-25 of the Land Use Ordinance</td>
<td>□</td>
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<td>31. Percolation tests and soil logs (where septic system, retention basin, or groundwater recharge is proposed).</td>
<td>□</td>
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<tr>
<td>32. Number of lots following subdivision and acreage if over one acre; square feet if under one acre.</td>
<td>□</td>
<td>□</td>
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<td>33. Identification and calculation of Critical Areas.</td>
<td>□</td>
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<td>34. A map for filing, conforming to the Map Filing Law. (Final Plat only)</td>
<td>□</td>
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<td>35. Symbols for existing and proposed items (hydrants, monuments, utilities, plantings, signs, walkways, elevations, etc.)</td>
<td>□</td>
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<td>37. Plan Extending 200 ft beyond the tract boundary showing:</td>
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<tr>
<td>a. Block and Lot numbers and property line of all parcels with names of property owners labeled on plans.</td>
<td>□</td>
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<td>b. Existing zones and land uses</td>
<td>□</td>
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<tr>
<td>c. Location and width of all streets, right-of-ways and easements</td>
<td>□</td>
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</table>
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. □ □ □
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) □ □ □
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<th></th>
<th>Waiver</th>
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<td>b. Sanitary sewer mains and laterals (if applicable)</td>
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<td>c. Profiles of sanitary sewers (if applicable)</td>
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<td>d. Existing and proposed on-site sanitary disposal systems.</td>
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<td>43. Construction Details</td>
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<td>a. Roadways</td>
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<td>b. Curb</td>
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<td>c. Sidewalk</td>
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<td>d. Driveway aprons</td>
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<td>e. Drainage inlets</td>
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<td>f. Pipe bedding</td>
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<td>g. Outfalls</td>
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<td>h. Manholes</td>
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<td>i. Gutters</td>
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<td>j. Plantings</td>
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<td>k. Soil erosion and sediment control</td>
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<td>l. Parking Lots</td>
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<td>m. Traffic and street signs</td>
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<td>n. Water services, fire hydrants, and valves</td>
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<td>44. Soil Erosion and Sediment Control Plan</td>
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<td>and details</td>
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<td>45. Lighting Plan including locations and illumination coverage and details.</td>
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<td>46. Location and dimension for sidewalks, signs, parking areas and loading/unloading.</td>
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<td>47. Traffic patterns, pavement markings, signage, access aisles curb radii, etc.</td>
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<td>Waiver</td>
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<td>48. Recreational facilities: Plan and details (if applicable)</td>
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<td>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.</td>
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<td>50. Solid waste management and recycling plan showing holding location and provisions for waste and recyclables.</td>
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<td>51. Statement indicating that the plans agree with the signed preliminary plans; or if unsigned, a letter addressing the outstanding items of preliminary approval.</td>
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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.) | □   | □   | □  |
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: __________________________________________________________
Reason:______________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Waiver Requested From: _________________________________________________________
Reason:______________________________________________________________________
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Waiver Requested From: __________________________________________________________

Reason: _______________________________________________________________________

______________________________________________________________________________

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)