**MILLSTONE TOWNSHIP**

MINOR SUBDIVISION AND MINOR SITE 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 Minor Subdivision or Minor Site 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 III.

I. MINOR SUBDIVISION AND MINOR SITE PLAN

Waiver Yes No

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

B. Submitted Current Signed and Sealed

Property Survey (2 copies plus 1 digital copy) □ □ □

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

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

2. Notarized signature/affidavit of ownership.

If Applicant is not the owner, state Applicant’s

Waiver Yes No

Interest in plan. (Final plat prior to filing). □ □ □

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

Waiver Yes No

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 (for GDP to nearest 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. Size and location of all existing structures

within 200 feet of the site boundaries. □ □ □

19. Tax Lot and block numbers of existing and proposed

lots as designated by Tax Assessor □ □ □

20. Proposed lot lines and area of proposed lots

in square feet.

(Not necessary for Site Plan application) □ □ □

21. Any existing or proposed easement or land

reserved for or dedicated to public uses. □ □ □

Waiver Yes No

22. Property owners within 200 feet of subject

property. □ □ □

23. Location of cliffs, gravel outcroppings,

streams, floodstreams, floodplains, wetlands or

other environmentally sensitive areas on or within

200 feet of the project site. □ □ □

24. List variances required or requested. □ □ □

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

26. Sight triangles. □ □ □

27. Size and location of all existing streets. □ □ □

28. Roadway Improvement as per Township and/or

Residential Site Improvement Standards. □ □ □

29. Topographical features of subject property

from aerial photography/topography

or topography survey in accordance with National

Geodetic Vertical Datum-1988. Should GIS

Mapping be utilized for topographic information

supplemental field date shall be submitted to

confirm accuracy. □ □ □

30. Location, elevation and description

of minimum 2 bench marks used. □ □ □

31. Boundary , limit, nature and extreme of wooded

areas, specimen trees, and other significant

physical features (details may vary) □ □ □

32. Tree preservation information as outlined

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

Waiver Yes No

33. Percolation tests and soil logs (where septic

system, retention basin, or groundwater

recharge is proposed). □ □ □

34. Location of drywells for water softener backwash □ □ □

35. Existing rights-of-way and easements within

200 feet of the tract. □ □ □

36. Identification and calculation of usable, buildable

Critical Areas. Pursuant to Section 4-4.7 □ □ □

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

48.1 et seq.). □ □ □

5. Statement of Environmental Impact

and Assessment (if required, See Application

item V (See attached checklist) □ □ □

6. Statement from utility companies as to

serviceability of site. □ □ □

7. Payment of all applicable fees. □ □ □

8. List of witnesses and their expertise. □ □ □

9. Recent aerial photo of the site and surrounding

areas within 500 feet on a sheet not to exceed

24” x 36.” □ □ □

Waiver Yes No

10. Architectural drawings, floor plans and elevations

(single family detached dwellings may be excluded). □ □ □

**II. MINOR SITE PLAN**

In addition to the above checklist (except where indicated with “Not necessary with Site Plan Application”), the following items must be shown on the plans or attached hereto for the Site 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 III.

Waiver Yes No

1. Site layout showing all roadways, circulation

patterns, curb, sidewalk, buffers, structures,

open space, recreation, etc., as applicable. □ □ □

2. Parking plan showing spaces, size and type,

aisle width, curb cuts, drives, driveways, and

all areas and dimensions, the number of spaces

required by ordinance, and the number of spaces

provided. □ □ □

3. Grading and utility plan to include as applicable:

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 structures. □ □ □

c. Location and invert elevation of existing and

proposed drainage structures. □ □ □

d. Location of all streams, ponds, lakes and

wetlands areas. □ □ □

Waiver Yes No

e. Locations of existing and proposed

utilities including depth of structures,

locations of manholes, valves, services, etc. □ □ □

4. Landscaping plan to include:

a. 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. □ □ □

b. Proposed buffer areas and method of

protection during construction. □ □ □

c. Proposed landscaped areas. □ □ □

d. Number, size, species and location of

proposed plantings including street trees. □ □ □

e. Details for methods of planting including

optimum planting season. □ □ □

5. Soil Erosion and Sediment Control Plan

prepared in accordance with the Standards

for Soil Erosion and Sediment Control in New

Jersey and the requirement of Chapter 188,

Soil and Land Conservation. □ □ □

6. Lighting Plan to include:

a. Location and height of existing

and proposed fixtures. □ □ □

b. Detail for construction of fixtures.

Waiver Yes No

7. Solid waste management and recycling plan

showing holding location and provisions for

waste and recyclables. □ □ □

8. Site identification signs, traffic control signs, and

identification signs. □ □ □

9. All required standard Township construction

details for all improvements including:

(but not limited to)

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 structures □ □ □

l. Parking lots □ □ □

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

n. Drywells □ □ □

**III. WAIVERS**

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

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IV. 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.

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

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Signature Date Signature/Seal & License No. Date

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