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

<table>
<thead>
<tr>
<th>Item</th>
<th>Waiver</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Submitted Application Form (2 copies plus 1 digital copy)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>B. Submitted Current Signed and Sealed Property Survey (2 copies plus 1 digital copy)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>C. Project Plat Information (2 copies plus 1 digital copy)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>1. Name and address of owner and Applicant</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Notarized signature/affidavit of ownership.</td>
<td>☐</td>
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</tr>
</tbody>
</table>

If Applicant is not the owner, state Applicant’s
Interest in plan. (Final plat prior to filing). □ Yes No

3. Name, signature, license number, seal and address of professional engineer, land surveyor, architect, as applicable, involved in preparation of plat. □ Yes No

4. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location. □ Yes No

5. Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, etc., within 500 feet of property. □ Yes No

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. □ Yes No

8. Signature blocks and dates for Chairman, Secretary and Board Engineer. □ Yes No

9. Certification blocks required by map filing law. (Not necessary with Site Plan application) □ Yes No

10. Monumentation as specified by map filing law and required by Township Engineer (Not necessary with Site Plan application) □ Yes No

11. Date of current property survey, name of reference plat and name and license number of New Jersey Professional Land Surveyor. □ Yes No

12. Plans to a scale of not less than 1”=50’ on sheet sizes according to Map Filing Law and not to
<table>
<thead>
<tr>
<th></th>
<th>Waiver</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Metes and bounds description showing dimensions, bearings of original and proposed lots.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>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.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>15. Acreage of tract to the tenth of an acre (for GDP to nearest acre).</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>16. Date and number of original preparation and of each subsequent revision. Include brief narrative of each revision in letter form.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>17. Size and location of any existing and proposed structures with all setbacks and length measurements of perimeter building walls dimensioned.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>18. Size and location of all existing structures within 200 feet of the site boundaries.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>19. Tax Lot and block numbers of existing and proposed lots as designated by Tax Assessor</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>20. Proposed lot lines and area of proposed lots in square feet. (Not necessary for Site Plan application)</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>21. Any existing or proposed easement or land reserved for or dedicated to public uses.</td>
<td>□</td>
<td>□</td>
<td>□</td>
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</tbody>
</table>

exceed 30” x 42”.
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<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>Property owners within 200 feet of subject property.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>23.</td>
<td>Location of cliffs, gravel outcroppings, streams, floodstreams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the project site.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>24.</td>
<td>List variances required or requested.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>25.</td>
<td>List of requested design waivers or exceptions.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>27.</td>
<td>Size and location of all existing streets.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>28.</td>
<td>Roadway Improvement as per Township and/or Residential Site Improvement Standards.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>29.</td>
<td>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.</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>30.</td>
<td>Location, elevation and description of minimum 2 bench marks used.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>31.</td>
<td>Boundary, limit, nature and extreme of wooded areas, specimen trees, and other significant physical features (details may vary)</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>32.</td>
<td>Tree preservation information as outlined in Section 11-25 of the Land Use Ordinance</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
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.

□  □  □


□  □  □

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.”

□  □  □
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.

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. □ □ □
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. □ □ □


6. Lighting Plan to include:
   a. Location and height of existing and proposed fixtures. □ □ □
   b. Detail for construction of fixtures.
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:_____________________________________________________
Reason:___________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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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.

________________________________________   ____________________________________
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)