

TOWNSHIP OF EAST HANOVER

LAND USE PLANNING BOARD

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PRELIMINARY SITE PLAN REVIEW

APPLICANT _____ DATE _____

LOCATION _____

LOT _____ BLOCK _____ ZONE _____

The attached checklist has been prepared to standardize preliminary site plan reviews. The following items are required under the Land Use and Zoning Ordinance. Checked items indicate unsatisfactory and/or incomplete. These items must be included prior to the application being deemed complete.

PRELIMINARY SITE PLAN DETAILS

- ____ 1. Preliminary site plan shall be drawn at a scale of not more than fifty (50) feet to the inch and shall include such details as may be necessary to properly evaluate the application and determine compliance with this chapter. Any site plan involving any new building or addition thereto or any site improvements shall be drawn by a licensed New Jersey professional engineer or land surveyor or architect. Where complicated or serious sanitary sewage and/or storm water runoff collection and disposal problems are involved, then such site work plan must be prepared by a licensed professional engineer having expertise in such matters. Where applicable to the proposed use or construction, the following information shall be clearly shown.
- ____ 2. Key map drawn at a scale of not more than one (1) inch equals on hundred (100) feet showing the location of the property, all streets and property lines within five hundred (500) feet of the affected property, and all buildings or structures within three hundred (300) feet of the building or structure proposed by the applicant.
- ____ 3. The name and address of the owner and site plan applicant together with the names of the owners of all contiguous land and of property directly across the street and within two hundred (200) feet of the property, as shown by the most recent tax records of the township.
- ____ 4. North point, scale and the date on which the plans was prepared, and the date of every revision.

- ___ 5. Tax Map lot and block numbers of the property affected.
- ___ 6. Zoning district in which the property is located.
- ___ 7. Area of the lot and all lot line dimensions.
- ___ 8. A table indicating zoning requirements and development proposals.
- ___ 9. Location of all existing buildings, culverts, storm sewers, sanitary sewers, water, fire protection, electric and telephone lines (both above and below ground) and poles, gas and underground heating systems, pipelines and other manmade features, including fences and walls.
- ___ 10. Location of all existing streets and highways on or adjacent to the property affected, including names, right-of-way width, pavement width, curb or curb width.
- ___ 11. Location of all existing easements and rights-of-way and the purpose for which they have been established.
- ___ 12. Location of existing high points, watercourses, depressions, ponds, marshes, wooded areas, single trees not in wooded areas with a diameter of twelve (12) inches or more as measured three (3) feet above the base of the trunk and other significant existing features, including previous flood elevations of watercourses, marsh and wetland areas as determined by survey and by the State of New Jersey.
- ___ 13. The existing and proposed contours on the site and for one hundred (100) feet outside the property at two-foot intervals for areas less than five-percent grade and ten-foot intervals above five-percent grade. A reference bench mark should be clearly designated.
- ___ 14. Elevations at the corners of all proposed buildings and paved areas and at property corners if new buildings or paved areas are proposed and at such locations designated by the Township Engineer.
- ___ 15. Tentative building floor plans and front, rear and side building elevations, showing building materials. Said plans shall be at scale of not less than one-eighth (1/8) inch equals one (1) foot. Said plans shall be drawn by a licensed architect when the building(s) or addition(s) thereto exceeds two thousand five hundred (2,500) square feet in ground floor area.
- ___ 16. The present status and contemplated use of all existing buildings on the property.
- ___ 17. Location of proposed buildings and structures and all accessory structures, if any, including setback side lines and rear yard distances.

- ___ 18. All proposed streets with profiles indicating grading; and cross sections showing width of roadway, location and width of sidewalk.
- ___ 19. Specifications for and location of proposed surface paving and curbing.
- ___ 20. The location, type and size of proposed culverts, storm sewers, sanitary sewers, fire protection, electric and telephone lines and poles, gas and underground heating systems, pipelines and all other utilities both above and below ground including the connection of such proposed facilities with existing facilities according to the standard specifications of the township.
- ___ 21. Location of existing septic systems of any parcel of land within the confines of the application shall be specifically designated, and the location of existing septic systems or any adjoining lot within fifty (50) feet of the existing or proposed lot lines.
- ___ 22. Location of all off-street parking areas and off-street loading facilities, showing the number, location and dimensions of parking spaces, loading areas, curb stops, bumpers, traffic aisles, traffic patterns, curb radii and type of pavement.
- ___ 23. A landscaping and buffering plan showing what will remain and what will be planted, indicating species of plants, trees and dimensions, approximate time of planting and method of planting (bare-rooted, ball and burlap) and maintenance plans, seeding, schedule, slope stabilization.
- ___ 24. All fences, walls, sidewalks or similar features to be provided.
- ___ 25. The design and details of any retaining walls, manholes, headwalls, retention basins, detention basins, etc.
- ___ 26. Lighting details indicating the type and height of light standards, locations, radius of light, type of light and intensity in foot-candles.
- ___ 27. Proposed design and location of signs.
- ___ 28. Soil analysis as deemed necessary by the Township Engineer, including borings, test pits, groundwater information, samples and analysis of engineering properties.
- ___ 29. Aerial photographs and other photographs illustrating site details.
- ___ 30. A copy of any protective covenants or deed restrictions applying to the land, if applicable.
- ___ 31. An environmental impact statement in accordance with § 95-39.1 of this chapter.
- ___ 32. Legends and signature blocks as appropriate.

- ___ 33. The applicant shall submit to the approving authority a proposed sequence of development with a projected time schedule for completion of each of the several elements. Such projection shall include, where applicable, the removal of structures, trees and brush, temporary drainage considerations, utilities, road and sidewalk improvements and provision for the protection of topsoil
- ___ 34. Morris County Planning Board and other state and county approvals as may be appropriate.
- ___ 35. A soil erosion and sediment plan, if required, in accordance with N.J.S.A 4:24-39 et seq. Said plan shall be submitted to the Morris County Soil Conservation District in accordance with said statute, and approval of the application shall be conditioned upon certification of the soil erosion and sediment control plan by the district.
- ___ 36. A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure, along with drainage tabulation sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.
- ___ 37. Official seals and signatures of a licensed professional engineer, land surveyor and architect.
- ___ 38. Additional information. The approving authority may require other information and data for specific site plans. This data may include, but is not limited to, geological information, water yields, flood data, environmental information, traffic counts, road capacities, market information, economic data and similar exhibits. This information shall be deemed to be required unless specifically determined to be unnecessary by the approving authority as provided in Subsection D(38).
- ___ 39. If it can be demonstrated by the applicant that because of peculiar conditions relating to the property or proposed construction, any of the above details are not necessary or additional data is necessary to properly evaluate the site plan, the approving authority, by way of a specific site plan details or require such additional data, specifications and information.
- ___ 40. An application shall be deemed incomplete, and the review period shall not begin to run, until all the requirements of this section are satisfied.

- ____ 41. Wetland survey: A wetland survey shall be performed by a qualified professional on all properties which are subject of a minor or major subdivision or major site plan application. The survey shall state whether regulated wetlands are present on the site. All wetlands and transition areas identified shall be shown on all plans. The name of the person who performed the wetlands survey shall be shown on the plans. If regulated wetlands are not present on the site, a note shall be added to the plan stating that a wetland survey was performed, who performed the survey, the date the survey was performed and what method was used to perform the survey. In addition, the note shall state that no regulated wetlands were identified during the survey. (Amended 7-15-02 by Ordinance No. 10-2002)

- ____ 42. Wetland delineation: A wetlands letter of interpretation (LOI) from the NJDEP must be submitted as part of the application for any major subdivision or major site plan application. A minor subdivision application shall not be required to submit an LOI; however, an on-site wetland delineation shall be prepared by a qualified professional. Any wetlands identified as a result of such delineation shall be placed on the minor subdivision plans. If the wetlands present will be impacted by the proposed improvements, a NJDEP approved LOI is required to be submitted with the plans for minor subdivision. (Amended 7-15-02 by Ordinance No. 10-2002)

N/A - Not Applicable

W - Request Waiver

X - Incomplete Item

Revised 7/15/02 by Ord. 10-2002

Revised 1/4/06