

CHECKLIST FOR MAJOR PRELIMINARY AND FINAL SITE PLAN

Administrative Items

	<u>Mark W if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
1. Payment of required fees and escrow.	✓ _____	_____
2. 21 collated packages of: <i>(Submit 2 packages initially for completeness review; you will be notified to submit the other 19 at a later date.)</i>		
a. Completed Land Development Application form	✓ _____	_____
b. sealed site plans stapled, folded and collated	✓ _____	_____
c. sealed architectural plans	_____	_____
d. Current, sealed survey	✓ _____	_____
3. Submission of the plans and exhibits in digital media pursuant to the criteria established by § 134-101	✓ _____	_____
4. Letter of Interpretation (LOI) or Presence/Absence letter	W _____	_____
5. Stormwater management/drainage calculations report (3 copies) (2 copies)	W _____	_____
6. Affidavit of disclosure for corporations or partnerships, as required by R.S. 40:55D-48.1	✓ _____	_____

SITE PLAN ITEMS

7. The plans shall be signed and sealed by the proper New Jersey licensed professional in accordance with N.J.A.C.	✓ _____	_____
8. Plans shall be on sheets no larger than 36 inches by 24 inches	✓ _____	_____
9. The title "Preliminary and Final Site Plan" in the title block. If the request includes application for "Use Variance" or "Conditional Use" then those titles shall also be included in the title block.	✓ _____	_____

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10. Site Plan shall be drawn at a scale of not less than 1"=30' using an engineer's scale, not an architect's scale.	✓ _____	_____
11. A statement on the sealed site plan that the plan complies with the RSIS, if applicable, and/or a list of <i>de minimis</i> exception requests	W _____	_____
12. Date of original plan preparation and any revisions	✓ _____	_____
13. If revised plans are submitted, there shall be a revision date noted on the plans. This item shall be marked incomplete if revised plans with no revision dates, as specifically enumerated in this checklist item, are submitted.	✓ _____	_____
14. If the site plan is too large to fit on one page and the preparer of the plans uses match sheets, then there shall be a general overall plan showing the entire project on one sheet at a smaller scale, with the same north orientation as the match sheets.	✓ _____	_____
15. Show the proposal. The site plan shall be clearly and legibly drawn. If drafting techniques that do not foster clarity are used and the plan is illegible, then the application will be declared incomplete.	✓ _____	_____
16. Current, sealed survey	✓ _____	_____
17. Written scale	✓ _____	_____
18. Graphic scale	✓ _____	_____
19. Each subject block and lot, numbered in conformity with the municipal tax map	✓ _____	_____
20. <i>County of Passaic and Township of Wayne</i> in title block	✓ _____	_____
21. Name and address of developer/applicant	✓ _____	_____
22. Name, address of the owner(s) of record of subject property(s)	✓ _____	_____

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	<u>Mark W if Waiver Requested</u>	<u>Provided Yes/No (This column Twp use only)</u>
23. Names and addresses of all property owners within 200 feet of the extreme limits of the property in question as disclosed by the most recent Township tax rolls	✓ _____	_____
24. Locations of all properties, with current tax block and lot designations indicated, and any buildings thereon, within 200 feet of the extreme limits of property in question	✓ _____	_____
25. North arrow on each site plan and survey sheet	✓ _____	_____
26. Key map, with north arrow, at not more than 1 inch = 1,200 feet	✓ _____	_____
27. Site Data box, indicating existing and proposed conditions for itemized zoning criteria	✓ _____	_____
28. Parking analysis	✓ _____	_____
29. Landscaping plan	✓ _____	_____
30. Indicate total existing building square footage	✓ _____	_____
31. Indicate total proposed building square footage	✓ _____	_____
32. Proposed floor plans of the proposed building. If the building exists, then floor plans of the proposed changes are to be submitted. If no changes to the building's interior are proposed, then there shall be a note to that affect on the site plan.	_____	_____

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33. With respect to the Environmental Protection ordinance, provide:	W	
a. location map of environmental factors	_____	_____
b. calculation of number of building lots/residential density	W	_____
c. limit of disturbance lines showing areas to be disturbed by grading/construction	<input checked="" type="checkbox"/>	_____
d. MAD/TADA calculations	<input checked="" type="checkbox"/>	_____
e. Tree removal plan showing:		
1) all trees over 18 inches in caliper	<input checked="" type="checkbox"/>	_____
2) trees to be removed indicated by an x	<input checked="" type="checkbox"/>	_____
3) replacement trees	<input checked="" type="checkbox"/>	_____
4) entire wooded areas, if such exists	W	_____
34. Proposed building elevations (architectural renderings) of all sides of the proposed building. If the building exists, then architectural renderings of the proposed changes are to be submitted. If no changes to the building's facade are proposed, then there shall be a note to that affect on the site plan.	_____	_____
35. Spot elevations of the following:		
a. existing buildings	<input checked="" type="checkbox"/>	_____
b. walls	W	_____
c. culverts	W	_____
36. Basement and first floor elevations of all proposed buildings and structures	<input checked="" type="checkbox"/>	_____
37. Sight triangles at driveway/road intersections	W	_____
38. Dimensions of proposed structures	<input checked="" type="checkbox"/>	_____

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39. Offsets to property lines of all proposed structures	<input checked="" type="checkbox"/>	_____
40. If individual wells are proposed, show proposed locations	W	_____
41. Fence detail for proposed fence(s)	W	_____
42. Height(s) of proposed fences	W	_____
43. The location of all existing of the following for on-site and on-tract:		
a. storm drainage ponds	W	_____
b. streams	W	_____
c. above-ground utility lines and appurtenances	<input checked="" type="checkbox"/>	_____
d. below-ground utility lines and appurtenances	<input checked="" type="checkbox"/>	_____
e. pipe sizes, grades and direction of flow	<input checked="" type="checkbox"/>	_____
f. outdoor storage areas (where same is proposed)	W	_____
44. <u>The location of the following, off-tract, for a distance of 200 feet from the extreme limits of the property in question:</u>		
a. storm drainage ponds	W	_____
b. streams	W	_____
c. above-ground utility lines and appurtenances	W	_____
d. below-ground utility lines and appurtenances	W	_____
e. pipe sizes, grades and direction of flow	W	_____
45. Proposed dumpster location	<input checked="" type="checkbox"/>	_____
46. Refuse pad details and refuse area fence enclosure details	<input checked="" type="checkbox"/>	_____

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	<u>Mark W if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
47. Curb locations and details	<input checked="" type="checkbox"/>	
48. If individual sewage disposal systems are proposed, show		
a. locations of percolation tests	W	
b. results of percolation tests	W	
c. proposed system component locations	W	
d. proposed field locations	W	
49. For all rights-of-way abutting the property in question, show existing edge of pavement for entire frontage	<input checked="" type="checkbox"/>	
50. Existing and proposed curb radii	<input checked="" type="checkbox"/>	
51. Circulation, vehicular and pedestrian, information:		
a. means of ingress and egress	✓	
b. width of driveways	✓	
c. walkways: location, material and width	✓	
52. Loading areas:		
a. dimensions	✓	
b. locations	✓	
c. aisles, with dimensions	✓	
d. barriers	✓	

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53. Parking areas locations, including:	✓	
a. dimensions of spaces	✓	
b. aisles, with dimensions	✓	
c. barriers	✓	
d. number of spaces per grouping	✓	
54. Outdoor lighting plan:	✓	
a. location of light stanchions and wall lights	✓	
b. direction of illumination	✓	
c. heights of the lights/luminaires, whether on a stanchion or wall	✓	
d. details of the lights/luminaires, whether on a stanchion or wall	✓	
e. details of the extent of illumination (isolux lines)	✓	
55. Wetlands & transition areas in accordance with the LOI	W	
56. The limitation of the flood plain or a note stating that no flood plain exists	W	

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	<u>Mark <i>W</i> if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
57. Signage plan, which includes directional, traffic, advisory, commercial/business and other regulatory signs and pavement markings:		
a. locations	✓ _____	_____
b. direction that the signs will face	✓ _____	_____
c. sizes/dimensions	✓ _____	_____
d. heights	✓ _____	_____
e. details	✓ _____	_____
58. Existing and proposed contours, referred to United States Coast and Geodetic Survey datum, with a contour interval of two (2) feet for slopes of 5% or less and a contour interval of five (5) feet for slopes over 5%. Existing contours are to be indicated by dashed lines and proposed contours are to be indicated by solid lines	<input checked="" type="checkbox"/> _____	_____

On the following pages are the Environmental Protection Calculations Worksheets [ref: Land Development Ordinance (LDO) § 134-91, et seq.] For help with these forms, please contact the Engineering Division at 973-694-1800, ext. 3263