

TOWN OF PHILLIPSBURG

APPLICATION FOR MINOR or CONVENTIONAL SITE PLANS

This application consists of 13 pages, as follow:

- 1 – Title
- 2 – Coordination
- 3 – Tax Data
- 4 – Ownership
- 5 – General Data
- 6 – 7 Site Plan Checklist (Only for **Minor** Site Plan Applications)
- 8 – 10 Preliminary Site Plan Checklist
- 11 – 13 Final Site Plan Checklist

Pages 1 through 13 are to be completed by the applicant or his professional(s). Pages 6 and 7 are for **MINOR** site plan applications. Pages 8, 9, and 10 are for **Conventional (preliminary and final)** site plan applications. The checklist shall serve as a reminder of all items to be included on the plat. **The Administrative Officer and Town Engineer will review the application, plat and checklist prior to being scheduled for a public hearing.** This application will **not** be scheduled for a public hearing until all items on the checklist have been accounted for.

This application will be reviewed at the public meeting and will be deemed complete or incomplete by the Planning Board during this meeting. (Acceptance of this application by the Administrative Officer, review by the Administrative Officer or Town Engineer, or scheduling for a public meeting shall not be construed to deem this application complete.)

Date _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

Address of Tract _____

Applicant _____

Project Name or Title _____

Application for: (check one block only)

This is a:

- Minor Site Plan – Sketch Plat
- Conventional Site Plan – Preliminary Plat
- Conventional Site Plan – Final Plat

- New Application
- Revision or Resubmission of a Prior Application

Variance Required: Yes or No

Note: This application with all required supporting information must be submitted at least 28 days prior to a regularly scheduled Planning Board Meeting.

APPLICATION FOR SITE PLAN

Check appropriate box and complete information for each individual responsible for project coordination:

Applicant

Name _____

Address _____

Phone _____

Email _____

Land Surveyor

Name _____

Address _____

NJ Lic # _____

Phone _____

Email _____

Engineer

Name _____

Address _____

NJ Lic # _____

Phone _____

Email _____

Owner

Name _____

Address _____

Phone _____

Email _____

Attorney

Name _____

Address _____

Phone _____

Email _____

Other (specify)

Name _____

Address _____

Phone _____

Responsibility _____

Email _____

APPLICATION FOR SITE PLAN

Applicant's Name: _____

Owner's Name: _____

Owner's Address: _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

(The applicant shall have the following certification completed by the Tax Collector)

The real estate taxes and assessments for the above referenced property have been paid to _____ and there (are _____) or (are no _____) Payments currently due and owing. This statement is made in satisfaction of the provisions of N.J.S.A. 40:55D-39(e) and does not constitute a tax and assessment search pursuant to N.J.S.A. 54:5-12.

The sewer utility for the above referenced property have been paid to _____ and there (are _____) or (are no _____) payments currently due and owing.

As to the real estate taxes and assessments:

COLLECTOR OF TAXES
MUNICIPAL BUILDING
120 FILMORE STREET
PHILLIPSBURG, NJ 08865

(908) 454-5500

Date: _____

By: _____

(Title)

Are there any liens against this property? _____ **Amount owed \$** _____

Sewer amount owed \$ _____ **Taxes owed \$** _____

APPLICATION FOR SITE PLAN

Applicant's Name: _____

Owner's Name: _____

This site plan (is _____) or (is not _____) applied for by a corporation or a partnership.

All corporate or partnership applicants **MUST** complete the following ownership disclosure statement, which is in accordance with N.J.S.A. 40:55D-48.1.

OWNERSHIP DISCLOSURE STATEMENT

List all shareholders or partners with 10% or more of the stock or interest in said Corporation or Partnership (all Corporate Partners or shareholders owing 10% or more of the stock must disclose their interest as above provided).

<u>Shareholder or Partner</u>	<u>% Interest</u>	<u>Address</u>
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I have direct knowledge of the matters set forth on this ownership disclosure statement.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are will fully false, I am subject to punishment.

Name _____
(Corporation or Partnership)

By _____

Date: _____

Title _____

If there are questions concerning this form or its completion, refer to Statute (PL 1977, Ch. 336, N.J.S.A. 40:55D-48.1).

APPLICATION FOR SITE PLAN

Applicant's Name _____

Owner's Name _____

Proposed Use: _____

Does the property front on a county or state roadway? _____

If yes, what route(s)? _____

Area (acreage or square feet): Entire Tract

: Developed Portion

Number of employees or tenants:

Does the proposed site plan require the extension of any of the following?
(Answer all questions with a yes or no)

Streets	_____	Water Mains	_____
Sidewalks	_____	Sanitary Sewer Mains	_____
Curbs	_____	Storm Drainage Facilities	_____
		Other Utilities	_____

Is the project currently served independently with all utilities? _____

For the purpose of this application "served independently" is defined as follows: 1. Existing structures – a separate connection to each utility main located in the street or utility easement (separate meters on one service connection is NOT considered "independent services"); 2. Vacant lots – all utilities are located in existing streets or existing utility easements, which are immediately adjacent to each lot.

Date: _____

Signature of Applicant

Site Plan Checklist

APPLICATION FOR MINOR SITE PLAN

(Structure(s) less than 2000 ft. and less than 3,000 feet of impervious coverage.)

Applicant's Name: _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

Variance Required: Yes _____ No _____ N/A _____

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Reference</u>	<u>Requirement</u>
_____	_____	_____	_____	<u>510-5.A.</u>	Sixteen copies of minor site plan & completed site plan application.
_____	_____	_____	_____	<u>510-5.A.</u>	Application Fee submitted in accordance with the schedule.
_____	_____	_____	_____	<u>510-5.A.</u>	Review & Inspection fee submitted.
_____	_____	_____	_____	<u>510-5.B.</u>	Certification on the site plan by the Developer as to the accuracy of the plan.
_____	_____	_____	_____	<u>510-5.B.</u>	Site plan drawn at a suitable scale.
_____	_____	_____	_____	<u>510-5.C.(1)</u>	Owner's & applicant's & preparer's name & address shown on the plan.
_____	_____	_____	_____	<u>510-5.C.(2)</u>	Owner's affidavit consenting to the filing of the plan.
_____	_____	_____	_____	<u>510-5.C.(3)</u>	Tax map data & Lot area.
_____	_____	_____	_____	<u>510-5.C.(4)</u>	Tract boundary based upon tax map or other accurate base.
_____	_____	_____	_____	<u>510-5.C.(5)</u>	Proposed building with floor area(s), setbacks, driveways, sidewalks, utilities, & other improvements.
_____	_____	_____	_____	<u>510-5.C.(6)</u>	Existing & proposed parking & loading areas.
_____	_____	_____	_____	<u>510-5.C.(7)</u>	Existing & proposed drainage features.

Site Plan Checklist

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Reference</u>	<u>Requirement</u>
_____	_____	_____	_____	<u>510-5.C.(8)</u>	Proposed landscaping.
_____	_____	_____	_____	<u>510-5.C.(9)</u>	Proposed lighting.
_____	_____	_____	_____	<u>510-5.D.</u>	Conformance with design standards for submission of plans per 510-11, A through D.

ZONE REQUIREMENTS

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Section Article</u>	
_____	_____	_____	_____	_____	Permitted Uses
_____	_____	_____	_____	_____	Required Conditions
_____	_____	_____	_____	_____	Building Height
_____	_____	_____	_____	_____	Front Yard
_____	_____	_____	_____	_____	Side Yards
_____	_____	_____	_____	_____	Rear Yards
_____	_____	_____	_____	_____	Lot Area
_____	_____	_____	_____	_____	Lot Frontage
_____	_____	_____	_____	_____	Variance Requested

Explain Variance Requested:

Date: _____

Applicant's Signature

Application Number: _____

Preliminary Site plan Checklist

APPLICATION FOR Conventional SITE PLAN

(Structure(s) exceeding 2,000 sq. ft. and more than 3,000 sq. ft. of impervious coverage.)

To be filed with FINAL Checklist

Application For: _____

Applicant _____

Owner _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

Variance required _____ Granted _____ Type _____

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Section Article</u>	
_____	_____	_____	_____	<u>510-7.A.</u>	Fifteen copies of site plan and completed site plan application.
_____	_____	_____	_____	<u>510-11.A.</u>	Sketch Size (15"x21" or 24"x36")
_____	_____	_____	_____	<u>510-11.C.(2)</u>	Scale (not less than 1"=100' for under 40 acres) (not less than 1"=200' for over 40 acres)
_____	_____	_____	_____	<u>510-11.C.(3)(a)</u>	Name & address of applicant & owner
_____	_____	_____	_____	_____ (3)(a)	Name & address of preparer with title
_____	_____	_____	_____	_____ (3)(a)	Map Title
_____	_____	_____	_____	<u>510-11.C.(3)(b)</u>	Acreage
_____	_____	_____	_____	_____ (3)(b)	Municipal tax map lot & block number(s)
_____	_____	_____	_____	<u>510-11.C.(3)(c)</u>	Key map & zone boundaries within ¼ mile
_____	_____	_____	_____	<u>510-11.C.(3)(d)</u>	Date, graphic scale & North arrow
_____	_____	_____	_____	<u>510-11.C.(3)(e)</u>	Existing and proposed minimum setbacks for zone designated, landscaped areas, trees over (4 inches in diameter) and fencing.
_____	_____	_____	_____	<u>510-11.C.(3)(f)</u>	Existing & proposed signs, utility poles, their size, type of construction and location.

Preliminary site plan Checklist

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Section Article</u>
_____	_____	_____	_____	<u>510-11.C.(3)(g)</u> Existing & proposed principal buildings and structures and all accessory buildings.
_____	_____	_____	_____	_____ <u>(3)(g)</u> Approximate floor areas of principal buildings & structures.
_____	_____	_____	_____	_____ <u>(3)(g)</u> Finished floor elevations at <i>ALL</i> corners of said buildings.
_____	_____	_____	_____	<u>510-11.C.(3)(h)</u> Location of all building(s), drainage and parking areas within 200' of proposed construction.
_____	_____	_____	_____	<u>510-11.C.(3)(i)</u> Existing topography shown by contours at 2' intervals based upon N.J. Geodetic Control Survey datum & general indication of proposed final grading.
_____	_____	_____	_____	<u>510-11.C.(3)(j)</u> Location & analysis of existing & proposed storm drainage facilities.
_____	_____	_____	_____	<u>510-11.C.(3)(k)</u> An Analysis of capacity of existing utilities to accept proposed facility.
_____	_____	_____	_____	<u>510-11.C.(3)(l)</u> Show the location of all the existing and proposed sidewalks, driveways, fences, retaining walls, parking space areas and the layouts thereof and all off-street loading areas, together with the dimension of all the improvements and within 100 feet of the site.
_____	_____	_____	_____	<u>510-11.C.(3)(m)</u> Estimate average number of automobiles, number & size of trucks, buses entering & leaving each day, peak hours, including an analysis of the road system to accept traffic.
_____	_____	_____	_____	<u>510-11.C.(3)(n)</u> Location, size and nature of all existing and proposed rights of way, easements, and other incumbencies and lands to be dedicated to the Town or the County.

Preliminary Site plan Checklist

<u>List Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Section Article</u>
_____	_____	_____	_____	<u>510-11.C.(3)(o)</u> Location, size, and nature of the entire lot, and any contiguous lots owned by or having a direct or indirect interest in by the applicant.
_____	_____	_____	_____	<u>510-11.C.(3)(p)</u> Plans & profiles of streets adjoining the property for 500' in any direction; include driveways & intersecting streets. Indication of maximum sight distances.
_____	_____	_____	_____	<u>510-11.C.(3)(q)</u> Nature & extent of proposed site lighting.
_____	_____	_____	_____	<u>510-11.C.(3)(r)</u> Method of sewage disposal & water supply.
_____	_____	_____	_____	<u>510-11.C.(3)(s)</u> Development staging & tentative schedule.
_____	_____	_____	_____	<u>510-11.C.(4)</u> The plans shall be prepared by a professional engineer or architect licensed to practice in New Jersey.
_____	_____	_____	_____	<u>(Policy)</u> Standard sheet size not larger than 24" x 36" and to be folded to 9" x 12" maximum dimensions.
_____	_____	_____	_____	<u>(Policy)</u> Certification by the owner, applicant & other parties in interest that the plat is submitted with their knowledge & consent.

Final Checklist

FINAL Application for: _____

- Structure less than 2,000 sq. ft.
- Structure between 2,000 & 5,000 sq. ft.
- Structure more than 5,000 sq. ft.

Applicant: _____

Owner: _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

Variance required _____ Granted _____ Type _____

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Section Article</u>	
_____	_____	_____	_____	<u>510-8.A.</u>	Fifteen copies of the final site plan.
_____	_____	_____	_____	<u>510-11.D.(1)</u>	Final and detailed design and engineering
_____	_____	_____	_____	<u>510-11.D.(2)</u>	Scale between (1" = 50' and not great than 1" = 10') and key map.
_____	_____	_____	_____	<u>510-11.D.(3)(a)</u>	Name and address of Applicant, owner and title of person preparing plan.
_____	_____	_____	_____	<u>(3)(b)</u>	Owner's affidavit of knowledge and consent
_____	_____	_____	_____	<u>(3)(c)</u>	Tax Map, Lot and Block number(s)
_____	_____	_____	_____	<u>(3)(e)</u>	Name of all adjoining owners
_____	_____	_____	_____	<u>(3)(f)</u>	Date, graphic scale, North arrow and reference meridian
_____	_____	_____	_____	<u>(3)(g)</u>	Zone district; required set backs
_____	_____	_____	_____	<u>(3)(h)</u>	Accurate boundary survey; traverse closure not less than 1part in 10,000
_____	_____	_____	_____	<u>(3)(i)</u>	Principal building and structures, and all accessory buildings accurately located, if any, and finished grade elevations of all first floors and roofs, including roof structures; also floor elevations in preliminary plan.
_____	_____	_____	_____	<u>(3)(j)</u>	Architectural floor plans for each floor with all elevations given; name, address and registration number of Architect.
_____	_____	_____	_____	<u>(3)(k)</u>	Existing contours and topography at two-foot intervals

Final Checklist

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Section Article</u>
_____	_____	_____	_____	<u>510-11.D.(3)(l)</u> All setback dimensions, minimum setback lines and landscaping as required by 510-11.C.(3)(e)
_____	_____	_____	_____	<u>(3)(m)</u> Landscaping plan (complete)
_____	_____	_____	_____	<u>(3)(n)</u> Existing and proposed signs, lighting standards, design calculations, type, size and construction.
_____	_____	_____	_____	<u>(3)(o)</u> Location, type and size of all catch basins, storm drainage facilities. <u>Design data required.</u>
_____	_____	_____	_____	<u>(3)(p)</u> Existing and proposed curbs, sidewalks, driveways, fences, parking layouts and all off-street loading areas.
_____	_____	_____	_____	<u>(3)(q)</u> Location, size and nature of all existing and proposed rights-of-way, easements, etc. (contiguous lots).
_____	_____	_____	_____	<u>(3)(r)</u> Sanitary sewer locations, size and profiles
_____	_____	_____	_____	<u>(3)(s)</u> Location, size and type of all existing and proposed utility lines and structures; letters from utilities certifying capacity.
_____	_____	_____	_____	<u>(3)(t)</u> Location, size and nature of remaining land
_____	_____	_____	_____	<u>(3)(u)</u> Proposed easement, public and community access.
_____	_____	_____	_____	<u>(3)(v)</u> Proposed off-site improvements; size and type.
_____	_____	_____	_____	<u>(3)(w)</u> Vehicle ingress and egress; driveway entrance and exit sizes; sight triangles.
_____	_____	_____	_____	<u>(3)(x)</u> Provisions for refuse and garbage disposal
_____	_____	_____	_____	<u>(3)(y)</u> Location of pedestrian access points; internal circulation patterns.
_____	_____	_____	_____	<u>(3)(z)</u> Location and design of fire prevention measures; emergency lanes, hydrants, fire zones.

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Section Article</u>
_____	_____	_____	_____	<u>510-11.D.(3)(aa)</u> Present and proposed numbers of units, tenants, employees, customers or occupants (daily total).
_____	_____	_____	_____	<u>(3)(bb)</u> Location of any feature directly on property and/or beyond property if such feature has an effect on use of property.
_____	_____	_____	_____	<u>(3)(cc)</u> Construction details of all proposed site improvements.
_____	_____	_____	_____	<u>(3)(dd)</u> Extraneous requirements of Board, if required.
_____	_____	_____	_____	<u>(3)(ee)</u> Complete list of site improvements
_____	_____	_____	_____	<u>(3)(ff)</u> Permits, copies of state, local and federal permits where applicable.
_____	_____	_____	_____	<u>510-11.D.(4)</u> Signature and seal of Professional Engineer or Architect licensed in New Jersey.

Zoning Officer Requirement Checklist

APPLICATION FOR SITE PLAN

Applicant's Name: _____

Tax Map _____ Block _____ Lot _____ Zone _____

Variance(s) Requested: Yes _____ or No _____

ZONE REQUIREMENTS

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Reference</u>	<u>Code Requirement</u>	
_____	_____	_____	_____	_____	_____	Permitted Use
_____	_____	_____	_____	_____	_____	Lot Frontage
_____	_____	_____	_____	_____	_____	Lot Area
_____	_____	_____	_____	_____	_____	Front Yard
_____	_____	_____	_____	_____	_____	Side Yard
_____	_____	_____	_____	_____	_____	Rear Yard
_____	_____	_____	_____	_____	_____	Conditional Use

Explanation of variance requested: _____

* * * * *

Zoning Officer's comments: Variance(s) Required: Yes _____ or No _____

Date: _____

 Zoning Officer's Signature