

Submission Checklist for Site Plans

The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.

The requirements for completeness are included on the checklists in Article IV, Sections 1, 4, 9, and 12.

Section 1

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| () | C.1 | <u>Certification as to the Non-Applicability of Industrial Site Recovery Act ("ISRA") for industrial properties.</u> |
| () | C.2 | <u>A Preliminary Assessment ("PA")/Site Investigation ("SI") Report in accordance with NJDEP technical requirements for site remediation (NJAC 7:26E).</u> |
| () | C.3 | <u>A No Further Action ("NFA") Determination from NJDEP or a Response Action Outcome issued by a licensed site remediation professional for each Area of Concern ("AOC") for a Known Contaminated Site ("KCS"), or for any site in which a release, or a suspected release, or any reportable contaminants has occurred.</u> |

Section 9

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| () | A. | <u>Adequate proof that no taxes or assessments for local improvements are due or delinquent on the subject property.</u> |
| () | B. | <u>Evidence that the proposed subdivision or site plan conforms with all other applicable provisions of other sections of this ordinance; if not, the exact nature of any variance or waiver required.</u> |
| () | C. | <u>Maintenance arrangements for any common open space to be included as part of the development.</u> |

Section 12

<u>Item</u>	<u>Description</u>
() A.1.	<u>Site Plans submitted for conventional developments shall include materials that clearly show conditions on the site at the time of the application, the features on the site which are to be incorporated into the proposed development, and the appearance and function of the proposed development. The various elements of the Site Plan shall be prepared by professionals, as required by New Jersey Statute 13:40-7.1, licensed to practice in the State of New Jersey, according to the following instructions and including the following information and data:</u>
() A.1.a.	<u>Cover sheet signature block. Title block denoting type of application, municipality, county, tax map sheet, block and lot and street address. Schedule of zoning requirements and conformance to same.</u>
() A.1.b.	<u>Site plans drawn to a scale of not less than 1" = 100 ft. All distances shall be in decimals of a foot and all bearings shall be given to the nearest tenth-second and the error of closure of the tract shall be one in ten thousand (1:10,000) and certified by a licensed land surveyor.</u>
() A.1.c.	<u>A key map showing the entire parcel to be developed and its relation to the surrounding area, based on the Logan Township Zoning Map.</u>
() A.1.d.	<u>Title of development, north point, written and graphic scales, name, address of record owner and professional preparing the site development plan with their business address, raised seal and original signature affixed to said plan. Date of preparation and revision dates.</u>
() A.1.e.	<u>The name of the owners of record of all properties within 200 ft. of the site and the block and lot numbers of such adjacent properties.</u>
() A.1.f.	<u>All existing school, zoning and special district boundaries located on or adjacent to the property involved. Such boundaries shall be shown on the key map accompanying the detailed Site Plan.</u>
() A.1.g.	<u>The total acreage, separately listing acreage of riparian lands, and boundaries of the property involved, building or setback lines of existing streets, lots, reservations, easements and areas dedicated to public use.</u>
() A.1.h.	<u>The location of existing buildings and all other structures such as, but not limited to: signs, culverts, bridges (with spot elevations of such structures), walls, fences, roadways and sidewalks. Location of driveways within 200 feet.</u>
() A.1.i.	<u>The identification and location of all proposed improvements, including use areas, buildings, structures (including fences, roadways, driveways</u>

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| | <u>and sidewalks) and special sites for individual uses – all including proposed grades.</u> |
| () A.1.j. | <u>Written description for each proposed nonresidential building including maximum number of employees, number of shifts, and hours of operation.</u> |
| () A.1.k. | <u>Demolition plan including tree removal and clearing limits.</u> |
| () A.1.l. | <u>Sight triangle provided in accordance with ordinance requirements.</u> |
| () A.1.m. | <u>Letters from utility companies and municipal utility authority stating that public water and sewer are available, including capacity.</u> |
| () A.1.n. | <u>Soils Erosion and Sediment Control Plan.</u> |
| () A.1.o. | <u>Traffic Impact Statement including existing traffic counts with a minimum of seven (7) consecutive days for a 12 hour cycle from 6:30 A.M. to 6:30 P.M. for the impacted area. Traffic counts should be conducted such they are representative of typical and peak usage in the area.</u> |
| () A.1.p. | <u>Community/Financial Impact Statement (CIS/FIS) specifically related to Logan Township and Gloucester County and in coordination with local school districts.</u> |
| () A.1.q. | <u>The location and design of any off-street parking or loading areas, showing size and location of bays, aisle ways, barriers, pedestrian access, vehicular access and number of parking or loading spaces, and calculations on which parking is based.</u> |
| () A.1.r. | <u>All means of vehicle access and egress proposed for the site, showing size and location of driveways, driveway or curb openings to existing public streets. Truck turning templates for tractor trailer, fire and waste hauling represented on the plan.</u> |
| () A.1.s. | <u>Location of all storm drainage pipes, structures and watercourses, whether publicly or privately owned, with pipe sizes, grades and direction of flow, whether existing or proposed, and, whether above or below the ground surface.</u> |
| () A.1.t. | <u>Existing topography with a contour interval of one (1) foot, where slopes are 3% or less, two (2) feet, where slopes are more than 3% but less than 15%, and five (5) feet, where slopes are greater than 15%, referenced to the National Geodetic Vertical Datum - 1929 and indicated by a dashed line. Where any regrading is proposed, finished grade contours should be shown in solid lines.</u> |

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| () A.1.u. | <u>Location of existing high points, depressions, ponds, marshes, wooded areas and other significant existing natural features. Vegetation information, as outlined in Article IX, may be required at the request of the Planning Board. Water courses and public roads located within 1,000 feet of the site, shall be shown on the key map.</u> |
| () A.1.v. | <u>An Environmental Impact Statement may be required, as specified in Article VII of the ordinance.</u> |
| () A.1.w. | <u>A certified survey, prepared by a land surveyor licensed in the State of New Jersey, shall accompany site plans and show the boundaries of the parcel and the limits of all proposed streets, recreation areas and other property to be dedicated to public use or to common open space. In the case of new commercial, industrial or public buildings, the Site Plan shall be accompanied by colored preliminary architectural floor plans and elevations, with the name, address, professional number and seal of the architect who is licensed in the State of New Jersey.</u> |
| () A.1.x. | <u>All proposed street profiles and cross-sections shall be shown, indicating width of sidewalks and location and size of utility lines, according to the standards and specifications of Logan Township. Such features are to be shown on a separate map, when necessary.</u> |
| () A.1.y. | <u>Location of all proposed sewer and water lines, valves, hydrants and other appurtenances or alternative means of water supply and sewage disposal and treatment in conformance with the applicable standards of the appropriate township, county and state agencies.</u> |
| () A.1.z. | <u>The proposed positioning, direction, illumination, wattage and periods of operation of all proposed outdoor lighting to be used anywhere on the site or in connection with the applicable standards of the appropriate township, county and state agencies.</u> |
| () A.1.aa. | <u>Location of all proposed signs, their size, nature of construction, height and orientation, including all identification signs, traffic and directional signs and freestanding and façade signs, together with the nature and time control of sign lighting.</u> |
| () A.1.bb. | <u>Proposed screening and landscaping plan as outlined in Article V and appropriate zone involved.</u> |
| () A.1.cc. | <u>A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.</u> |
| () A.1.dd. | <u>Stormwater management plan and calculations designed to produce no greater volume of surface run-offs from the site subsequent to development, than that existing prior to development. Provide NJDEP</u> |

<u>Item</u>	<u>Description</u>
	<u>Low Impact Development Checklist.</u>
() A.1.ee.	<u>Such other information or data as may be required by the Planning Board, as set forth in its rules of procedure, in order to determine that the proposed development is in accord with the master plan and all applicable ordinances of Logan Township.</u>
() A.1.ff.	<u>A listing of other required permits from agencies having jurisdiction and the status of each permit required.</u>
() A.1.gg.	<u>Multi-family residential developments and planned unit residential developments shall provide a plan, identifying the location and details of recreation facilities, required pursuant to the requirements of this Article.</u>
() A.2.	<u>In the case of any planned development, application shall be accompanied by items outlined in Article V, Section 12.A.2 (a-e).</u>

Final Submission Requirements

Section 4

<u>Item</u>	<u>Description</u>
() C.2	<u>The required fee or fees, as established in the ordinance.</u>
() C.3	<u>A Site Plan in final form, including all the information shown on the preliminary plat and conditions of preliminary approval.</u>
() C.5	<u>Confirmed payment of property taxes, liens fees, etc.</u>

Section 12

<u>Item</u>	<u>Description</u>
() B.1.	<u>An affidavit setting forth the names and addresses of all record title owners of the subject property included on the site plan and the consent, in writing of all such owners to the approval of the site plan.</u>
() B.2.	<u>Information and data contained in the submission for preliminary approval. Final site plans shall be drawn to a scale of not less than 50 feet to the inch.</u>
() B.3.	<u>Any site plan revisions, additional data or revised documentation required by the Planning Board in its resolution granting preliminary approvals.</u>

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| () B.4. | <u>Offer of dedication of streets or other public ways and deeds for any public open space resulting from preliminary development approvals.</u> |
| () B.5. | <u>Performance guarantees, approved by the municipal Solicitor, as to form, and the municipal engineer, as to amount, sufficient to ensure the satisfactory completion of improvements and facilities, as required by the resolution of the Planning Board granting preliminary approval. The developer's engineer shall submit a detailed engineer's estimate for review and approval by the municipal engineer.</u> |
| () B.6. | <u>A statement from the municipal engineer that adequate construction plans for all streets, drainage and other facilities covered by the Township standards are adequate and comply with Township standards.</u> |
| () B.7. | <u>All approvals from other agencies having jurisdiction.</u> |
| () C | <u>If common open space areas are proposed, the application shall be accompanied by documents outlined in Article IV, Section 12.C (1-3).</u> |

Preparer of Checklist

Date