Land Use Procedures
Borough of Lavallette Planning Board
DEVELOPMENT PLAN TECHNICAL CHECKLIST
MAJOR SITE PLAN
(And Site Plans for Conditional Use)

APPLICATION # or PROJECT NAME:
_____

APPLICANT:
_____

OWNER:
_____

ENGINEER/DESIGNER:
_____

PERSON COMPLETING THIS FORM:
_____

STREET ADDRESS:
_____

BLOCK / LOT:
_____

Note: This form must be completed and returned to the Planning Board Secretary with the Site Plan or Subdivision Application when filed. Failure to comply with submission requirements will result in the application being rejected or deemed incomplete. Completion of this checklist does not relieve the applicant of full compliance with the Lavallette Borough Ordinance, Chapter 37, "Land Use Procedures"; Chapter 53A "Site Plan Review"; and Chapter 90 "Zoning"

Applicants who are owners of a condominium should either have the condominium association apply to the Planning Board on your behalf or obtain a notarized affidavit from the Condominium Association showing that the Association approves of the application and all of its particulars.

Disclosure Statement: Pursuant to NJSA 40:55D-48.1, the names and addresses of all persons owning 10% or more of the stock in a corporate applicant or 10% or more interest in any partnership applicant must be disclosed. In accordance with NJSA 40:55-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the name and address of the non-corporate stockholders and partners exceeding 10% ownership criterion have been disclosed.

Name: _____ Address: _____ Interest: ____%

Name: _____ Address: _____ Interest: ____%

Name: _____ Address: _____ Interest: ____%

Major Site Plan

TO BE CHECKED BY THE APPLICANT: The applicant for a Major Site Plan pursuant to NJSA 40:55-70c or d shall submit a plan containing the minimum information set forth in this section. In order for the application to be deemed complete and listed for hearing, the applicant shall submit the information required herein, together with the general administrative requirements and fees, unless waivers of the submission requirements are granted or unless the Board authorizes the application to be listed for hearing. The applicant shall submit the following information:

		Yes	No	N/A	Waiver
	Application (14 copies) including all exhibits as outlined below				
	Certificate of paid taxes from Tax Collector's Office				
1.	Each site plan submitted shall be drawn to a scale of one inch equals 20 feet or greater				
2.	All plans shall be certified by a New Jersey licensed architect or engineer and shall include accurate lot lines certified by a (registered) New Jersey licensed land surveyor. Plans shall be submitted on one of the following standard sheet sizes: 15 inches by 21 inches; 24 inches by 36 inches; or 30 inches by 42 inches. If one sheet is not sufficient to contain the entire territory, the map may be divided into sections, to be shown on separate sheets of equal sizes, with references on each sheet to the adjoining sheets				
3.	Boundaries of the tract; North arrow and graphic scale				
4.	Zone districts in which the lot(s) are located				
5.	Existing and proposed streets and street names				
6.	Existing and proposed contour lines at one-foot intervals inside the tract and within 50 feet of the tract's boundaries				
7.	Existing and proposed buildings and accurate locations and sizes of all buildings on properties adjacent to and across the street from the property in question.				
8.	Title plans and date of preparation				
9.	Existing and proposed (streams and) easements				
10.	(a) Total building coverage in square feet and percent of lot				
	(b) Total coverage in square feet of all impervious areas on the lot, such as walks, driveways, patios				
11.	Total number of existing and proposed parking spaces				
12.	All dimensions need to confirm conformity with the Borough's Zoning Ordinance, such as but not limited to buildings, lot lines, parking spaces, setbacks, and yards.				
13.	A small key map giving the specific location of the parcel to the remainder of the municipality				
14.	The site in relation to all remaining lands in the applicant's ownership				
15.	Size, dimensions, height, location and arrangement of all existing and proposed buildings, structures and signs in accordance with the requirements of this chapter and all other applicable ordinances, including a rendering of each building showing elevations and the proposed use of all structures				
16.	Proposed circulation plans including:				
	(a) Access streets				
	(b) Curbs				
	(c) Aisles and lanes				

		Yes	No	N/A	Waiver
	(d) Easements				
	(e) Fire lanes				
	(f) Driveways				
	(g) Parking spaces				
	(h) Loading areas				
	(i) Loading berths or docks				
	(j) Pedestrian walks				
	(k) All related facilities for the movement and storage of goods, vehicles and persons on the site in accordance with applicable requirements of this chapter and all other applicable ordinances				
	(l) Location of lights				
	(m) Lighting standards				
	(n) Signs				
	(o) Driveways within the tract and within 100 feet of the tract				
	(p) Sidewalks shall be provided from each building entrance/exit along expected paths of pedestrian travel, such as but not limited to access to parking lots, driveways, other buildings, on the site and across common yard spaces between buildings, where pedestrian traffic can be expected to be concentrated				
	(q) Plans shall be accompanied by cross sections of streets aisles, lanes, curbing and driveways which shall adhere to applicable requirements of this chapter and applicable design standards of the Borough's Subdivision Ordinance				
12.	Existing and proposed buffer areas and landscaping shall be drawn on the plan:				
	(a) The landscaping plan, including seeded and or sodded areas, grading, retaining walls, fencing, signs, recreation areas, shrubbery trees and buffer areas shall be in accordance with applicable requirements of this chapter and all other applicable Borough ordinances.				
	(b) These plans shall show the location and type of any man-made improvements and the location, species, and caliber of plant material for all planted and landscaped areas.				
13.	The proposed location of all drainage, sewage and water facilities with proposed grades, sizes and capacities and types of material to be used, including any drainage easements acquired or required across adjoining properties…Proposed lighting facilities shall be included, showing the direction and reflection of the lighting				
14.	Such other information or data as may be required by the Planning Board in order to determine that the details of the site plan are in accordance with the standards of the Borough of Lavallette and all other general laws.				
15,	All distances shall be in feet and decimals of a foot and all bearings shall e given to the nearest ten (10) seconds				
16.	The error closure shall not exceed one to ten thousand (1:10,000)				
17.	The lot(s) and block(s) of the tract which the subject site occupies and of all adjacent properties shall be shown on the site plan.				
18.	The Tax Map sheet number of the most recent Borough Tax Map must be noted on the site plan				

		Yes	No	N/A	Waiver
19.	A map showing the location of all properties within a two hundred foot radius of the boundaries of the subject tract shall be provided and the name of all property owners, as disclosed by a certified list from the Lavallette Borough Tax Assessor's office shall also be provided. (The map may be shown on the site plan, if drawn to a scale large enough to be legible and clear, or can be on a separate plan sheet which shall be an integral part of the site plan.)				
20.	All buildings or setback lines and dimensions in feet as per the current requirements of the zoning district in which the subject site lies.				
21.	A schedule shall be placed in the map indicating the acreage of the tract, the zone, minimum required lot areas, setbacks, yards and dimensions; and those bulk requirements proposed by the site plan.				
22.	Top of the curb and finished pavement (or gutter) elevations shall be shown for all parking and loading areas and drives.				
23.	Proposed spot or finished elevations at all property corners, corners of structures and the first floor elevations of all structures				
24.	Ground coverage and structure coverage calculations				
25.	Drainage arrows designating direction of overland drainage flow				
26.	Single trees not in wooded areas with a diameter of six (6) inches or more, as measured three (3) feet above the base of the trunk				
27.	Location of wetlands as determined by survey, or a statement that none exist. Required buffer, or transition areas in accordance with State requirements. If wetlands are situation off-site and their required buffer areas will encroach upon the subject site, then those buffer areas shall be delineated on the site plan				
28.	A current (1 year or less) survey prepared by a licensed surveyor of the State of New Jersey, to accompany the site plan and to show the boundaries of the parcel and the limits of all proposed streets, recreation areas and other property to be dedicated to public use				
29.	The proposed use or uses of land and buildings and the proposed location of buildings, including proposed grades				
30.	The business or businesses that will occupy the site				
31.	A written description of the proposed operations in sufficient detail to indicate the efforts of those operations in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards				
32.	Where appropriate, the hours of operation and or the number of employees, and or a description of shift work operations, if applicable				
33.	Complete floor plans of the proposed building(s) on site				
34.	Exterior elevation drawings of the proposed building(s) showing the exterior treatment, building height and ridge height				
35.	Appropriate signature blocks for the approval signatures of the Planning Board Chairman, Secretary (Coordinator), and Engineer				
36.	A list of all outside agency approvals required for the site and the status of the application for such approvals must be provided to the Planning Board				
37.	A print of the soil erosion and sediment control plan as submitted to the Ocean County Soil Conservation District must be included with the site plan and be an integral part of the site plan submission				

		Yes	No	N/A	Waiver
38.	If the site lies in a flood hazard area as delineated by the most current Federal Insurance Administration flood hazard boundary maps, the flood hazard zone must be noted on the site plan.				
39.	The plan must conform to all requirements and standards of Chapter 31 of the Lavallette Code and all other applicable laws governing construction in flood hazard areas.				
40.	Final Site Plans, when filed separately from Preliminary, shall contain all general requirements, details and supporting data as required for the preliminary site plan and shall have incorporated all plat details and all changes, modifications or conditions required by the Board for approval of the preliminary site plan				
41.	The site plan submission shall include complete construction details, sections and specifications necessary for the installation of improvements, both on and off site.				
42.	Variances requested:				
43.	Design Waivers requested:				
44.	Waivers from Submission Requirements requested:				
Additional information as follows:					
	Date of plat preparation:				
	The appropriate zone districts applicable to all land shown on the plat shall be clearly indicated.				
	A schedule of required and provided zone district(s) requirements including lot, area, width, depth, yard, setbacks, building and coverage, etc.				
	Acreage of the entire tract to be subdivided to the nearest hundredth of an acre				
	The sketch plat must be clearly and legibly drawn by a licensed New Jersey Professional engineer and/or Licensed New Jersey Professional Land Surveyor or by a Licensed New Jersey Professional Architect, and shall be on a standard sheet size not smaller than twenty-four by thirty-six (24 x 36) inches nor larger than thirty by forty-two (30 x 42) inches.				