

Land Use Procedures
Borough of Lavallette Planning Board
DEVELOPMENT PLAN TECHNICAL CHECKLIST
MINOR SITE PLAN
(Site Plan Ordinance Chapter 53A)

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: ____%

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Minor Site Plan

TO BE CHECKED BY THE APPLICANT: Development plan proposes new development within the scope as specifically permitted by ordinance as a minor site plan. 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
1.				
2.				
3.				
4.				
5.				

		Yes	No	N/A	Waiver
	<p>Total number of existing and proposed parking spaces.</p> <p>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.</p> <p>A small key map giving the general location of the parcel to the remainder of the municipality.</p> <p>The site in relation to all remaining lands in the applicant's ownership.</p> <p>Size, 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.</p>				
Proposed Circulation Plans including:					
1.	Access streets				
2.	Curbs				
3.	Aisles and lanes				
4.	Easements				
5.	Fire lanes				
6.	Driveways				
7.	Parking spaces				
8.	Loading areas				
9.	Loading berths or docks				
10.	Pedestrian walks and 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.				
11.	Location of lights				
12.	Lighting standards				
13.	Signs				
14.	Driveways within the tract and within 100 feet of the tract				
15.	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.				
Existing and proposed buffer areas and landscaping shall be drawn on the plan:					
1.	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.				
2.	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.				

		Yes	No	N/A	Waiver
3.	Proposed lighting facilities shall be included, showing the direction and reflection of the lighting				
4.	Such other information or data as may be required by the approving authority 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.				
5.	All distances shall be in feet and decimals of a foot; all bearings shall be given to the nearest ten (10) seconds.				
6.	The error of closure shall not exceed one to ten thousand (1:10,000)				
Additional information as follows:					
1.	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.				
2.	The Tax Map sheet number of the most recent Borough Tax Map must be noted on the site plan.				
3.	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.)				
4.	All buildings or setback lines as per the current requirements of the zoning district in which the subject site lies.				
5.	A scheduled 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.				
6.	Top of the curb and finished pavement (or gutter) elevations shall be shown for all parking and loading areas and drives.				
7.	Proposed spot or finished elevations at all property corners, corners of structures, and the first floor elevations of all structures.				
8.	Ground coverage and structure coverage calculations.				
9.	Drainage arrows designating direction of overland drainage flow.				
10.	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 situated off-site and their required buffer areas will encroach upon the subject site, then those buffer areas shall be delineated on the site plan.				
11.	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.				
12.	The proposed use or uses of land and buildings and the proposed location of buildings, including proposed grades.				
13.	The business or businesses that will occupy the site.				
14.	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.				
15.	Where appropriate, the hours of operation and/or the number of employees, and/or a description of shift work operations, if applicable.				
16.	Complete floor plans of the proposed building(s) on site.				

		Yes	No	N/A	Waiver
17.	Exterior elevation drawings of the proposed building(s) showing the exterior treatment, building height, and ridge height.				
18.	Appropriate signature blocks for the approval signatures of the Planning Board Chairman and Secretary (Coordinator).				
19.	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.				
20.	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.				
21.	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.				
22.	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.				
23.	The site plan submission shall include complete construction details, sections, and specifications necessary for the installation of improvements, both on and off site.				

In addition to the above checklist items, the applicant shall list and summarize requests for variance, design waivers, and waivers from submission requirements citing the appropriate ordinance section and explaining the reasons necessitating the waivers from provisions of ordinance requirements. (Use a separate sheet, and attach to this checklist.)