

**APPENDIX B**  
**ADMINISTRATIVE OFFICER**  
BOROUGH OF SOUTH PLAINFIELD

SITE PLAN CHECK LIST

APPLICANT \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

OWNER \_\_\_\_\_

DATE DEEMED COMPLETE \_\_\_\_\_

BLOCK (S) \_\_\_\_\_ LOT (S) \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_ ZONE \_\_\_\_\_

PROJECT NAME & ADDRESS: \_\_\_\_\_

ENGINEER/DESIGNER \_\_\_\_\_

- A. Two (2) copies of application form: (1) Original and (1) copy.
- B. Fees paid. Taxes paid.
- C. Twelve (12) copies of site plan - original submission.
- ( ) D. Size of map (8-1/2" x 14", 15" x 21", 24" x 36<sup>11</sup>) (folded).

**GENERAL INFORMATION TO BE INDICATED ON THE SITE PLAN**

- E. Name and license number of Engineer/Architect with documents sealed with raised seal, original date and revision dates of drawings.
- F. Project identification, name and address of owner and name and address of applicant.
- ( ) G. Owner's certificate of concurrence with the plan "I hereby certify that I am owner of record of the site herein depicted and that I concur with the plan." Must be signed by the proper authority.
- H. The name and address of the owners of all properties within 200' of the boundaries of the development, as shown by the most recent tax records of all municipalities in which such properties shall lie.
- ( ) I. Site data schedule showing:

1. A Key Map of the site not smaller than 1" - 1,000' with reference to surround areas, zoning district(s) and existing street locations within 1,000'.
2. Zoning schedule (required and proposed).
3. Proposed use.
1. Total site area in acres (thousands of an acre) and square feet.
2. Total ground floor building area in square feet and % lot coverage.
6. Total building area in square feet.
7. Total open space area in square feet and % lot coverage. \* Note: Not complete if missing.
8. Total area of impervious coverage in square feet and % lot coverage.
9. Number of parking stalls and stall dimensions.
10. Number of employees, total and maximum in one shift.
11. Ratio of parking to building size or occupancy or both, depending on use.
  1. Proposed building data: height, setbacks, front, side and rear yard distances, also show dimensions on plan.
- ( ) J. Written description of proposed operations or activities including control of noise, water pollution, glare, air and/or fire and safety hazards.

**THE SITE PLAN SHOULD BE ACCOMPANIED BY THE FOLLOWING EXHIBITS:**

- ( ) K. Architectural building elevations, including facade signs and entrances. Note: New Buildings & Additions only.
- ( ) **L.** Proposed sign plan exhibit for all freestanding and facade signs showing the specific design, letter style, color, construction and materials, location, size, height above grade or below roof line, type of standard, illumination, if applicable.
- ( ) M. Required legend on site plan for endorsement by Board and Borough Officials. Note: Not incomplete, it only item missing.

( ) N. Written description of a request for hardship variance, conditional use or specific permit. Note: The applicant needs to submit a form.

O. Environmental Impact statement (EIS) or waiver request.

P. Written document of request to waive submission of any required site plan elements. (The applicant must document why a waiver of required elements or exhibits is in the public interest, consistent with the Master Plan, the intent of the land use ordinance, and good development practice. Note: An application is complete with a waiver request, then the clock starts.

( ) Q. Additional information and data required by the Planning Board as the result of hearings on the application. \* N/A

**FOR PRELIMINARY SITE PLAN:**

( ) R. Proof in the form of letters of transmittal that a copy of the application was sent to County Planning Board; adjacent municipality if property is within 200 feet; New Jersey Department of Environmental Protection if stream encroachment or wetlands permit is needed or sewer extension required; Middlesex County Sewerage Authority, Elizabethtown Water Company or Middlesex Water Company. Note: These items aren't required for Final Site Completeness; will be required for Final Approval.

**FOR FINAL SITE PLAN:**

( ) S. All conditions of Preliminary Site Plan Approval have been satisfied.

T. Borough Tax Assessor for lot numbers (if applicable) .

U. Freehold Soil Conservation Service - Soil Erosion and Sediment Control Plan Certification.

( ) V. New Jersey Department of Environmental Protection & Energy approvals, including, but not limited to:

1. Sanitary Sewer Extension Permits
2. Potable Water Works Permits
3. Freshwater Wetlands Letter of Interpretation
4. Freshwater Wetlands Transitional Area Waiver
5. Authorization for Freshwater Wetlands Statewide General Permits
6. Stream Encroachment Permits

( ) **W.** All conditions of Middlesex County Planning Board final approval met.

**X.** Special approvals (utilities, etc.).

Y. All easements, dedications and deed restrictions necessary to implement the plan. Note: Letters S-Y, aren't needed to be deemed complete.

Person Preparing Check List & Date \_\_\_\_\_

Administrative Officer \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

BOROUGH OF SOUTH PLAINFIELD

SITE PLAN CHECK LIST

SITE PLAN SHOULD CONTAIN THE FOLLOWING BASIC DETAILS:

1. Scale (not to exceed 1" = 50') (graphic and written), north arrow (with reference meridian), block(s) and lot(s), tax map number(s).
- ( ) 2. Survey prepared by a New Jersey Licensed Surveyor (no more than 2 years old) .
3. Property line dimensions showing boundaries of the property existing and proposed monuments, building set-back lines, easements and areas dedicated to public use, including existing and proposed easements, covenants or deed restrictions, water courses, and rights-of-way in feet and decimals of a foot, and bearings in degrees, minutes and seconds.
- ( ) 4. Location of all existing buildings and structures (e.g. walls, fences, culverts), streets, driveways, entrances and exists on the site and within 200 feet thereof. Structures to be removed are to be indicated by dashed lines.

- ( ) 5. Right-of-way widths of existing and proposed roads from the centerline. Pavement width measurements. Distances to the nearest intersections with other public streets. Plan and Profiles of all existing and proposed streets and utilities.
- ( ) 6. Location and dimensions of all proposed buildings and structures, roads, driveways, parking areas, etc.
- ( ) 7. All existing physical features on the site and within 200 feet thereof, including streams, watercourses, flood plains, existing woodlands, existing trees 6 inches in diameter as measured three feet above grade and significant soil and hydrological conditions such as wetland, cliff, rock, outcroppings and water flows.
- ( ) 8. Topography showing spot elevations, high and low points, existing and proposed contours at one foot intervals extending 200 feet off-site based on New Jersey Geodetic Control Survey Datum. First floor elevation of all proposed buildings or other structures, also the elevation of the finished grade at each corner of all structures.
- ( ) 9. Parking and loading areas, and location of any outside storage facilities, shall be indicated with dimensions for bays, aisles, stalls, curb radii, traffic islands and chanelization. Indicate direction of traffic flow, traffic control devices (signs and/or pavement markings) and sign easements, tabulation for proposed and required parking spaces. No driveway is permitted within five (5) feet of property lines.
- ( ) 10. Location and size of fire zones, hydrant locations, fire suppression system, public water location, size of pipe, flow and pressure data.
- ( ) 11. Location and design of existing and proposed storm water systems, sanitary waste disposal systems, potable water supply, and methods of solid waste storage and disposal. Detail of screened enclosure for solid waste storage, including provisions for source separation of recyclable waste.
- 12. Location and type of utilities present and proposed including electric, gas, telephone, cable TV, sanitary sewers, storm sewers and water lines.
- ( ) 13. Improvements, such as roads, driveways, curbs, bumpers, sidewalks, sewers and utilities shall be indicated with profile and plan views, design and construction details and dimensions.

- ( ) 14. Location and design of off-tract improvements necessitated by the proposed development.
- ( ) 15. Landscaping and buffering plan prepared by a C.L.A. identifying existing and proposed trees, shrubs, bushes, ground cover and natural features such as boulders and rock outcroppings. Indicate botanical and common names of plants and trees, dimensions at time of planting. Buffer areas should include location of landscaping screening, fencing and berms (provide details).
- ( ) 16. Specify on landscape plan the quantity, size and type of proposed landscaping.
- ( ) 17. Indicate which existing trees and/or vegetation shall be preserved and include notes on methods to preserve trees during construction.
- ( ) 18. Street trees planted at specified intervals (usually 40' on center) .
- ( ) 19. Indicate on landscape plan existing or proposed utility lines, walkways, lighting, etc.
- 20. Indicate on the landscape plan, existing and proposed fences, their heights and type and other details, all re- retaining walls and their details.
- ( ) 21. Proposed exterior lighting plan exhibit showing location of all lights, type of light, manufacturer's specification sheet, intensity in foot candles, methods proposed to reduce off-site glare on adjacent property and roads, type and height of light standard or pole. 0.5 foot candles of lighting are required in all parking and driveway areas.
- ( ) 22. storm water runoff control plan.
  - a. Percent of impervious coverage
  - a. Grading plan, including spot elevations. Include adjacent property where drainage may impact.
  - b. Run-off computations for pre-developed and proposed conditions.
  - c. Size, slope, direction of flow, top of curb and grate elevations of structures, invert elevations of all existing and proposed storm drains, drainage ditches, watercourses (50 cross-sections for swales, ditches and channels) .
  - e. Roof leader size and discharge locations.

- a. Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow and outflow hydro graph for storm water detention/retention facilities.
- b. Drainage map and calculations showing drainage from contributing area prior to and after development. Indicate the determination of L, Tc & I.
- c. If additional development is proposed on a site with existing detention/retention facilities, provide capacity calculations.

( ) 23. Sanitary Sewer Plan. Location and design details of all pipe, manholes, etc. in accordance with Borough-adopted construction standards. Provide a monitoring manhole located 1 foot into the right-of-way. Provide estimated wastewater flows.

( ) 24.

If property is in a flood plain area, it must be noted on the plan.

( ) 25. Additional information and data required by Ordinance 762 (Development Review Ordinance) and/or the Planning Board/Zoning Board as the result of hearings on the application.

In addition to the items listed above please include the following:

( ) 26. Engineer's estimate of the cost of the proposed improvements (sanitary sewer, drainage, curbing, etc.).

public pavement,

27. Performance Guarantees and Engineering Inspection Fees.

1. As-Build drawings in ink on tracing cloth of final construction with all revisions and corrections.

-----  
 Person Preparing Check List  
 Date  
 Borough Engineer  
 Date

**APPENDIX C  
 ORDINANCE NO. 1311**

**AN ORDINANCE TO AMEND ORDINANCE NO. 1 099 AND TO PROVIDE  
 FOR THE ESTABLISHMENT OF ESCROW ACCOUNTS  
 FOR PROFESSIONAL SERVICES FOR REVIEW OF SUBDIVISION ,  
 SITE PLAN AND VARIANCE APPLICATIONS BEFORE THE  
 PLANNING BOARD AND/OR ZONING BOARD OF ADJUSTMENT  
 OF THE BOROUGH OF SOUTH PLAINFIELD**

**SECTION 1.** Ordinance # 1099 shall be replaced in its entirety by the provisions of this ordinance.

**SECTION 2.** The Governing Body in accordance with the authority granted it pursuant to N.J.S.A. 40:55D-8 does hereby establish the fees as set forth in the within ordinance as escrow deposit fees governing the review of applications for the Planning Board, or the Zoning Board of Adjustment, or for any administrative staff and are intended to cover the costs of professional services including but not limited to: engineering, legal, planning, landscaping, traffic, environmental and other necessary expenses incurred by the Borough for the review of submitted materials for specific development application.

**SECTION 3.** Each applicant for subdivision use variance and/or site plan approval shall agree, in writing, to pay all reasonable costs for professional review of the application, including costs incurred with any informal review of a concept plan which may have preceded the submission of a preliminary application. Additionally, each applicant shall agree, in writing, to pay all reasonable costs for the municipal inspection of the constructed improvement. All such costs for review and inspection must be paid before any construction permit is issued, and all remaining costs must be paid in full before any occupancy of the premises is permitted or a certificate of occupancy issued.

**SECTION 4. ESCROW DEPOSITS FOR PROFESSIONAL SERVICES**

- A. The Borough of South Plainfield, acting through its Planning Board and/or Board of Adjustment shall require fees for technical and/or professional services and testimony employed by the Board in reviewing an application. Fee required for this purpose shall be held in an escrow account by the Borough.
- A. Fees for technical and/or professional services shall be in addition to any and all other required fees.
- a. The applicant shall pay for professional review services which are reasonable necessary for the review, processing, research and/or memorialization of any application for development. These services may include, but need not be

SITE PLAN/SUBDIVISION REVIEW PROCESS

1. Upon completion of Engineering and Administrative Review, the Application is deemed complete and scheduled for a meeting.
2. The Application is heard for Preliminary Approval. If the applicant has requested waivers, and/or prior approvals have not been obtained such as: Freehold Soil, Middlesex County Planning Board Approval, New Jersey DEP Approval, etc.
3. Board votes on granting or denial of requested waivers.
4. Board imposes conditions as they feel necessary.
5. Board approves or denies Preliminary Approval.

6. Applicant obtains all necessary prior approvals and corrects plans in compliance with the Preliminary Approval Resolution. Applicant submits revised drawings and all necessary documentation for Engineering and Administrative Review.
7. Upon compliance with the Resolution, the application is scheduled for Final Site Plan Approval.
8. Board hears case for Final Approval.
9. Board grants or denies Final Approval.
10. Plans are signed by Board Chairman and Secretary.
11. Resolution is memorialized
12. Case is Filed.

Should the applicant have no waiver requests, and/or approvals pending, the Board can grant Preliminary and Final Approvals at one hearing.