

February 28, 2012

Via email mkhidre@southplainfieldnj.com

Mary Beth Khidre
Planning / Zoning Board Secretary
Borough of South Plainfield
Municipal Building
2480 Plainfield Avenue
South Plainfield, New Jersey 07080

**Re: Revised Variance Plan Check List
South Plainfield**

Dear Ms. Khidre:

As discussed with the Zoning Board of Adjustment, we have developed proposed variance plan requirements for the following types of applications that currently do not have site plan requirements:

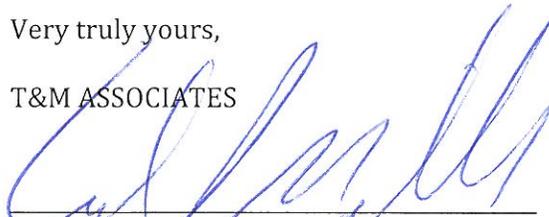
- 1 or 2-Family Bulk Variance (existing dwelling)
- 1 or 2-Family Bulk Variances (new construction)
- 1 or 2-Family Use Variances
- Bifurcated Use Variances

The requirements have been based on the two site plan checklists provided in Appendix B of the Development Review Ordinance. Attached are copies of the variance checklists, which are labeled Appendix C.

If you have any questions or require any additional information, please advise.

Very truly yours,

T&M ASSOCIATES



LEONARD J. MILLER, P.E., P.P., C.M.E.
SOUTH PLAINFIELD ZONING BOARD ENGINEER

LJM:dk
Enclosure

c: Robert Jones, Esq., Board Attorney Via email

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APPENDIX C

BOROUGH OF SOUTH PLAINFIELD

VARIANCE PLAN CHECK LIST

Type of Application

1 or 2 Family Bulk Variance
(Existing Dwelling)
1 or 2 Family Bulk Variance
(New Construction)
1 or 2 Family Use Variance
Bifurcated Use Variance

APPLICANT _____	DATE _____
SUBMITTED _____	
OWNER _____	DATE DEEMED COMPLETE _____
BLOCK(S) _____	LOT(S) _____
APPLICATION NO. _____	ZONE _____
PROJECT NAME _____	
ENGINEER / DESIGNER _____	

	X	X	X	()	A.	Four (4) copies of application form.
	X	X	X	()	B.	Fees paid. Taxes paid.
	X	X	X	()	C.	Three (3) copies of site plan – original submission Six (6) copies of site plan – submission once deemed complete.
X	X	X	X	()	D.	Survey prepared by a New Jersey Licensed Surveyor.
	X	X	X	()	E.	Size of Map (8½" x 14", 15" x 21", 24" x 36") (folded).
GENERAL INFORMATION TO BE INDICATED ON THE SITE PLAN						
	X	X	X	()	F.	Name and license number of Engineer/Architect with documents sealed with raised seal, original date and revision dates of drawings.
	X	X	X	()	G.	Project identification, name and address of owner and, name and address of applicant.
	X	X	X	()	H.	Owner's certification of concurrence with the plan "I hereby certify that I am the owner of record of the site herein depicted and that I concur with the plan." Must be signed by the proper authority.
	X	X	X	()	I.	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.

1 or 2 Family Bulk Variance
(Existing Dwelling)
1 or 2 Family Bulk Variance
(New Construction)

1 or 2 Family Use Variance

Bifurcated Use Variance

	X	X	()	J.	Site data schedule showing:
X					1. A Key map of the site not smaller than 1" – 1,000' with reference to surround areas, zoning districts(s) and existing street locations within 1,000'.
X					2. Zoning schedule (required and proposed).
X					3. Proposed use.
					4. Total site area in acres (thousands of an acre) and square feet.
					5. 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.
					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.
X					12. Proposed building data: height, setbacks, front, side and rear yard distances, also show dimensions on plan.
		X	()	K.	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:					
X	X		()	L.	Architectural building elevations, including façade signs and entrances.
X	X	X	()	M.	Required legend on site plan for endorsement by Board and Borough Officials.
	X	X	()	N.	Written description of a request for hardship variance, conditional use or specific permit.
	X	X	()	O.	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.)
X	X	X	()	P.	Additional information and data required by the Planning Board as the result of hearings on the application.
X	X		()	Q.	All easements, dedications and deed restrictions necessary to implement the plan.

Person Preparing Check List

Date

Administrative Officer or Engineer

Date

BOROUGH OF SOUTH PLAINFIELD

VARIANCE PLAN CHECK LIST

VARIANCE PLAN SHOULD CONTAIN THE FOLLOWING BASIC DETAILS:

Type of Application

1 or 2 Family Bulk Variance (New Construction)	1 or 2 Family Use Variance	Bifurcated Use Variance			
X	X	X	()	1.	Scale (note to exceed 1" – 50") (graphic and written), north arrow (with reference meridian), block(s) and lot(s), tax map number(s).
X	X	X	()	2.	Property line dimensions showing boundaries of the property, building setback lines, easements and areas dedicated to public use, including existing and proposed easements, covenants or deed restrictions, water courses, and rights-of-way.
	X	X	()	3.	Location of all existing buildings and structures (e.g. walls, fences, culverts), streets, driveways, entrances and exits on the site and within 200 feet thereof. Structures to be removed are to be indicated by dashed lines.
X	X	X	()	4.	Location and dimensions of all proposed buildings and structures, roads, driveways, parking areas, etc.
		X	()	5.	All existing physical features on the site and within 200 feet thereof, including streams, watercourses, flood plains, existing woodlands.
X	X		()	6.	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.

1 or 2 Family Bulk Variance
(New Construction)

1 or 2 Family Use Variance

Bifurcated Use Variance

		X	()	7.	Parking and loading areas and locations of any outside storage facilities, shall be indicated with dimensions for bays, aisles, stalls, curb radii, traffic islands and channelization. Indicate direction of traffic flow, traffic control devices (signs and/or pavement markings) and signed easements, tabulation for proposed and required parking spaces. No driveway is permitted within five (5) feet of property lines.
X	X		()	8.	Location and type of utilities present and proposed, including electric, gas, telephone, cable T, sanitary sewers, storm sewers and water lines.
X	X		()	9.	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.
X	X		()	10.	Street trees planted at <u>specified</u> intervals (usually 40' on center).
			()	11.	Storm water runoff control plan.
X	X				a. Grading plan, including spot elevations. Include adjacent property where drainage may impact.
X	X				b. Roof leader size and discharge locations.
X	X				c. The applicant shall demonstrate that the stormwater runoff will not negatively impact adjoining properties.
X	X	X	()	12.	If property is in a flood plain area, it must be noted on the plan.
X	X	X	()	13.	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.

Person Preparing Check List

Date

Board Engineer / or Administrative Officer

Date