

**CITY OF SOMERS POINT
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
1 WEST NEW JERSEY AVENUE
SOMERS POINT, NJ 08244**

MINOR SITE PLAN CHECKLIST

Applicant _____ Application # _____
Date Filed _____ Block # _____ Lot _____

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. **ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.** The site plan shall show the following information and be drawn according to all relevant standards set forth in The Somers Point Code of Developmental Regulations 114-144 and 114-145:

§ 114-144 Submission of application for minor site plan.

[Added 7-9-1992 by Ord. No. 20-1992]

- A. Standards for review. The data to be included for a minor site plan shall be sufficient to enable the municipal agency to determine that the proposed site design shall not have a deleterious effect upon the neighborhood and that it is designed in conformance with the standards of this chapter.

- B. Submission requirements. The applicant shall file with the administrative officer, at least 28 days prior to the meeting of the municipal agency, the following:
 - 1. The required application forms supplied by the administrative officer.
 - 2. The application and escrow fees required pursuant to § 114-201.
 - 3. A signed escrow agreement.
 - 4. Certification by the Tax Collector that all taxes are paid to date.
 - 5. A copy of the minor site plan checklist.
 - 6. The site plan, which shall be a true and accurate map drawn to a scale of not less than one inch equals 50 feet, on a sheet 24 by 36 inches, or drawn to a scale of one inch equals 100 feet, with the exact size, shape and location of existing and proposed buildings, with all

yard dimensions and the actual dimensions of each lot to be built upon.

- 7. A key map, at a scale of not less than one inch equals 2,000 feet, showing the location of the tract within the city and its relation to major streets, water bodies and political boundaries within the area.
- 8. Certification and signature lines for the Chairman, Secretary and Engineer of the appropriate reviewing board and other reviewing agencies.
- 9. A reference meridian.
- 10. Applicable zoning; covenants running with the land, existing deed restrictions and the proposed use of the property clearly shown or exhibited in separate documentation.
- 11. Setback dimensions, which shall be shown on the plan.
- 12. Existing and proposed contours with intervals of one foot where slopes are 3% or more and spot elevations where needed to show the situation properly (indicate datum).
- 13. Location on site and 500 feet there from of ponds, streams, drainage ditches and watercourses.
- 14. All buildings, structures, wooded areas, easements, rights-of-way, signs, lights and paving within the tract and 100 feet there from.
- 15. Tax Map Sheet, block and lot number for the site and the names of the owners, lot lines and block and lot numbers of lands within 200 feet of the site; existing and proposed zoning requirements.
- 16. The names and addresses of the record owner and person who prepared the plan.
- 17. Proposed buildings or structures, including dimensions, distances from property lines, corner elevations, first floor elevation, floor areas, front, rear and side elevations and preliminary architectural plans shown on the site plan.
- 18. The location and arrangement of vehicular access ways and location; the size and capacity of all parking and loading areas shall be included.
- 19. Curbs, sidewalks, walkways and all other areas devoted to pedestrian use, which shall be clearly delineated.
- 20. A complete landscape plan, including size and type of all plants, shall be included.
- 21. The location of all utilities shall be shown, including water supply, sewers, gas and electric services, lighting, illumination and refuse storage area. Provisions for industrial

waste or effluent shall be shown.

- 22. A storm drainage system shall be shown and the applicant shall supply drainage calculations to substantiate the size and location of the proposed storm drainage system.
- 23. A parking schedule.
- 24. Pavement construction detail.
- 25. The locations and details of all signs.
- 26. Designs and details of any structures, such as curbs, sidewalks, retaining walls, manholes, headwalls and retention basins. The locations, dimensions, capacity and depth of underground storage tanks, along with a detail showing the proposed method of anchoring shall be shown.
- 27. Where work is to be done in the municipal right-of-way, a detailed plan at any scale of not less than one inch equals 30 feet, showing the layout of any intersection, including driveways to a municipal road. This plan shall show the following:
 - a. Existing elevations of the center line of the municipal road every 25 feet to extend 100 feet beyond the property line or intersection pavements transition.
 - b. Proposed elevations of the curb, gutter and top of curb every 25 feet along the municipal road.
 - c. Half cross sections every 50 feet and at critical points along the municipal road and spot elevations of the center line, edge of pavement and proposed curbing along the municipal road.
 - d. Pavement markings, signs and traffic control islands and devices.
 - e. Proposed structures.
- 28. Provisions for soil erosion and sediment control.
- 29. Other information as may be required by the reviewing board.

- C. Minor site plan approval requires the following documentation:
 - 1. Certification from the applicant stating that no record exists of a previous site plan approval for the site which would affect the proposed application.
 - 2. Certification that the applicant is the agent or owner of the land or that the owner has given consent under an option agreement.
 - 3. Detailed cost estimates for the proposed construction of off-site improvement for bond calculation purposes.
 - 4. Written approval of local, county, state or federal organizations as required.
 - 5. A traffic study.
 - 6. A construction timetable.
 - 7. Any additional documentation as may be required by the reviewing board.