

APPLICATION NAME AND # \_\_\_\_\_

CHECKLIST COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*Signature and printed name*

## BRIDGETON SITE PLAN CHECKLIST

### TO SITE PLAN APPLICANTS:

The attached checklist is to assist you in the submission of site plans for review to the City of Bridgeton Planning Board or to the Board of Adjustment. Omission of items may result in the Board declaring the application incomplete. NOTE: All pages must be initialed and dated by person completing form.

Please note that all changes of use, as well as new construction, require site plan review. **The applicant may ask the Planning Board to waive all or part of the requirements for site plan review of an existing building if the change of use does not involve any modifications to the building footprint or to impervious cover. Generally numbers 1-13, 19-21 and 23, 24, 28, 30-32 are required for review of all applications.**

It remains the applicant's responsibility to include all the necessary information according to the Zoning Ordinance of the City of Bridgeton (Chapter 370). The Ordinance is available on line. It is the applicant's responsibility to forward the application to the County Planning Board, and any other pertinent agency.

Site Plan applications are **Major** unless **ALL** the following criteria apply:

- The development will result in fewer than 10 parking spaces;
- The development involves less than 2500 square feet of floor area;
- Improvements to the lot involve less than 50% lot coverage;
- No new streets are involved;
- There are no off-tract water, sewage, drainage or street improvements involved.

Minor Site Plan applicants are reminded that their applications should contain all the required information on the checklist unless the City Engineer or Planner has waived any requirements, subject to review by the Board.

In order to be placed on the Board agenda, **sixteen (16)** copies of the:

- application,
- completed checklist, and
- sealed plans

must be submitted to the Board Secretary at least **two weeks** prior to the Board meeting. In general, all applications requiring a hearing which are submitted two weeks previous to a Board meeting will be reviewed **for completeness only** at the meeting after submission.

The Board may, at its discretion, decide to review complete applications at the first meeting after submission, but applicants, especially those with major applications or those requesting variances or conditional permits, should expect that the Board will **not** hold a hearing on the application at the first meeting, but will only review for completeness

Major Site Plan applications and all Site Plan applications requesting variances and/or conditional use permits require personal notice to neighboring property owners as well as newspaper notice. Please see Section 370-90 (5) of the City Code for requirements. **Applicants should not place a Notice of Hearing or send notifications until informed that the application is complete and on the following month's agenda.**

Additional requirements for a Conditional Use permit are listed on Page 4. The Conditional Use requirements are in addition to those necessary for Site Plan review.

* X or W*	#	WORK ITEM	REMARK
	1	APPLICATION FORM/CHECKLIST/PLANS	14 copies
	2	APPLICATION FEE	Escrow will be determined at completeness review
	3	List of variances sought	If any
	4	TITLE BLOCK, including:	Place in lower right hand corner of Plan
	5	Site Plan for "Name of Project"	
	6	Situated in City of Bridgeton,	
	7	Cumberland County, NJ	
	8	Owner and/or applicant name and address	If applicant is not owner, certification of owner consent to application must be included
	9	Scale	Between 1"=50' and 1"=10'
	10	Date with space for dates of revisions	
	11	Name and title of person preparing plan(s)	
	12	INFORMATION BLOCK, including:	Place above Title Block
	a	Acreage of all lots on tract	Individually and total tract
	b	Municipal tax sheet, block and lot #s	
	c	Zoning district(s) in which tract located	Also any properties wi/ 200' in any direction in adjacent zoning districts
	13	APPROVAL BLOCK, including:	Place in upper right corner of site plan
	a	City of Bridgeton Planning Board Signature of Chair and Secretary	Approved or Not Approved check boxes
	b	Cumberland County Planning Board Signature of Chairperson	Check boxes for Approved, Not Approved and Approval not Required
	14	Directional arrow	
	15	Topo map w/ contours at 2' intervals	Based upon approved datum source
	16	Key map	Refer to adjacent properties and streets
	17	List of owners of property wi/ 200' and Proof of Notification of Hearing	
	18	Wetlands exclusion or delineation	LOI from NJDEP if wetlands are
	19	SETBACKS:	
	a	To front of building	
	b	To impervious materials	
	c	At sides	
	d	At rear	
	20	COVERAGE:	In square feet w/ % of entire tract
	a	Total building(s)	
	b	Total truck loading area	If applicable
	c	Plus Total parking area/ walkways	
	d	Equals Total Paved	
	e	Total Coverage	Total building plus total paved
	21	BUILDINGS, each existing and proposed structure	Including accessory structures
	a	Dimensions/height	
	b	Elevations and Plans (preliminary) of proposed	
	c	Finished grade elevations at corners	
	d	Proposed use and operations of each including: Number of shifts; Number of employees per shift; Hours of operation Hours open to the public	
	22	STREETS abutting or wi/ 200' of tract	Use RSIS standards for residential
	a	Location and names	
	b	Cartway width	
	c	R.O.W. width	

\* W = request for waiver of item  
 X = item included on site plan or application  
 N/A = item not applicable to this application

Application Name \_\_\_\_\_  
 Initials of person completing \_\_\_\_\_

X or W*	#	WORK ITEM	REMARK
	e	Cross sections and profiles of streets	
	f	Sight triangles	
	g	Curbscut locations and widths	
	h	Curb dimensions, location & type	
	i	Sidewalk dimensions, location, type	
	j	Driveway locations and size	
	<b>23</b>	<b>LOCATION, SIZE, NATURE OF:</b>	
	a	Rights-of-way/easements on & adjacent to site	
	b	Land dedicated to City/County	
	c	Any deed restrictions/covenants	Include copies
	d	Significant existing physical features	Inc. streams, trees over 5" diameter, rock outcrops
	e	Stream encroachment areas	Show all streams w/ midlines and bottom elevations
	<b>24</b>	<b>OFF STREET PARKING/LOADING layout showing location and dimensions:</b>	Show individual parking space markings, aisles, traffic flow and drives; refer to RSIS for residential development
	a	Employee spaces	
	b	Visitor spaces	
	c	Management	
	d	Handicapped	
	e	Truck berths	
	f	Pedestrian/vehicular separation	
	g	Buffer strip if adjacent to residential district	
	h	Lighting plan for night time parking facilities	
	i	Dumpster	Location, size, screening
	<b>25</b>	<b>LANDSCAPING PLAN including:</b>	
	a	Fences/walls location/materials	On/ off tract (wi/ 100' of County ROW
	b	Trees over 5"	Diameter @ 3' from ground
	c	Buffer area plantings	
	d	Open area plantings	Size and % total of open area
	e	Plant List	
	f	Cost study if development > 1 acre	1% of total
	g	Irrigation system or plan for watering	
	h	Exterior artwork	Required if development valuation > \$100,000
	<b>26</b>	<b>DRAINAGE, location, size and type</b>	To RSIS
	a	Catch basins	
	b	Storm drainage facilities	
	c	Sanitary sewers or sanitary disposal plan w/ percolation data	Test borings, percolation rates and water levels obtained in accordance with N.J.A.C. 7:9-2.1 et seq.
	<b>27</b>	<b>UTILITIES, size, type and construction:</b>	
	a	Water supply system to be utilized	
	b	Utility poles wi/ 25' of street ROW	
	c	Lighting standards	Size, illumination area & foot candles; hours of operation

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	28	SIGNS, location and construction	
	a	Type according to Section 708	
	b	Dimensions	
	c	Materials	
	d	Elevations	
	29	SOIL EROSION AND SEDIMENT CONTROL PLAN or exclusion	
	30	STOCKHOLDER/PARTNER LISTING	All commercial/industrial site plans and residential developments of more than 25 units
	31	MUNICIPAL TAXES CURRENT	Certification from Tax Collector
	32	REQUIRED STATE/COUNTY PERMITS/APPROVALS	

CONDITIONAL USE REQUIREMENTS		These requirements are in addition to the specific requirements relevant to each conditional use in Article VII of the Ordinance
X or W*	WORK ITEM	REMARK
	Sketch plan showing uses of surrounding properties within 200 feet	
	50% of total surrounding area must be: <ul style="list-style-type: none"> <li>• vacant lots <u>OR</u></li> <li>• in use for a similar use as conditional use request <u>OR</u></li> <li>• approved for conditional use by a sufficient number of surrounding property owners to meet the 50% criteria.</li> </ul>	
	Sketch of lot showing: <ul style="list-style-type: none"> <li>• off-street parking spaces</li> <li>• yard areas</li> <li>• existing building(s) or buildings to be constructed</li> </ul>	
	Sketch of parking area showing: <ul style="list-style-type: none"> <li>• number of spaces and allocation</li> <li>• ingress and egress</li> </ul>	
	Sketch of interior showing: <ul style="list-style-type: none"> <li>• floor plans for each floor</li> <li>• entrance and exits</li> </ul>	
	Rendering/photo showing all exposed building sides	

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