

LAND DEVELOPMENT PROCEDURES

**TECHNICAL CHECKLIST
PRELIMINARY SITE PLAN
NETCONG BOROUGH**

NAME OF APPLICANT: _____
 DATE SUBMITTED: _____
 PROJECT NAME: _____
 BLOCK(S) AND LOT(S) _____

Check appropriate box. Attach a sheet which explains reasons for any waivers requested.

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
1	Plans drawn, signed and sealed by appropriate New Jersey licensed professional person(s) pursuant to 13:40-7 et seq.			
2	Scale to be not smaller than 1" = 100'			
3	Key map showing the subject property and all lands within 200 feet thereof with existing streets and zone boundaries All applications for properties located in any zone shall submit electronic plans to the Board Secretary, in pdf form, or as otherwise agreed to by the Board Secretary and Board Engineer.			
4.	Map sizes permitted: 8-1/2" x 11" 8-1/2" x 14" 11" x 17" 15" x 21" 24" x 36"			
5	Plans should contain the following: a. Name of development b. Name and address of owner c. Name and address of developer d. Date of preparation e. Block(s) and lots developed f. Name, address, signature, seal and license number of person preparing plans			
6	Graphic and written scale Reference meridian			
7	Revision box and date of each revision.			
8	Survey of the subject property, prepared by a New Jersey licensed surveyor, showing the location of the portion to be divided therefrom, giving all distances and showing all roads abutting or traversing the property. Development boundaries shall be clearly delineated with metes and bounds.			
9	A list of all property owners within 200' as disclosed by the most recent tax records			
10	Any municipal limits within 200 feet of the development and the names of the adjoining municipalities shown on key map			
11	Existing property lines with metes and bounds description			
12	Existing streets, both public and private, showing the right-of-way width and width of the traveled way			

NETCONG CODE

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13	Existing structures which are to remain and proposed structures with dimensions and setbacks to all property lines									
14	Existing and proposed parking spaces and loading areas									
15	All existing physical features on the property including but not limited to driveways, sidewalks, streams, wetlands, floodplains, railroads, bridges, drainage, trees, utilities, public and private easements and reservations									
16	Zone data box showing: a. Zone district(s) b. Required and proposed									
17	Area of the existing subject property									
18	Sufficient elevations or contours on site and up to 50 feet beyond the limits of disturbance. 2' contour interval for slopes up to 20%. Contour interval of 10' for slopes in excess of 20% 10' contour interval for slopes in excess of 10%									
19	Location of all structures, sidewalks and driveways within 100 feet of the property									
20	Stormwater management plan/report in accordance with municipal ordinances including plans and computations for any storm sewer systems									
21	Available sight distance at all existing and/or proposed driveway which will be servicing the site									
22	For properties involving a corner lot or lots, the required sight triangle easements									
23	Setback lines based on zone requirements									
24	Location of existing utilities on site and within 50 feet of the site including: a. Utility lines and poles, gas, etc. b. Sanitary sewer lines c. Storm sewers d. Waterlines									
25	Plans and profiles for existing and proposed: a. Storm sewers b. Sanitary sewers c. Water mains									
26	Location, use and width of all existing and proposed easement on the property									
27	The plan shall include the signature block below: Approved by the Netcong Borough Land-Use Board <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; width: 70%;"></td> <td style="border-top: 1px solid black; width: 30%; text-align: center;">Date</td> </tr> <tr> <td style="border-top: 1px solid black;"></td> <td style="border-top: 1px solid black; text-align: center;">Date</td> </tr> <tr> <td style="border-top: 1px solid black;"></td> <td style="border-top: 1px solid black; text-align: center;">Date</td> </tr> </table>		Date		Date		Date			
	Date									
	Date									
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28	Wetlands areas and proposed transition areas delineated by a qualified professional or a statement indicating no wetlands exist on the property									
29	Public improvements construction plans for improvements to existing streets including: a. Center line, geometry b. Road profiles									

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	<ul style="list-style-type: none"> c. Road cross sections 50' on center d. Grading plan showing existing and proposed contours 			
30	Erosion and sediment control plan			
31	Landscape plan showing proposed landscaping including species and size of plant materials			
32	Circulation plan showing: <ul style="list-style-type: none"> a. Location of off-street parking b. Traffic improvements such as signals, signs, and channelization c. Pedestrian circulation d. Loading and unloading bays e. Proposed vehicular access including curb cuts f. Traffic circulation around the site 			
33	Lighting plan showing: <ul style="list-style-type: none"> a. Location of site lights b. Height of site lights c. Construction details of light fixtures and poles 			
34	Plan showing signs as follows: <ul style="list-style-type: none"> a. Location of traffic control signs b. Developments signs c. Appropriate sign details showing size, height, materials and lighting 			
35	Preliminary elevations and plans of any proposed buildings showing windows and doors, roof treatments, floor plan of each floor of the building			
36	Environmental impact assessment including the following: <ul style="list-style-type: none"> a. Plan and description of the proposed development b. Inventory of existing natural resources c. Assessment of environmental impacts d. Unavoidable adverse environmental impacts e. Steps to minimize adverse environmental impacts f. Details and matter to be evaluated include: <ul style="list-style-type: none"> 1. Sewage facilities 2. Water supply 3. Stormwater 4. Stream encroachments 5. Floodplains 6. Wetlands 7. Solid waste disposal 8. Air pollution 9. Traffic 10. Social/economic 11. Aesthetics 12. Required licenses, permits, etc. 			
37	A copy of all existing protective covenants or deed restrictions of every nature affecting the subject property including a statement as to whether such deeds or covenants are of record			
38	Copy of the current deed of record and a copy of the title insurance policy for the property when purchased if available			

NETCONG CODE

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39	All public property and property proposed to be dedicated in the tract, accurately outlined and described with existing or proposed uses designated			
40	All construction details for proposed improvements			