TOWNSHIP OF HOPEWELL
PRELIMINARY MAJOR SUBDIVISION CHECKLIST

Applicant's Name:_____

Site Block and Lot:_____

Site Address: _____

Signature and Name of Person Preparing Checklist: _____
Signature

_____ _____
Name *Date Signed*

All documents must be submitted in hard copy and pdf.

Administrative

Appl. Use Only			*Hard Copies Required*	*Twp Use Only*
		Submit one hard copy and pdf of required documents and plans for Completeness Determination.		
___	1.	Submitted within published "window for submission."		___
___	2.	Completed Application Forms, including Corporate or Partnership Disclosure Affidavit.	3	___
___	3.	Payment of Required Fees.		___
___	4.	Completed Escrow Agreement.	3	___
___	5.	Receipt of Taxes Paid for current tax quarter from Tax Collector.	3	___
___	6.	Completed Consent to Entry Form.	3	___
___	7.	Completed Preliminary Major Subdivision Checklist.	3	___
___	8.	Completed "Design Waiver Request" form.	3	___
___	9.	Certificate of Ownership.	3	___
___	10.	Tree Survey Plan.	3 full size and 15 to-scale half size	___
___	11.	Site Plan(s) folded, collated, bound, signed, and sealed.	3 full size and 15 to-scale half size	___
___	12.	Traffic Analysis - collated, bound, signed, and sealed.	3	___

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___	13.	Environmental Impact Assessment accompanied by a completed Environmental Impact Assessment checklist.	3	___
___	14.	Stormwater management calculations collated, bound, signed and sealed with common preparation and/or revision dates.	3	___
___	15.	Completed Fiscal Impact Data Sheet.	3	___
___	16.	Well Water Supply Evaluation - collated, bound, signed and sealed.	3	___
___	17.	Existing Septic System Certification - signed and sealed.	3	___
___	18.	Water Quality Test Reports by NJDEP certified laboratory for existing on-site wells and test wells.	3	___
___	19.	Soil Test Reports collated, bound, signed and sealed.	3	___
___	20.	Consistency with Wastewater Management Plan of the Township of Hopewell.	3	___
___	21.	Proof of submission of a request for a wetlands Letter of Interpretation to the New Jersey Department of Environmental Protection a minimum of 60 days prior to submitting this application. Proof shall include acknowledgement of receipt by an official of the New Jersey Department of Environmental Protection.	3	___
___	22.	Submission of a wetlands report and wetlands delineation.	3	___
___	23.	Letter from Utility companies providing electric, telephone, cable TV and other services that underground utilities easements identified on the subdivision plans are acceptable for size and location.	3	___

Engineering

Appl. Use Only			*Twp Use Only*
___	1.	Designed, drawn, signed and sealed by N.J.P.E., L.S. or A.I.A. as appropriate.	___
___	2.	Blue or Blackline reproduction on standard sized sheets 30” x 42,” 24” x 36,” 15” x 21,” 8½” x 13.”	___
___	3.	Acceptable title block containing minimum data as prescribed by N.J.S.A. 13:40-1.	___
___	4.	All scales shall be written and graphically identified. Minimum scales for plan preparation shall be as follows:	___
___		a. Key Maps: 1” - 1000’	___
___		b. Boundary and Topographic Survey: 1” = 100’	___
___		c. Environmental Inventory Maps: 1” = 200’	___

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___	d. Grading and Drainage Plans: 1" = 50"	___
___	e. Site Plans: 1" = 50'	___
___	f. Plans and Profiles: 1" = 50'-Horizontal; 1" = 5' - Vertical Horizontal to Vertical Ratio of scales being no more than 10.	___
___	g. Sewage Disposal and Water Supply Plan: 1" = 50'	___
___	h. Landscaping: 1" = 50' for street tree planting islands. Individual unit, island, or other detailed landscaping being provided at a minimum of 1" = 30'	___
___	5. A north arrow with reference meridian.	___
___	6. A legend identifying symbols and drafting techniques used.	___
___	7. A border shall be placed on all plans. This border shall be 1/2" for the bottom, right side and top of each plan with a l½" border on the left side.	___
___	8. A boundary and topographic survey of the total tract signed and sealed by the preparing NJ. Professional Land Surveyor in accordance with N.J.S.A. 13:40. Topography shall be 5 foot intervals for slopes of 10% or greater, 2 foot intervals for slopes between 3% and 10% and 1 foot intervals for slopes up to and including 3%. Topography within 200 feet from the subdivision boundary shall be shown. All topography shall be based on NGVD 1988 datum Benchmarks shall be established within 500 feet of the subdivision boundary and shown, together with appropriate references.	___
___	9. Subdivision plan showing existing topography; all existing and proposed lot lines, lot dimensions, gross and net lot areas; locations of on-site structures with dimensions to proposed lots (if remaining after subdivision); wetland boundaries and areas; stream corridor boundaries and areas; flood hazard boundaries and areas; all easement boundaries and areas; all proposed streets showing name; right-of-way width and cartway widths; common driveway locations; proposed widened roadway widths along frontage of lot; sight triangle easements and boundaries; and a tabulation of zoning requirements showing zone(s) in which lot is located, bulk requirements of zone(s), bulk requirements proposed by application (including conditional or accessing use requirements) and density. All dimensions shown shall be to nearest on foot and all areas shall be shown to nearest 1/10th acre where easement, flood hazard, stream corridor, or wetland areas overlap, only the most encumbering area is required to be shown.	
___	10. All existing and proposed utility service lines and laterals on site and along the frontage of the site. This shall include storm drainage, water mains, sanitary mains, sump pump connections, and underground electric and phone service.	___
___	11. Drainage and grading plan duplicating all data shown on the site plan (dimensions not required to determine slopes should not be shown). Existing and proposed contours with intervals of one foot where slopes are less than two percent; with intervals of two feet where slopes are between two percent and ten percent; and with intervals of five feet where slopes exceed ten percent; spot elevations at bottom of curb for every point of curvature or tangency, breaks in grade, and handicapped ramps; elevations of drainage inlet grates and manhole rims; storm and sanitary sewer pipe invert elevations; elevations at comers of proposed structures; finished first floor elevations; and elevations at loading ramps. Contours must be based on NGVD 1988 elevations and benchmarks must be shown. Where drainage swales are proposed, the elevation, percent longitudinal slope and typical cross section of the swales shall be shown. Proposed grading should be designed to provide a balanced cut and fill condition as much as practical.	___

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___ 12. Storm drainage profiles for all diversion swales, waterways, storm sewer pipe and any other conduit shall be provided. These profiles may be shown on a separate sheet entitled "Drainage Profiles", the detention basin plan or construction detail plans. Existing elevations shall be shown at 100-foot intervals. Proposed elevations for appurtenances shall be shown at 100-foot intervals, concrete structure elevations shall be shown at 50-foot intervals; Invert elevations; elevations at grade changes. Proposed slopes shall be written.

___ 13. A Stormwater Management Plan detailing all existing and proposed grades and contours, outlet structure details, conduit outlet protection details, all inverts of low flow channel with proposed longitudinal slope(s), typical cross section trash rack details, emergency spillway cross sections and profiles to point of discharge, construction details and designations of ultimate ownership of the basin. ___

___ 14. Hydraulic calculations for storm water management showing, at minimum, no increase in runoff from the predevelopment conditions for the water quality 2, 10, and 100 year storm frequency as determined by "Urban Hydrology for Small Watersheds TR-55" Type III rainfall using the following criteria. ___

___ a. Pre-development conditions shall be considered as "good." ___

___ b. Post development conditions shall be considered as "poor" with maximum impervious coverage permitted by ordinance being used in developing post development curve numbers.

___ c. Calculations shall include a separate drainage area map for both pre and post development conditions with soils types, soil uses and flow patterns, time of concentration flow paths and flow lengths and slopes are identified. A separate drainage area map for inlets shall also be provided. ___

___ d. Routing of pre and post development flows through each basin using the mass storage equation and "Urban Hydrology for Small Watersheds TR-55."

___ e. Emergency spillways shall be provided. The cross sections shall be designed to pass the 100-year post development inflow plus 50%. The invert shall be set at the crest of the 100-year storage elevation in the basin. ___

___ f. All detention basins shall be designed to serve as a sediment basin during and after construction in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey References. ___

___ g. Computations showing Compliance with the Regulations of the D & R Canal Commission and Mercer County Planning Board. ___

___ 15. Hydraulic calculations for storm water runoff collection systems shall be submitted. Calculations may use the rational method or Soil Conservation Service method pursuant to the Land Use and Development Ordinance. ___

___ 16. Plan and centerline profile for all proposed roadways showing existing elevations at 50 foot intervals; proposed elevations at 50 foot intervals and at all horizontal and vertical points of curvature, intersection and tangency; roadway stations at 100 foot intervals and all horizontal and vertical points of curvature, intersection and tangency; written vertical slopes, horizontal curve design radii lengths, and central angles, vertical curve lengths; storm and sanitary sewer piping, stormwater inlet locations, inverts, slopes horizontal offset dimensions, grate of rim elevations; curb lines and locations proposed contours; water mains and valves.

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___	17. Plans and centerline profiles shall be provided for widening of all existing roadways detailing of pavement grades, milling areas, drainage construction, and proposed curb locations.	___
___	18. Half cross sections, 50 feet on center, shall be provided for all roadways to be widened. Each section shall include the location and NGVD 1988 elevation of all existing and proposed physical centerline; right-of-way centerline; edge of pavements, right-of-way lines, sidewalk centerlines, sidewalk widths. In addition, the existing and proposed contours 25 feet from the proposed right-of-way line shall be shown.	
___	19. Typical construction details shall be provided on drawings designated as "Construction Details." Details to be shown shall include: typical roadway cross section; storm sewer inlets and manholes (each type proposed); storm sewer headwalls, storm sewer trench; storm sewer flared-end section; underdrain; storm sewer step; curb; curb end treatment, depressed curb; sidewalk, handicapped ramp; street signs; warning and regulatory signs; mailbox, sump pump/underdrain to storm sewer connection; any "poured in place" concrete details and reinforcing schedules; and all retaining wall details. The typical details shown in the site improvement standards are preferred.	___
___	20. All on-site wetlands shall be field identified by a qualified expert in accordance with NJDEP standards, and surveyed, and located on the plan by the applicant's New Jersey Professional Land Surveyor. A wetlands report identifying all observations and findings of the wetlands expert shall accompany the site plan application. If the lands remaining are 50 acres or larger, and not to be built upon, wetlands will only be required to be identified within 150 feet of the proposed lots or any other on-site or off tract improvements. The applicant shall certify in writing that no construction shall occur upon the remaining lands until all on-site wetlands are identified.	
___	21. A traffic report and analysis including but not limited to existing and background peak hour traffic volumes and distribution patterns; peak hour onsite generated traffic volumes and distribution patterns; existing and proposed traffic composition; analysis of adequacy of proposed on-site circulation patterns including proposed on-site circulation patterns including adequacy of truck and automobile turning radii; analysis of need for number of loading bays; existing and proposed levels of service and volume/capacity ratios; adequacy of proposed sight distances; analysis of need for acceleration/deceleration lanes; analysis of need for roadway striping, signage of reflectorization; need for signalization and a summary recommendation and conclusions for the analysis. The study area shall include the site as proposed by this application; the site as proposed by a master development plan; the existing and proposed roadway frontages of the site, and the nearest intersection of public roadways as measured away from the site in opposite directions. The roadways approaching the site shall be general reviewed for adequacy to support site generated traffic. This report shall be prepared by a New Jersey licensed Professional Engineer qualified to make the analysis as required herein.	___
___	22. Compliance with each and every design standard of the Land Use and Development Ordinance.	___
___	23. Compliance with approved General Development Plan.	___
___	24. Intermittent and perennial streams, lakes, and waterways with drainage areas 50 acres or larger and the 100-year flood hazard line of each.	___
___	25. Stream corridor delineation with requisite buffers preserved by easement.	___

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Planning

___ 1. A key map sheet showing the tract in question: north arrow; zoning district limits; tax lot numbers, tax block numbers, tax sheet numbers; owners names as identified on certified list provided by Township for track in question and all lots within 200 feet of total tract; Municipal Boundaries; Existing or proposed "Master Plan" features or facilities on the site or within 500 feet of total tract; Airport Hazard Areas; signature and seal of licensed professional; names and address of owner applicant and professional preparing the map; owners certification; zoning data for each zone with all proposed data and deficiencies listed, and index of sheets (where applicable). All measurements specified herein shall be measured radially from the boundary and shall include all lots, zones, etc. on opposite sides of roads and within other municipalities.

___ 2. Zoning requirements shall be tabulated to show all bulk requirements of the zone(s) in which the site plan is located and the bulk data proposed by the application. This tabulation shall also identify compliance or noncompliance for all existing structures. All lot areas shown shall be identified as gross and net areas in accordance with ordinance definitions. Density shall be shown as defined by the Land Use and Development Ordinance. ___

___ 3. Compliance with each and every design standard of the Land Use and Development Ordinance. ___

___ 4. Compliance with approved General Develpment Plan. ___

___ 5. Stream corridor delineation with requisite buffers preserved by easement. ___

___ 6. Compliance with Historic Preservation Commission criteria for on-site structures or features and any historic sites or features within 200 feet of site boundary. ___

___ 7. Cultural features, historic sites and critical viewsheds as mapped by the Township. ___

___ 8. Identification and Location of Affordable Housing Units. ___

Landscaping and Lighting

___ 1. Aerial extent of tree cover for each woodland stand 10,000 sq. ft. or greater in area with a brief description of the typical tree species found within the stand, the average size of the trees measured 4-1/2' above grade, the average height of the woodland stand, and the general health of the woodland stand. This information may be combined with other environmental information and shown on the Environmental Resource Inventory Summary Map as part of the Environmental Assessment, instead. If this is done, provide a note referring to the Environmental Resource Inventory Summary Map on the Landscape and Lighting Plan. ___

___ 2. The surveyed location of each individual tree 6" or > measured 4-1/2' above grade located inside the limit of disturbance and extending 25' outside the limit of disturbance. A tree preservation chart showing the species and health of each individual tree located inside the limit of disturbance and extending 25' outside the limit of disturbance, and whether each tree is proposed to remain, to be removed, or to be transplanted.

___ 3. Proposed trees, shrubs, groundcovers, and vegetative plants with key, detailing the following information: ___

___ a. Proposed plant names, both common and scientific. ___

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___		b.	Proposed plant sizes in caliper, height, and/or width at the time of installation.	___
___		c.	Type of nursery stock, (i.e. balled and burlapped or container) and size planting.	___
___		d.	Proposed plant spacing and any other comments relating to installation.	___
___		e.	Planting notes, including a specification that the plants shall conform to the American Standard for Nursery Stock, latest revision.	___
___		f.	Delineation showing which areas are to be irrigated.	___
___	4.		Landscape maintenance specifications.	___
___	5.		Planting details conforming with current horticultural practices.	___
___	6.		Pedestrian and bicycle circulation systems, including width proposed and materials.	___
___	7.		Outdoor pedestrian spaces with landscape architectural elements detailed.	
___	8.		Construction details for pedestrian and bicycle circulation systems, outdoor spaces, and site furnishings.	___

TOWNSHIP USE ONLY

Application Reviewed By: _____ ***Date:*** _____

Recommendation: _____
complete/incomplete