TOWNSHIP OF HOPEWELL
PRELIMINARY SITE PLAN 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 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 Site Plan Checklist.	3	___
___	8.	Completed "Design Waiver Request" form.	3	___
___	9.	Certificate of Ownership.	3	___
___	10.	Tree Survey Plan.	3	___
___	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	___

Appl. Use Only		*Copies Required*	*Twp Use Only*
___	13. Environmental Impact Assessment accompanied by a completed Environmental Impact Assessment checklist.	3	___
___	14. Storm water 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	___

Health

Appl. Use Only		*Twp Use Only*
___	1. Location of all existing sewage disposal systems on-site and within 200 feet of the boundary of the entire tract.	___
___	2. Certification by a New Jersey Licensed Professional Engineer regarding adequacy of any and all existing on-site sewage disposal systems pursuant to Chapters 16 and 17. Potential reserve areas for modification of existing systems shall be shown on the plan. Application will be declared incomplete should failing or unsatisfactory conditions be noted, certified, or found to exist.	___
___	3. Submission of laboratory test report for all existing on-site wells or potable water supplies pursuant to Chapter 16 and 17. Application shall be declared incomplete should failing or unsatisfactory conditions be noted or found to exist (Bacteria, Nitrate, Volatile organics, and other items required by the Health Officer).	___
___	4. Soils Tests shall be provided for primary and reserve septic areas pursuant to Chapters 16 and 17. Test results submitted which are invalid because of expiration dates or do not comply with all provisions of Chapters 16 and 17 shall render the application incomplete.	___

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___	5. The Location and results of all complete, incomplete, unacceptable and unwitnessed profile pits, permeability tests, basin floods and percolation tests. All results shall be shown on a separate plan(s) entitled "Sewage Disposal and Water Supply Plan." All result locations shall be dimensioned to all proposed and existing lot lines, watercourses, easements, wetland limits, sewage disposal and water supply systems within 200 feet of the tests.	___
___	6. Submission of individual soil test reports by soil log or test number for each test location in numerical ascending order shall be provided. Each report shall be signed and sealed by a New Jersey Licensed Professional Engineer and coordinated with each lot number shown on the plan submitted.	___
___	7. Submission of well water supply evaluation pursuant to Chapter 16.	___
___	8. The location of all on-site, off-site, and off tract test wells, monitor wells, and existing wells within 500 feet of the test wells are to be shown pursuant to Chapter 16.	___
___	9. Written documentation signed by the homeowners, or affidavits executed by the applicant proving permission. All wells within 500 feet of the test well shall be monitored. In the event monitoring is not permitted, the denial by the homeowner shall be submitted. In the event of a denial or no response, an affidavit by the applicant detailing efforts made to obtain permission and/or the reasons for denial shall also accompany the application.	___
___	10. Proof of submission of Treatment Works or NJPDES permit applications for any wastewater disposal method or system not in compliance with NJAC 7:9A., any system proposing to discharge more than 2,000 gallons per day, or any proposed connection to a public sewer system requiring a Treatment Works permit application.	___

Engineering

___	1. Designed, drawn, signed and sealed by A.I.A., C.L.A., N.J.P.E., N.J.P.L.S. or N.J.P.P. 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'	___
___	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'	___

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___	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. 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.	___
___	10. Site Plan showing the proposed use and site improvements including but not limited to: existing topography; location of all proposed structures with dimensions to boundaries; location of all existing structures to remain or to be removed; proposed access aisles with curb-to-curb dimensions for width; curb radii dimensions; automobile parking stalls with dimensions for width and depth; truck loading and parking aisle and stalls with dimensions for stall length and width; type of truck to use loading area; typical truck radii detail; loading dock locations; all sidewalk locations and dimensions; provisions for handicapped; location of bench mark; flood hazard areas; wetlands boundaries; stream corridor areas; easement areas; traffic warning and regulatory signs; and trees to be removed/remain.	___
___	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 shall be designed to provide a balanced cut and fill condition as much as practical.	___
___	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.	___

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___	14. Hydraulic calculations for stormwater detention showing no increase in runoff from the pre-development 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 coverages 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 being 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 the Mercer County Planning Board.	___
___	15. Hydraulic calculations for stormwater 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. 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.	___
___	17. 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.	___
___	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.	___

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___	19. 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 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 or 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 generally 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.	___
___	20. Compliance with each and every design standard of the Land Use and Development Ordinance.	___
___	21. Compliance with approved General Development Plan.	___
___	22. Intermittent and perennial streams, lakes, and waterways with drainage areas 50 acres or larger and the 100-year flood hazard line of each.	___
___	23. Stream corridor delineation with requisite buffers preserved by easement.	___

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. Site Plan showing the proposed use and site improvements including but not limited to: existing topography; location of all proposed structures with dimensions to boundaries; location of all existing structures to remain or to be removed; proposed access aisles with curb-to-curb dimensions for width; curb radii dimensions; automobile parking stalls with dimensions for width and depth; truck loading and parking aisle and stalls with dimensions for stall length and width; type of truck to use loading area; typical truck radii detail; loading dock locations; all sidewalk locations and dimensions; provisions for handicapped; location of bench mark; flood hazard areas; wetlands boundaries; stream corridor areas; easement areas; traffic warning and regulatory signs; and trees to be removed/remain.	___
___	3. Zoning requirements shall be tabulated to show all bulk requirements of the zone or zones 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.	___

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___	4.	Architectural floor plans for each floor and for each elevation. These plans shall be signed and sealed by a New Jersey Licensed Architect.	___
___	5.	Compliance with each and every design standard of the Land Use and Development Ordinance.	___
___	6.	Compliance with approved General Development Plan.	___
___	7.	Compliance with Historic Preservation Commission criteria for onsite structures or foundations and any sites or features within 200 feet of site boundary.	___
___	8.	Identification and Location of Affordable Housing Units.	___
___	9.	Stream corridor delineation with requisite buffers preserved by easement.	___
___	10.	Cultural features, historic sites, and critical view sheds, as mapped by the Township.	___

Landscaping and Lighting

___	1.	Aerial extent of tree cover for 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.	___
___		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.	___

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___	8.	Construction details for pedestrian and bicycle circulation systems, outdoor spaces, and site furnishings.	___
___	9.	Details of all outdoor light fixtures, including building mounted fixtures and illuminated signage. Fixture details shall include:	
___		a. Manufacturer's catalog cuts, indicating lamping and including all accessory components.	___
___		b. Photometric reports with graphic candela curve illustrating vertical distribution from nadir to 180 degrees.	___
___		c. Lamp catalog cut sheet indicating wattage. For reflector lamps, PAR and MR, also include beam distribution angles.	___
___	10.	Lighting Plan: Scale of plan shall not be greater than 1" = 50'. Plan shall include:	
		a. Maintained horizontal illumination levels indicated on a maximum grid spacing of 10'	___
		b. Location and mounting height for each fixture.	___
___	11.	Schedule of operation and method used to control each fixture shall be indicated in schedule or by note on Lighting Plan.	___
___	12.	Calculation summary to include:	
___		a. Minimum maintained horizontal illumination (fc).	___
___		b. Average maintained horizontal illumination (fc).	___
___		c. Maximum maintained horizontal illumination (fc).	___
___		d. Maximum-to-minimum Uniformity Ratio.	___
___		e. Maintained vertical illumination at 5' above grade, facing inward at parking lot perimeter where minimum horizontal illuminance occurs (fc).	___
___		f. Maximum maintained vertical illumination at 5' above grade at edge of property line (fc).	___
___		g. Average maintained vertical existence of signage (fL).	___
___	13.	Foundation construction details for light poles.	___

TOWNSHIP USE ONLY

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

Recommendation: _____
complete/incomplete