

TOWNSHIP OF HOPEWELL

CONCEPTUAL REVIEW 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 Partnership Disclosure Affidavit.	<u>3</u>	
3. Payment of Required Fees.		
4. Completed Escrow Agreement.	<u>3</u>	
5. Receipt of Taxes Paid for current tax quarter from Tax Collector.	<u>3</u>	
6. Completed Consent to Entry Form.	<u>3</u>	
7. Completed Conceptual Review Checklist.	<u>3</u>	
8. Completed Waiver Request Form.	<u>3</u>	
9. Concept Plan folded, collated and bound.	<u>3 full size and 15 to-scale half-size</u>	
10. Consistency with Wastewater Management Plan of the Township of Hopewell.	<u>3</u>	

Health

- ___ 1. Approximate location of all existing dwellings or buildings, septic systems, and wells, both on-site and on adjacent lots, within 200 feet of property boundary.
- ___ 2. Identification of on-site soils pursuant to the "Mercer County Soil Survey."
- ___ 3. Identification of underlying geologic formation pursuant to the "Environmental Resources Inventory" of the Township of Hopewell.
- ___ 4. The results of any preliminary soil tests and soil logs, if available.

Engineering

- ___ 1. Designed and drawn by the applicant, A.I.A., C.L.A., N.J.P.E., N.J.P.L.S. or N.J.P.P. A design by a licensed professional is recommended but not required for Conceptual review.
- ___ 2. Reproduction on standard sized sheets 30" x 42," 24" x 36," 15" x 21," 8½" x 14," 8½" x 13," 8½" x 11."
- ___ 3. A title block showing type of development (residential/commercial/industrial), tax block and lot numbers and a scale of the drawing.
- ___ 4. A north arrow with reference notation.
- ___ 5. Existing topography extrapolated from U.S.G.S. map, with reference to quadrangle taken from.
- ___ 6. Existing and proposed on-site easements.
- ___ 7. "Critical Areas" as defined in the Land Use and Development Ordinance.
- ___ 8. "Wetlands," as identified on the recognized New Jersey Department of Environmental Protection Maps.
- ___ 9. Location and width of any proposed or existing on-site roadways.
- ___ 10. Location and approximate sizes of any proposed non-residential buildings, parking areas, access drives, pedestrian and vehicular traffic circulation patterns, and parking stalls shall be shown.
- ___ 11. Method of and approximate area reserved for stormwater management.
- ___ 12. Right-of-way width of streets (existing and proposed) by dimension.
- ___ 13. A calculation of the number of parking spaces required based upon the gross floor area of proposed uses, shall be shown on the plans.
- ___ 14. All Proposed Utilities. Identify methods of wastewater disposal, potable water, solid waste disposal, electric, gas, and telephone service.

Planning

- ____ 1. Existing physical on-site features including watercourses, stream corridors, culverts or bridges, and rock out crops, trees and tree masses.
- ____ 2. "Critical Areas" as defined in the Land Use and Development Ordinance.
- ____ 3. "Gross Density" calculation based upon the definition of the Land Use and Development Ordinance.
- ____ 4. "Gross" and "Net" Lot Area calculations.
- ____ 5. A map showing, to scale, the site boundaries and adjacent lots within 500 feet. Approximate distances are to be shown by dimension.
- ____ 6. Anticipated bulk variances or design waivers shall be indicated on the plan.
- ____ 7. Master Plan amenities on the site or within 500 feet of the site boundaries.
- ____ 8. General location of proposed landscape buffers, trees and shrubs. Identification of existing and proposed on-site vegetation and trees by general species and size.
- ____ 9. Historic sites or scenic vistas on-site or within 200 feet of the site.

TOWNSHIP USE ONLY

Application Reviewed By: _____ *Date:* _____

Recommendation: _____
complete/incomplete