

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

<i>Appl Use Only</i>		<i>Hard Copies Required</i>	<i>Twp Use Only</i>
	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