

TOWNSHIP OF HOPEWELL

FINAL 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 documents and plans for Completeness Determination.	
1. Submitted within published "window for submission."		
2. Completed Application Forms, including Corporation 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 Final Site Plan Checklist.	3	
8. Completed "Design Waiver Request" form.	3	
9. Certificate of Ownership.	3	
10. Final Site Plans(s) folded, collated, bound, signed, and sealed with a common date of issue and revision.	<u>3 full size and 15 to-scale half size</u>	
11. Copy of resolution of Preliminary Site Plan approval.	3	
12. Certification that all conditions of preliminary site plan approval have been satisfied and Preliminary Site Plans have been signed by and are on file with the Hopewell Township Planning Board. For any project seeking relief from this item, an itemized description detailing any and all outstanding items and the status of each.	3	

<i>Appl. Use Only</i>		<i>Hard Copies Required</i>	<i>Twp Use Only</i>
___	13. 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	___
___	14. Written documentation addressed to the Planning Board from all agencies guaranteeing utility service to the site (including electricity, telephone, gas and cable TV). Such documentation shall indicate any and all conditions for obtaining such service.	3	___

<i>Appl. Use Only</i>	<u>Health</u>	<i>Twp Use Only</i>
___	1. Compliance with any and all conditions of preliminary site plan approval and the preliminary site plan checklist.	___
___	2. Final septic system design criteria and grading shown on "Sewage Disposal and Water Supply Plan.	___
___	3. 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. Compliance with any and all conditions of preliminary site plan approval and the preliminary site plan checklist. All documents submitted for preliminary site plan approval shall be appropriately revised, retitled, dated, and all documents submitted shall bear the same date.	___
___	2. Architectural elevations - front, left side, right side, and rear signed and sealed by a New Jersey Licensed Architect. All plans to bear a common date of issue with final site plan.	___
___	3. An estimate of all construction quantities for all on-site and off-tract improvements to public property or improvements which shall be dedicated to the public or planned to be maintained by a Homeowners Association.	___
___	4. Metes and bounds descriptions for all right-of-way dedications, sight triangle easement; drainage; detention; or conservation easements; and common driveway easements.	___
___	5. Detailed project phasing plan including proposed construction sequences, routes to and from site, construction methods, hours of operations, construction traffic control plans, temporary construction office locations, and any other construction-related plans.	___
___	6. A Developer's Agreement approved and executed by the Hopewell Township Committee when improvements to public property or improvements which shall be dedicated to the public or a Homeowners Association are part of the approval.	___

Appl. Use Only	Twp Use Only
7. Detailed site plan showing location of proposed construction trailers and sales facilities; design of parking, access, grading drainage, soil erosion and sediment control and landscaping at a scale of not smaller than 1" = 50' each facility location.	
8. All project identification sign sizes, mounting details, lighting, and lettering type and sizes.	
9. Block and Lot numbers approved by Tax Assessor.	
10. Copies of all Federal, State, County and local permits obtained as part of preliminary approval.	
11. Details of all outdoor light fixtures not included with Preliminary Site Plan Approval, including building mounted fixtures and illuminate signage. Fixture details shall include: <ul style="list-style-type: none"> a. Manufacturer's catalog cuts, indicating lamping and including all accessory components. b. Photometric report with graphic candela 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. 	
12. Lighting Plan: Scale of plan shall not be greater than 1" = 50'. Plan shall include: <ul style="list-style-type: none"> a. Initial horizontal illumination levels indicated on a maximum grid spacing of 10'. b. Maintained horizontal illumination levels indicated on a maximum grid spacing of 10'. c. Location and mounting height for each fixture. d. Schedule of operation and method used to control each fixture. 	
13. Calculation summary to include: <ul style="list-style-type: none"> 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 of property line (fc). g. Average maintained vertical existence of signage (fL). h. Average initial horizontal illumination (fc). 	

Planning

- ____ 1. Compliance with any and all conditions of preliminary site plan approval and the preliminary site plan checklist. All documents submitted for preliminary site plan approval shall be appropriately revised, retitled, dated, and all documents submitted shall bear the same date.
- ____ 2. Architectural elevations - front, left side, right side, and rear signed and sealed by a New Jersey Licensed Architect. All plans to bear a common date of issue with final site plan.
- ____ 3. Detailed project phasing plan including proposed construction sequences, routes to and from site, construction methods, hours of operations, construction traffic control plans, temporary construction office locations, and any other construction-related plans.
- ____ 4. A Developer's Agreement approved and executed by the Hopewell Township Committee when improvements to public property or improvements which shall be dedicated to the public or a Homeowners Association are part of the approval.
- ____ 5. Detailed site plan showing location of proposed construction trailers and sales facilities; design of parking, access, grading drainage, soil erosion and sediment control, landscaping and lighting at a scale of not smaller than 1" = 50' each facility location.
- ____ 6. All project identification sign sizes, mounting details, lighting, and lettering type and sizes.
- ____ 7. Block and Lot numbers approved by Tax Assessor.
- ____ 8. Copies of all Federal, State, County and local permits obtained as part of preliminary approval.

TOWNSHIP USE ONLY

Application Reviewed By: _____ *Date:* _____

Recommendation: _____ *complete/incomplete*