

TOWNSHIP OF HOPEWELL

GENERAL DEVELOPMENT 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 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 General Development Plan Checklist.	3	—
8. Completed "Design Waiver Request" form.	3	—
9. Certificate of ownership.	3	—
10. Tree Survey Plan.	<u>3 full size and 15 to-scale half size</u>	—
11. General Development Plan(s) folded, collated, bound, signed, and sealed.	<u>3 full size and 15 to-scale half size</u>	—

<i>Appl. Use Only</i>		<i>Hard Copies Required</i>	<i>Twp Use Only</i>
____	12. Traffic Analysis - collated, bound, signed, and sealed.	<u>3</u>	____
____	13. Environmental Impact Assessment accompanied by a completed Environmental Impact Assessment checklist.	<u>3</u>	____
____	14. Storm water management calculations collated, bound, signed and sealed with common preparation and/or revision dates.	<u>3</u>	____
____	15. Community Impact Assessment.	<u>3</u>	____
____	16. Well Water Supply Evaluation - collated, bound, signed and sealed.	<u>3</u>	____
____	17. Existing Septic System Certification - signed and sealed.	<u>3</u>	____
____	18. Water Quality Test Reports by NJDEP certified laboratory for existing on-site wells and test wells.	<u>3</u>	____
____	19. Soil Test Reports collated, bound, signed and sealed.	<u>3</u>	____
____	20. Consistency with Wastewater Management Plan of the Township of Hopewell.	<u>3</u>	____
____	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.	<u>3</u>	____
____	22. Submission of a wetlands report and wetlands delineation.	<u>3</u>	____
____	23. Completed Fiscal Impact Data Sheet.	<u>3</u>	____

Engineering

<i>Appl. Use Only</i>		<i>Twp Use Only</i>
____	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:	____
____	Key Maps: 1" - 1000'	____
____	Boundary and Topographic Survey: 1" = 100'	____

- Environmental Assessment Maps: 1" = 200'
- Storm Water Management Plans: 1" = 100'
- Utility Plans: 1" = 100'
- Sewage Disposal and Water Supply Plan: 1" = 100'
- Land Use Plans and Circulation Plans
- 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 1½" 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. General Site Architecture.
- 10. 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.
- 11. 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 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.

- ___ 12. Hydraulic calculations for stormwater runoff collection systems shall be submitted. Calculations may use the rational method or Soil Conservation Service method in accordance with subsection 17-2.4(f). These calculations shall provide general storm sewer trunk line sizing and culvert or bridge crossing-sizes and locations.
- ___ 13. Any special considerations for soil erosion and, sediment control must be noted as part of the General Development Plan.
- ___ 14. Form and text of proposed agreements. This form shall contain all wording, phrasing, and restrictive language in the format which will be recorded with the County Clerk's Office including all restrictions related to the future control over rent and resale prices of lower income housing units.
- ___ 15. A detailed report prepared by a Professional Engineer licensed in the State of New Jersey detailing all water supply and sewage-disposal system demands. Detailed computations for each use proposed in accordance with appropriate New Jersey Department of Environmental Protection (NJDEP) Criteria, detailed support data for all deviations from NJDEP criteria shall be included. All system demands shall be based upon actual period of use in order to identify maximum average daily flows. Water supply system criteria shall include to necessity for standpipes for five flows.
- ___ 16. Circulation plan showing general location and types of transportation facilities including parking, loading and pedestrian systems as well as improvements to existing transportation system, both on-tract and off tract. A traffic management plan for reducing peak hour traffic including staggered work hours, flex-time, van pooling, corporate sponsored transit plans, or similar programs shall be included. In any instance where the site abuts a railroad, consideration shall be given for a potential railroad station.
- ___ 17. Utility plan showing proposed locations of sewage collection and treatment systems, water supply and distribution systems, methods of handling solid waste disposal, recycling of recyclable materials, and a plan for the operation and maintenance of the proposed utilities.
- ___ 18. Stormwater management plan showing proposed method of controlling storm water runoff on and off site, including provisions for ground water recharge and compliance with any watershed management criteria.

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 tract 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. Land use plan indicating general locations of land uses to be included. Including farmland to be preserved, total number of dwelling units by types and location, and total amount of nonresidential floor area. Computation of residential densities and floor area ratios of each; use shall be identified on the plan.

- ___ 3. 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.
- ___ 4. General Site Architecture.
- ___ 5. Open Space Plan showing proposed open space, conservation areas, recreation areas, buffer areas and general description of proposed improvements in open space areas together with provisions for operations and maintenance.
- ___ 6. Form and text of proposed agreements. This form shall contain all wording, phrasing, and restrictive language in the format which will be recorded with the County Clerk's Office including all restrictions related to the future control over renter and resale prices of lower income housing units.
- ___ 7. Circulation plan showing general location and types of transportation facilities including parking, loading and pedestrian systems as well as improvements to existing transportation system, both on-tract and off tract within the planned development and any proposed improvements to the existing transportation system outside the planned development. A traffic management plan for reducing peak hour traffic including staggered work hours, flex-time, van pooling, corporate sponsored transit plans, or similar programs shall be included. In any instance where the site abuts a railroad, consideration shall be given for a potential railroad station.
- ___ 8. Utility plan showing proposed locations of sewage collection and treatment systems, water supply and distribution systems, methods of handling solid waste disposal, recycling of recyclable materials, and a plan for the operation and maintenance of the proposed utilities.
- ___ 9. Community facilities plan indicating the scope and type of supporting community facilities including, but not limited to, educational, cultural, historic, library, hospital, fire house, police station, and recreation.
- ___ 10. A housing plan outlining the number of housing units to be provided and the extent to which any housing obligation assigned to the municipality pursuant to P.L. 1985,c.222 (C.52:27D-301 et al.) will be fulfilled by the development.
- ___ 11. Local service plan indicating those public services which the applicant proposes to provide and which may include, but not limited to, water, sewer, cable TV, solid waste disposal, recycling, emergency services, communication services and hazardous waste management.
- ___ 12. Compliance with Historic Preservation Commission criteria for on-site structures or features and any historic sites or features within 200 feet of site boundary.
- ___ 13. A fiscal report describing the anticipated demand on municipal services to be generated by the planned development and any other financial impacts to be faced by the municipalities or school districts as a result of the completion of the planned development. The fiscal report shall also include a detailed projection of property tax revenues which will accrue to the county, municipality, fire district and school district according to the timing schedule proposed and following completion of the development in its entirety.

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- 14. A proposed timing schedule in the case of a planned development whose construction is contemplated over a period of years, including any terms or conditions which are intended to protect the interests of the public and of the residents who occupy any sections of the planned development prior to the completion of the development in its entirety.
- 15. A municipal development agreement, which shall mean a written agreement between a municipality and a developer relating to the planned development.

TOWNSHIP USE ONLY

Application Reviewed By: _____ *Date:* _____

Recommendation: _____ *complete/incomplete*