City of Lambertville Checklist No. 4– Determination of Completeness of Application for Preliminary / Final Site Plan Approval

Applicant Address:	
Block & Lot:	Submission Date:
Name of Project:	
Applicant's Signature:	
Phone Number:	Email Address:

All applications for Sketch Plat / Minor Subdivisions must be submitted to the Administrative Officer of the appropriate Board at least 21 Days prior to the next regularly scheduled Board meeting. All plans must be folded with the title block, date and revision date showing.

		Applicant			City of Lambertville		
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Not Applicable	Waiver Requested
1	Application fee with separate computation calculation.						
2	15 Copies of the completed application form and 4 Copies of the checklist.						
3.	15 Copies of blue or black line prints.						
4.	All documents properly certified and sealed by the appropriate N.J. licensed professional persons.						
5.	Name & address of the owner, applicant & preparer of plans. Applicants Disclosure Statement, if filed as Corporation or Partnership						
6	Name of all current property owners within 200' of the property & identify source of information.						
7	Plans must identify:						
	a. Name of development b. Total area of development property in acres & square feet c. Date of original preparation & all revisions						

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	d. North arrow & reference meridian				
	e. Graphic & written scale				
	f. Tract zone & schedule of existing				
	zoning criteria & proposed conditions				
	g. Tax map sheet, block & lot numbers				
	h. Reference bench mark identified &				
	shown				
8	Certification of owner (if other than applicant)				
	as follows: "I certify that I am the owner of				
	this property & consent to the filing of this				
	application". Owner must sign & date				
	certification				
9.	Certification from Tax Collector that all taxes &				
	assessments on the property are paid in full.				
10.	Review block for signatures of City Engineer,				
	Board Secretary and Chairperson				
11.	Required Hunterdon County Signature Block in				
	accordance to their regulations.				
12.	Four copies of application form & fees for any				
	variances required.				
13.	Four copies of existing & proposed protective				
	covenants or deed restrictions applying to the				
	land being subdivided & copy of the deed(s) of				
	record.				
14.	Completed application with appropriate fees				
	& required information submitted directly to				
	these Agencies with <u>copies</u> to the City for				
	verification of these submissions:				
	a. Hunterdon County Planning Board				
	b. Hunterdon County Soil Conservation				
	District				
	c. D&R Canal Commission				
	d. Hunterdon County Department of				
	Health				
15.	Map of Site Plan drawn at a scale of not less				
	than 1" = 50' on sheet size 18" x 24", 24" x				
	36", 30" x 42"				
16	Key map drawn at a scale of not less than 1" =				
	1000' showing the property to be developed &				
	surrounding properties within ½ mile radius				
	including zoning boundaries & traffic				
	circulation elements from the Master Plan.				
17	Existing topography shown as followed:				
	 a. Based upon accurate field or aerial 				

	tonographic curvoy LICCOCS datum			
	topographic survey, USC@GS datum			
	b. 5' contour interval for slopes			
	exceeding 20%			
	c. 2' contour interval for slopes			
	exceeding less than 20%			
	d. Spot elevation for areas of slope less			
	than 1% slope			
	e. All topographic information must be			
	shown for adjoining area within 200'			
	of the property boundary			
18	Plans showing existing & proposed streets,			
	including:			
	a. Field cross-sections at 50' intervals			
	drawn at a scale of 1" = 5' vertical; 1"			
	= 10' horizontal.			
	b. Plan & centerline profiles drawn at a			
	scale of $1'' = 50'$ horizontal; $1'' = 5'$			
	vertical. Based upon field survey data.			
	Corresponding plan & profile			
	information shown on the same sheet.			
	Centerline stakes at a minimum 100'			
	intervals must be set on site.			
	c. Centerline curve data including central			
	angle, tangent distance, radius, arc			
	length, chord distance & chord			
	bearing.			
19	Property lines with bearings, distances to			
	nearest 1/1000', radius, curve length & central			
	angle.			
20	Proposed or existing building envelopes with			
	setback lines shown & dimensioned.			
21	Setbacks of all existing buildings from			
	exiting/proposed property lines & indication			
	of whether they will be retained or removed.			
22	Location of existing wells & septic systems on			
	site & within 100' of the property.			
23	Location of all man-made & natural features			
	both on-site & within 200' of the property			
	including, but not limited to:			
	-dedicated open space, culverts, structures,			
	drain pipes, water courses, railroads, bridges,			
	wooded areas, rock outcrops, wetlands			
	(specific source & notation if there are any			
	wetlands present), swamps buildings streets,			

	drainage right-of-ways & easements. Location			
	of above & underground storage tanks &			
	fences.			
24	Plan & profile drawings of all existing &			
24				
	proposed drainage & utility layouts, drawn at a scale of 1" = 50' horizontal; 1" = 5' vertical,			
	including:			
	 Sanitary sewer (including letter of service feasibility from public utility) 			
	OR			
	Results & locations of all percolation			
	tests & soil logs attempted along with possible			
	location of future septic systems, & proof of			
	submission to the Hunterdon County			
	Department of Health.			
	b. Public water (include letter of service			
	feasibility for public utility)			
	OR			
	Approximate well location & geologist report			
	verifying a sufficient supply of available			
	potable water.			
25	Detailed Landscaping Plan indicating:			
23	a. Existing trees which will remain or be			
	removed including tree preservation			
	details.			
	b. Proposed Landscaping including			
	location, botanical name, common			
	names, size, quantity, planting &			
	staking / guying details, mulched areas			
	specifying type thickness & edge of			
	mulched areas. Specify whether			
	plants are container grown, balled &			
	burlapped (B&B) or bare root (BR)			
26	Appropriate details to City, County & State			
	Standards including, but not limited to:			
	sidewalks, curbs, paving, street signs,			
	drainage, etc.			
27	Soil erosion & sediment control plans. Show			
	soil types & boundaries pursuant to			
	Hunterdon County Soil Survey, including			
	analysis for development capability &			
	information concerning fill material for any			
	filled soil area.			
28	Stormwater Management Plans & Watershed			

	Maps, including 5 copies of all drainage			
	calculations analyzing existing & proposed			
	conditions.			
29	Location of any flood hazard areas with			
	delineation & elevation of 100 year flood			
	boundary. Include 5 copies of all drainage			
	computations & stream cross-sections or			
	indicate published source of flood plain			
	delineation.			
30	Location of all existing & proposed easements			
	including identification of ownership &			
	maintenance responsibilities.			
31	Proposed Grading Plan including finished floor			
	elevations, elevations at corners of buildings &			
	paved areas. All proposed grading shown			
	using 2' contour intervals.			
32	Location, size & detail of all existing &			
"-	proposed signs.			
33.	Lighting plans, including location, type			
33.	wattage, height distribution pattern, foot			
	candles & details.			
34	Supplemental information as required by			
)4	Ordinance or as determined by Board.			
	a. Natural Resource Inventory.			
	b. Environmental Impact Statement.			
	c. Wetlands report prepared by			
	Professional Wetlands Consultant			
	pursuant to the NJ Wetlands			
25	Protection Act.			
35	Architectural Plans should include preliminary			
	floor plans & elevations of each new or altered			
	building, façade & height of proposed			
	structure. Also indicate existing / proposed			
	building square footage.			
36	Parking & Loading:			
	a. Specifications for location of proposed			
	surface paving & curbing, including			
	streets.			
	b. Location capacity & dimensions of			
	existing & proposed off-street parking			
	& loading areas including handicap			
	stalls.			
	c. Calculation of the number of parking			
	spaces required by the Ordinance for			

City of Lambertville Checklist No. 4– Determination of Completeness

	standard & handicap stalls.			
	d. Aisle widths.			
	e. Entrance & exit arrangements			
	f. Details of traffic signals & other traffic			
	control devises including direction of			
	traffic flow.			
	g. Location of fire lanes & other parking			
	restrictions.			
37	Location of solid waste storage, screening &			
	means of disposal including amount of pick up			
	per week & recycling facilities.			
38	Calculations, location, identification of			
	proposed open spaces, parks & other			
	recreational areas.			
39	Calculations for building coverage, total			
	impervious coverage, floor area ratio &			
	environmental constraints.			
40	Plan drawn from actual boundary survey of			
	property & certified as being accurate & true			
	by Professional Land Surveyor.			