



FINAL SITE PLAN CHECKLIST

Application:	
Date Rcvd.:	
Received by:	

1. Applicant's Name:	
Contact Person:	
Address:	
Telephone:	
Email:	
Relationship to Owner:	

2. Property Address:	
Development Name:	
Zoning District:	
Block(s):	
Lot(s):	

3. Property Owner:	
Contact Person:	
Address:	
Telephone:	
Email:	

4. Name of Attorney:	
Firm:	
Address:	
Telephone:	
Email:	

5. Has this property ever been subject of a previous application to the Planning or Zoning Board? If so, please describe (incl. Resolution #):

6. Description of Property, brief history of the site, its location and description of current use(s) (may attach addendum):

7. Provide Detail of the Exact Nature of the Application (may attach addendum):

8. Description of Relief Requested, including Section(s) of Ordinance variance is requested (may attach addendum):

INSTRUCTIONS:

1. This checklist shall be completed by the applicant or its authorized representative and submitted with the application. This checklist shall be used in determining completeness or incompleteness of the application pursuant to Robbinsville Township’s Land Use and Development Ordinance(s). The applicant is advised that failure to provide all data required on this checklist or failure to apply for the appropriated waivers will render the application incomplete. Applications will not be placed on an agenda until it has been deemed complete by the Administrative Officer.
2. Applicant to complete checklist column with an “X” in the appropriate column. A waiver should be requested for all checklist item you may consider “not applicable” (“n/a”) and reason(s) you would consider it “not applicable.” **** All waivers requested should be explained in detail on the Waiver/Variance Request Form.** Failure to provide a reason for the request will render the application incomplete.
3. The Technical Review Committee (TRC) will determine if any item where a waiver is requested shall be required to be provided and the application shall be considered incomplete if not provided.
4. The applicant shall submit three (3) collated copies of all correspondence (including cover and response letters) and administrative forms. The applicant shall submit three (3) signed and sealed copies of all maps, plans or reports and all additional submission item(s). All submissions must include a digital copy in pdf. format of all submission items (email to BoardSecretary@robbinsville.net, dropbox, thumb drive or disk). All re-submissions must include a point-by-point response letter addressing all comments from the Board’s professionals or from the Technical Review Committee (TRC) Meeting. All submissions must be made as one comprehensive submission, not under separate cover.

I. ADMINISTRATIVE			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	1. Completed General Land Use Application Form.		
<input type="checkbox"/>	2. Completed Fee Schedule Form.		
<input type="checkbox"/>	3. Payment of Required Fees (two separate checks).		
<input type="checkbox"/>	4. Completed Escrow Agreement Form with Escrow Contact Sheet.		
<input type="checkbox"/>	5. Completed W-9 Form (for Escrow Account).		
<input type="checkbox"/>	6. Tax & Utility Assessment Certification Form (Applicant part complete)		
<input type="checkbox"/>	7. Completed Waiver/Variance Request Form.		
<input type="checkbox"/>	8. Completed Affidavit of Ownership Form (notarized).		
<input type="checkbox"/>	9. Completed Disclosure Statement Form.		
<input type="checkbox"/>	10. Completed Consent of Entry Form.		
<input type="checkbox"/>	11. Completed Checklist(s) for All Applicable Requests.		
<input type="checkbox"/>	12. “Zoning Permit Denial” or “Notice of Violation” (N.O.V.) from Zoning, Code or Construction Official.		
<input type="checkbox"/>	13. Resolution(s) for Preliminary Site Plan and any other Approvals.		
<input type="checkbox"/>	14. Copy of Signed Preliminary Site Plan and Affidavit that all Conditions of the Preliminary Site Plan Resolution of Approval have been met.		
<input type="checkbox"/>	15. Proposed Operations Statement, including details of existing and proposed use(s), hours of operation, number of employees, provisions for maintenance, etc., signed by Applicant and notarized.		
<input type="checkbox"/>	16. Final Site Plan, designed, drawn, signed and sealed by N.J.P.E., L.S. or A.I.A. as appropriate, to scale, sheets numbered consecutively, folded, collated, bound, signed and sealed with a common preparation and/or revision date(s).		
<input type="checkbox"/>	17. Architectural Floor Plans and Elevations, signed and sealed by the preparing N.J. licensed Architect, sheets numbered consecutively, folded, collated, bound, with a common preparation and/or revision date(s) with the site plan, with the uses of each area clearly defined.		

<input type="checkbox"/>	18. Rendered Elevations for site.		
<input type="checkbox"/>	19. Sign Inventory Plan and Details, sheets numbered consecutively, folded, collated, with a common preparation and/or revision date(s).		
<input type="checkbox"/>	20. "Will Serve" letters for all Applicable Utilities		
<input type="checkbox"/>	21. List of all necessary Outside Agency Approvals indicating status of approvals, including copies of each approval (NJDOT, NJDEP, etc.).		
<input type="checkbox"/>	22. Photographs of property views from street and all other off-site area(s) visible to proposed improvement(s), aerial photos of site.		
<input type="checkbox"/>	23. Complete application, filed as one submission, with quantities and digital copies as noted in the Instructions, #4.		

II. HEALTH			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	24. Compliance with any and all conditions of Preliminary Site Plan approval and the Preliminary Site Plan Checklist.		
<input type="checkbox"/>	25. Final septic system design criteria and grading shown on "Sewage Disposal and Water Supply Plan".		
<input type="checkbox"/>	26. Copies of any NJDEPE permits for sewage disposal systems and water supplies not in conformance with current code and statutes.		

III. ENGINEERING/PLANNING			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	27. Final Site Plan designed, drawn, signed and sealed by N.J.P.E., L.S. or A.I.A. as appropriate, based on Preliminary Site Plan & Checklist.		
<input type="checkbox"/>	28. 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, re-titled, dated, and submitted for Final Major Site Plan Approval. All documents submitted shall bear the same date.		
<input type="checkbox"/>	29. An estimate of all construction quantities for all on-site and off-tract improvements. This estimate shall include all construction quantities for all site improvements shown on the approved Preliminary Site Plan and shall be signed, sealed and dated by a New Jersey Professional Engineer.		
<input type="checkbox"/>	30. List of any anticipated developer contributions, fees, Fair-Share payments, etc.		
<input type="checkbox"/>	31. Metes and bounds descriptions for all right-of-way dedications, sight triangle easements; drainage; detention; or conservation easement; and common driveway easements.		
<input type="checkbox"/>	32. 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.		
<input type="checkbox"/>	33. A developer's agreement approved and executed by the Robbinsville Township Committee when improvements to public property or improvements shall be dedicated to the public or a Homeowners Association.		
<input type="checkbox"/>	34. Compliance with all Design Standards of the Land Use and Development Ordinance, or a waiver/variance requested on Waiver/Variance Request Form.		

IV. ARCHITECTURE & LANDSCAPING

Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	35. Architectural Floor Plans and Elevations shall include title block, including Title, author of the drawing, drawing number and property reference. Sheets shall be scaled, numbered consecutively, folded, collated, bound, signed and sealed by a NJ licensed Architect with a common date of issue and revision date(s) with the Final Site Plan and based on the Preliminary Site Plan and Checklist.		
<input type="checkbox"/>	36. Rendered Elevations shall show elevations of each façade and include any building mounted or façade signage and lighting.		
<input type="checkbox"/>	37. Sign Inventory Plan shall detail inventory and sign locations for all signage proposed on site and/or building mounted signage. Plans shall include proposed graphics, dimensions, colors, lighting and general construction and mounting details. Ground or free-standing signs must include dimensions, height and setbacks.		
<input type="checkbox"/>	38. Plantings, buffer areas, re-forestation areas shown to meet the Township Code (contributions may apply to waivers granted).		

V. PRIOR TO PUBLIC HEARING

		Acknowledged by Preparer (initial)
<input type="checkbox"/>	39. If required, notice of publication and the notice of service on the affected owners must be accomplished at least ten (10) days prior to the hearing date scheduled by the Administrative Officer in accordance with M.L.U.L and Twp. Ordinance. Proof of Service Package must be filed with the Administrative Officer before the application will be considered complete and the hearing can proceed.	
<input type="checkbox"/>	40. Witness/Exhibit List shall be provided five (5) days prior to hearing: Exhibit A-1: Complete Application Package (current version of all submission items). Exhibit A-2: Board's Professional's Review Memos. Exhibit A-3: Affidavit of Proof of Service Package. Exhibit A-4: (continue with any additional exhibits to be introduced, if any).	
<input type="checkbox"/>	41. Tax & Utility Assessment Certification Form, to be re-certified, if necessary.	
<input type="checkbox"/>	42. Escrow Account must be current prior to hearing.	

Person Preparing Checklist:	
Firm:	
Address:	
Telephone:	
Email:	

CERTIFICATION:

I have prepared this checklist and confirm that I have provided a response to all waivers being requested and listed all variance relief sought on the Waiver/Variance Form. I certify that the checklist is complete and accurate.

Signature/Certification of Person Preparing Checklist

Date

TOWNSHIP USE ONLY BELOW THIS LINE

Application No: _____ Fees Paid: _____
 Date(s) Received: _____ Escrow Paid: _____
 Referred To (Planning Board or Zoning Board): _____