

**ORDINANCE NO. 21-04**  
**INTRODUCTION DATE: 03-17-2021**  
**ADOPTION DATE: 04-21-2021**

**AN ORDINANCE AMENDING CHAPTER XXXV (LAND USE AND DEVELOPMENT),  
ARTICLE 9 (DEVELOPMENT APPLICATION REQUIREMENTS), SECTION 2-2  
(SPECIFIC DEFINITIONS) OF THE REVISED GENERAL CODE OF THE TOWNSHIP  
OF MILLSTONE, COUNTY OF MONMOUTH AND STATE OF NEW JERSEY**

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BE IT ORDAINED by the Township Committee of the Township of Millstone, County of Monmouth, State of New Jersey as follows (additions are underlined, and deletions are in [brackets]):

**I**

Chapter 35, Land Use and Development, Article 9 Development Application Requirements, Section 9-2 Development Application Requirements is hereby amended to read as follows:

**9-2 DEVELOPMENT APPLICATION REQUIREMENTS**

**9-2.1 Required Documents**

The required application forms and support documents to be submitted are listed by type of development application at the end of this Article in Schedule 4 entitled "Documents Required To Be Submitted."\* All documents and application forms shall be submitted electronically in addition to required hard copies. In specific cases and for documented reasons, the Municipal Agency may waive the submission of a particular document upon written request by the applicant detailing the reason for the waiver or require the submission of additional documents when the Board determines that additional documentation is required to determine whether an application can meet the standards and requirements established in this Chapter. The reasons for the waiver shall be indicated in the minutes of the Municipal Agency.

\***Editor's Note:** Schedule 4 may be found at the end of this Article.

**II**

Chapter 35, Land Use and Development, Article 9 Development Application Requirements, Schedule 4 Documents Required to be Submitted, is hereby amended to include the following revised checklists attached hereto:

- MAJOR SUBDIVISION, MAJOR SITE PLAN AND GENERAL DEVELOPMENT PLAN APPLICATION COMPLETENESS CHECKLIST
- MINOR SUBDIVISION AND MINOR SITE PLAN APPLICATION COMPLETENESS CHECKLIST

- USE, BULK VARIANCE AND INFORMAL CONCEPT PLAN APPLICATION COMPLETENESS CHECKLIST

### III

All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

### IV

If any section, subparagraph, sentence, clause or phrase of this Ordinance shall be held to be invalid, such decision shall not invalidate the remaining portion of this Ordinance.

### V

The Ordinance shall take effect upon adoption and publication according to law and filing with the Monmouth County Planning Board.

**EXPLANATORY STATEMENT:** This Ordinance revision provides for an amendment to the application completeness checklists to require digital submissions of all application material.

# MILLSTONE TOWNSHIP

## MAJOR SUBDIVISION, MAJOR SITE PLAN AND GENERAL DEVELOPMENT PLAN APPLICATION COMPLETENESS CHECKLIST

PROJECT NAME \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_  
OWNER: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
ENGINEER/DESIGNER: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
ATTORNEY: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
PERSON COMPLETING THIS FORM \_\_\_\_\_ DATE \_\_\_\_\_

TWO (2) HARD COPIES AND ONE (1) DIGITAL COPY OF THIS FORM MUST BE COMPLETED AND RETURNED TO THE ADMINISTRATIVE OFFICER FOR THE INITIAL SUBMISSION.

All of the following items must be shown on the submitted plans or attached thereto for the Major Subdivision and Major Site Plan and General Development Plan Application to be considered for Completeness Review. If a Waiver is requested from any of the following items, the item should be checked where provided and an explanation of the reasons for the Waiver explained under Section II.

### I. MAJOR SUBDIVISION AND MAJOR SITE PLAN

	Waiver	Yes	No
A. Submitted Application Form (2 copies plus 1 digital copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Current Signed and Sealed Property Survey (2 copies plus 1 digital copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Project Plat Information (2 copies initially plus 1 digital copy)			
1. Name and address of owner and Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
2. Notarized signature/affidavit of ownership. If Applicant is not the owner, state Applicant's Interest in plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Name, signature, license number, seal and address of professional engineer, land surveyor, architect, as applicable, involved in preparation of plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, etc., within 500 feet of property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. North arrow and scale. (key map and plat)			
7. Schedule of required zone district requirements vs. proposed. Including lot area, FAR, width, depth, yard setbacks, building coverage, open space, parking, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Signature blocks and dates for Chairman, Secretary and Board Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Certification blocks required by map filing law. (Not necessary with Site Plan application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Monumentation as specified by map filing law and required by Township Engineer (Not necessary with Site Plan application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
11. Date of current property survey, name of reference plat and name and license number of New Jersey Professional Land Surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Plans to a scale of not less than 1"=50' on sheet sizes according to Map Filing Law and not to exceed 30" x 42"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Metes and bounds description showing dimensions, bearings of original and proposed lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Metes and bounds descriptions showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all center-lines and rights-of-way and centerline curves on streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Acreage of tract to the tenth of an acre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Date and number of original preparation and of each subsequent revision. Include brief narrative of each revision in letter form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Size and location of any existing and proposed structures with all setbacks and length measurements of perimeter building walls dimensioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Tax Lot and Block numbers of existing and proposed lots as designated by Tax Assessor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
19. Proposed lot lines and area of proposed lots in square feet. (Not necessary for Site Plan application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Any existing or proposed easement or land reserved for or dedicated to public uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Property owners list within 200 feet of subject property and copy of current Tax Map on cover sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Indicate conformance status with Residential Site Improvement standards And list waivers, if any.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. List variances required or requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. List of requested design waivers or exceptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Sight triangles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Size and location of any existing or proposed streets (general location for concept plan).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Topographical features of subject property from aerial photography/topography or topographic survey in accordance with National Geodetic Vertical Datum-1988. Should GIS Mapping be utilized for topographic information, supplemental field data shall be submitted to confirm accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Location, elevation and description of minimum two (2) bench marks used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
29. Boundary , limit, nature and extent of wooded areas, specimen trees, and other significant physical features (details may vary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Tree preservation information as outlined in Section 11-25 of the Land Use Ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Percolation tests and soil logs (where septic system, retention basin, or groundwater recharge is proposed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Number of lots following subdivision and acreage if over one acre; square feet if under one acre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Identification and calculation of Critical Areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. A map for filing, conforming to the Map Filing Law. (Final Plat only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Symbols for existing and proposed items (hydrants, monuments, utilities, plantings, signs, walkways, elevations, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Home Owners/Open Space Association documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Plan Extending 200 ft beyond the tract boundary showing:			
a. Block and Lot numbers and property line of all parcels with names of property owners labeled on plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Existing zones and land uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Location and width of all streets, right-of-ways and easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
d. Existing buildings, water courses, bridges, woodlines, cliffs, gravel outcroppings, floodplains, wetlands, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Grading			
a. Existing and proposed contours at 1 foot intervals for grades 3% or less and at 2 foot intervals for grades more than 3%.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Elevations of existing and proposed finished floor deviations of all structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Spot elevations at all building corners, curbs, gutter line and street centerline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Drainage			
a. Complete drainage calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Drainage area map showing areas tributary to each inlet or structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Plan of existing and proposed facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Profiles of all storm sewers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Map depicting upland drainage facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Analysis of downstream drainage facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Location and invert elevation of existing and proposed drainage structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Streets and Parking lot driveway access roads			
a. Center lines of proposed streets and parking lot driveway access roads staked at 50 foot intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Waiver	Yes	No
b. Profiles of proposed streets and parking lot driveway access roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Profiles of all existing streets adjoining the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Plan of all pavement improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Name of all streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Designation of whether streets as private or public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Landscape Plan showing:			
a. Existing and proposed trees, shrubs, and decorative item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The common and botanical names, sizes and detailed planting method of trees and shrubs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Location of existing vegetation including all shade trees 10 inch in caliper or greater at 5 feet above ground level and all ornamental trees 4 inch in caliper or greater at 1 foot above ground level and clearing limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Proposed buffer areas and method of protection during construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Location of existing wooded areas and the general size and type of the predominant trees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The limit of clearing and any areas to be protected or preserved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Utilities			
a. Water mains and services (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
b. Sanitary sewer mains and laterals. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Profiles of sanitary sewers. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Existing and proposed on-site sanitary disposal systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Construction Details			
a. Roadways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Curb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Driveway aprons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Drainage inlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Pipe bedding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Outfalls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Plantings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Soil erosion and sediment control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Parking Lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Traffic and street signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Water services, fire hydrants, and valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Soil Erosion and Sediment Control Plan and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Lighting Plan including locations and illumination coverage and details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Location and dimension for sidewalks, signs, parking areas and loading/unloading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Traffic patterns, pavement markings, signage, access aisles curb radii, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
48. Recreational facilities: Plan and details (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all areas and dimensions, calculation and the number of spaces provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Solid waste management and recycling plan showing holding location and provisions for waste and recyclables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Statement indicating that the plans agree with the signed preliminary plans; or if unsigned, a letter addressing the outstanding items of preliminary approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Supplemental Documents (2 copies initially plus 1 digital copy)</b>			
1. List of all Federal, State, County, regional and/or municipal approvals or permits required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Copies of any existing or proposed deed restrictions or covenants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof that taxes are current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Architectural drawings: floor plans, and elevations (single family detached dwellings may be excluded.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Disclosure Statement. (See NJSA 40:55D- 48.1 et seq.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
6. Statement of Environmental Impact and Assessment (if required, See Section V of Application) (Submit attached checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Traffic Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Statement from utility companies as to serviceability of site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Payment of all applicable fees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Number of witnesses and their expertise, if any.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Recent aerial photo of the site and surrounding areas within 500 feet on a sheet not to exceed 24" x 36."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. WAIVERS**

Waiver Requested From: \_\_\_\_\_

Reason: \_\_\_\_\_

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Waiver Requested From: \_\_\_\_\_

Reason: \_\_\_\_\_

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Waiver Requested From: \_\_\_\_\_

Reason: \_\_\_\_\_

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Reason: \_\_\_\_\_

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Waiver Requested From: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

III. If any item in this checklist is not provided with the submission, the application will be deemed INCOMPLETE and will not be heard by the Board. If Applicant is seeking waivers from any of the above items, the application will be deemed INCOMPLETE and will be placed on the next available Board Agenda for reviewing waivers only.

IV. **AFFIDAVIT OF COMPLETENESS**

I/we, the undersigned, certify that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. Seq. and amendments thereto and the current Zoning Ordinance of the Township of Millstone. I/we further certify that all information contained herein is complete and accurate to the best of my/our knowledge.

\_\_\_\_\_  
Applicant/Owner Name (Print or Type)

\_\_\_\_\_  
Professional's Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Seal & License No.

\_\_\_\_\_  
Date

# MILLSTONE TOWNSHIP

## MINOR SUBDIVISION AND MINOR SITE PLAN

### APPLICATION COMPLETENESS CHECKLIST

PROJECT NAME \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_  
OWNER: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
ENGINEER/DESIGNER: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
ATTORNEY: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
PERSON COMPLETING THIS FORM \_\_\_\_\_ DATE \_\_\_\_\_

TWO (2) HARD COPIES AND ONE (1) DIGITAL COPY OF THIS FORM MUST BE COMPLETED AND RETURNED TO THE ADMINISTRATIVE OFFICER FOR THE INITIAL SUBMISSION.

All of the following items must be shown on the submitted plans or attached thereto for the Minor Subdivision or Minor Site Plan Application to be considered for Completeness Review. If a Waiver is requested from any of the following items, the item should be checked where provided and an explanation of the reasons for the Waiver explained under Section III.

#### I. MINOR SUBDIVISION AND MINOR SITE PLAN

	Waiver	Yes	No
A. Submitted Application Form (2 copies plus 1 digital copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Submitted Current Signed and Sealed Property Survey (2 copies plus 1 digital copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Project Plat Information (2 copies plus 1 digital copy)			
1. Name and address of owner and Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Notarized signature/affidavit of ownership. If Applicant is not the owner, state Applicant's			

	Waiver	Yes	No
Interest in plan. (Final plat prior to filing).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Name, signature, license number, seal and address of professional engineer, land surveyor, architect, as applicable, involved in preparation of plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, etc., within 500 feet of property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. North arrow and scale. (key map and plat)			
7. Schedule of required zone district requirements vs. proposed including lot area, FAR, width, depth, yard setbacks, building coverage, open space, parking, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Signature blocks and dates for Chairman, Secretary and Board Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Certification blocks required by map filing law. (Not necessary with Site Plan application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Monumentation as specified by map filing law and required by Township Engineer (Not necessary with Site Plan application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Date of current property survey, name of reference plat and name and license number of New Jersey Professional Land Surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Plans to a scale of not less than 1"=50' on sheet sizes according to Map Filing Law and not to			



	Waiver	Yes	No
exceed 30" x 42".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Metes and bounds description showing dimensions, bearings of original and proposed lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Metes and bounds descriptions showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all center-lines and rights-of-way and centerline curves on streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Acreage of tract to the tenth of an acre (for GDP to nearest acre).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Date and number of original preparation and of each subsequent revision. Include brief narrative of each revision in letter form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Size and location of any existing and proposed structures with all setbacks and length measurements of perimeter building walls dimensioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Size and location of all existing structures within 200 feet of the site boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Tax Lot and block numbers of existing and proposed lots as designated by Tax Assessor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Proposed lot lines and area of proposed lots in square feet.  (Not necessary for Site Plan application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Any existing or proposed easement or land reserved for or dedicated to public uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
22. Property owners within 200 feet of subject property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Location of cliffs, gravel outcroppings, streams, floodstreams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the project site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. List variances required or requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. List of requested design waivers or exceptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Sight triangles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Size and location of all existing streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Roadway Improvement as per Township and/or Residential Site Improvement Standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Topographical features of subject property from aerial photography/topography or topography survey in accordance with National Geodetic Vertical Datum-1988. Should GIS Mapping be utilized for topographic information supplemental field data shall be submitted to confirm accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Location, elevation and description of minimum 2 bench marks used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Boundary , limit, nature and extreme of wooded areas, specimen trees, and other significant physical features (details may vary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Tree preservation information as outlined in Section 11-25 of the Land Use Ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
33. Percolation tests and soil logs (where septic system, retention basin, or groundwater recharge is proposed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Location of drywells for water softener backwash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Existing rights-of-way and easements within 200 feet of the tract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Identification and calculation of usable, buildable Critical Areas. Pursuant to Section 4-4.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Supplemental Documents (2 copies initially plus 1 digital copy)</b>			
1. List of all Federal, State, County, regional and/or municipal approvals or permits required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Copies of any existing or proposed deed restrictions or covenants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof that taxes are current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Disclosure Statement. (See NJSA 40:55D-48.1 et seq.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Statement of Environmental Impact and Assessment (if required, See Application item V (See attached checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Statement from utility companies as to serviceability of site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Payment of all applicable fees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. List of witnesses and their expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Recent aerial photo of the site and surrounding areas within 500 feet on a sheet not to exceed 24" x 36."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
10. Architectural drawings, floor plans and elevations (single family detached dwellings may be excluded).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. MINOR SITE PLAN**

In addition to the above checklist (except where indicated with “Not necessary with Site Plan Application”), the following items must be shown on the plans or attached hereto for the Site Plan application to be considered for Completeness Review. If a Waiver is requested from any of the following items, the item should be checked where provided and an explanation of the reasons for the Waiver explained under Section III.

	Waiver	Yes	No
1. Site layout showing all roadways, circulation patterns, curb, sidewalk, buffers, structures, open space, recreation, etc., as applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Grading and utility plan to include as applicable:			
a. Existing and proposed contours at 1 foot intervals for grades 3% or less and at 2 foot intervals for grades more than 3%.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Elevations of existing and proposed structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Location and invert elevation of existing and proposed drainage structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Location of all streams, ponds, lakes and wetlands areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
e. Locations of existing and proposed utilities including depth of structures, locations of manholes, valves, services, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Landscaping plan to include:			
a. Location of existing vegetation including all shade trees 10 inch in caliper or greater at 5 feet above ground level and all ornamental trees 4 inch in caliper or greater at 1 foot above ground level and clearing limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Proposed buffer areas and method of protection during construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Proposed landscaped areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Number, size, species and location of proposed plantings including street trees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Details for methods of planting including optimum planting season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Soil Erosion and Sediment Control Plan prepared in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey and the requirement of Chapter 188, Soil and Land Conservation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lighting Plan to include:			
a. Location and height of existing and proposed fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Detail for construction of fixtures.			

	Waiver	Yes	No
7. Solid waste management and recycling plan showing holding location and provisions for waste and recyclables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Site identification signs, traffic control signs, and identification signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. All required standard Township construction details for all improvements including: (but not limited to)			
a. Roadways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Curb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Driveway aprons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Drainage inlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Pipe bedding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Outfalls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Plantings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Soil Erosion and sediment control structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Parking lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Water services, fire hydrants, and valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Drywells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III. WAIVERS**

Waiver Requested From: \_\_\_\_\_

Reason: \_\_\_\_\_

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Waiver Requested From: \_\_\_\_\_

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Reason: \_\_\_\_\_

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IV. If any item in this checklist is not provided with the submission, the application will be deemed INCOMPLETE and will not be heard by the Board. If Applicant is seeking waivers from any of the above items, the application will be deemed INCOMPLETE and will be placed on the next available Board Agenda for reviewing waivers only.

IV. **AFFIDAVIT OF COMPLETENESS**

I/we, the undersigned, certify that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. Seq. and amendments thereto and the current Zoning Ordinance of the Township of Millstone. I/we further certify that all information contained herein is complete and accurate to the best of my/our knowledge.

\_\_\_\_\_  
Applicant/Owner Name (Print or Type)

\_\_\_\_\_  
Professional's Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Seal & License No.

\_\_\_\_\_  
Date

Revised: 04-21-2021



# MILLSTONE TOWNSHIP

## USE, BULK VARIANCE AND INFORMAL CONCEPT PLAN

### APPLICATION COMPLETENESS CHECKLIST

PROJECT NAME \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_  
 OWNER: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 ENGINEER/DESIGNER: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 ATTORNEY: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 PERSON COMPLETING THIS FORM \_\_\_\_\_ DATE \_\_\_\_\_

TWO (2) HARD COPIES AND ONE (1) DIGITAL COPY OF THIS FORM MUST BE COMPLETED AND RETURNED TO THE ADMINISTRATIVE OFFICER FOR THE INITIAL SUBMISSION

All of the following items must be shown on the submitted plans or attached thereto for the Use and Informal Concept Plan Application to be considered for Completeness Review. If a Waiver is requested from any of the following items, the item should be checked where provided and an explanation of the reasons for the Waiver explained under Section II.

#### I. USE, BULK VARIANCE AND INFORMAL CONCEPT PLAN

	Waiver	Yes	No
A. Submitted Application Form (2 copies plus 1 digital copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Submitted Current Signed and Sealed Property Survey (2 copies plus 1 digital copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Project Plat Information (2 copies plus 1 digital copy)			
1. Name and address of owner and Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Notarized signature/affidavit of ownership. If Applicant is not the owner, state Applicant's Interest in plan. (Final plat prior to filing).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
3. Name, signature, license number, seal and address of professional engineer, land surveyor, architect, as applicable, involved in preparation of plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, etc., within 500 feet of property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. North arrow and scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Schedule of required zone district requirements vs. proposed including lot area, FAR, width, depth, yard setbacks, building coverage, open space, parking, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Acreage of tract to the tenth of an acre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Size and location of any existing and proposed structures with all setbacks and length measurements of perimeter building walls dimensioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Size and location of all existing structures, easements and Rights-of Way within 200 feet of the site boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Any existing or proposed easement or land reserved for or dedicated to public uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Property owners within 200 feet of subject property. (Use AND Bulk Variance Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
13. Location of cliffs, gravel outcroppings, streams, floodstreams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the project site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. List variances required or requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. List of requested design waivers or exceptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Size and location of all existing or proposed streets. (Use & Concept Plan Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Topographical features of subject property from aerial photography/topography or topography survey in accordance with National Geodetic Vertical Datum-1988. Should GIS Mapping be utilized for topographic information supplemental field data shall be submitted to confirm accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Boundary , limit, nature and extreme of wooded areas, specimen trees, and other significant physical features (details may vary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Overall concept plan for all phases of project. (Use & Concept Plan Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Identification and calculation of usable buildable areas and all Critical Areas Pursuant to Section 4-4.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Supplemental Documents (2 copies initially plus 1 digital copy)			
1. List of all Federal, State, County, regional and/or municipal approvals or permits required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Waiver	Yes	No
2. Copies of any existing or proposed deed restrictions or covenants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof that taxes are current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Disclosure Statement. (See NJSA 40:55D-48.1 et seq.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Payment of all applicable fees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. List of witnesses and their expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Recent aerial photo of the site and surrounding areas within 500 feet on a sheet not to exceed 24" x 36."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Signed and Sealed Architectural Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. WAIVERS**

Waiver Requested From: \_\_\_\_\_

Reason: \_\_\_\_\_

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Applicant/Owner Name (Print or Type)		Professional's Name (Print or Type)	
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Signature	Date	Signature/Seal & License No.	Date