

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						

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

	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						

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

	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,						

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

	drainage right-of-ways & easements. Location of above & underground storage tanks & fences.						
24	Plan & profile drawings of all existing & proposed drainage & utility layouts, drawn at a scale of 1" = 50' horizontal; 1" = 5' vertical, including:						
	a. 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:						
	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						

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

	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 wattage, height distribution pattern, foot candles & details.						
34	Supplemental information as required by 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 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 of Application for
Preliminary / Final Site Plan Approval

	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.						