

**SITE PLAN APPLICATION  
CHECKLIST**

CHECK IF  
COMPLETED

FOR OFFICE  
USE ONLY

- |            |  |  |       |
|------------|--|--|-------|
| <u>N/A</u> | 1. Zoning Application                                      |  | _____ |
| <u>X</u>   | 2. Site Plan Applications & Site Plans (12 copies of both) |  | _____ |
| <u>X</u>   | 3. Proof of ownership (i.e. Deed, Tax Bill and/or Lease)   |  | _____ |
| <u>X</u>   | 4. Signed escrow fee agreement                             |  | _____ |

**\*NOTE:**

- A. Incomplete applications will not be processed.**
- B. Submission hours are 9:00 a.m. to 4:00 p.m., Monday through Friday. All applications must be stamped "RECEIVED" by the Division of Planning. No outside drop-offs will be processed.**
- C. All plans must be folded with *Title Block* facing upward.**
- D. Whenever public notice is required, The Division of Planning shall prepare procedures for said notification and advise applicant of its readiness.**

*The following checklist pertains to PLOT PLANS:*

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<u>  X  </u>	1.	Name and address of owner and applicant	_____
<u>  X  </u>	2.	Name, signature, licenses #, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect (as applicable).	_____
<u>  X  </u>	3.	Title block denoting type of application, tax map sheet, county municipality, block and lot, and street address.	_____
<u>  X  </u>	4.	Key map not less than 1" – 1000" showing location of tract to surrounding streets, municipal boundaries, etc. within 500'.	_____
<u>  X  </u>	5.	Schedule for required and proposed zone requirements for lot area, frontage, setbacks, impervious coverage, parking, etc.	_____
<u>  X  </u>	6.	North arrow to top of sheet, scale and graphic scale	_____
<u>  X  </u>	7.	Signature block for board chair, secretary and engineer.	_____
<u>  X  </u>	8.	Date of property survey	_____
<u>  X  </u>	9.	Acreage of tract to nearest tenth	_____
<u>  X  </u>	10.	Date of original and all revisions	_____
<u>  X  </u>	11.	Size and location of existing or proposed structures and their dimensioned setbacks	_____
<u>  X  </u>	12.	Location and dimensions of any existing or proposed streets	_____
<u>  X  </u>	13.	All proposed lot lines and area of lots in square feet	_____
<u>  X  </u>	14.	Copy of and plan delineation of any existing or proposed deed restriction	_____
<u>  X  </u>	15.	Any existing or proposed easement or land reserved or dedicated for public use	_____
<u>  X  </u>	16.	Existing streets, other right-of-way or easements; water courses, wetlands, soils floodplains, or other environmentally sensitive areas within 200' of tract	_____

<b>CHECK IF COMPLETED</b>			<b>FOR OFFICE USE, ONLY</b>
<u>  X  </u>	<b>17.</b>	<b>Topographical features of subject property from USGS 7.5 minute maps</b>	_____
<u>  X  </u>	<b>18..</b>	<b>Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features.</b>	_____
<u>  X  </u>	<b>19.</b>	<b>Drainage calculations</b>	_____
<u>  X  </u>	<b>20.</b>	<b>Proposed utilities: sanitary sewer, water, storm water management, telephone, cable TV and electric</b>	_____
<u>  X  </u>	<b>21.</b>	<b>Soil erosion and sediment control plan if more than 5,000 SF</b>	_____
<u>  X  </u>	<b>22.</b>	<b>Spot and finished elevations at all property corners, corners of structures, existing or proposed first floor elevations</b>	_____
<u>  X  </u>	<b>23.</b>	<b>Construction details road and paving cross-sections and profiles if profiles needed</b>	_____
<u>  X  </u>	<b>24.</b>	<b>Lighting plan and details</b>	_____
<u>  X  </u>	<b>25.</b>	<b>Landscape plan and details</b>	_____
<u>  X  </u>	<b>26.</b>	<b>Site identification signs traffic control signs, and directional signs</b>	_____
<u>  X  </u>	<b>27.</b>	<b>Sight triangles</b> (Submitted with first Woodcrest Station Business Park Site Plan Application)	_____
<u>  X  </u>	<b>28.</b>	<b>Vehicular and pedestrian circulation patterns</b>	_____
<u>  X  </u>	<b>29.</b>	<b>Parking plan indicating spaces, size and type aisle width internal collectors, curb cuts, drives and driveways and all ingress and egress areas with dimensions</b>	_____
_____	<b>30.</b>	<b>Preliminary architectural plan and elevations</b> (Submission Waiver)	_____
<u>  X  </u>	<b>31.</b>	<b>Environmental impact report; parcels 2 acres or larger</b> (Submitted with first Woodcrest Station Business Park Site Plan Application)	_____
<u>  X  </u>	<b>32.</b>	<b>Plan paper size should be 24 by 36</b>	_____