

§ 110-53. Submission requirements. [Amended 12-17-2007 by Ord. No. 2007-11; 9-3-2013 by Ord. No. 2013-12]

The development plans for a site plan shall be prepared in accordance with the applicable zoning requirements of Part III of this chapter, development and design standards of Part IV of this chapter and provisions of Part VI of this chapter, as applicable. Such plans shall also be prepared in accordance with the following, which shall constitute a checklist for site plan application completeness, pursuant to N.J.S.A. 40:55D-10.3:

- ✓ A. The size of sheets for all plans shall be either 24 inches by 36 inches or 30 inches by 42 inches. All plans shall be folded prior to submission by the applicant to a size not to exceed nine inches by 12 inches.
- ✓ B. All plans shall be drawn at one of the following scales, unless specified otherwise herein: one inch equals 10 feet or one inch equals 20 feet for a tract up to five acres in size and one inch equals 30 feet, one inch equals 40 feet or one inch equals 50 feet for a tract over five acres in size. The scale chosen shall be sufficient to enable the entire tract to be shown on a single sheet.
- C. The plans shall be submitted in bound sets, organized by pages as follows:
 - ✓ (1) Title sheet, key map, zoning schedule comparison and signature box.
 - ✓ (2) Location map, list of property owners within 200 feet and property survey.
 - N/A (3) Environmental analysis map(s).
 - ✓ (4) Site plan.
 - ✓ (5) Clearing, grading, drainage and vegetation protection plan.
 - ✓ (6) Landscaping, lighting and signage plan.
 - N/A (7) Soil erosion and sediment control plan.
 - ✓ (8) Utilities plan.
 - ✓ (9) Construction details.
 - N/A (10) Phasing plan (only if phasing is proposed).
 - N/A (11) Urban design and architectural design elements inventory (may be submitted separately).
 - ✓ (12) Architectural plans (may be bound separately).
- D. Title block for each page, including the following information:
 - ✓ (1) The name of the development.
 - ✓ (2) The type of application (preliminary and/or final site plan).
 - ✓ (3) The location of the tract to be developed, including existing block and lot numbers as they appear on the Borough Tax Map, street address (if such exists), municipality (Borough of Metuchen), county (Middlesex) and state (New Jersey).
 - ✓ (4) Written scale.
 - ✓ (5) The date of preparation, and revision box with the date of each revision.

- ✓ (6) The name, address, signature, license number and seal of the person(s) who prepared the plans.
- E. Title sheet, including the following information:
 - ✓ (1) The name of the proposed development.
 - ✓ (2) The type of application (preliminary and/or final site plan).
 - ✓ (3) The location of the tract to be developed, including existing block and lot numbers as they appear on the Borough Tax Map, street address (if such exists), municipality (Borough of Metuchen), county (Middlesex) and state (New Jersey).
 - ✓ (4) The name and address of the applicant, name and address of property owner(s) of record and authorized agent, if any.
- ✓ F. Key map showing and identifying the location of the tract to be developed superimposed on a map of a section of the Borough showing all streets within 1/2 mile of the same and drawn at a scale not larger than one inch equals 1,000 feet.
- ✓ G. Zoning schedule comparison showing both the requirements of §§ 110-63 and 110-154B and what is proposed for the tract to be developed, including notations for any proposed variances.
- ✓ H. Signature box containing the following:

Approved by the Planning Board or Zoning Board of Adjustment

(only include applicable Board)

Preliminary/Final (include one or both as appropriate)

Engineer	Date
Chairman	Date
Secretary	Date

- I. Location map showing and identifying the existing location of the following information:
 - ✓ (1) All properties, public rights-of-way, railroad rights-of-way, municipal boundaries with Edison Township and zoning district boundaries within 500 feet of the tract to be developed.
 - ✓ (2) A line delineating a two-hundred-foot radius from the extreme limits of the tract to be developed.
 - ✓ (3) The block and lot numbers, as they appear on the Borough Tax Map, of all properties located within 200 feet of the tract to be developed.
 - ✓ (4) All buildings on the tract to be developed and all adjacent properties and an indication as to the current use of each.
 - N/A (5) Any historic sites on the tract to be developed and all properties within 200 feet thereof, as shown on the Borough's Historic Sites Inventory.

- ✓ (6) Graphic scale.
- ✓ (7) North arrow.
- ✓ (8) The above is to be drawn at a scale not larger than one inch equals 100 feet.
- ✓ J. A list of the names, addresses and block and lot numbers of all property owners within 200 feet of the tract to be developed, as shown on the most-recent Borough tax duplicate.
- ✓ K. Property survey of the tract to be developed and all adjacent properties within 75 feet of the same, showing and identifying the existing location of the following information:
 - ✓ (1) Property lines and reference corners.
 - ✓ (2) Structures, both on the tract to be developed and all adjacent properties, including setback distances from all property lines.
 - ✓ (3) Other man-made features, such as culverts, drainpipes, fences and retaining walls.
 - ✓ (4) Unique landforms, natural features, watercourses or bodies of water.
 - ✓ (5) Vegetation, including all lawn, shrubs, wooded areas and individual trees over four inches in caliper.
- (w) L. Environmental analysis map(s) of the tract to be developed showing and identifying the existing location of the following information:
 - (1) Elevations or contours at one-foot intervals in order to determine general slope, natural drainage, high and low points of the tract and areas of steep slopes. Such shall be referred to U.S.C. & G.S. datum and indicated by a dashed line.
 - (2) Unique land forms or natural features, such as hills, berms, knolls, mounds, swales, bowls, depressions, rock outcroppings or scenic views.
 - (3) Types of bedrock and its associated environmental characteristics affecting the tract to be developed.
 - (4) Types of soils and their associated environmental characteristics, such as depth to seasonal high-water table, depth to bedrock, erodibility and permeability.
 - (5) Watercourses or bodies of water.
 - (6) Floodplains, flood hazard areas, wetlands or other hydrologic conditions affecting the tract. (Proof of the nonexistence of such conditions shall be provided by the applicant.)
 - (7) Any other environmentally sensitive features.
- ✓ M. Site plan showing and identifying the location of the following information:
 - ✓ (1) All information regarding existing conditions as taken from the property survey, as specified in Subsection K above.
 - NIA (2) Any pertinent information regarding existing environmental conditions as taken from the environmental analysis map(s), as specified in Subsection L above.
 - ✓ (3) Existing and proposed lot lines and reference corners shall be clearly delineated, including

lengths of course to 1/100 of a foot, bearings to 30 seconds in the New Jersey Plane Coordinate System, with an error of closure not to exceed 1 to 10,000.

- ✓ (4) Lot area, in square feet to the nearest 1/100 of a foot and in acreage to the nearest 1/100 of an acre, for all lots to be developed.
- ✓ (5) Building envelope, including setback distances to all lot lines.
- ✓ (6) Proposed buildings, structures, parking lots with spaces and aisles delineated, loading areas with berths delineated, driveways, curbs, walkways and other paved surfaces, including all necessary dimensions and reference as to whether each existing structure on the tract to be developed is to be retained or removed.
- NIA (7) Proposed improvements to that portion of the public right-of-way adjacent to the tract, including sidewalks, curbs, driveway aprons, utility poles, hydrants and street paving.
- ✓ (8) Vehicular ingress and egress to and from the tract to be developed showing circulation directions, the dimensions and curb radii of intersections, clear sight triangle easements for corner lots and all driveways, acceleration and deceleration lanes, traffic signs and signals and any other vehicular circulation improvements.
- NIA (9) Areas proposed to be dedicated to the public accurately delineated with the extent, limits and purpose of such dedication being definitely stated on the plan.
- NIA (10) Areas proposed to be reserved by covenant in deed(s), for the common use of all property owners or otherwise for whom the property is reserved, accurately delineated with the extent, limits and purpose being definitely stated on the plan.
- NIA (11) Proposed easements or rights-of-way, whether public or private, the extent, limits and purpose of such easement or rights-of-way being definitely stated on the plan.
- NIA (12) A conceptual plan of the proposed layout or disposition of all remaining land within the tract to be developed in the future, if any.
- NIA (13) A recycling plan. **[Added 12-17-2007 by Ord. No. 2007-11]**
- N. Clearing, grading, drainage and vegetation protection plan showing and identifying the location of the following information:
 - ✓ (1) All areas of the tract to be cleared and all areas of soil disturbance and topsoil stockpiling during the period of development shall be clearly delineated.
 - ✓ (2) All existing vegetation to be retained, including details for the methods of vegetation protection during the period of development.
 - ✓ (3) Existing elevations or contours shall be shown as dashed lines and proposed grading at one-foot contour intervals shown as solid lines and referred to U.S.C. & G.S. datum.
 - ✓ (4) Proposed finished elevations at all property corners and proposed first floor elevations of all buildings.
 - ✓ (5) Existing and proposed storm drainage systems, including the following:
 - (a) The size, profile and direction of flow of all existing and proposed storm sewer lines within or adjacent to the tract and the location of each catch basin, inlet, manhole, culvert and

headwall, including the invert elevations of each.

- N/A (b) Detailed plans and construction specifications for all drainage facilities, including drywells, groundwater recharge basins, detention basins or retention basins.
- N/A (6) Developments of lands in excess of one acre shall submit detailed storm drainage computations.
- N/A (7) When any natural or man-made watercourse is to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and siltation, as well as detailed typical ditch sections and profiles, shall be shown.
- N/A O. Soil erosion and sediment control plan, pursuant to the requirements of the Freehold Soil Conservation District.
- P. Utilities plan showing and identifying the location of the following:
 - ✓ (1) Existing and proposed utilities, including lateral connections and/or easements for water, sanitary sewer, gas, electricity, telephone and cable television.
 - N/A (2) Detailed plans, specifications and cross-sections for all proposed utility improvements, layouts and fixtures, whether located on-, adjacent to or off-tract.
- N/A Q. Construction details shall be shown for all improvements to the public right-of-way or to any public utility system, whether located on-, adjacent to or off-tract. Such shall include detailed plans, typical cross sections and construction specifications for sidewalks, curbs, driveway aprons, shade trees and center line profiles, tentative grades and details for all street improvements.
- R. Landscaping, lighting and signage plan (with proposed landscaping prepared by a certified landscape architect) showing and identifying the location of the following information:
 - ✓ (1) All pertinent information regarding the general site layout, existing man-made and natural features on the tract, proposed grading, existing vegetation to be retained and other conditions affecting proposed landscaping as taken from the property survey, site plan, environmental analysis map(s) and clearing grading, drainage and vegetation protection plan, as specified in Subsections K through N above.
 - ✓ (2) Proposed plantings, including shade trees, designated by symbols appropriately scaled to represent the sizes of such at the time of planting. Planting beds shall be shown by a clearly delineated border outline. Identification of all proposed plantings shall be numerically quantified and keyed to the planting schedule by the first letters of each plant's botanical name.
 - ✓ (3) Planting schedule shall be provided for all proposed plantings, including both botanical and common plant names, identification key, total quantity, size (height, width and caliper) at time of planting based on American Association of Nurserymen increments and minimum size of maintenance after a three-year growth period.
 - ✓ (4) Details and specifications for all proposed plantings, topsoiling, seeding and mulching, including notes regarding special maintenance requirements temporarily during the period of establishment or permanently and the limits of any such special maintenance areas.
 - N/A (5) Proposed buffering, screening, walls and fences, including construction details, cross sections, elevations, manufacturer's specifications materials and colors for the same.
 - N/A (6) Proposed courtyards, plazas, alleys, walkways, paths, common open space and recreation areas

and facilities, street or site furniture, ponds, fountains, trellises, pergolas, gazebos, accessory structures, art and sculpture, common mailboxes, solid waste and recycling storage facilities and HVAC equipment and utility service boxes, to be located at or above grade. Construction details, cross sections, elevations, manufacturer's specifications, materials and colors for all of the above items.

✓ (7) Proposed lighting fixtures, whether freestanding or affixed to buildings, including the delineation of isolux lighting lines at increments of 0.2, 0.4 and 0.9 footcandles for each fixture, as applicable, and construction details, manufacturer's specifications, elevations, materials and colors for each type of fixture proposed.

NIA (8) Proposed signage, including construction details, elevations, signage message or content, materials and colors for each type of sign proposed.

NIA (9) For a site plan involving multifamily residential development, detailed plans for the proposed treatment of each type of patio and private or semiprivate yard area, including screening, landscaping, ground material treatment, lighting and access.

NIA S. Phasing plan showing and identifying the location of the sequence of each phase of development and the projected time frame to complete each such phase, if a phased development is proposed, including any details related to phasing.

NIA T. Urban design and architectural design elements inventory for the streetscape, neighborhood, district or community, as applicable. Such inventory shall include the design elements as specified in § 110-134B. Photographs may be utilized as part of such inventory.

U. Architectural plans, showing the following information:

✓ (1) Elevations of the exterior sides of all existing and proposed buildings and structures exposed to view, showing the proposed building treatment in terms of architectural style, materials, colors and details, to be drawn at a scale not larger than one inch equals eight feet.

✓ (2) Floor plans of all proposed buildings and structures, to be drawn at a scale not larger than one inch equals eight feet.

✓ (3) A minimum of two perspective drawings showing the proposed development in its surrounding context, including a minimum of one view from the public right-of-way showing adjacent and nearby buildings and properties as such exist.

✓ (4) A minimum of one axonometric or isometric projection showing the proposed development in its surrounding context, including adjacent buildings and properties as such exist, to be drawn at the same scale as the site plan.

NIA (5) For site plans involving properties located in the B-1 Central Business District or the D-1 Downtown Development District, accurately colored architectural renderings of all buildings, structures and signs.

NIA V. Organization documents, if applicable, for informational review by the Board only. This requirement is not intended to imply the Board has any right of approval or acceptance of such documents, which shall be the full responsibility of the State of New Jersey. However, final approval may be conditioned upon submission of the following documents, which may be necessary to ensure proper guaranty for the maintenance of common elements:

(1) Articles of Incorporation for any homeowners' association, condominium association or other

organization to maintain common open space or other common facilities.

- (2) Bylaws and membership rules and regulations of any such organization, defining its rights, duties and responsibilities.
- (3) A copy of the master deed detailing the rights and privileges of individual owners of common property.
- (4) A copy of all materials submitted to the New Jersey Department of Community Affairs, as required by the New Jersey Planned Real Estate Development Full Disclosure Act.¹ Regulations and evidence of the status of acceptance of and/or approval by the Department of Community Affairs.
- (5) Covenants or easements restricting the use of the common open space or elements.
- (6) Covenants or agreements requiring homeowners or residents to pay the organization for the maintenance of the common open space and/or community facilities. This shall include a proposed schedule of membership fees for at least the first three years of operation.

NIA W. Any proposed easements, deed restrictions or covenants affecting any portion of the tract to be developed.

✓ X. Any information relating to any applicable provision of Part VI of this chapter.

NIA Y. ²Recycling plan. [Amended 12-17-2007 by Ord. No. 2007-11]

✓ Z. Any additional information. [Added 12-17-2007 by Ord. No. 2007-11]

1. Editor's Note: See N.J.S.A. 45:22A-21 et seq.

2. Editor's Note: Former Subsection Y was redesignated Subsection Z 12-17-2007 by Ord. No. 2007-11.