

SITE PLAN CHECKLIST			
		B. Plat Requirements	Included
1	General:		
	A	Any preliminary plat of a major site plan presented to the Planning Board or Board of Adjustment for its approval shall be signed and appropriately sealed by an architect, professional engineer, land surveyor and/or professional planner licensed to practice in the State of New Jersey; provided, however, that sanitary sewer, water distribution and storm drainage plans and water and sewage treatment plans may only be signed and sealed by a professional engineer.	X
	B	Site plans shall not be drawn at a scale smaller than one inch equals 50 feet nor larger than one inch equals 10 feet.	X
	C	If the size of the site would require the use of sheets larger than 30 inches by 42 inches in order to show the entire site on one sheet, the detailed information for the site plan shall be shown in sections on sheets not larger than 30 inches by 42 inches, which sheets shall be keyed to an overall plan of the site drawn at a scale of not less than one inch equals 200 feet.	N/A
2	Title Block The title block shall appear on all sheets and include:		
	A	Title of "Preliminary Plat — Major Site Plan." ("Bifurcated Use Variance Site Plan")	X
	B	Name of the development, if any.	X
	C	Tax Map sheet, block and lot number of the site, as shown on the latest Borough Tax Map, the date of which should also be shown.	X
	D	Date (of original and all revisions).	X
	E	Names and addresses of owner and developer so designated.	X
	F	Name(s), signature(s), address(es), and license number(s) of the engineer, architect, land surveyor or planner who prepared the plan and their embossed seal.	X
	G	If the site plan contains more than one sheet, each sheet shall be numbered and titled.	X
3	A schedule shall be placed on the site plan indicating:		
	A	The acreage of the tract and site (the portion of the tract involved in the site plan).	X
	B	The floor area of the existing and proposed buildings (listed separately).	X
	C	The proposed use or uses and the floor area devoted to each use.	X
	D	The zone in which the site is located.	X
	E	Proposed and required lot dimensions and front, rear and side setbacks.	X

	F	Proposed and required off-street parking spaces.	X
	G	Square footage and percentage of the site retained in unoccupied open space and occupied by buildings.	X
4		North arrow and written and graphic scales	X
5		The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated, or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Board in the determination of floodway and flood hazard area limits.	N/A
6		Paving and right-of-way widths of existing streets within 200 feet of the site.	Waiver
7		The boundary, nature and extent of wooded areas, swamps, bogs and ponds within the site and within 200 feet thereof.	N/A
8		Existing and proposed manholes, sewer lines, fire hydrants, waterlines, utility poles and all other topographical features of a physical or engineering nature within the site and within 200 feet thereof.	Waiver
9		All existing structures on the site and within 200 feet thereof, including their use, indicating those to be destroyed or removed and those to remain.	Waiver
10		Location, use, finished grade level, ground coverage, first-floor and basement elevations, front, rear and side setbacks of all existing buildings and other pertinent improvements.	X
11		Existing and proposed public easements or rights-of-way and the purposes thereof.	X
12		A grading plan showing existing and proposed grading contours at one-foot intervals throughout the tract, except if slopes exceed 5%, a two-foot interval may be used, and if they exceed 10%, a five-foot interval is permissible. Datum shall be United States Coast and Geodetic Survey datum (MSL=0), and source of datum shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be shown to clearly delineate proposed grading.	X
13		On-Site drainage plan:	
	A	The drainage plan shall be presented in graphic form which shall clearly show the street and lot layout and those items which are pertinent to drainage, including existing and proposed contours as previously required.	X
	B	The plan shall outline each area contributing to each inlet.	Waiver
	C	All proposed drainage shall be shown with pipe type and sizes, invert and grate or rim elevations, grades and direction of flow. The direction of flow of all surface waters and of all streams shall be shown.	X
	D	The drainage plan shall be accompanied by complete drainage calculations made in accordance with the standards set forth in this chapter.	Waiver
14		Off-site drainage plan. The plat shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:	Waiver
15		If required by the Borough Engineer, center-line profiles of streets bordering the site, internal roadways and major circulation aisles showing:	Waiver
	A	Existing and proposed final grades and slopes.	Waiver
	B	Pipe sizes, slope, type, inverts and grate or rim elevation of drainage and sanitary sewage facilities	Waiver

16	Boring logs. Unless the Borough Engineer shall determine that less boring logs are required or that some or all of the boring logs may be deferred to the final plat stage, the site plan shall be accompanied by a set of boring logs and soil analyses for borings made in accordance with the following requirements:	Waiver
17	Zone boundaries and the Tax Map sheet, lot and block numbers and names of owners of all properties within 200 feet of the site.	X
18	A key map (at a scale of not less than one inch equals 1,000 feet) showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or Borough boundary which is within 500 feet of the site plan.	X
19	The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common open space, indicating the facilities to be provided in such areas.	N/A
20	The capacity of off-street parking areas and the location and dimensions of all access drives, aisles and parking stalls. The location and treatment of existing and proposed entrances and exits to public rights-of-way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other device necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single-unit trucks or buses, and semitrailers that will enter the site each day.	X
21	Graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation. If the developer desires to have the appropriate provisions of Title 39 of the Revised Statutes governing motor vehicle operation made applicable to the site, thereby allowing municipal police regulation of traffic control devices, he shall submit a formal request and a detailed plan meeting the requirements of the New Jersey Department of Transportation. The Borough Engineer will advise the developer regarding the details of such a plan.	Waiver
22	The location and size of proposed loading docks.	N/A
23	Location of curbs and sidewalks.	X
24	Cross section(s) showing the composition of pavement areas, curbs and sidewalks.	X
25	Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal footcandles, wattage and drawn details of all outdoor lighting standards and fixtures.	Partial Waiver
26	Landscaping and screening plan showing the location, type, spacing and number of each type of tree or shrub and the location, type and amount of each type of ground cover to be utilized.	X
27	Location of signs and drawn details showing the size, nature of construction, height and content of all signs.	Partial Waiver
28	Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas.	Waiver
29	Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated.	X
30	Location of handicapped facilities, including parking spaces and ramps (where applicable).	X
31	If the Borough Engineer, Planning Board or Environmental Commission determines that existing trees located on the site may have an effect on the proper layout of the site, it may be required that the location, caliper and type be shown on the plat for the following:	Partial Waiver
	A Living deciduous trees having a trunk of six inches diameter or more at breast height.	
	B All living coniferous trees having a trunk of six inches or more diameter at breast height.	

	C	All living dogwood (<i>Cornus florida</i>) or American holly (<i>Ilex opaca</i>) trees having a trunk of one inch or greater diameter at breast height.	
	D	All native laurel (<i>Kalmia latifolia</i>) shrubs having a root crown of three inches or greater measured at the soil or surface level.	
32	Sectionalization and staging plan. Developers of large uses such as shopping centers, multifamily dwellings, industrial parks or other such uses proposed to be developed in stages shall submit a sectionalization and staging plan showing the following:		N/A
	A	The anticipated date for commencing construction of each section or stage. The staging of development on the site shall be such that if development of the site were discontinued after the completion of any stage, the developed portion of the site would comply in all respects to the requirements of this chapter and be provided with adequate drainage and utility systems.	
	B	Those improvements that will be completed in each stage prior to application for certificate of occupancy. The plan should demonstrate that the staging of construction will minimize adverse affects upon occupied buildings in the site and adjoining properties.	
33	Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site, and provisions to be made for site maintenance.		Waiver
34	Such other information as the municipal agency and/or Borough Engineer may request during site plan review.		X
		C. Conditions of Approval	
1	Any approval of an application for development for a preliminary plat of a major site plan by the Planning Board or Board of Adjustment shall be subject to the following conditions being satisfied prior to the signing of the plat:		X
	A	Payment of required reproduction fee.	X
	B	Submission of additional prints of the plat and attachments for distribution (if required).	X
	C	Preliminary Monmouth County Planning Board approval (if not previously granted).	X
	D	Preliminary Red Bank Borough Public Utilities Department approval (if not previously granted).	X
	E	Publication of a notice of the decision of the Board by the applicant.	X
	F	Any other conditions which may be imposed by the Board or may be required by federal, state or local law.	X
2	The Board may also condition its preliminary approval upon the applicant providing for certain revisions or additions on the final plat submission.		X

			D. Certification
		In the event that the application for development for a preliminary plat of a major subdivision is approved, a certification to that effect in the following form shall be endorsed on the preliminary plat, and the original reproducible thereof shall be provided to the Board by the applicant:	
1	Approved as a preliminary plat of a major site plan by the Borough of Red Bank Planning Board (Board of Adjustment) on _____.	Attest: Chairman Secretary Date	X
2	Said original shall be signed by the Chairman and Secretary of the municipal agency after they receive certification from the administrative officer that all conditions of approval have been satisfied. After signature, the preliminary plat shall be reproduced as provided for in § 490-60 of this chapter, and the signed original shall be returned to the applicant.		X
E.	Applicant's rights upon approval. Approval of a preliminary plat shall confer upon the applicant all the rights set forth in N.J.S.A. 40:55D-49 and § 490-7L(5) of this chapter.		X
F.	Improvements not to be installed. Approval of a preliminary plat shall not confer upon the developer the right to undertake any clearing, grading and/or to install any improvements prior to final plat approval unless it shall be determined by the Planning Board or Board of Adjustment and the Borough Engineer that the clearing, grading and/or installation of improvements would not hinder future development or create physical or aesthetic problems in the event that further development of the site plan is not undertaken; and that required inspection fees have been paid, and adequate performance guarantees have been posted to provide for the cost to the Borough of performing work that may be necessary to protect adjacent property owners and the public interest in the event that such clearing, grading and/or installation of improvements is not completed and/or further development of the site is not undertaken. Such performance guarantees shall include, but are not limited to, the cost to the Borough of providing erosion		X

		490-67 Final Plat of Major Site Plan	
A.	Required documents. Prior to issuance of a certificate of completeness or scheduling a hearing of a final plat of a major site plan for public hearing,		X
	1	Borough Engineer's report.	X
	2	Application for state wetlands approval, if required.	X
	3	Application for a stream encroachment permit, where required.	X
	4	Where applicable, a copy of the permit issued, or, if the permit has not been issued, the application filed with the New Jersey Department of Environmental Protection, under the Coastal Area Facility Review Act, N.J.S.A. 13:19-1 et seq., and copies of the environmental impact statement and any attachments thereto filed in accordance with the provisions of the Act, or, in the alternate, a statement issued by the Department of Environmental Protection that the proposed development is exempt from the Act.	X
	5	Other submittals that may be required by the Borough Engineer, Planning Board, Board of Adjustment or federal, state or local law.	X
	6	Required application fees.	X
	7	Fifteen copies of a plat and attachments meeting the requirements set forth below.	X
	8	When required as set forth in § 490-137F, 490-139F, 490-141F or 490-145F of this chapter, five copies of an environmental impact report (EIR) meeting the requirements of § 490-90 of this chapter.	X
B	Plat requirements. The final plat shall include all data required for the preliminary plat of the major site plan and shall be drawn to incorporate all changes required as a condition of preliminary approval and shall be drawn by persons and to specifications as required for a preliminary plat and shall be titled "Final Plat — Major Site Plan."		X
C	Conditions of approval. Any approval of an application for development of a final plat of a major site plan shall be subject to the following conditions being satisfied, within a period of time specified by the Planning Board or Board of Adjustment, prior to signing of the plat or issuance of a development permit:		
	1	Payment of any outstanding real estate, water and sewer charges.	X
	2	Submission of additional prints of the plat map and attachments for distribution, if required.	N/A
	3	Publication of a notice of the decision of the Board by the applicant within the time set forth § 490-9F of this chapter.	Pending
	4	Final Monmouth County Planning Board approval (if not previously obtained).	Pending
	5	Final Red Bank Public Utilities Department approval (if not previously obtained).	Pending
	6	Payment of the required reproduction and Tax Map revision fees.	Pending

	7	Certification of soil erosion and sediment control plans (if not previously obtained).	X
	8	Bureau of Fire Prevention approval (if not previously obtained).	X
	9	Granting of state wetlands permit (if required).	N/A
	10	Certification of approval of plans for drainage or watercourse diversions by the State of New Jersey Department of Environmental Protection, where required.	N/A
	11	Granting of a Coastal Area Facility Review Act (CAFRA) permit, where required	N/A
	12	Approval of any required riparian grants or licenses.	X
	13	Granting of any required construction permit.	X
	14	Posting of required performance guarantees.	X
	15	Payment of required inspection fees.	X
	16	Evidence of insurance.	X
		a Evidence of comprehensive general liability insurance in an amount not less than \$300,000 per occurrence indemnifying and saving harmless the Borough of Red Bank and its agencies, employees and agents from any liability for any acts of the developer or his agents, contractors or employees in the implementing of the approved site plan. The insurance policy shall provide for 10 days' notice to the Borough prior to cancellation.	
		b It shall be a violation of this chapter for any property owner, developer or builder to carry on the construction of the site without having current valid evidence of insurance on file.	
	17	Any other conditions which may be imposed by the Board or may be required by federal, state or local law.	X
	18	A condition setting forth the time within which all other conditions must be satisfied as described in § 490-9G of this chapter.	X
Certification			
	1	In the event that the application for development for a final plat of a major site plan is approved, a certification to that effect in the following form shall be endorsed on the plat, and the original reproducible thereof shall be provided to the Board by the applicant: Approved as a final plat of a major site plan by the Borough of Red Bank Planning Board (Board of Adjustment) on _____. Attest: _____ Chairman Secretary _____ Date	X

	2	Said original shall be signed by the Chairman and Secretary of the Board after they receive a certification from the administrative officer that all conditions of approval have been satisfied. After signature, the plat shall be reproduced as provided for in § 490-60 of this chapter, and the original shall be returned to the applicant.	X
E		Applicant's rights upon approval. Approval of a final plat shall confer upon the applicant all the rights set forth in N.J.S.A. 40:55D-52 and § 490-7L(7) of this chapter.	x