

**B. Development Plan Checklist**

TOWNSHIP OF HAZLET  
DEVELOPMENT PLAN CHECKLIST

Project Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Engineer/Designer: \_\_\_\_\_

Person Completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

Application Number: \_\_\_\_\_ Date Submitted \_\_\_\_\_ New: \_\_\_\_\_ Revised: \_\_\_\_\_

Date Submission Declared Completed: \_\_\_\_\_

THIS FORM MUST BE COMPLETED AND TURNED TO THE BOARD SECRETARY WITH THE SITE PLAN OR SUBDIVISION APPLICATION WHEN FILED; FAILURE TO INCLUDE ALL ITEMS REQUIRED ON SUBMITTED PLANS OR ATTACHMENTS WILL RESULT IN APPLICATION BEING CONSIDERED INCOMPLETE AND REJECTED.

**PRELIMINARY SITE PLAN APPLICATION**

| TO BE CHECKED BY APPLICANT  | YES   | NO    | Waiver |
|---|-------|-------|--------|
| ( ) 1. Six (6) copies of complete application   | _____ | _____ | _____  |
| ( ) 2. Six (6) sets of plans shall be prepared on sheets not larger than twenty-four inches (24") x thirty-six inches (36") and shall not be drawn at a scale smaller than one-inch (1") equals fifty-feet (50') nor larger than one-inch (1") equals twenty- feet (20'). A PDF file of the completed application and plans shall be emailed to the Board Secretary, upon which the following information must be depicted pursuant to Articles V, VIII & IX of the Development Review Ordinance for detailed submission requirements | _____ | _____ | _____  |
| ( ) A. Locator map showing all Road Intersections within one thousand five-hundred feet (1,500')  | _____ | _____ | _____  |
| ( ) B. Wooded areas and topography with two foot (2') intervals   | _____ | _____ | _____  |

|     |  | YES   | NO    | Waiver |
|-----|--|-------|-------|--------|
| ( ) | C. All lot lines, the approximate location of all structures and the owners of lots within two-hundred feet (200') of the site   | _____ | _____ | _____  |
| ( ) | D. Streets, Easements, Watercourses and Right-of-ways  | _____ | _____ | _____  |
| ( ) | E. Utility and drainage Plans with detailed information  | _____ | _____ | _____  |
| ( ) | F. Plans for Elevation and location of structures including the exterior materials and trim  | _____ | _____ | _____  |
| ( ) | G. Preliminary Plans for parking, lighting, loading zones, signs, landscaping and buffers  | _____ | _____ | _____  |
| ( ) | H. An extension of off-tract improvements necessitated by the proposed development   | _____ | _____ | _____  |
| ( ) | I. Block and lot number(s), Tax Map Page, and exact dimensions and acreage of property to be built upon  | _____ | _____ | _____  |
| ( ) | J. <i>A survey prepared by a Licensed Surveyor in the State of New Jersey</i> , showing existing and proposed monuments, existing and proposed lot lines and all setback lines | _____ | _____ | _____  |
| ( ) | K. <b>The following legends shall be on the Site Plan Map</b>  | _____ | _____ | _____  |

Site Plan of \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_  
Date \_\_\_\_\_ Scale \_\_\_\_\_  
Applicant \_\_\_\_\_  
Address \_\_\_\_\_

**I consent to the filling of this Site Plan with the Land Use Board of Hazlet Township.**

\_\_\_\_\_  
(owner)

\_\_\_\_\_  
(date)

**I hereby certify that I have prepared the site Plan and that all dimensions and information thereon depicted are correct.**

\_\_\_\_\_  
(Name) (Title and License)

\_\_\_\_\_

YES NO Waiver

I have reviewed this site plan and certify that it meets all codes and Ordinances under this jurisdiction.

Board Engineer (Date)

\_\_\_\_

Approved by the Land Use Board:

Preliminary (date)

Final (date)

Land Use Board Chairman

Secretary to Land Use Board

\_\_\_\_

( ) L. Name and License number of Site Planner or Professional Engineer with documents sealed with A raised seal

\_\_\_\_

( ) M. Date and revision dates of drawings and plans

\_\_\_\_

( ) 3. Certification by Tax Collector that all taxes, including current taxes are paid

\_\_\_\_

( ) 4. Payment of all applicable fees for Preliminary Site Plan Review

\_\_\_\_

( ) 5. Submission of Environmental Impact Statement

\_\_\_\_

( ) 6. Soil Erosion & Sediment Control District Permit Approval (if the project involves disturbance of more than 5,000 square feet of land surface area)

\_\_\_\_

( ) 7. Storm Water Management Plan

\_\_\_\_

( ) 8. Referral to Monmouth County Planning Board for review and approval

\_\_\_\_

|     |  | YES | NO  | Waiver |
|-----|--|-----|-----|--------|
| ( ) | 9. Four (4) copies of completed Checklist (Board Engineer, Attorney, Secretary and Zoning Officer)   | ___ | ___ | ___    |
| ( ) | 10. Disclosure of 10% ownership interest of a corporation or partnership which is 10% owner of the applying corporation or partnership (N.J.S.A. 40:55D-48.2)  | ___ | ___ | ___    |
| ( ) | 11. Applicant for a project located within a "Flood Hazard Area" shall apply for approval in conformance with the "Ninety (90) Day Construction Permit Act"  | ___ | ___ | ___    |
| ( ) | 12. If applicable, Application for State ingress and egress approval   | ___ | ___ | ___    |
| ( ) | 13. Variance(s) required from Section(s) and the reason(s)   | ___ | ___ | ___    |
| ( ) | 14. Waiver(s) required from Section(s) and the reason(s)   | ___ | ___ | ___    |
| ( ) | 15. Owners signed certificate of concurrence with the plan   | ___ | ___ | ___    |
| ( ) | 16. Complete Soil & Ground Water Testing in accordance with Article VIII. In the case of a Major Subdivision, there shall be provided in conjunction with the preliminary review and approval a report on prevailing soil groundwater conditions. The report shall be generated by a Professional Engineer, retained by the applicant. The report shall conform to the following minimum requirements: |     |     |        |
|     | A. The report shall be comprehensive and shall encompass in suitable format all the information required herein  | ___ | ___ | ___    |
|     | B. Test Borings or Test Pits shall be required for the purpose of soil classification and a Soil Log shall be prepared for each one  | ___ | ___ | ___    |
|     | C. Observation Wells shall be required for Water Table depth   | ___ | ___ | ___    |
|     | D. Information from soil maps, such as maps entitled "Classes of Land According to Use Capability", by the United States Department of Agriculture Soil Conservation Service, may be incorporated in the engineer's report but shall be deemed supplementary and shall not by itself constitute sufficient information or a substitute for test pits or boring   | ___ | ___ | ___    |

YES NO Waiver

- E. The number of required borings, test pits and observations  
Wells shall be determined as follows:

| Tract Size in Acres | # of Test Borings                     | # of Wells                            |
|---------------------|---------------------------------------|---------------------------------------|
| Less than 3         | 3                                     | 2                                     |
| 3 to 20             | 6                                     | 4                                     |
| Over 20             | 1 per each 3 acres or<br>part thereof | 1 per each 5 acres or<br>part thereof |

- F. All test borings, pits and observation wells shall be at locations approved by the Land Use Board  
\_\_\_\_\_
- G. Borings or test pits shall be at least twelve (12') feet deep with the last sample taken at the twelve foot (12') depth. An appropriate sampling technique approved by the Land Use Board shall be used. Wash samples shall not be allowed, suitable sampling technique such as split spoon to yield a proper disturbed or undisturbed sample. Samples shall constitute at least fifty percent (50%) of the total running depth of the boring or pit. Separate samples shall be taken if the soil characteristics change. Samples shall be properly marked and stored by the applicant's engineer for possible future inspection for a period of at least three (3) years  
\_\_\_\_\_
- H. Water table in observation wells shall be observed at least four (4) separate times in each well, at least 4 weeks apart between observations thus spanning a total period of at least twelve (12) weeks but not more than thirty-six (36) weeks. Each observation shall note the then-depth water table below existing ground elevation  
\_\_\_\_\_
- I. Observation wells shall be constructed in accordance with acceptable standards, with a suitable filter. The perforated pipe shall have at least a two-inch (2") inner diameter and a lockable cap to discourage vandalism. Observation wells shall be approved by the Land Use Board as to their design  
\_\_\_\_\_
- J. Observations wells must be perforated, hollow and capable Of providing water table readings to a minimum depth of Eleven and one-half feet (11 ½ ') below ground level  
\_\_\_\_\_

YES NO Waiver

K. In the case of *subdivisions* in which seepage pits or similar water-retention installations are proposed, the applicant shall furnish in addition to the requirements of this section, off-tract Soil and Ground Water Profiles, using additional off-tract borings, test pits or observations wells, as approved by the Land Use Board

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L. Noting in this section shall act to reduce the requirements associated with on-site sewerage disposal systems; similarly providing the required test(e.g. percolation test) required for on-site sewerage disposal

\_\_\_\_

M. Ground Water Table Impact Assessments on off-tract properties shall be required by the Land Use Board

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**FINAL SITE PLAN APPLICATION**

( ) 1. Six (6) copies of completed application for approval

\_\_\_\_

( ) 2. Six (6) sets of full size site plans (24" x 36") in final form prepared in accordance with Articles V, VIII & IX of the Development Review Ordinance, including all information depicted on the Preliminary Site Plan including all conditions imposed at the preliminary approval

\_\_\_\_

( ) 3. Payment of all Final Site Plan Filing fees

\_\_\_\_

( ) 4. Payment of Performance Guarantee in favor of the Township, prepared by the Township Engineer and approved by the Township Attorney

\_\_\_\_

( ) 5. If applicable, Soil Removal Permit signed by the Township Engineer

\_\_\_\_

( ) 6. Date and Revision Dates of drawings and/or reports

\_\_\_\_

( ) 7. Certification from Tax Collector that taxes are paid and current on the property through the current month

\_\_\_\_

( ) 8. Permits from other agencies upon which prior approvals Were conditioned

\_\_\_\_