

TOWN OF BELVIDERE

CHECKLIST FOR SITE PLAN CONCEPT PLAN COMPLETENESS

COMPLIES

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|-----|------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1. | All plats shall be standard size as specified in the Map Filing Law, namely 8 ½ by 13 inches, 24 by 36 inches, or 30 by 42 inches. | _____ |
| 2. | Plats shall be drawn to a scale of not less than one inch equals 100 feet | _____ |
| 3. | Date of plat and any revisions thereto shown. | _____ |
| 4. | Name and address of owner and applicant shown. | _____ |
| 5. | Name of development, if applicable. | _____ |
| 6. | Tax Map sheet number and block and lot numbers of tract. | _____ |
| 7. | Scale, written and graphic. | _____ |
| 8. | North arrow. | _____ |
| 9. | Zone district of tract. | _____ |
| 10. | Lot dimensions and area as shown on Tax Map. | _____ |
| 11. | Setback lines. | _____ |
| 12. | Existing structures on tract and on adjoining properties. | _____ |

- 13. Streams, water courses and wet lands on tract, may be indicated in _____
approximate location.
- 14. Proposed structures or construction. _____

**CERTIFICATION THAT THE AFOREMENTIONED ITEMS ARE INCLUDED IN THE PLANS
SUBMITTED:**

APPLICANT: _____

ATTORNEY: _____

ENGINEER: _____

TOWN OF BELVIDERE

CHECKLIST FOR PRELIMINARY AND FINAL SITE PLAN SUBMITTAL

COMPLIES

- 1. Scale not less than one (1) inch equals 50 feet. _____
- 2. Prepared by New Jersey licensed Architect or Engineer, and shall
bear his signature and seal or registration. _____
- 3. Plan based on actual survey and certified by the surveyor. _____

4. Sheet size per map filing act. _____

5. Site plan shows: all lot lines and exterior boundaries of the tract, _____
north arrow, graphic scale, zone districts, original date and dates of
revisions, existing and proposed streets and street names, existing and
proposed contours at two (2) foot intervals and other topographic data
on tract and within one hundred (100) feet of any building or paved area
under review, title of the plan, streams, total acreage to one-hundredth of
an acre, total number of parking spaces, all dimensions, areas and distances
to show conformity with requirements including set back and yard
dimensions, building area, locations and coverage, a key map giving
general location of the parcel within the Town, a separate map showing the
site in relation to (other) remaining lands of the owner, names and
addresses of applicant, owner and adjoining property owners.

6. Building and Use plan showing: architects elevations and floor _____
plans, existing structures notice to remain or to be removed,
signs, written description of proposed uses(s) and operations
including number of employees, and shifts to be worked, maximum
number of employees per shift, expected traffic, glare, vibration,
heat, odor, pollution, safety hazards, anticipated expansion plans.

7. Circulation plan showing: access, acceleration and deceleration lanes, _____
curbs, aisles, lanes, easements, fire lanes, loading facilities, pedestrian
walks, lights and lighting standards, signs and driveways on site and
within one hundred (100) feet, cross sections of new streets, aisles and
driveways at fifty (50) foot intervals, (scale one inch to five inch
horizontal and vertical), any expansion indicated shall show parking.

8. Natural Resources plan showing: wooded areas, buffer areas, _____
screening, grading with contours at two (2) foot intervals, seeding,

planting and landscaping, with species and caliper, retaining walls, fencing, erosion and sedimentation control plan, wetlands delineation together with copy of application or letter of interpretation from DEP.

9. Facilities plan showing: drainage, open space, fire, gas, electric, _____
telephone, sewerage and water lines, solid waste collection and disposal
percolation tests, required approvals of other agencies, state or federal.

**CERTIFICATION THAT THIS THE AFOREMENTIONED ITEMS ARE INCLUDED IN THE PLANS
SUBMITTED:**

APPLICANT _____

ATTORNEY: _____

ENGINEER: _____

