

CHECKLISTS

The following checklists are designed to assist applicants in the preparation of applications for Planning Board review. These lists should be used as guidelines to ensure the submission of a COMPLETE APPLICATION and to avoid unnecessary delays in the review of your project plans. A complete submission enables the Planning Board to better understand your proposal, thus allowing for a more comprehensive and timely evaluation. If the applicant believes that any of the categories listed below are not applicable to his / her proposal, it should be indicated and noted on the drawing submission.

Note: All drawings submitted must be to scale, noted as such and must be clearly legible.

PRELIMINARY SITE PLAN / PRELIMINARY SUBDIVISION CHECKLIST

Map layout, Data, Lot Boundaries, Dimensions, Topographic Identification

- ___ Two (2) completed copies of application form.
- ___ Ten (10) complete copies of site/ engineering plans signed and sealed by a New Jersey professional engineer.
- ___ One (1) reduced copy (8 1/2 x 14 or 11 x 17) of the site/ engineering plans.
- ___ Two (2) copies of protective covenant or deed restrictions.
- ___ Scale of not less than one inch equals 50 feet.
- ___ Key map at least one inch equals 2,000 feet.
- ___ Title block with the following elements:
 - Name of development, City of Trenton and Mercer County
 - Name, title, address and telephone number of developer.
 - Name, title, address and license number of the professional or professionals who prepared the plan.
 - Name, title and address of the owner or owners of record.
 - Scale, written and graphic
 - Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- ___ North Arrow
- ___ Certification of ownership and authorization to file application.
- ___ Approval signature lines.
- ___ Square footage or acreage to the nearest hundredth of an acre and a computation of the area of the tract to be disturbed.
- ___ The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the City Tax Assessor.
- ___ Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the City Tax Map, and proposed block and lot numbers as provided by the City Tax Assessor, upon written request.
- ___ Tract boundary line, heavy solid line.
- ___ Zoning districts affecting the tract, including district names and requirements, with proposed variance requests noted on the plat or plan.

- _____ The location and dimensions of existing and proposed bridges and culverts both within the tract and within 200 feet of its boundaries.
- _____ The location and species associations of all existing trees or group of trees having a caliper of eight inches or more measured three feet above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development.
- _____ The proposed locations of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planting, the total quantity of each plant and the location of each plant keyed to the plan or plat.
- _____ Existing and proposed water courses accompanied by cross-sections of the watercourses or drainage swales at an appropriate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at the locations specified in the ordinance.
- _____ Existing and proposed contours as required by ordinance.
- _____ Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39, *et seq.*
- _____ Locations of all existing structures as required by ordinance.
- _____ Size, height and location of all proposed buildings, structures, signs and lighting facilities.
- _____ All dimensions necessary to confirm conformity to the ordinance requirements.
- _____ The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details, luminaries and hours of operation.
- _____ The proposed screening, buffering and landscaping plan, with the information required by ordinance.
- _____ The location and design of any off- street parking area, showing size and location of bays, aisles and barriers.
- _____ All means of vehicular access or egress to or from the site onto public streets, with the information required by ordinance.
- _____ Plans and computations for any storm drainage systems as required by ordinance.
- _____ The location of existing utility structures on the tract and within 200 feet of its boundaries.
- _____ Plans of proposed improvements and utility layouts as required by ordinance.
- _____ Plans, typical cross-sections and construction details, horizontal and vertical alignment of the centerline of all proposed streets and of existing streets abutting the tract as required by ordinance.

____ A copy of any protective covenants or deed restrictions applying to the land being developed or an indication of them on the submitted plat or plan.

____ Proposed permanent monuments

____ Certificate from the City Tax Collector that all taxes and assessments are paid to date.

FINAL SITE PLAN CHECKLIST

Data Required - Specifications

- ____ Two (2) completed copies of application form.
- ____ Plats or plans, five (5) folded copies, signed and sealed by a New Jersey professional land surveyor or New Jersey professional engineer.
- ____ Scale of not less than one inch equals 50 feet.
- ____ All details stipulated in Preliminary Site Plan Checklist.
- ____ All additional details required at the time of preliminary approval.
- ____ Detailed architectural and engineering data as required by ordinance.
- ____ Certification from the City Tax Collector that all taxes are paid up-to-date.

Variance Application Checklist

- ___ Two (2) completed copies of application form.
- ___ Ten (10) full-sized, folded copies of plans, signed and sealed by the New Jersey professional land surveyor or New Jersey professional engineer.
- ___ One (1) reduced set of plans (8 ½ x 14 or 11 x 17).
- ___ Scale of not less than one inch equals 50 feet.
- ___ Key map at less than one inch equals 2,000 feet.
- ___ Title block containing the following information:
 - Name of development, City of Trenton and Mercer County
 - Name, title, address and telephone number of subdivider or developer.
 - Name, title, address and license number of the professional or professionals who prepared the plat or plan.
 - Name, title and address of the owner or owners of record.
 - Scale, written and graphic
 - Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- ___ Acreage or square footage figures.
- ___ Approval signature lines.
- ___ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the City Tax Map, and proposed block and lot numbers as provided by the City Tax Assessor, upon written request.
- ___ Subdivision or development boundary line, heavy solid line.
- ___ The location of existing and proposed property lines with bearings and distances, streets, structures with their numerical dimensions and an indication as to whether existing structures will be retained or removed, parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and treed areas and any landmark areas or sites as indicated on the "landmark" map attached to the zoning ordinance.
- ___ The location and width of all existing and proposed utility easements.
- ___ Zoning districts affecting the tract, including district names and requirements with proposed variance requests noted on the plat or plan.
- ___ Proposed buffer and landscaped areas.
- ___ Delineation of floodplains, including both floodway and flood fringe areas.

- ____ Contours as shown on the USGS topographic sheets.
- ____ The names of all adjacent property owners as they appear on the most recent tax list prepared by the City Tax Assessor.
- ____ Certificate from the City Tax Collector that all taxes and assessments are paid to date.
- ____ Road right-of-way dedication and improvement, as applicable.
- ____ Sight triangle easements as applicable.
- ____ Deed descriptions, including metes and bounds, easements, covenants, restrictions and road and sight triangle dedications.

ARCHITECTURAL CHECKLIST

Architectural Drawings (Proposed Plans, Elevations, Sections, etc.)

- ___ Proposed Floor Plans
- ___ All Proposed Elevations (Show existing elevations even where no work is proposed)
- ___ Indicate room sizes and building height of proposed / existing structure(s) on both floor plans and elevations
- ___ Indicate proposed manufacturer options for building details (i.e. windows: vinyl-clad double-hung replacement windows with double insulated glazing by either "Andersen Windows" or "Pella", Color: white)
- ___ Indicate all color palettes proposed for the main building, trim, roof, etc.
- ___ Plans should indicate any proposed trim work, shutters, cornices, etc.
- ___ Indicate materials and structure for all proposed canopies.

Urban Design Issues (Fencing, Paving, Lighting)

- ___ Indicate materials, sizes and treatments for all proposed or existing to remain -porches, stoop areas, sheds, garden walls, planters, stair railings and all other proposed landscape features.
- ___ Indicate all fencing proposed or that is to remain illustrating heights, sizes, boundaries, locations and entry / gate locations.
- ___ Show locations, type and character of all proposed wall mounted light fixtures, mail boxes and any and all other proposed building 'equipment'.
- ___ Indicate proposed paving patterns and brick work for sidewalks, driveways and parking areas.
- ___ If the project is to be built in phases, include proposed start times and completion dates for each phase and the nature of the work that will be addressed in each phase.

Signage:

- ___ Illustrate size, color, materials and scaled locations on elevations as well as the verbiage and font style.

_____ Designs of all freestanding signage shall be indicated on the site plan and shall show all base materials to be used, along with sign size and location.

_____ Indicate how the sign will be lit (Illuminated, non-illuminated, spotlights, etc.)