

# SITE PLAN APPLICATION

Gloucester County Planning Board  
1200 North Delsea Drive  
Clayton, NJ 08312  
(856) 307-6658 or 307-6650

ALL INFORMATION ON THIS APPLICATION AND THE SUBMISSION CHECKLIST MUST BE COMPLETED AND THE PROPER FEES ENCLOSED IN ORDER TO START COUNTY REVIEW. FAILURE TO COMPLY WITH SUBMISSION REQUIREMENTS WILL CLASSIFY THIS APPLICATION AS "INCOMPLETE".

Municipality: \_\_\_\_\_ Code No. \_\_\_\_\_ (County use Only)

New Application \_\_\_\_\_ Revised Application \_\_\_\_\_ Sketch \_\_\_\_\_ Preliminary \_\_\_\_\_  
Final \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_

1. Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone# \_\_\_\_\_

2. Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone# \_\_\_\_\_

3. Attorney's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone# \_\_\_\_\_

4. Location of Site:  
Street \_\_\_\_\_  
Tax Map Plate \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

5. Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_  
Bldg. Size: \_\_\_\_\_ sq. ft. Land to be Developed \_\_\_\_\_ acres  
No. of Parking Spaces: \_\_\_\_\_

Residential: Square Footage: \_\_\_\_\_ No. of Units: \_\_\_\_\_  
No. of Parking Spaces: \_\_\_\_\_

6. Proposed Construction: Alteration \_\_\_\_\_ New \_\_\_\_\_  
Description: \_\_\_\_\_

7. Does the site front on a County road? Yes \_\_\_\_\_ Co. Rt. \_\_\_\_\_ No \_\_\_\_\_

8. Fee Schedule: (Please Check appropriate category.)

\_\_\_\_\_ Fee Waived (For Governmental Units & Non-Profit Organizations.)

\_\_\_\_\_ Sketch Site Plan Review \$25

### Sites Not Fronting A County Road

\_\_\_\_\_ \$200 Preliminary/Final

### Sites Fronting A County Road

\_\_\_\_\_ \$350 Preliminary/Final

\_\_\_\_\_ PLUS \$5 per parking space

Amount Enclosed \$ \_\_\_\_\_ Please make your check payable to:  
"Gloucester County"

I hereby consent to the filing of this application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**AFFIDAVIT OF OWNERSHIP**

**MUST BE COMPLETED AND RETURNED**

- 1. Name of Company/Organization:
- 2. Is Company a Corporation?
- 3. Name of State Which Incorporated:
- 4. Is Company a Partnership?

**PLEASE LIST ANY AND ALL INDIVIDUALS WHO ARE OWNERS (FULL OR PART) OF THE COMPANY/ORGANIZATION, AND IF A NON-PROFIT ORGANIZATION, PLEASE LIST ALL BOARD MEMBERS.**

Name

Address

Title

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Please **PRINT** Name & Title

SUBMISSION CHECKLIST for a  
SKETCH PLAT of a SITE PLAN

- A. The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.
- B. Required Documents. Submission of an application of a sketch plat of a site plan to the Gloucester County Planning Department shall include all of the following items:
- ( ) 1. Four (4) sets of plans and attachments.
  - ( ) 2. Two (2) copies of any required supporting documentation.
  - ( ) 3. One (1) copy of the County application form for site plan approval.
  - ( ) 4. One (1) copy of this checklist form.
  - ( ) 5. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.
- C. Plat Requirements.
- 1. General Requirements. The sketch plat shall be based on a land survey, a deed plotting, the current Tax Map or other suitable base map, and shall be drawn at a scale not less than one (1)

inch equals fifty (50) feet nor greater than one (1) inch equals ten (10) feet. If the size of the site would require the use of sheets larger than thirty by forty-two (30 x 42) inches in order to show the entire site on one (1) sheet, the detail information for the site plan shall be shown in sections on sheets not larger than thirty by forty-two (30 x 42) inches, which sheets shall be keyed to an overall plan of the site drawn at a scale of not less than one (1) inch equals two hundred (200) feet.

- ( ) 2. Title Block. The title block shall appear on all sheets and shall include the information required pursuant to NJAC 13:40-1.
- 3. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:
  - ( ) a. Title of "Sketch Plat - Site Plan".
  - ( ) b. Name of development, if any.
  - ( ) c. Tax Map sheets, block and lot numbers of the site, as shown on the latest municipal Tax Map, the date of which shall also be shown.
  - ( ) d. Date of the original plan and all revisions thereto.
  - ( ) e. Names and addresses of owner and developer, so designated.
  - ( ) f. Names, signatures, addresses, and license numbers of the engineer, architect, land surveyor or planner who prepared the plan. The plat shall bear the embossed seal of said professional.
  - ( ) g. If the site plan contains more than one (1) sheet, each sheet shall be numbered and titled.

4. 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).
  - ( ) b. The floor area of the existing and proposed buildings, listed separately.
  - ( ) c. The proposed use or uses, and the floor area devoted to each use.
  - ( ) d. Proposed and required lot dimensions and front, rear and side yard setbacks.
  - ( ) e. Proposed and required off-street parking spaces.
  - ( ) f. Acreage, square footage and percentage of the site retained in unoccupied open space.
- ( ) 5. A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five hundred (500) feet of the property-in-question.
- ( ) 6. North arrow.
- ( ) 7. Written and graphic scales.
- ( ) 8. Tax Map sheet, lot and block numbers and property lines of parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality, or of adjoining municipalities.

- ( ) 9. The existing direction of surface flow and the system of drainage of the site and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage.
- ( ) 10. Existing and proposed spot elevations and/or contours.
- ( ) 11. 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 that may assist the Engineering Department in the determination of floodway and flood hazard area limits.
- ( ) 12. Driveway locations and pavement and right-of-way widths of existing streets within two hundred (200) feet of the site.
- ( ) 13. The boundary, nature and extent of wooded areas, swamps, bogs, and wetlands and ponds within the site and within two hundred (200) feet thereof.
- ( ) 14. Existing manholes, sewer lines, fire hydrants, waterlines, utility poles and other topographical features of a physical or engineering nature within the site and within two hundred (200) feet thereof.
- ( ) 15. All existing structures and buildings within the site and within two hundred (200) feet of the site, including their use.
- ( ) 16. All existing structures and buildings on the site, an indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain, referenced to existing and proposed lot lines.

- ( ) 17. Location, use, ground coverage, front, rear and side setbacks of all buildings and other pertinent improvements.
- ( ) 18. Existing and proposed public easements or rights-of-way and purposes thereof.

Preparer of Checklist

Date