

MAJOR SITE PLAN CHECK LIST

____ Township Application Form (4 copies) MUST be signed by applicant and owner.

____ One copy of your Application to Gloucester County Planning Board.

- ____ Township Fees:
- 1. Nonrefundable Filing Fee – \$1,000.00
 - 2. Major site plan preliminary approval.
 - Nonresidential: \$6,000 plus \$300 per acre or fraction thereof; or
 - Residential: \$6,000 plus \$100 per dwelling unit.
 - 3. Major site plan final approval.
 - Nonresidential: \$6,000 plus \$150 per acre or fraction thereof; or
 - Residential: \$6,000 or \$50 per dwelling unit.

Note: Please submit the above fees in two separate checks, made out to “Monroe Township”.

- ____ Certificate of Filing (If property is located within the Pinelands Area).
- ____ Updated Tax Statement (Can obtain from the Tax Collector’s Office).
- ____ Corporate/Partnership Disclosure (If Applicable).

NOTE: If the applicant is a corporation, please provide a certified resolution authorizing this development and stating the authorized agent.

- ____ W-9 Form (Taxpayer Identification Number and Certification).
- ____ Deed Restrictions or Protective Covenants: 3 copies (If Applicable).
- ____ Agreement of Sale or Lease (If applicant is not owner).
- ____ Number of Required Plans: 4 copies signed by the owner and applicant and 12 reduced size copies 11” x 17”.

Email a PDF of submission package to the Board secretary: (agallagher@monroetownshipnj.org)

- ____ Architectural Prints: 3 copies of preliminary architectural plans and elevations.
- ____ Drainage Calculations: 3 copies

*Send copy of the Stormwater Maintenance Plan electronically to the Public Works Director (mcalvello@monroetownshipnj.org) and copy the Board secretary (agallagher@monroetownshipnj.org)

- ____ Environmental Assessment: 3 copies
- ____ Traffic Study: 3 copies

Application # _____

SITE PLAN APPLICATION

Monroe Township Planning Board/Zoning Board of Adjustment
125 Virginia Avenue,
Williamstown, NJ 08094
(856) 728-9800 Ext. 271/279

ALL INFORMATION MUST BE COMPLETED BEFORE ACCEPTANCE BY EITHER BOARD. PLEASE USE THE ATTACHED CHECK LIST. FAILURE TO DO SO WILL CAUSE YOUR APPLICATION TO BE DELAYED.

I. TYPE OF APPLICATION

Minor Site Plan ___ Preliminary Major Site Plan ___ Final Major Site Plan ___
Preliminary & Final Major Site Plan ___

II. GENERAL INFORMATION:

- A. Applicant's Name _____
Address _____ City _____
State _____ Zip Code _____ Email _____
Phone _____ Fax _____
- B. Owner's Name _____
Address _____ City _____
State _____ Zip Code _____ Phone _____ Fax _____
- C. Attorney _____
Address _____ City _____
State _____ Zip Code _____ Email _____
Phone _____ Fax _____
- D. Engineer/Surveyor _____
Address _____ City _____
State _____ Zip Code _____ Email _____
Phone _____ Fax _____
- E. Is Applicant a Partnership or Corporation _____ Yes _____ No
- F. If Applicant is a Partnership or Corporation:
1. Attach certified resolution authorizing this development and stating authorized agent.
 2. Provide Partnership or Corporate Disclosure Statement as per N.J.S.A. 40:55D-48.1 through 40:55D-48.4.
- G. If Applicant is other than Owner, attach a copy of the Agreement of Sale or document conferring a legal or equitable interest upon the Applicant.

III. INFORMATION REGARDING THE PROPERTY:

A. The location of the property is: _____

B. The location of the property is approximately _____ feet from the intersection of _____ and _____

C. The Block number(s) is _____

D. Lot number(s) _____

E. Existing Use of Property: _____
Proposed Use of Property: _____

F. The zone in which the property is located is _____
(The Zoning Office can help determine this information)

G. Acreage of the entire site is _____ Being developed is _____

H. Is the subject property located on a County Road? Yes _____ No _____
Is the subject property located on a State Road? Yes _____ No _____
Is it within 200 feet of a Municipal Boundary? Yes _____ No _____

I. The name of the business or activity (if any) _____

J. Are there deed restrictions that apply or are contemplated? Yes _____ No _____
(If yes, attach a copy)

K. Are any variances and/or waivers required? Yes _____ No _____
If your answer above was yes, please answer the following:

(1) Type of variance(s) and/or waiver(s) _____

L. Improvements: List all proposed on site utility and off-tract improvements.

M. Plat submission: List maps and other exhibits accompanying this application.

Application # _____

IV. Submission Requirements, Fees, Authorization & Verification

Attached hereto and made part of this application, I have submitted the appropriate documents along with the appropriate fees for a site plan application.

The Applicant, as a condition of submission, agrees to pay, in escrow, all reasonable and necessary costs for professional review of the application and plans for inspection of required improvements and for other professional services required by this application. The escrow fee is an estimate only. You will be required to pay additional escrow fees if the total invoices exceed this amount. If there is remaining escrow money after all invoices are paid, it will be returned to you.

I certify the statements and information contained in this application is true.

Applicant _____ Date _____
Print Name _____

Owner _____ Date _____
Print Name _____

Date received by the Board _____

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: none; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: none; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: none; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

§ 175-71. Preliminary major site plan.

- A. An applicant shall submit a preliminary site plan in tentative form for discussion purposes in conformity with the following minimum criteria:
- (1) The preliminary site plan shall be drawn to a scale no less than one inch equals 100 feet, but consideration shall be given to a smaller scale if it permits the total project to be clearly depicted on a standard sheet of the sizes permitted in the Map Filing Law.
 - (2) All plans shall be certified by a licensed architect or engineer, including accurate lot lines certified by a licensed land surveyor in the State of New Jersey.
 - (3) The plan shall include, but not be limited to the following:
 - (a) A deed plotting of the tract may be submitted in lieu of an actual field survey of the lot lines, but the applicant accepts the responsibility that at final submission, if the accuracy of said deed plotting sufficiently alters the intent of the proposal, the Board shall reserve the right to reject the final submittal without prejudice and require a resubmittal for preliminary approval.
 - (b) Topographic contours from the United States Geological Survey quadrangle sheets may be submitted in lieu of an actual field or aerial topographical survey, or the applicant may opt to furnish the same. Contours shall extend 200 feet beyond the boundary of the proposal. All existing streams that will receive, either directly or indirectly, the tract stormwater runoff shall be indicated. A key plan of a smaller scale may be shown if it is not practicable to indicate it on the site plan.
 - (c) All dimensions needed to confirm conformity with appropriate zoning ordinances and other zoning criteria (i.e., density, land coverage, etc.) shall be indicated.
 - (d) All contiguous owners, existing dedicated streets (ownership and route numbers if applicable), existing wooded areas in outline only and geophysical conditions of any open or recreation space to be dedicated for public or quasi-public use.
 - (e) An architectural plan and views of each type of building shall be furnished and certified by an architect licensed in the State of New Jersey.
 - (f) Proposed circulation plans, including access streets, easements, fire lanes and a typical section of all major cartways proposed shall be required.
 - (g) Existing and proposed stormwater drainage and collection systems shall be indicated and designed in accordance with the standards of § 175-140 (Stormwater management). Information required by such standards, including hydrological and hydraulic calculations, soil boring logs, maintenance schedules, etc., shall be provided. The size/capacity of existing facilities which are to be utilized in the proposal must be analyzed and indicated. **[Amended 7-21-1992 by Ord. No. O-27-92]**
 - (h) Size, height, location and arrangement of all existing and proposed buildings, structures and signs in accordance with the requirements of this chapter.

- (i) The location of existing and proposed wastewater collection facilities and potable water supply facilities shall be indicated. [**Added 7-21-1992 by Ord. No. O-27-92**]
- B. The plan shall be signed by the applicant and owner and shall include respective names and addresses.

§ 175-72. Final major site plan.

Plats submitted for final major site plan approval shall be as follows:

- A. Each plan shall be at a scale of one inch equals 50 feet for a tract up to 40 acres in size; one inch equals 100 feet for a tract between 40 and 150 acres; and one inch equals 200 feet for a tract 150 acres or more. All plans shall be certified by a licensed architect or engineer, including accurate lot lines certified by a licensed land surveyor, submitted on one of the following standard sheet sizes: 8 1/2 inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; or 30 inches by 42 inches.
- B. The plat shall include the following data (if one sheet is not sufficient to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal sizes, with reference on each sheet to the adjoining sheets): boundaries of the tract; North arrow; date; scale; zone district(s) in which the lots are located; existing and proposed streets and street names; existing and proposed contour lines based on United States Geological Survey data and topographical surveys not older than two years, at two-foot intervals inside the tract and within 200 feet of any paved portion of the tract; title of plans; existing and proposed streams and easements; total building coverage in area and percent of lot; total number of parking spaces; all dimensions needed to confirm conformity with this chapter, such as but not limited to buildings, lot lines, parking spaces, setbacks and yards; a small key map giving the general location of the parcel to the remainder of the municipality; and the site relation to all remaining lands in the applicant's ownership.
- C. The plan shall also have the following minimum criteria for review and approval:
 - (1) Size, height, location and arrangement of all existing and proposed buildings, structures and signs in accordance with the requirements of this chapter, including a licensed architect's and/or engineer's drawing of each building or a typical building and sign showing front, side and rear elevations and the proposed use of all structures.
 - (2) Proposed circulation plans, including access streets, curbs, aisles and lanes, easements, fire lanes, driveways, parking spaces, loading areas, loading berths or docks, pedestrian walks and all related facilities for the movement and storage of goods, vehicles and persons on the site and including the location of lights, lighting standards and signs and driveways within the tract and within 100 feet of the tract. Sidewalks shall be provided from each building entrance/exit along expected paths of pedestrian travel, including but not limited to access to parking lots, driveways or other buildings where pedestrian traffic can be expected to be concentrated. Plans shall be accompanied by cross sections of new streets, aisles, lanes and driveways, which shall adhere to applicable requirements of this chapter and applicable design standards in the subdivision ordinance.
 - (3) Existing and proposed wooded areas, buffer areas and landscaping shall be shown. The landscaping plan, including seeded and/or sodded areas, grading, retaining walls, fencing, signs, recreation areas, shrubbery, trees and buffer areas shall be in accordance with applicable requirements of this chapter. These plans shall show the location, species and caliper of plant material for all planted or landscaped areas. For applications in the Pinelands Area, the landscaping plan shall incorporate the elements set forth in

§ 175-147E. [Amended 4-28-1997 by Ord. No. O-27-97]

(4) Utilities.

- (a) The proposed location of all drainage (including calculations), sewage and water facilities with proposed grades, sizes, capacities and types of materials to be used, including any drainage easements acquired or required across adjoining properties. The method of sewage and waste disposal and waste incineration, if any, shall be shown; percolation tests and test borings from sufficient locations on the site to allow a determination of adequacy shall be included where septic tanks and leaching fields are permitted and are proposed. Such plans shall be reviewed by the Board of Health and/or the Board Engineer and/or other appropriate authority, as applicable, with recommendations to the Planning Board.
 - (b) Proposed lighting facilities shall be included, showing the direction and reflection of the lighting. All public services shall be connected to an approved public utilities system where one exists.
 - (c) The applicant shall arrange with the servicing utility for the underground installation of the utilities' distribution supply lines and service connections, in accordance with the provisions of the applicable standard terms and conditions incorporated as part of its tariff as the same are then on file with the State of New Jersey Board of Public Utility Commissioners, and the developer shall provide the Township with four copies of a final plan showing the installed location of the utilities.
 - (d) The applicant shall submit to the Board, prior to the granting of final approval, a written instrument from each serving utility, which shall evidence full compliance or intended full compliance with the provisions of this subsection; provided, however, that lots which abut existing streets where overhead electric or telephone distribution supply lines and service connections have heretofore been installed may be supplied with electric and telephone service from these overhead lines, but any new service connections from the utilities' overhead lines shall be installed underground. In cases where total electrical and telephone load and service cannot be determined in advance, such as industrial parks, shopping centers, etc., perimeter utility poles may be used, but service to building from poles shall be underground.
- (5) A written description of the proposed operations of the building(s), including the number of employees or members of nonresidential buildings; the proposed number of shifts to be worked and the maximum number of employees on each shift; expected truck and tractor-trailer traffic, emission of noise, glare and air and water pollution; safety hazards; and anticipated expansion plans incorporated in the building design. Where the applicant cannot furnish the information required herein because of nondetermination of use, site plan approval may be conditionally granted subject to further review and approval of the applicant's final plans. No certificate of occupancy shall be issued until all such plans are approved.
 - (6) Where the applicant can clearly demonstrate that, because of peculiar or special

conditions pertaining to his land or the proposed use, the literal enforcement of one or more of these provisions is impracticable or will exact undue hardship, the Planning Board may grant such relief for the goals intended and the rules and standards established herein if it determines that literal enforcement will create an inequitable situation.

§ 175-73. Conditional use.

Applications for conditional uses shall include plat details and information requirements to the same extent as major site plans for both preliminary and final approval in addition to such information as may be necessary for the Board to determine whether the conditions for the specific use have been met.