

**MINOR SITE PLAN CHECK LIST**

\_\_\_ Township Application Form: (4 copies) **MUST** be signed by applicant and owner.

\_\_\_ County Form: (1 copies) of the signed application submitted to Gloucester County Planning Board.

\_\_\_ Township Fees:   1. Nonrefundable Filing Fee - \$1,000.00  
                          2. Escrow Fee - \$6,000.00

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

\_\_\_ Certificate of Filing (If property is located in the Pineland 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 & Certification).

\_\_\_ Deed Restrictions or Protective Covenants 4 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 sized copies 11” x 17”.

\_\_\_ **Email a PDF of the application package to the Board secretary: ([agallagher@monroetownshipnj.org](mailto:agallagher@monroetownshipnj.org)).**

\_\_\_ Architectural Prints: 3 copies of preliminary architectural plans and elevations.

**SITE PLAN APPLICATION - CANNABIS**

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) \_\_\_\_\_  
Please indicate what type of Cannabis facility: \_\_\_\_\_

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.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

\*PLEASE REFER TO ATTACHED TOWNSHIP ORDINANCE FOR ADDITIONAL SUBMISSION REQUIREMENTS

## Chapter 175. Land Management

### Article X. Plat Detail and Data

#### § 175-70. Minor site plan.

Plats submitted for minor site plan approval shall be as follows:

A. Makeup of plan.

- (1) Each site plan submitted for approval 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.
- (2) All plans shall be certified by a licensed architect or engineer, including accurate lot lines certified by a land surveyor, submitted on one of the following standard sheet sizes: 8 1/2 by 13 inches; 15 by 21 inches; 24 by 36 inches; or 30 by 42 inches; and including 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 lot(s) 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 five-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 conform to 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.

B. The plat submitted for approval shall 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 views and the proposed use of all structures.
- (2) Proposed circulation plans, including access street, 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, such as 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 the applicable requirements and design standards of this chapter.
- (3) Existing and proposed wooded areas, buffer areas and landscaping shall be shown on the plan. 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 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 buildings from poles shall be underground.
- (e) A written description of the proposed operations of the buildings, 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 required and, if conditionally granted subject to further review and approval of the applicant's final plans, the applicant may proceed with this application. No certificate of occupancy shall be issued until all such plans are given final approval.

