

LAND USE PROCEDURES

27 Attachment 2

**Township of Mansfield  
Land Development Checklist for Completeness**

**Checklist B  
Site Plan Checklist (Preliminary and Final)  
[Amended 3-10-1988 by Ord. No. 1988-2; 5-23-2007 by Ord. No. 2007-16;  
7-7-2008 by Ord. No. 2008-19; 10-8-2008 by Ord. No. 2008-29]**

Applications shall be scheduled for completeness only, prior to being scheduled for the appropriate meeting. All applications must be received by the Land Use Coordinator and all Board professionals no later than 15 business days prior to the date of the scheduled hearing. No application will be scheduled for a Board hearing until it has been deemed complete by the Land Use Coordinator for administrative completeness and by the Board professionals for engineering completeness.

Item #	Description	Provided	Waiver Requested	Staff Use Only
1.	5 full-sized copies of plan. Plan must be in 1 of the following sizes: 8-1/2"x11", 11"x17", 24"x36", or 30"x42".			
2.	15 copies of plan reduced to 11"x17".			
3.	16 copies of application form.			
4.	A statement of the proposed site use.			
5.	The name, if any, of the proposed land development and the municipality in which it is located.			
6.	Tax Map sheet number, block and lot number of subject property.			
7.	Name and address and signature block of property owner and name and address of applicant if other than owner.			
8.	Name, address, and Tax Map lot and block numbers of all property owners within 200 feet of the subject property to be provided on the plan.			
9.	A boundary and topographic survey of the lot prepared by a New Jersey Licensed Land Surveyor at a scale not less than 1"=100'. Contours at 1' intervals shall be shown.			
10.	A proposed site plan prepared by a New Jersey Licensed Professional Engineer.			

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11.	If plan is too large to display at scale of 1"=100', an overall map of the proposed development showing each proposed improvement, new lot, building, open space, and stormwater management facilities must be included in the plan set. If multiple sheets are required to display the entire development throughout the design plan set, the overall map shall include a key map on each sheet indicating the section of the development represented.			
12.	The name, address, title, and seal of the person preparing the plan, maps, and accompanying data.			
13.	Certification of an engineer and/or licensed land surveyor as to the accuracy of the details of the plat.			
14.	Proof of lot closure of the overall tract.			
15.	Legal descriptions of the overall tract.			
16.	Signature blocks for the Board Chairperson, Secretary, and Engineer along with the Municipal Clerk.			
17.	Date of initial preparation of plan and each subsequent revision date and number.			
18.	A key map showing the entire site and its relation to surrounding areas at a scale of not less than 1"=2,000'.			
19.	All political and zoning district boundary lines within 200' of the site.			
20.	Reference meridian, graphic scale, and USGS datum.			
21.	Zoning district of lot and table of zoning requirements.			
22.	A proposed off-street parking schedule in accordance with § 65-96.			
23.	Area of the entire tract and any new lots to be created to the nearest one-hundredth in both acreage and square feet.			
24.	Existing lot lines to be eliminated and any existing features to be removed or relocated shall be indicated.			
25.	Location of all existing and proposed monuments.			

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26.	Location of all existing utilities.			
27.	All adjacent lot and block numbers.			
28.	All existing elements, buildings, and structures, with their uses denoted, within 200' of the project site.			
29.	Copy of any protective covenants or deed restrictions applying to the land being subdivided or a note on the plans stating that none exist.			
30.	All existing and proposed easements, along with a statement of the use and owner thereof or a note on the plans stating that none exist.			
31.	Existing and proposed streets, street names, state or county route numbers, and R.O.W. widths dimensioned with respect to center line and full width of road.			
32.	Profiles and typical cross sections of existing streets abutting the site, indicating type of surface pavement, cartway width, curb location and sidewalk planting strip location.			
33.	Delineation of any wetlands based upon NJDEP criteria or a note stating that none exist on-site.			
34.	Delineation of any floodplain or restricted area as per the FEMA Flood Insurance Rate Map or a note stating that none exist on-site and referencing the applicable FEMA Flood Insurance Rate Map.			
35.	Delineation of any stream encroachment based upon NJDEP criteria or a note stating that none exist on-site.			
36.	Location and size of any field drains impacting the site or a note stating any field drains encountered will be rerouted as a result of any proposed construction. If no field drains exist, a note stating such be provided.			
37.	Proposed grading plan denoting all finished floor elevations and indicating basic drainage design.			
38.	All proposed building setback lines labeled and dimensioned.			

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39.	Plans and profiles of proposed utility layouts (sanitary sewers, storm sewers, water, gas, and electric) showing feasible connections to existing and/or proposed utility systems.			
40.	All existing or proposed storm sewer drainage systems within or adjacent to the site showing size, type, location, and profile of lines, ditches, manholes, inlets, outlet structures, dry wells and detention basins, plus all supporting design calculations.			
41.	Drainage area map and stormwater management report to include drainage calculations and basin routings.			
42.	Cross-section detail of any proposed retention/detention basin or other stormwater management facility. The detail should include elevations of top and bottom of basin, emergency spillway, inflow pipes, and outlet structures showing proposed orifices, weirs, and grates. Also, the proposed water surface elevations for the water quality design storm, the 2-year storm, 10-year storm, 25-year storm, and the 100-year storm should be provided.			
43.	Location and proposed cross sections and center-line profiles of all new streets, driveways, and pedestrian ways, including sidewalks, cartways, curbs and planting strips.			
44.	Sight triangles for all existing and proposed streets and drives.			
45.	Location and details of any proposed site identification signs.			
46.	All required standard details.			
47.	If an on-site sewage disposal system is proposed, the location of test pits and the results of permeability tests must be submitted. Percolation tests must be witnessed by the Township or Board Engineer or the Burlington County Board of Health.			

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48.	Soil type classification as per the Burlington County Soil Survey.			
49.	Soil borings to a depth of 10' or to the groundwater table in accordance with § 44A-11.			
50.	Soil testing in accordance with § 65-95.4.			
51.	Submission to the Mansfield Township Environmental Commission and Fire Official.			
52.	Submission to all outside agencies with jurisdiction over the proposed project.			
53.	Environmental impact statement in accordance with § 27-30.4.			
54.	Community impact statement in accordance with § 27-30.5.			
55.	Traffic impact study.			
56.	A traffic control design plan which includes all proposed stop signs, load limit signs, traffic signals and such.			
57.	A traffic circulation plan depicting circulation of emergency and other large vehicles on-site.			
58.	Written approval of all required outside agencies.			
59.	Plans in AutoCAD format to all professionals prior to signing the final approved plans.			
59.1.	Submission of an environmental assessment report (EAR) for all applications for major site plans for construction of 10,000 square feet or more of floor area.			
Where work is to be done in the Township right-of-way, a detailed plan at a scale not less than 1"=30', showing the layout of any intersection, including driveways, to a Township road. This plan shall show the following:				
60.	Existing elevations of the center line and the edge of the existing pavement of the road every 25', to extend 100' beyond the property line or intersection pavement transition.			
61.	Proposed elevations of the curb gutter and top of the curb every 25 feet along the road at the stations established in the item above.			

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62.	Half cross sections every 50 feet and at critical points along the road, and spot elevations at the center line, edge of pavement and proposed curbline along the road.			
63.	Sight triangles for all existing and proposed streets and drives.			
64.	A traffic control plan.			

NOTES TO APPLICANT:

- (1) Prior to receiving final signature, applicant is subject to inclusionary housing fees, if applicable, to be determined by the Township Planner.
- (2) For all site plan and major subdivision applications, the applicant shall provide the Township with an as-built survey of the development after completion of project construction and prior to receiving a certificate of occupancy.