

TOWNSHIP OF CHESTERFIELD  
DEVELOPMENT REGULATION  
MINOR SITE PLAN APPLICATION SUBMISSION CHECKLIST

The following items must accompany all minor site plan applications at the time of submission. An explanation must be submitted for any item addressed with "W" for waiver, "N/A" for not-applicable or a "check" which indicates that the materials are provided. Please address each of the items listed in this checklist. Failure to do so will result in your application being classified as "incomplete".

- \_\_\_ 1. Complete application.  
(Original and 15 copies)  
And Checklist form (Original and 2 copies)
- \_\_\_ 2. Folded plot/plan submission.  
11 Reduced Size  
6 Full Size
- \_\_\_ 3. Name, signature, license number,  
seal, address & telephone of preparer.
- \_\_\_ 4. Name, address and telephone number  
of owner and/or applicant and any  
stockholders as required by N.J.S.A.  
40:55D-48.1. Consent/signature of owner  
authorizing application (if applicable)  
Affidavit of ownership and owner's  
signature noted on plans.
- \_\_\_ 5. Title block denoting type of  
application, tax map sheet number,  
county, name of municipality, block  
and lot, and street location.
- \_\_\_ 6. A key map not smaller than 1"=2000 feet  
showing location of tract with reference  
to surrounding properties, streets,  
municipal boundaries, zoning, etc.,  
within 500'.
- \_\_\_ 7. A schedule of required and provided  
Zone district(s) requirements.
- \_\_\_ 8. Tract boundary delineated by a heavy solid  
line.
- \_\_\_ 9. North arrow, graphic scale and written  
Scale.
- \_\_\_ 10. Certification from Tax Collector that taxes  
are current.
- \_\_\_ 11. Signature blocks for Chairman, Secretary,  
Clerk & Municipal Engineer.
- \_\_\_ 12. Date of current property survey within last  
two years.
- \_\_\_ 13. One (1) of three (3) standardized sheets:  
30"x42" - 24"x36" - 15" x 21"
- \_\_\_ 14. Site Plans:
  - A. Less than 1 acre; scale no smaller than  
1"=30' by 1"=10' increments.
  - B. 1 acres and larger; scale 1"=50'NOTE: If more than one sheet is needed  
for development design, an  
overall subdivision tract map will  
be provided on one sheet.
- \_\_\_ 15. Acreage of tract to the nearest hundredth  
of an acre.
- \_\_\_ 16. Computation of area to be disturbed.
- \_\_\_ 17. Date of original and all revisions.
- \_\_\_ 18. Size and location of any existing or  
proposed structures with all setbacks  
dimensioned.
- \_\_\_ 19. List of requirement regulatory approval  
or permits.

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- \_\_\_ 20. List of variances required or requested.  
(Specify ordinance sections)
- \_\_\_ 21. Requested or obtained design waivers  
or exceptions.
- \_\_\_ 22. Payment of application/escrow fees.
- \_\_\_ 23. Property owners and property lines of  
all parcels within 200' identified on most  
recent tax map sheet.
- \_\_\_ 24. Indicate existing land uses within 200'.
- \_\_\_ 25. All existing streets, water courses,  
floodways or flood hazard areas, depth  
to seasonal high water table 0-1', soils,  
wooded areas with trees measuring 8" or  
greater caliper (4' above ground),  
wetlands or other environmentally  
sensitive areas on and within 200' of site.
- \_\_\_ 26. Map showing the Stream Encroachment  
area at a scale being used by the applicant  
for submission, if applicable.
- \_\_\_ 27. Map showing wetlands delineation at the  
same scale as the development plan,  
if applicable.
- \_\_\_ 28. Topographical features of subject  
property from U.S.G.S. map.
- \_\_\_ 29. Drainage calculations.
- \_\_\_ 30. Proposed utility infrastructure plans and  
profiles and supplier of resources,  
including sanitary sewer, water, storm  
water management, telephone, electric  
and cable TV.
- \_\_\_ 31. Soil Erosion and Sediment Control Plan  
(if applicable, to be submitted as a  
separate package).
- \_\_\_ 32. Spot and finished elevations at all  
property corners, corners of all structures  
or dwellings, existing or proposed first  
floor elevations and general location of  
buildings.
- \_\_\_ 33. Lighting plan & details.
- \_\_\_ 34. Landscape plan overlaid on grading plan,  
with a corresponding plant list, planting  
details and tree protection details.
- \_\_\_ 35. Solid waste management plan.
- \_\_\_ 36. Site identification signs, traffic controls  
sign, and directional signs.
- \_\_\_ 37. Sight triangles.
- \_\_\_ 38. Vehicular and pedestrian  
circulation patterns including  
handicap access.
- \_\_\_ 39. Parking plan showing spaces, size and  
type, aisle width, curb cuts, drives,  
driveways, and all ingress and egress  
areas and dimensions.
- \_\_\_ 40. Mounted renderings of site plan layout.
- \_\_\_ 41. Preliminary architectural plans, front,  
rear, and side building elevations.