

Minor Site Plan Checklist (Amended May 2003)

Applicant: _____

Block: _____ Lot: _____

Address: _____

All applications for Minor Site Plan shall be accompanied by the following information except that the Planning Board may waive any requirement or request additional information where it is clearly appropriate to the particular application. Failure to comply shall render such application incomplete.

Minor Site Plans. A minor site plan application shall include the following information:

1. Two (2) copies of an affidavit of ownership or letter from the owner authorizing submission of the plat.
2. Twenty-five (25) copies of a Wetlands Analysis and Report in Accordance with Section 16.18.120.
3. When the development is to be located in the sanitary sewer service area, written communication from the RTMUA that adequate sewage treatment capacity has been reserved for the development shall be submitted along with a copy of the reservation agreement and/or proof of payment of deposit on connection fee.
4. Two (2) copies of ownership interest of corporation, limited liability company, or partnership in accordance with the Municipal Land Use Law.
5. Twenty-five (25) copies of completed Raritan Township Site Plan application form.
6. Twenty-five (25) copies of completed Raritan Township Minor Site Plan checklist form.
7. Township Application fee.
8. Township Escrow payment.
9. Twenty-five (25) copies of a completed Raritan Township Variance application form (if variances from township ordinance are requested or required).
10. When the development is to be located in the public water service area, twenty-five (25) copies of correspondence from the public water company indicating service can be provided.
11. Certification from Raritan Township Tax Collector that all taxes, sewer charges, or other assessments on the entire tract have been paid to date.
12. Copy of Hunterdon County Planning Board application form as submitted to the Hunterdon County Planning Board.
13. Two (2) copies of all existing protective covenants, deed restrictions, or easements that apply to tract.
14. Completed W-9 form.
15. Aquifer test and analysis when the development on the site is to be served by an onsite well or wells. Such aquifer test analysis and report shall be submitted in accordance with Section 16.18.150 of this title.
16. Twenty-five (25) copies of the Minor Site Plan Plat including the following details and information:

- a. Name of development;
- b. Name and mailing address of owner and applicant;
- c. Name of person preparing plat;
- d. Location and Key Map. The entire tract to be developed, giving the accurate location of all existing and proposed property and street lines, rights-of-way, and including a key map at a scale where one inch equals not more than one thousand (1,000) feet showing the entire site and its relation to all features shown on the official map and master plan and located within one-half mile of the extreme limits of the site;
- e. Date prepared and all revision dates;
- f. North arrow;
- g. Zoning district and that of adjoining properties;
- h. Written and Graphic Scale used. Scale shall be no greater than one inch equals one hundred feet (1"=100');
- i. Tax Map Sheet, Block and lot numbers of the tract in consideration;
- j. Acreage of tracts proposed for development;
- k. Location of existing and proposed structures on tract;
- l. Streets, Easements, Watercourses and Rights-of-Way. The location of existing or proposed streets, roads, easements, public rights-of-way, streams, wetlands, wetland transition areas, state open waters, bridges, culverts, drainage ditches and natural water-courses on the tract;
- m. Existing and proposed drives and parking areas with sufficient dimensions to show widths of pavement and parking area dimensions;
- n. Existing streets, rights-of-way and easements;
- o. Name of owner, description of use, and estimated impervious surface (except residential properties) of surrounding properties;
- p. Location of any existing and proposed utilities;
- q. Location of any existing and proposed septic systems and wells.
- r. Floodplain Delineations. Minor site plans shall indicate flood hazard area delineations for all permanent streams based upon State Department of Environmental Protection delineations or for the one hundred (100) year flood as directed by the township engineer.

This document is provided for informational purposes only. Please refer the Raritan Township General Ordinances for complete submission requirements.