



BOROUGH OF LEONIA

SITE PLAN APPLICATION CHECKLIST

(To be completed by the applicant and submitted with the application)

Applicant Name: _____

Project Name: _____

Application Number: _____

Date: _____

Section 236-25 Information required on site plan

Item No.	Description	Provided	Waiver Requested	N/A
1	All applications for site plan approval shall be prepared, signed and sealed by a professional engineer or architect. They shall bear the signature and seal of a licensed land surveyor as to topographic and boundary survey data.	Yes No		
2	A title block shall be indicated in the lower right-hand corner of the plan and shall include the name and address of the owner, the Tax Assessment Map lot and block number of the site, the proposed name of the development and the name, address and license number and seal of the person preparing the plan. If the owner is a corporation, the name and address of the president and secretary shall be submitted with the application.	Yes No		
3	A date block of the site plan adjacent to the title block containing the date of preparation. All subsequent revisions shall be noted and dated.	Yes No		
4	A key map showing the location of the tract with reference to surrounding areas and existing street intersections within 500 feet of the boundaries of the subject premises.	Yes No		
5	A scale of not less than 50 feet to the inch shall be used, and a geographic representation of the scale shall be displayed, all distances and dimensions shall be in feet and decimals of a foot, and all bearings shall be given to the nearest 10 seconds. There shall be an arrow indicating north.	Yes No		
6	The names of all owners of adjacent properties within 200 feet of the subject premises, together with the Tax Assessment Map lot and block numbers of said properties.	Yes No		
7	Zone boundaries within 200 feet shall be shown on the plan.	Yes No		
8	Survey data showing boundaries of the property, required building or setback lines, lines of existing and proposed streets, lots, reservations, easements and areas dedicated to public use, including grants, restrictions and public and private rights-of-way.	Yes No		

9	Reference to any existing covenants, deed restrictions, easements or exceptions which affect the subject premises. A copy of such covenants, deed restrictions, easements or exceptions shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the subject premises, a notation shall so state on the site plan.	Yes	No		
10	Location of existing buildings on the site which shall remain and all other structures, such as walls, fences, culverts, bridges and roadways, with spot elevations of such structures. Structures to be removed shall be indicated by dashed lines, and structures to remain shall be indicated by solid lines.	Yes	No		
11	All distances as measured along the right-of-way lines of existing streets abutting the premises to the nearest intersection with any other street.	Yes	No		
12	Location plans and elevations of all proposed buildings and other structures, including required yard and setback areas, building height and feet in stories, lot coverage and improved lot coverage calculations.	Yes	No		
13	Location, height, dimensions and details of all signs, either freestanding or affixed to a building. Where signs are not to be provided, a notation shall so state on the site plan.	Yes	No		
14	Location of all storm drainage structures, soil erosion and sedimentation control devices and utility lines, whether publicly or privately owned, with pipe sizes, grades and direction of flow. If existing utility lines are underground, the estimated location of such underground utility lines.	Yes	No		
15	Existing and proposed contours, referred to a United States Coast and Geodetic datum, with a contour interval of one foot for slopes of 3% or less, an interval of two feet for slopes of more than 3% but less than 15% and an interval of five feet for slopes of 15% or more. Existing contours are to be indicated by dashed lines, and proposed contours are to be indicated by solid lines.	Yes	No		
16	Location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wooded areas and other significant existing features, including previous flood elevations of watercourses, where available.	Yes	No		
17	All proposed streets, with profiles indicating grading, and cross sections showing the width of the roadway, location and width of sidewalks where required and the location and size of utility lines according to municipal standards and specifications.	Yes	No		

18	The proposed use or uses of land and buildings and proposed location of buildings including proposed grades. Floor space of buildings and estimated number of employees or other capacity measurements, where required, shall also be indicated. If the precise use of the proposed building is unknown at the time of the application, an amended plan showing the proposed use shall be required prior to a certificate of occupancy.	Yes	No		
19	All means of vehicular ingress and egress to and from the site onto public or private streets, showing the size and location of driveways and curb cuts, including proposed traffic lanes, acceleration and deceleration lanes, and proposed traffic control devices. Improvements, such as roads, curbs, sidewalks and the design details of parking stalls, access aisles, curb radii, direction of traffic flow and other conditions as may be required in Chapter 290, Zoning; Chapter 250, Subdivision of Land; or this chapter.	Yes	No		
20	Location and design of any off-street parking areas and loading zones, showing size and location of bays, aisles and barriers.	Yes	No		
21	Location of all proposed waterlines, valves and hydrants, sanitary sewer lines and facilities and public utility lines.	Yes	No		
22	The proposed location, direction of illumination, power and time of proposed outdoor lighting shall conform to applicable municipal standards.	Yes	No		
23	The proposed screening and landscaping and plant plan, indicating natural vegetation to remain and areas to be planted, with the size, number and type of vegetation to be utilized.	Yes	No		
24	Proposed stormwater drainage system as to conform with designs based on a fifteen-year storm, using a one-hour intensity of two inches of rainfall. All site plans shall be accompanied by a sketch plat showing all existing drainage facilities within 500 feet of any boundary and information as to the building, paved and wooded areas and any other conditions contributing to the calculations and methods used in determination of the adequacy of the proposed stormwater drainage system.	Yes	No		
25	Such other information or data as may be required by the approving authority in order to determine that the details of the site plan are in accordance with the standards of Chapter 290, Zoning; Chapter 250, Subdivision of Land; and this chapter.	Yes	No		
26	Such other information or data as may be required by the approving authority in order to determine that the details of the site plan are in accordance with all other applicable municipal, county, state and federal laws, ordinances and regulations.	Yes	No		

Section 236-26 Legends to be indicated

§ 236-26. Legends to be indicated.

The following legends shall be indicated on the site plan:

A. To be signed before submission:

I CONSENT TO THE FILING OF THIS SITE PLAN.

Owner	Date
Applicant	Date

B. To be completed before submission:

SITE PLAN OF _____

LOT _____ BLOCK _____ ZONE _____

DATE _____ SCALE _____

APPLICANT _____

ADDRESS _____

C. To be signed before submission:

I HEREBY CERTIFY THAT I HAVE PREPARED THIS SITE PLAN AND THAT ALL DIMENSIONS AND OTHER INFORMATION SET FORTH ARE CORRECT.

Name

Title and License Number

D. To be signed before issuance of building permit:

APPROVED BY THE _____ BOARD OF THE BOROUGH OF LEONIA.

_____ BOARD OF THE BOROUGH OF LEONIA.

By: _____

Chairman Date

E. To be signed before (preliminary or final) approval is given:

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I HAVE REVIEWED THIS SITE PLAN AND CERTIFY THAT IT MEETS ALL ORDINANCES AND REGULATIONS UNDER MY JURISDICTION.

Borough Engineer	Date
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F. To be signed before issuance of a certificate of occupancy:

I HEREBY CERTIFY THAT ALL REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED OR THAT A PERFORMANCE GUARANTY HAS BEEN POSTED IN ACCORDANCE WITH THE SITE PLAN ORDINANCE.

Construction Official

Borough Engineer

G. To be signed prior to issuance of certificate of occupancy:

I HEREBY CERTIFY THAT ALL THE REQUIRED IMPROVEMENTS OF THIS SITE PLAN HAVE BEEN INSTALLED IN COMPLIANCE WITH ALL APPLICABLE ORDINANCES AND REGULATIONS.

Borough Engineer	Date
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Construction Official	Date
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OCCUPANCY PERMIT ISSUED:

	Date
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Item No.	Description	Provided		Waiver Requested	N/A
A	Applicant/Owner Consent	Yes	No		
B	Site Plan Information	Yes	No		
C	Applicant's Engineer Certification	Yes	No		
D	Board Chairman Approval	Yes	No		
E	Borough Engineer Approval	Yes	No		
F	Improvements/Performance Guaranty Certification	Yes	No		
G	Improvements Installed Certification	Yes	No		

_____ **Applicant Signature**

_____ **Date**

For Official Use Only

Approved

Denied

Waiver's Granted

_____ Signature

_____ Date