

*Township of Union, NJ
Wednesday, August 21, 2019*

Chapter 30. Land Use

§ 30-16.1. Site Plan Requirements.

[Ord. No. 85-9, § 1600; Ord. No. 90-2, § 8; Ord. No. 99-14, § 13; Ord. No. 2001-2, § 2]

The site plan shall be prepared by a professional engineer, land surveyor, architect, landscape architect or professional planner at an appropriate scale recommended by the Township Engineer. The site plan shall be based on the latest Tax Map information and shall be of a standard size as required by the Map Filing Act. The site plan shall contain the following information:

- a. A key map of the site with reference to surrounding areas and existing street locations.
- b. The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street and within 200 feet of the property, as shown by the most recent tax records of all municipalities in which such properties shall lie.
- c. Lot line dimensions.
- d. Location of all buildings and structures, streets, easements, driveways, entrances and exits on the site and within 100 feet thereof.
- e. Proposed location and dimensions of proposed buildings and structures, roads, driveways, parking areas, etc.
- f. Building setback, side line and rear yard distance.
- g. The delineation of all existing physical features on the site and within 200 feet thereof, including floodplain areas, floodplain soils, streams, watercourses, swales, and lakes or ponds, existing woodlands, steep slopes showing 0% to 10%, 10% to 15%, 15% to 20% and 20% or greater in steepness, existing trees over six inch caliper (for sites of 30,000 square feet or less), and agricultural soils for those parcels of land within the AP District.
- h. Topography showing existing and proposed contours. A reference bench mark shall be clearly designated.
- i. Site capacity calculations, as defined in § **30-6.3** herein. All area measurements used for these calculations shall be taken from paragraphs g and h.
- j. Parking, loading and unloading areas shall be indicated with dimensions, traffic patterns, access aisles and curb radii.
- k. Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross sections, design details and dimensions.
- l. Location and design of existing and proposed stormwater systems, sanitary waste disposal systems and potable water supply, and methods of solid waste storage and disposal.

- m. Landscaping and buffering plan showing what will remain and what will be planned, indicating botanical and common names of plants and trees, dimensions, approximate time of planting and maintenance plans.
- n. Lighting details indicating type of standards, location, radius of light and intensity in footcandles.
- o. Location, dimensions and details of signs.
- p. The following legends shall be on the site plan map:

1.	Site plan of:	
	Lot _____ Block _____ Zone _____	
	Date _____ Scale _____	
	Applicant	
2.	I consent to the filing of this site plan with the Planning Board of	
	(Owner)	(Date)
3.	I hereby certify that I have prepared this site plan and that all dimensions and information are correct.	
4.	I have reviewed this site plan and certify that it meets all codes and ordinances under my jurisdiction.	
	_____	(Township Engineer)
	(Date)	
5.	To be signed before issuance of a building permit: I hereby certify that all the required improvements have been installed or a bond posted in compliance with all applicable codes and ordinances.	
	(If improvements installed)	
	(Township Engineer)	(Date)
	(If bond posted)	
	(Township Clerk)	(Date)
	Building permit issued	
	Building permit issued	(Date)
6.	Approved by the Planning Board	
	(Preliminary _____ Final _____)	
	(Chairman)	(Date)

- q. 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 § 30-6.8e2 of this chapter.
- r. Carbonate Area District: Investigations and complete checklist for Phase I and II as required. Such CAD Investigations Phase I and II Checklists shall be submitted in accordance with § 30-6.9.

§ 30-21. PLAT DETAILS.

§ 30-21.1. General Provisions.

[Ord. No. 85-9, § 2100]

All maps, plats and sketch plans required to be submitted by this chapter shall conform to one of the following size configurations: 8 1/2 inches by 13 inches, 15 inches by 21 inches, 24 inches by 36 inches or 30 inches by 42 inches.

§ 30-21.2. Sketch Plat.

[Ord. No. 85-9, § 2101]

All plats shall be based on accurate information, at a scale of not less than one inch equals 100 feet, and shall show or include 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:

- a. Location and Key Map. The entire tract to be subdivided, giving the accurate location of all existing and proposed property and street lines and including a key map at a scale of one inch equals not more than 1,000 feet, showing the entire subdivisions and its relations to all features shown on the official map and master plan located within 1/2 mile of the extreme limits of the subdivision, and the zoning classification of the proposed subdivision and adjacent land.
- b. Structures. The location of existing houses, buildings, wells, septic systems and other structures, with accurate dimensions from all existing buildings and proposed lot lines.
- c. Owners. The name of the owner, all adjoining property owners and those across existing or proposed streets as disclosed by the most recent Township tax records.
- d. Identity. The Tax Map, street, date of revision, block and lot numbers and zone district.
- e. Streets, Easements, Watercourses and Rights-of-Way. The location of existing or proposed streets, roads, easements, utility services and driveways, public right-of-way, streams, bridges, culverts, drainage ditches and natural watercourses in the subdivisions and within 500 feet thereof.
- f. Lots. The original and proposed lot layout, lot dimensions, all required setback lines and the lot area of each lot in square feet and acreage. Lots shall be designated by letters for minor subdivisions and by consecutive numbers for major subdivisions until given official lot number designations by the Township.
- g. Percolation Tests. If individual sewage disposal systems are proposed, the plat shall show the location of all percolation tests and test results, including those that failed, and soil logs. Tests shall have been conducted within the last three years.
- h. Other Information Required. The date of original preparation and the date of revisions, if any, of the plat, as well as the old name if submitted previously under a different title.
- i. Performance Standards (If Applicable).
 1. Net density.
 2. Open space ratio.
 3. Impervious surface ratio.
 4. Dwelling unit mix.
- j. Natural resources inventory and site capacity calculations, as outlined in § 30-6.3.
- k. Information Required for Minor Subdivision Plats. If the sketch plat is being submitted for minor subdivisions approval, it shall contain the information required under this subsection and shall be a

certified survey map drawn by a licensed New Jersey land surveyor. The plat shall provide for endorsement by the Planning Board Chairman and Secretary. If the plat is to be filed, it shall meet the requirements of the Map Filing Law.

§ 30-21.3. Preliminary Plat.

[Ord. No. 85-9, § 2102; Ord. No. 86-4, § 9; Ord. No. 99-14, § 14; Ord. No. 2001-2, § 3]

The preliminary plat shall be clearly and legibly drawn or reproduced at a scale of not less than one inch equals 100 feet. Preliminary plats shall be drawn by a licensed New Jersey professional engineer or land surveyor. Contour maps and preliminary construction plans, including road profiles and utility plans, shall be submitted as part of the preliminary plat. Separate maps of topography, utilities, and road details may be required by the Planning Board. A soil erosion and sedimentation control plan and a grading plan shall be included. The plat shall be designed in compliance with the provisions of this chapter and shall show or be accompanied by the following information:

- a. **Location and Key Map.** The entire tract to be subdivided, giving the accurate location of all existing and proposed property and streetlines and including a key map at a scale of one inch equals not more than 1,000 feet, showing the entire subdivisions and its relations to all features shown on the official map and master plan located within 1/2 mile of the extreme limits of the subdivisions, and the zoning classification of the proposed subdivision and adjacent land.
- b. **Lots.** Lot layout, lot dimensions, all required setback lines, and individual lot areas in square feet and acreage. Lot shall be designated by consecutive numbers until given an official lot number designated by the Township.
- c. **Other Information.** The tract name, Tax Map sheet and date of revision, block and lot numbers, date of plat preparation, reference meridian, scale, graphic scale, and the following names and addresses:
 1. Record owner or owners of property to be subdivided; if other than an individual, the corporate officers or partners or other statutory agent.
 2. Subdivider.
 3. Person who prepared map, with his official seal and license numbers.
 4. Owners of property within 200 feet of entire tract being subdivided.
- d. **Acreage.** Acreage of tract to be subdivided, to nearest hundredth of an acre.
- e. **Elevations, Contours.** Sufficient elevations and contours at five foot intervals for slopes averaging 10% or greater and at two foot vertical intervals for land of lesser slope, to determine the general slope and natural drainage of the land and the high and low points for a distance of 200 feet around the entire tract boundary.
- f. **Existing and Proposed Locations.** The location of existing and proposed property lines, streets, buildings, watercourses, railroads, bridges, culverts, drainpipes, sanitary sewers, water mains, gas mains, power lines, and any natural features such as wooded areas, large trees over 10 inches in diameter, and rock formations. The data shall be determined by field and/or photogrammetric survey.
- g. **Streets.** Preliminary plans and profiles at a scale of not less than 10 inches equals 50 feet horizontally and one inch equals five feet vertically, including cross sections every 50 feet or as specified by the Township Engineer of all proposed streets, curbs, and gutters within the subdivisions and proposed connection with existing or future continuing streets. The distances and radii of all curves along all street lines shall be shown.

- h. Utilities. Preliminary plans and profiles of proposed utility layouts (water, storm, and sanitary sewers) shall be at a scale of not less than one inch equals 50 feet horizontally and one inch equals five feet vertically, showing connections to existing or proposed utility systems. The applicant shall indicate the general location of the gas, telephone and electrical lines.
- i. Sewers, Drains and Ditches. Preliminary plans and profiles at a scale of one inch equals 50 feet horizontally and one inch equals five feet vertically of all proposed and existing sanitary sewers, storm drains, drainage ditches, and streams within the subdivisions, together with the locations, sizes, elevations, grades, and capacities of any existing sanitary sewer, storm drain, drainage ditch or stream or watercourse to which the proposed facility shall be connected. When brook or stream channel improvements are proposed or required, the plans for such improvements shall be approved by the New Jersey Department of Environmental Protection or the County Planning Board where applicable.
- j. Off-Tract Improvements. When the development of the subdivision or improvements within the subdivisions are contingent upon improvements outside the boundaries of said subdivision, information shall be supplied by the subdivider prior to Planning Board consideration for preliminary approval that the improvements outside the subdivisions are installed and will be available to the subdivider or the subdivider shall provide the funding for the installation of the off-tract improvements.
- k. Setback Lines. All front, rear and side yard lines shall be shown for all lots.
- l. Deed Restrictions. A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat.
- m. Open Space. Any open spaces proposed to be dedicated for public use as playgrounds or other public purpose and the location and use of all such property shall be shown on the plat.
- n. Support Capability. When deemed necessary to determine the suitability of the soil to support new construction, the Planning Board shall require test holes or borings to be made by a New Jersey licensed engineer or an approved testing laboratory at the expense of the subdivider under the direction of the Township Engineer.
- o. Conservation Plans. Plans showing measures designed to minimize soil erosion and sedimentation, such as berms, siltation basins, sediment traps, detention and retention basins, landscaping, natural cover, energy dissipate and riprap. Plans may also include:
 - 1. A storm drainage schedule, including a description of all temporary and permanent structures, negative measures, and other techniques for the control of stormwaters, together with a timetable for the construction or installation of such structures, negative measures, or other techniques.
 - 2. A schedule containing the timing of and description of temporary and permanent soil stabilization measures, including tracking, scarification, serration of slopes, roughening, mulching, silting, chemical binders and other suitable methods of soil stabilization.
 - 3. The location and description of water interception and diversion measures, such as diversion ditches, dikes, barriers, and disposal structures such as flexible or sectional downdrains, flumes, linear spreaders and the like.
- p. 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 § 30-6.8e1 or 3 of this chapter.
- q. Carbonate Area District: Investigations and complete checklist for Phase I and II as required. Such CAD Investigations Phase I and II Checklists shall be submitted in accordance with § **30-6.9**.

§ 30-21.4. Final Plat.

[Ord. No. 85-9, § 2103]

- a. The final plat and all final plats and profiles of improvements and other original exhibits shall be filed with the Planning Board Secretary at least two weeks prior to the regular meeting of the Planning Board when the plat is to be considered. The plat shall be drawn in compliance with the provisions of the Map Filing Law.
- b. The final plat shall show or be accompanied by the following:
 1. Identification. Date, name and key map of the subdivision, name of owner, scale, graphic scale, and reference meridian. The final plan shall be drawn at a scale of not more than one inch equals 100 feet.
 2. Other Information. Tract boundary lines; right-of-way lines of streets; street names; easements and other rights-of-way; land to be reserved or dedicated to public use; all lot lines, with accurate dimensions, bearing and distances; arc lengths; central angles, tangents and radii of all curves; and area of each lot in square feet.
 3. Public Use. The purpose of any easement or land reserved or dedicated for any use shall be indicated, and the proposed use of sites other than residential shall be noted.
 4. Block and Lots. All block, lot and house numbers shall be approved by the Township Engineer and the Tax Assessor and shall be related to existing block and lot numbers as shown on the Official Tax Map of the Township.
 5. Monuments. Location and description of all monuments shall be shown.
 6. Consent of Owner. Certification the applicant is agent or owner of the land or that the owner has given consent to file the map.
 7. Approval. When approval of a plat is required by any officer or body, whether municipal, County, or State, approval shall be certified on the plat.
 8. Certifications. The following certifications shall appear on the final plat:
 - (a) I hereby certify that this map and the survey have been made under my immediate supervision and comply with the provisions of the Map Filing Law. (If applicable, include the following: I do further certify that the monuments as designed and shown hereon have been set.)

Licensed Land Surveyor (Affix Seal)

Date

(If monuments are to be set at a later date, the following endorsement shall be shown on the map.)

I certify that a bond has been given to the Township of Union guaranteeing the future setting of the monuments shown on this map and so designated.

Township Clerk

Date

- (b) I hereby certify that all of the requirements of the Board of Health of Union Township have been complied with.

Chairman, Board of Health

Date

- (c) I have carefully examined this map and find it conforms with the provisions of the Map Filing Law and the Municipal ordinances and requirements applicable thereto.

Township Engineer

Date

- (d) This application is approved by the Township of Union Planning Board as a major subdivision.

Chairman

Date

Secretary

Date

9. Affidavit. An affidavit signed and sworn to by the applicant that the final plat is drawn and presented exactly the same as the preliminary plat approved by the Planning Board and, if any changes, all changes shall be set forth in the affidavit as exceptions to the general statement. The affidavit shall be submitted in an original and two copies.

§ 30-26. CHECKLISTS.

[Ord. No. 90-8, § 1; Ord. No. 98-7, § IV; Ord. No. 99-14, § 15; Ord. No. 2001-2, § 4; Ord. No. 2001-6, § 2; Ord. No. 2003-4, § III; Ord. No. 2004-9, § I]

An applicant shall not be considered completed until all the material and information specified below has been submitted unless, upon receipt of written request from the applicant, a specific requirement is waived by the Planning Board and Board of Adjustment.

- a. Schedule "A" - General Requirements. The following general requirements are applicable to all submissions.
1. Twenty-seven copies of the appropriate application form(s), completely filled in. If any item is not applicable to the applicant, it should so be indicated on the application form(s).
 2. Certification from the Tax Collector that all taxes are paid and assessments on the property are paid.
 3. Receipt indicating that all fees are paid.
 4. Name and address of owner.
 5. Affidavit of Ownership. If applicant is not the owner, state the applicant's interest in the land and consent of owner to file application.
 6. If a corporation or partnership, list the names and address of all stockholders or individual partnership owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.
 7. Twenty-seven copies of any required plot plan, site plan, or subdivision plan.
 8. Number of witnesses and their expertise, if any.

9. Statement as to any requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.

10. A completed checklist.

b. Schedule "B". Schedule "B" is applicable to minor and major subdivisions, preliminary and final site plans, and preliminary and final major subdivisions.

		Minor Site Plan	Minor Sub.	Prelim. Site Plan	Prelim. Major Sub.	Final Site Plan	Final Major Sub.
PLAT SPECIFICATIONS							
1.	Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet	X	X	X	X	X	X
2.	All documents must be signed and sealed by appropriate NJ licensed professional person	X	X	X	X	X	X
3.	Plat prepared to scale based on deed description or other reasonable accurate data for the purpose of review and discussion by the Planning Board	X	X	X	X	X	X
GENERAL INFORMATION							
4.	Metes and bounds description of parcel in question based upon current onsite land survey information showing the date the survey was performed	X	X	X	X	X	X
5.	Property line shown in bearings and distances. Bearings to be in degrees, minutes and seconds. Curves to have arc length, radius chord bearings and distances	X	X	X	X	X	X
6.	Key map, based on tax map, showing location of tract to be considered in relation to surrounding area, within 1,000 feet	X	X	X	X	X	X

		Minor Site Plan	Minor Sub.	Prelim. Site Plan	Prelim. Major Sub.	Final Site Plan	Final Major Sub.
PLAT SPECIFICATIONS							
7.	Title block containing name and address of applicant, preparer and preparer's seal, lot and block numbers, date prepared, date of last revision, and zoning district. Title block must comply with Title 46 (Map Filing Law)	X	X	X	X	X	X
8.	Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor	X	X	X	X	X	X
9.	Scale of map, both written and graphic	X	X	X	X	X	X
10.	North arrow giving the basis of the bearing reference	X	X	X	X	X	X
11.	Space for signatures of Chairman and Secretary of the Planning Board	X	X	X	X	X	X
12.	Names and addresses of all property owners within 200 feet of subject property	X	X	X	X	X	X
13.	Location of existing and proposed property lines with dimensions in feet to the nearest hundredth	X	X	X	X	X	X
14.	Acreage of affected parcel to the nearest hundredth of an acre	X	X	X	X	X	X
15.	Zoning district in which parcel is located, indicating all setbacks, height, and floor area ratio, both as to required and proposed indicate the above both written and graphically	X	X	X	X	X	X
16.	Performance standards if applicable, such as impervious surface ratio, open space ratio, and density	X	X	X	X	X	X

		Minor Site Plan	Minor Sub.	Prelim. Site Plan	Prelim. Major Sub.	Final Site Plan	Final Major Sub.
PLAT SPECIFICATIONS							
17.	Number of lots resulting from a subdivision including areas in acres if 1 acre or over or in square feet if under 1 acre		X		X		X
18.	Site capacity calculations	X	X	X	X	X	X
NATURAL FEATURES							
Applicant should refer to Township NRI or provide most recent mapping available from Hunterdon County Geographic Information System (GIS) or NJ Department of Environmental Protection GIS							
19.	Aerial (satellite) photo using NJDEP 2002 imagery	X	X	X	X		
20.	Topography of the site and within 200 feet thereof	X	X	X	X		
21.	Steep Slopes (Twp. NRI)	X	X	X	X		
22.	Contours in intervals of 2 feet up to 10% grade and 5 feet over 10% grade	X	X	X	X		
23.	Bedrock Geology (Twp. NRI)	X	X	X	X		
24.	Surficial geology (Twp. NRI)	X	X	X	X		
25.	Floodplains	X	X	X	X	X	X
26.	Wetlands (Using Twp. NRI if no LOI submitted)	X	X	X	X	X	X
27.	Natural and artificial water-courses, water; bodies and encroachment lines	X	X	X	X	X	X
28.	C-1 Category Streams and 300-foot buffers	X	X	X	X	X	X
29.	Wooded areas including predominant association and size	X	X	X	X	X	X
30.	Location of trees 10 inches in diameter, as measured 4 feet above ground level, outside of wooded areas, designing species of each	X	X	X	X	X	X

		Minor Site Plan	Minor Sub.	Prelim. Site Plan	Prelim. Major Sub.	Final Site Plan	Final Major Sub.
PLAT SPECIFICATIONS							
31.	Soil types as shown by the current Soil Conservation Service Survey Maps. (or using Twp. NRI)	X	X	X	X	X	X
32.	Agricultural Soils (Twp. NRI)	X	X	X	X	X	X
33.	Erodible Soils (Twp. NRI)	X	X	X	X	X	X
34.	Aquifers and Community Wells (Twp. NRI)	X	X	X	X	X	X
35.	Septic Suitability (Twp. NRI)	X	X	X	X	X	X
36.	Natural Heritage Database & NJ Landscape Data (Twp. NRI)	X	X	X	X		
37.	Areas in which construction is precluded due to the presence of natural resource restrictions	X	X	X	X		
38.	All areas to be disturbed by grading or construction	X	X	X	X		
man-made FEATURES ON SITE AND WITHIN 200 FEET THEREOF							
39.	Location of existing structures and their setbacks from existing and proposed property lines	X	X	X	X	X	X
40.	Location of existing easements or rights-of-way including power lines	X	X	X	X	X	X
41.	Location of existing railroads, bridges, culverts, drainpipes, water and sewer mains, and other man-made installations affecting the tract	X	X	X	X	X	X
42.	Location of existing wells and septic systems	X	X	X	X		

		Minor Site Plan	Minor Sub.	Prelim. Site Plan	Prelim. Major Sub.	Final Site Plan	Final Major Sub.
PLAT SPECIFICATIONS							
43.	Location, results, and date of all percolation tests and soil logs for each lot	X	X	X	X		
44.	Plans and profiles of proposed streets			X	X	X	X
45.	Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems			X	X	X	X
46.	Location and description of monuments whether set or to be set of all corners found, set, to be set, and specific type (i.e. Rebar, iron pipe, railroad spike, p.k. nail, etc.)	X	X			X	X
47.	Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract	X	X	X	X	X	X
48.	Required road dedication	X	X	X	X	X	X
49.	Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof			X	X		
MISCELLANEOUS							
50.	Proposed sight easements where required	X	X	X	X	X	X
51.	Proposed drainage easements where required	X	X	X	X	X	X
52.	Soil Erosion and Sediment Control Plan in accordance with § 30-25 et seq. of this chapter	X	X	X	X		

		Minor Site Plan	Minor Sub.	Prelim. Site Plan	Prelim. Major Sub.	Final Site Plan	Final Major Sub.
PLAT SPECIFICATIONS							
53.	Stormwater Management Plan in accordance with § 30-24 et seq. of this chapter	X	X	X	X		
54.	Landscaping plan including the types, quantity, size, and location of all proposed vegetation, along with planting specifications. The scientific and common name of all vegetation shall be included. Landscaping plan to be prepared by a certified landscape architect	X	X	X	X	X	X
55.	Impact Statement in accordance with § 30-7.9 of this chapter	X	X	X	X	X	X
56.	Copies of covenants and deed restrictions, if any, existing rights-of-way or easements including easements by use	X	X	X	X	X	X
57.	The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated	X	X	X	X	X	X
58.	Any sections for which a waiver is specifically requested and a narrative paragraph explaining why the applicant is entitled to such waiver	X	X	X	X	X	X
59.	A letter of interpretation regarding wetlands from the New Jersey Department of Environmental Protection	X	X	X	X	X	X
60.	As-built plans				X	X	
61.	Aquifer Test and Analysis	X	X	X	X		

		Minor Site Plan	Minor Sub.	Prelim. Site Plan	Prelim. Major Sub.	Final Site Plan	Final Major Sub.
PLAT SPECIFICATIONS							
62.	Carbonate Area District Investigations	X	X	X	X		

- c. Schedule "C". Schedule "C" is applicable to applications made under paragraphs a., b., c., and d. of N.J.S.A. 40:55D-70 and applications for conditional uses and planning variances and is applicable regardless of which Board the application is made to.

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance
PLAT SPECIFICATIONS							
1.	Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet			X	X	X	X
2.	All documents must be signed and sealed by appropriate NJ licensed professional person			X	X	X	X
GENERAL INFORMATION							
3.	Plat prepared to scale based on deed description or other reasonable accurate data for the purpose of review and discussion by the Planning Board			X	X	X	X
4.	Metes and bounds description of parcel in question based upon current onsite land survey information, showing date survey was performed			X	X	X	X
5.	Property line shown in bearings and distances. Bearings to be in degree, minutes, and seconds. Curves to have are length, radius chord bearings and distances			X	X	X	X
6.	Key map, based on tax map, showing location of tract to be considered in relation to surrounding areas within 1,000 feet			X	X	X	X

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance
PLAT SPECIFICATIONS							
7.	Title block containing name and address of applicant, preparer and preparer's seal, lot and block numbers, date prepared, date of last revision, and zoning district. Title block must comply with Title 46 (Map Filing Law)			X	X	X	X
8.	Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor			X	X	X	X
9.	Scale of map, both written and graphic			X	X	X	X
10.	North arrow giving the basis of the bearing reference			X	X	X	X
11.	Space for signature of Chairman and Secretary of the Planning Board			X	X	X	X
12.	Names and addresses of all property owners within 200 feet of subject property	X	X	X	X	X	X
13.	Location of existing and proposed property lines with dimensions in feet to the nearest hundredth			X	X	X	X
14.	Acreage of affected parcel to the nearest hundredth of an acre			X	X	X	X
15.	Zoning district in which parcel is located, indicating all setbacks, height, and floor area ratio, both as to required and proposed. Indicate the above both written and graphically			X	X	X	X

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance
PLAT SPECIFICATIONS							
16.	Performance standards, if applicable, such as impervious surface ratio, open space ratio, and density			X	X	X	X
17.	Number of lots resulting from a subdivision including areas in acres if 1 acre or over or in square feet if under 1 acre			X	X	X	X
18.	Site capacity calculations			X	X	X	X
NATURAL FEATURES							
19.	Aerial (satellite) Photo using NJDEP 2002 imagery			X	X		
20.	Topography of the site and within 200 feet thereof					X	X
21.	Steep slopes (Twp. NRI)			X	X	X	X
22.	Contours in intervals of 2 feet up to 10% grade and 5 feet over 10% grade					X	X
23.	Bedrock Geology (Twp. NRI)			X	X	X	X
24.	Surficial geology (Twp. NRI)			X	X	X	X
25.	Floodplains					X	X
26.	Wetlands (Using Twp. NRI if no LOI submitted)					X	X
27.	Natural and artificial watercourses, waterbodies, and encroachment lines					X	X
28.	C-1 Category Streams and 300-foot buffers			X	X	X	X
29.	Wooded areas including predominant association and size					X	X

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance
PLAT SPECIFICATIONS							
30.	Location of trees 10 inches in diameter, as measured 4 feet above ground level, outside of wooded areas, designating species of each					X	X
31.	Soil types as shown by the current Soil Conservation Service Survey maps (or using Twp. NRI)					X	X
32.	Agricultural soils (Twp. NRI)			X	X	X	X
33.	Erodible soils (Twp. NRI)			X	X	X	X
34.	Aquifers and Community Wells (Twp. NRI)			X	X	X	X
35.	Septic Suitability (Twp. NRI)			X	X	X	X
36.	Natural Heritage Database & NJ Landscape Data (Twp. NRI)			X	X	X	X
37.	Areas in which construction is precluded due to the presence of natural resource restrictions					X	X
38.	All areas to be disturbed by grading or construction					X	X
39.	Location of existing structures and their setbacks from existing and proposed property lines		X			X	X
40.	Location of existing easements or rights-of-way including power lines		X			X	X

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance
PLAT SPECIFICATIONS							
41.	Location of existing railroads, bridges, culverts, drainpipes, water and sewer mains, and other man-made installations affecting the tract			X		X	X
42.	Location of existing wells and septic systems			X		X	X
43.	Location, results, and date of all percolation tests and soil logs for each lot			X	X	X	X
44.	Plans and profiles of proposed streets			X		X	X
45.	Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems			X		X	X
46.	Location and description of monuments whether set or to be set of all corners found, set, to be set, and specific type (i.e. Rebar, iron pipe, railroad spike, p.k. nail, etc.)			X		X	X
47.	Location, names, and widths of all existing and proposed streets on the property and within 200 feet of the tract			X		X	X
48.	Required road dedication.			X		X	X
49.	Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.			X		X	X
MISCELLANEOUS							

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance
PLAT SPECIFICATIONS							
50.	Proposed site easements where required					X	X
51.	Proposed drainage easements where required					X	X
52.	Soil Erosion and Sediment Control Plan in accordance with § 30-25 of this chapter					X	X
53.	Stormwater Management Plan in accordance with § 30-24 et seq. of this chapter					X	X
54.	Landscaping plan including the types, quantity, size, and location of all proposed vegetation, along with planting specifications. The scientific and common name of all vegetation shall be included. Landscape plan to be prepared by a certified landscape architect	X	X	X	X	X	X
55.	Impact Statement in accordance with § 30-7.9 of this chapter	X	X	X	X	X	X
56.	Copies of covenants and deed restrictions, if any, existing rights-of-way or easements including easements by use	X	X	X	X	X	X
57.	The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated	X	X	X	X	X	X

		"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance
PLAT SPECIFICATIONS							
58.	Any sections for which a waiver is specifically requested and a narrative paragraph explaining why the applicant is entitled to such waivers	X	X	X	X	X	X
59.	A letter of interpretation regarding wetlands from the New Jersey Department of Environmental Protection, as applicable	X	X	X	X	X	X
60.	As-built plans					X	X
61.	Aquifer Test and Analysis			X	X	X	X
62.	Carbonate Area District Investigations			X	X	X	X

- d. Schedule "D". For site plans involving new wireless telecommunications antenna towers, the following additional information shall also be provided:
1. The applicant must demonstrate that the facility owner(s) is(are) capable of ensuring continued site safety, timely maintenance and compliance with all applicable local, State and Federal regulations.
 2. Calculations of expected radio-frequency emission levels at the nearest structure in each direction from the proposed facility shall be provided.
 3. A report shall be submitted provided the technical justifications for the design and location of any proposed antenna(s) and tower(s) consistent with § 30-5.5f5. Such report shall also include documentation of the structural integrity of all proposed installations and their compliance with applicable minimum safety requirements and margins as well as a description of the general capacity of the facility of the number and type of antennas it can support.
 4. A proposed landscaping plan demonstrating satisfaction of the requirements of § 30-5.5f5.
 5. A proposed lighting plan demonstrating satisfaction of the requirements of § 30-5.5f5.
 6. Proof of ownership of the proposed site or of authorization to utilize it in the form of a lease agreement or contract of sale including any existing or proposed easements.
 7. In the case of a new tower, a letter of commitment stating the intent and capacity of lease tower and equipment space to other users, including direct competitors, at prevailing rates and standard terms in compliance with the co-location requirements of § 30-5.5f5. Such letter shall commit the tower owner and successors in interest and shall be recorded prior to the issuance of a construction permit.

8. A visual impact study:

- (a) Indicating the topography of the selected site relative to the surrounding areas.
- (b) Presenting elevations of the proposed new tower, or elevations of the existing building or structure on which an antenna or antenna array is proposed to be mounted, and elevations of all proposed accessory building(s) depicting all proposed antennas, platforms, finish materials, and other accessory equipment; and
- (c) Identifying locations within a three-mile radius of the site from which any proposed new tower will be visible;
- (d) A noise impact analysis including measurements of existing sound levels at property lines and projections of the anticipated sound levels after the proposed installation;
- (e) A historic impact analysis evaluating the effect of views of the proposed new tower on existing historic resources within the Township of Union and indicating compliance with any applicable requirements of the National Register of Historic Places Act, 16 U.S.C.A. 470, as amended, and the Regulations adopted pursuant thereto.

e. Completeness. Upon the applicant submitting the appropriate checklist and accompanying information, the Planning Board or Board of Adjustment, as the case may be, shall officially determine whether the application is complete or incomplete. The following forms shall be used:

Township of Union
Certification of Complete Application

TO:

TAKE NOTICE that on the _____ day of _____, 19_____, your application to the
 Planning Board
 Zoning Board of Adjustment

was reviewed in accordance with the rules of said Board and the applicable ordinances of the Township and it was thereupon determined that all checklist items are in order and said application is complete. The time within which said Board must act on said application pursuant to N.J.S.A. 40:55D-1 et seq., has commenced to run from said date.

Secretary, Union Township Planning Board

Township of Union
Notification of Incomplete Application

TAKE NOTICE that on the _____ day of _____, 19_____, your application to the
 Planning Board
 Zoning Board of Adjustment

was reviewed in accordance with the rules of the Board and the applicable ordinances of the Township and it was thereupon determined that all checklist items are not in order and the application is incomplete. Please submit the following checklist items as soon as possible so that the Board may again review your application for completeness.

Secretary, Union Township Planning Board