

ARTICLE V - DEVELOPMENT REVIEW PROCEDURES AND PLAT DETAILS

5.1 INFORMAL DISCUSSION

An informal submission is optional. Any person may appear at a regular meeting of the approving authority for informal discussion of a plat of sufficient accuracy to be used to review overall development concepts in order to assist the applicant in the preparation of subsequent plans. No decisions will be made and no formal action taken on an informal discussion.

The data included on an informal submission of a site plan shall include sufficient basic data to enable the approving authority and the applicant to comment upon design concepts such as building location, ingress and egress, parking, major natural features that will have to be recognized or may influence certain design criteria, and the applicant's basic intent for water, sewerage, and storm drainage facilities. Informal submissions are sketches to scale of possible plan(s) for the development of an area. They are not binding on the municipality or upon the developer and do not necessitate accurate engineered drawings. No action shall be taken at an informed discussion, nor shall the discussion be binding on the municipality in any way.

5.2 GENERAL SUBMISSION REQUIREMENTS

Development applications shall be submitted and acted upon in accordance with this Ordinance.

- A. All development applications shall conform with the checklist portion of this Ordinance.
- B. All development applications for minor or major subdivision, and minor or major site plan shall be accompanied by the appropriate checklist.
- C. All applications shall be submitted at least twenty (20) days in advance of the meeting at which such application is to be heard.
- D. All applications shall be accompanied by a verification from the Hopewell Township Tax Collector that no taxes or assessments are due or delinquent on the property or properties proposed for development.
- E. In the event that a completeness hearing has not been held, on a particular application, within the 45-day time period established in N.J.S.A. 40:55D-10.3, the Board Secretary is designated and directed, following consultation with the Board Solicitor and / or the Township Planner to notify said applicant, in writing, of any deficiencies in the application.

5.3 MINOR SUBDIVISIONS

A. Plat Design Standards. Minor subdivisions shall comply with plat design standards of Section 5.6 and design and improvement standards in Article 6. The first approval given a minor subdivision shall be deemed to be final approval of the subdivision provided that the approving authority may condition such approval on terms insuring the provision of improvements pursuant

to Article 6 of this Ordinance. In the event that a development application requires approval by a governmental agency other than the municipal approving authority, the municipal approving authority shall condition its approval upon the subsequent approval of such government agency.

B. Re-submission Date. Any lands, lots or parcels resulting from a minor subdivision shall not be resubmitted as a minor subdivision for a twenty-four (24) month period of the date of its initial approval as a minor subdivision.

C. Classification. Any division of land under the ordinance or its predecessor ordinances of which the parcel proposed for subdivision was a part shall be counted in determining whether a current subdivision shall be classified as a major or minor.

5.4 SUBMISSION OF PRELIMINARY PLATS - Site Plans and Major Subdivisions

Preliminary plats are required for all site plans and major subdivisions. Such plats shall be submitted and acted upon in accordance with Section 4.4 of this Ordinance and the provisions of this section.

A. Public Hearing. If accepted as a complete application, a public hearing date shall be set and notice given as required by this Ordinance.

B. Number of Copies. Upon submission of a preliminary plat and prior to its approval, the administrative officer shall submit one (1) copy of the plat and supporting data to each of the following: County Planning Board, Township Engineer, Secretary of the Board of Health, Tax Assessor, Building Inspector, and any other agency or persons as directed by the approving authority for their review and action.

C. Time Constraints. Preliminary plats shall be acted upon within the applicable time constraints of the municipal land use law.

D. Amendments to Preliminary Plats. If the approving authority required any substantial amendment in the layout of improvements in either a site plan or subdivision as proposed by the developer and that plan had been the subject of a hearing, an amended application for development shall be submitted and proceeded upon, as in the case of the original application for development. The approving authority shall, if the proposed development complies with this Ordinance, grant preliminary approval.

E. Action of the Approving Authority. The approving authority may approve, disapprove, or approve with conditions the application, including action on the Environmental Report required in the Section entitled "Environmental Impact Report" in Section 6.12. Such action shall not take place until after any required public hearing has been conducted. The decision shall be in writing and shall be sent to the applicant and the newspaper as required by the municipal land use law. If the approving authority grants preliminary approval, its chairman and secretary, (or vice chairman or assistant secretary in their absence, respectively) and Municipal Engineer shall sign each page of the plat indicating the approval. If the plat is conditionally approved, it shall not be signed until all conditions are complied with. If all conditions are not complied with

within one hundred eighty (180) days from the date of the meeting at which a plat was conditionally approved, the conditional approval shall lapse.

5.5 SUBMISSION OF FINAL PLATS

Final plats shall be submitted and acted upon in accordance with Section 4.4 of this Ordinance and the provisions of this section.

A. Approval of Utilities. The final plat shall be accompanied by letters directed to the chairman of the approving authority and signed by a responsible officer of the water company, sewer authority, and utility which provides gas, telephone and electricity that has jurisdiction in the area. Such letters shall approve each proposed utility installation design and state who will construct the facility.

B. Location of Utilities. The final plat shall be accompanied by a statement by the Municipal Engineer that he is in receipt of a map showing all utilities and other improvements (both in the development and off-tract improvements) in exact location and elevation, that he has examined the drainage, erosion, storm water control, and excavation plans and found that the interests of the Township and of nearby properties are fully protected, and identifying those portions of any improvements already installed and that the subdivider has either:

- 1) Installed all improvements in accordance with the requirements of this Ordinance and the preliminary plat approval with a maintenance guarantee accompanying the final plat; or
- 2) Posted a performance guarantee in accordance with this Ordinance and the preliminary plat approval for all partially completed improvements or improvements not yet initiated.

5.6 PLAT DESIGN STANDARDS

No development application for subdivision or site plan approval shall be accepted unless submitted in plat form and no plat shall be accepted for consideration unless it conforms to the following requirements as to form, content, and accompanying information, and complies with the provisions of N.J.S.A. 46:23.1 et seq. (Map Filing Law), as amended, and the following:

A. Minor Subdivision Plat for Classification and Approval

- 1) Clearly and legibly drawn.
- 2) Graphic Scale not less than 1" = 100'.
- 3) Based on actual survey and signed and sealed by a land surveyor licensed in New Jersey.
- 4) Sheet sizes of 30" x 42"; 24" x 36"; 15" x 21"; 8 ½ " x 14"; or 8 ½" x 11".

- 5) Existing and proposed lot lines with bearings and dimensions to 0.01 foot.
- 6) Existing lot lines to be eliminated.
- 7) Area of original tract to one square foot.
- 8) Area of each proposed lot to one square foot.
- 9) Existing structures, uses, wooded areas, and isolated trees with a diameter of six (6) inches or more measured 4.5 (DBH – Diameter at Breast Height) feet above ground level.
- 10) Shortest distance between any existing building and a proposed or existing lot line.
- 11) All streams, lakes and drainage rights-of-way within the limits of the tract(s) being subdivided and within two hundred (200) feet thereof including the location, width and direction of flow of all streams, brooks, and drainage rights-of-way; the location and dimension of all drainage structures; existing features to be removed or relocated; and flood hazard area and floodway lines, steep slopes, wetlands and swamps.
- 12) Existing and proposed rights-of-way and easements within and adjoining the tract with dimensions, existing driveways, street names, and the purpose for any easement. Site triangles shall be shown. Copies of the text of any deed restrictions shall be included.
- 13) The name of the owner of the proposed tract and all adjoining property owners as disclosed by the most recent municipal tax records.
- 14) The tax map sheet, block and lot number for the tract and all adjacent lots; title; graphic scale; north arrow; space for the subdivision application number; the date of the original drawing and the date and substance of each revision.
- 15) Zoning district(s). If the property lies in more than one zoning district, the plat shall indicate all the zoning district lines. All front, side, and rear yard setback lines shall be shown conforming to the zoning ordinance.
- 16) The name, address, signature, and phone number of the owner, subdivider, and person preparing the plat, including the seal of person(s) preparing the plat.
- 17) When no sanitary sewers are proposed, the plat shall show the results of a percolation test on each proposed tract at a site appropriate for the location of a septic filter field. If the percolation tests are doubtful, the approving authority at its discretion may require additional percolation tests. The plat shall show the following data: the date of the test(s), the location of each test, cross-section of the

soil to a depth of at least ten (10) feet below finished grade, ground water level, and the rate of percolation, and the weather conditions prevailing at the time of each test as well as for the preceding forty-eight (48) hours. The test(s) shall be performed at the applicant's expense by a licensed professional engineer.

- 18) A key map with north arrow showing the entire development and its relation to surrounding areas at a scale of not less than 1" = 2,000'.
- 19) The location of all utility poles, transformers, and other utility infrastructure located within the right-of-way of any State, County, or municipal road or street.

B. Preliminary Major Subdivision Plat

- 1) Clearly and legibly drawn.
- 2) Graphic scale not less than 1" = 100'.
- 3) Based on a certified boundary survey and drawn by a land surveyor licensed in New Jersey with design and improvements drawn by a professional engineer licensed in New Jersey.
- 4) Sheet sizes of 30" x 42"; 24" x 35"; 15" x 21"; 8 ½ " x 14"; or 8 ½" x 11". If more than one sheet is required to show the entire subdivision, a separate composite map shall be drawn showing the entire subdivision and the sheets on which the various sections are shown.
- 5) Key map with north arrow showing the entire subdivision in relation to surrounding areas including the names of principal roads and at a scale of not less than 1" = 2,000'.
- 6) Title Block with the name of the subdivision; any development names previously associated with the application; the name of the municipality; tax map sheet, block and lot number; date of preparation and the most recent revision; meridian; north arrow; graphic scale; the names, addresses, phone numbers, and signatures of the owner, subdivider and person(s) who prepared the plat (s) including the seal of the latter; and space for the subdivision application number.
- 7) The names of all property owners within two hundred (200) feet of the extreme limits of the subdivision as disclosed on the most recent municipal tax records.
- 8) Tract acreage to the nearest one thousandth of an acre; the number of new lots; each lot line dimension scaled to the nearest foot and each lot area to the nearest square foot.
- 9) Existing and proposed contours at two (2) foot intervals. All elevations shall be related to a bench mark noted on the plan and wherever possible be based on U. S.

Geological Survey mean sea level datum.

- 10) Location of existing natural features such as soil types, slopes exceeding five percent (5%), wooded areas, rock outcroppings, views within the development and the location of individual trees outside wooded areas having a diameter of six (6) inches or more measured 4.5 feet above ground (DBH). Soil types shall be based on U. S. Soil Conservation Services categories from the Cumberland County Soil Survey.
- 11) Existing and proposed streams, lakes, ponds, and marsh areas accompanied by the following data:
 1. When a running stream with a drainage area of one-half (1/2) square mile or greater is proposed for alteration, improvement, or relocation, or when a structure or fill is proposed over, under, in, or along such a running stream, evidence of approval, required alterations, lack of jurisdiction, or denial of the improvement by the New Jersey Department of Environmental Protection shall accompany the plat.
 2. Cross-sections and profiles of watercourses at an appropriate scale showing the extent of the flood fringe area, top of bank, normal water level and bottom elevations at the following locations:
 - (1) All water courses within or adjacent to the development and at any point where a watercourse crosses a boundary of the development. (Profile and cross section).
 - (2) At fifty (50) foot intervals for a distance of three hundred (300) feet upstream and downstream to any existing or proposed culvert or bridge within the development (cross sections).
 - (3) At a maximum of one hundred (100) foot intervals, but at no less than two locations, along each watercourse which runs through or adjacent to the development (cross sections).
 - (4) When ditches, streams, brooks or watercourses are altered, improved, or relocated, the method of stabilizing slopes and measures to control erosion and siltation during construction as well as typical ditch sections and profiles shall be shown on the plan or accompany it.
 3. The total upstream acreage in the drainage basin of any watercourse running through or adjacent to a development. For flowing streams, small scale watershed maps developed from U.S.G.S. sheets shall be submitted.
 4. The total acreage in the drainage basin to the nearest downstream drainage

structure and acreage in that portion of the development which drains to the structure.

5. The location and extent of all existing or proposed drainage and conservation easements and flood hazard area and floodway lines.
6. The location, extent and water level elevation of all existing or proposed lakes or ponds on or within three hundred (300) feet of the development.
7. Plans and computations for any storm drainage systems including the following:
 - (1) All existing or proposed storm sewer lines within or on lands or roads adjacent to the development and for all required off-site and off-tract drainage improvements showing size, profile, and slope of the lines, direction of flow, and the location of each catch basin, inlet, manhole, culvert, and headwall.
 - (2) The location and extent of any proposed dry wells, ground water recharge basins, detention basins, flood control devices, sedimentation basins or other water conservation devices.
- 12) The names, locations and dimensions including cartway and right-of-way widths of all existing streets within a distance of two hundred (200) feet of the boundaries of the development, existing driveways and any connections from proposed streets, sidewalks, and bike routes in the development to any adjoining street(s), sidewalk(s), or bike route(s) and off-site extensions, if any, will be made to nearby arterial and collector streets as those streets are shown on the adopted master plan.
- 13) Plans, cross-sections, center-line profiles, tentative grades and details of all proposed and existing streets in the tract and within three hundred (300) feet of the subdivision based on the U.S.G.S. datum, together with full information as to the disposal of surface drainage, including plans, cross-sections and profiles of streets, storm drains, and drainage structures. Typical street cross-sections shall indicate the type and width of pavement and the location of curbs, sidewalks, bike routes, typical underground utilities, and shade tree planting. At intersections, the sight triangles, radii or curb lines, crosswalks and street sign locations shall be shown. Final street naming may be deferred. For streets where curbs and/or sidewalks are to be provided, separate curb and sidewalk profiles shall be required at street intersections.
- 14) The names, locations, paved widths, right-of-way widths, and purpose(s) of existing and proposed easements, streets, and other rights-of-way in the subdivision. The text of any deed restriction shall be included.

- 15) The location and description of all monuments, existing and tentatively proposed.
- 16) All proposed lot lines, and all existing lot lines to remain and those to be eliminated. All setback lines required by the zoning ordinance with the dimensions thereof and any municipal boundary line where the boundary is within the tract or within two hundred (200) feet of the tract. Any lot(s) to be reserved or dedicated to public use shall be identified. Each block shall be numbered and the lots within each block shall be numbered consecutively beginning with one (1).
- 17) Locations of all existing structures and their use(s) in the tract and within two hundred (200) feet thereof, showing existing and proposed front, rear and side yard setback distances, structures of potential historic significance, and an indication of all existing structures and uses to be retained and those to be removed.
- 18) Plans and profiles of proposed improvements and utility layouts (sanitary sewers, storm sewers, erosion control, storm water control, excavation, etc.) Showing location, size, slope, pumping stations, and other details as well as feasible connections to any existing or proposed utility systems. If private utilities are proposed, they shall comply fully with all municipal, county and state regulations. If service will be provided by an existing utility company, a letter from that company shall be submitted stating that service will be available before occupancy of any proposed structures. When on-lot water or sewage disposal is proposed, the proposed location of the well and the location and results of percolation tests shall be submitted.
- 19) Zoning district(s) and zoning district lines.
- 20) An itemization of all improvements to be made to the site as required in Article 6 and such other improvements on-site, off-site and off-tract as the public interest may require, together with a listing of the work and materials to be used in installing such improvements including estimated quantities of necessary materials, sufficient to enable the Municipal Engineer to formulate a performance guarantee estimate.
- 21) The location of all utility poles, transformer, and other utility infrastructure located within the right-of-way of any State, County, or municipal road or street.

C. Preliminary Site Plan Plat

- 1) Every preliminary site plan shall be at a minimum graphic scale of 1" - 10'; 20'; 30'; 40', or 50'; certified by a New Jersey licensed architect or engineer, including accurate lot lines certified by a New Jersey licensed land surveyor, submitted on one of four of the following standard sheet sizes:

8 1/2" x 14"; 15" x 21"; 24" x 36"; or 30" x 42"

The site plan shall include the following data: (If one sheet is not sufficient to contain the entire territory, a separate composite map shall be drawn showing the entire development and the sheets on which the various sections are shown). All lot lines and the exterior boundaries of the tract; north arrow; zone district(s) in which the lot(s) is (are) located; date of original drawing and each subsequent amendment; existing and proposed street (s) and street name(s); existing and proposed contours at two (2) foot intervals throughout the tract and within one hundred (100) feet of any building or paved area under review; title of the plan; streams; total area to one (1) square foot; total number of parking spaces; all dimensions, areas, and distances needed to confirm conformity with the ordinance such as but not limited to building lengths, building coverage, lot lines, parking spaces, loading spaces, setbacks, and yards; a small key map giving the general location of the parcel within the Township; and a separate map showing the site in relation to all remaining lands in the present owner's ownership.

- 2) Site Plan Information for Preliminary and Final Approval. Each site plan shall have the following information shown thereon or be annexed thereto and shall be designed to comply with the applicable provisions of this Ordinance.
 1. Building and Use Plan. Size, height, location, arrangement and use of all proposed buildings, structures, and signs, including an architect's scaled elevations of the front, side, and rear of any structure and sign to be erected or modified to the extent necessary to apprise the approving authority of the scope of the proposed work, shall be shown. Any existing structures shall be identified either to remain or be removed. A written description of the proposed use(s) and operation(s) of non-residential building(s) including the number of employees on each shift; expected truck and tractor-trailer traffic; emission of noise, glare, vibration, heat, odor, air and water pollution; safety hazards; and anticipated expansion plans incorporated in the building design. Floor plans shall be submitted.
 2. Circulation Plan. This plan shall show access streets and street names, acceleration/deceleration lanes, curbs, aisles, and lanes, access points to public streets, sight triangles, traffic channelization, easements, fire lanes, driveways, number and location of parking and loading spaces/loading berths and/or docks, pedestrian walks, and all related facilities for the movement and storage of goods, vehicles and persons on the site and including lights, lighting standards, signs, and driveways within the tract and within one hundred (100) feet of the tract. Sidewalks shall be shown from each entrance/exit along expected paths of pedestrian travel such as, but not limited to, access to parking lots, driveways, other buildings on the site, and across common rear areas between buildings. Plans shall be accompanied by cross-sections of new streets, aisles, lanes, driveways and sidewalks. Any expansion plans for the proposed use shall show feasible parking and loading expansion plans to accompany building expansion.

3. Natural Resources Plan. This plan shall show existing and proposed wooded areas, buffer areas including the intended screening devices and buffers, grading at two (2) foot contour intervals inside the tract and within fifty (50) feet of its boundaries, seeded and/or sodded areas, ground cover, retaining walls, fencing, signs, recreation areas, shrubbery, trees, and other landscaping features. These plans shall show the location and type of man-made improvements and the location, species, and caliber of plant material and trees to be located on the tract. All portions of the property not utilized by buildings or paved surfaces shall be landscaped utilizing combinations such as landscaped fencing, shrubbery, lawn area, ground cover, rock formations, contours, existing foliage, and the planting of coniferous and/or deciduous trees native to the area in order to maintain or re-establish the trees native to the area in order to maintain or re-establish the tone of the vegetation in the area and lessen the visual impact of the structures and paved areas. The established grades and landscaping on any site shall be planned for aesthetic, drainage, and erosion control purposes. The grading plan, drainage facilities, and landscaping shall be coordinated to prevent erosion and siltation, as well as assuring that the capacity of any natural or man-made drainage system is sufficient to handle the water from the site and contributing upstream areas.
4. Facilities Plan. This plan shall show the existing and proposed locations of all drainage and storm water run-off; open space; common property; fire, gas, electric, telephone, sewerage, and water line locations; and solid waste collection and disposal methods including proposed grades, sizes, capacities, and materials to be used for facilities installed by the developer. Installations by utility companies need only show their locations on the plat. All easements acquired or required on the tract and across adjacent properties shall be shown and copies of legal documentation that support the granting of an easement by an adjoining property owner shall be included. All proposed lighting shall be shown including the direction, angle, height, and reflection of each source of light. All utilities shall be installed underground. All required state and federal approvals for environmental considerations shall be submitted prior to preliminary approval or be a condition of approval. Drainage facilities shall include facilities to comply with the Storm Water Run-off provisions of this Ordinance. The method of sewage treatment and solid waste disposal shall be shown and percolation tests from sufficient locations on the site to allow a determination of adequacy shall be included where septic tanks and leaching fields are permitted and are proposed. Such plans shall be reviewed by the Municipal Engineer with recommendations to the approving authority. All public services shall be connected to an approved public utilities system where one exists.

- 3) Waivers. The approving authority may waive any of the requirements or details

specified to be shown on the site plan in the case of a particular application, if the applicant can demonstrate to the approving authority's satisfaction that certain required site plan data are not necessary to be shown in order for the approving authority to be able to determine clearly that all comprehensive plan proposals and policies and all Township Ordinance provisions will be complied with by the proposed developer and that the proposed development will not have a deleterious effect on neighboring properties. Before waiving any site plan application requirements, the approving authority shall, on advice of its professional advisors, make a finding that the site plan in question will provide sufficient materials and information to assure the adequate protection of health, safety, and public welfare of the people of the Township.

D. Final Subdivision Plat

- 1) Clearly and legibly drawn.
- 2) Graphic scale not less than 1" = 50'.
- 3) Drawn in compliance with Map Filing Law.
- 4) Sheet sizes of 30" x 42"; 24" x 36"; 15" x 21"; 8 ½ " x 14"; or 8 ½" x 11". If more than one sheet is required to show the entire subdivision, a separate composite map shall be drawn showing the entire subdivision and the sheets on which the various sections are shown.
- 5) The submissions for final plat approval shall show the same information required for preliminary approval in addition to the following, except that the plat to be filed need only contain the data required for filing with the County Recording Officer and all other data may be submitted on separate sheets:
 1. Signature blocks for the approving authority, Municipal Engineer, and other endorsements required by law.
 2. Tract boundary lines; municipal boundary line if within two hundred (200) feet of the tract being subdivided; street names; all lot lines and other site lines with accurate dimensions, bearing or deflection angles and radii, arcs and chord bearings and distances of all curves based on an actual survey by a Land Surveyor licensed to practice in the State of New Jersey with minimum building setback lines and the area of each lot shown to the nearest square foot. All dimensions, both linear and angular, of the exterior tract boundaries shall be based on and calculated from surveyed traversing which shall have an apparent error of field closure of 1:10,000 or better and shall be corrected by accepted balancing methods to final errorless closure; all final exterior and lot boundaries shall be similarly balanced to final errorless closure.

All dimensions, angles, and bearings, given on the map must be referred to at least two 92) permanent monuments which shall be indicated on the map.

3. Block and lot numbers in accordance with established standards and in conformity with the municipal tax map as approved by the Municipal Tax Assessor and all street numbers where appropriate shall be designated as specified by the approving authority.
4. Plans, cross-section, profiles and established grades of all street and easements as approved by the Municipal Engineer.
5. Plans and centerline profiles of all storm and sanitary sewers and water mains as approved by the Municipal Engineer.
6. Location and description of all monuments as required by this Ordinance and the Map Filing Law with the subdivision tied into the New Jersey Plane Co-ordinate System.
7. By separate exhibits, information regarding required improvements and detailing the stage of completion of installing the improvements including the following certifications:
 - (1) By a New Jersey licensed professional land surveyor as to the accuracy of the plat and of the surveyed dimensions.
 - (2) That the applicant, his agent or owner of the land, or that the owner has given consent under an option agreement or contract of sale.
 - (3) Approvals of Municipal Engineer.
 - (4) Appropriate local, county, and state approvals.
 - (5) By the Municipal Tax Collector that all taxes are paid to date.
 - (6) Other certifications that may be required by law.

E. Final Site Plan Plat. The final plat shall include all data required on the preliminary site plan plat drawn to incorporate all changes required as a condition of preliminary approval and drawn by persons and to specifications as required for a preliminary plat.