

TOWNSHIP OF BUENA VISTA
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
890 HARDING HIGHWAY, P.O. BOX 605
BUENA, NJ 08310

MINOR SITE PLAN CHECKLIST

The following checklist is designed to assist applicants in preparing plans for Planning Board/ Zoning Board of Adjustment review. Applicant should check off each item and submit the "checklist" with the application to ensure that the information is included on the plan. Items omitted will delay consideration by the board. The site plan shall show the following information and be drawn according to all relevant standards set forth in the Code of Buena Vista Township:

PLAT SPECIFICATIONS

- ___ 1. The plans shall be submitted on one of the following sheet sizes: 15"x 21", 24"x 36", 30" x 42". No other size will be accepted. **Plans must be folded and have the title block clearly visible.**
- ___ 2. The plan shall be drawn or reproduced at a scale of not less than 1" = 50'.
- ___ 3. Plans shall be prepared by an Architect or engineer if application involves only the location of proposed building and their relationship to the site and the immediate environs.
- ___ 4. Plans shall be prepared by an architect, planner, or engineer if application involves only the location of drives, parking layout, pedestrian and means of ingress and egress.
- ___ 5. Plans shall be prepared by an engineer if application involves drainage facilities for site plans of ten acres or more; or involving storm water management facilities; or traversed by a water course.
- ___ 6. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency
- ___ 7. Metes and bounds description of parcel in question based upon current land survey information.
- ___ 8. Property line bearings showed in degree, minutes, and seconds.
- ___ 9. Key map showing location of tract to be considered in relation to surrounding area, within 1000 feet.

- ____ 10. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.
- ____ 11. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.
- ____ 12. Scale of map both written and graphic.
- ____ 13. North arrow giving reference meridian.
- ____ 14. Space for signatures of chairman, Secretary, and engineer of the Municipal Agency.
- ____ 15. Name of all property owners within 200 feet of subject property.
- ____ 16. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.
- ____ 17. Zoning district in which parcel is located, including all setbacks, lot coverage, height, floor area ratio, and density, both to as required and proposed, indicate the above both written and graphically.
- ____ 18. Acreage of affected parcel to the nearest hundredth of an acre.
- ____ 19. Provide a polaroid or other similar photograph of the premises in question taken from the opposite side of the street.
- ____ 20. Lighting and signage plan showing the location of signs and light standards, direction of illumination, mounting heights, setbacks, type of light standards and lighting pattern superimposed onto the plan and noted in footcandles.

NATURAL FEATURES (Topography of the site and within 200 feet thereof).

- ____ 21. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2 feet; over 10% grade-5 feet.
- ____ 22. Flood plains
- ____ 23. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.
- ____ 24. Wooded area indicating predominant species and size.

- ___ 25. Area where construction is precluded due to presence of stream corridors.
- ___ 26. All areas to be disturbed by grading or construction.

MAN-MADE FEATURES ON SITE (and within 200 feet thereof).

- ___ 27. Location of existing structures and their setbacks from existing and proposed property lines. and an indication of whether the existing structures and uses will be retained or removed.
- ___ 28. The location of existing property lines, streets, street names, buildings, watercourses, railroads, bridges, culverts easements, right-of-ways and any natural features, such as wooded areas, streams, or wetlands. All historically, cultural and/or archeological significant structures or resources shall be shown.
- ___ 29. Location of existing and proposed wells, septic systems, driveway aprons, and streetlights. When applicant intends to use a septic disposal system: location of test holes, test results, and approximate location of the intended disposal field.
- ___ 30. Location of all monuments, corners, and other points established in the field.
- ___ 31. The names, locations and dimensions (cartway and right-of-way widths) of all existing and proposed streets on the property and within 200 feet of the tract.

MISCELLANEOUS

- ___ 32. Proposed sign easements where required.
- ___ 33. Proposed drainage easements where required.
- ___ 34. The plan/project shall be designed in compliance with the subdivision and zoning ordinances of the Township and other applicable standards of the state, county, and local agencies.
- ___ 35. All application fees and escrows must be paid with the submission.
- ___ 36. No application will be deemed complete until taxes are paid up to date.
- ___ 37. In the Pinelands area, no application shall be deemed complete until a Certificate of Filing from the Pinelands Commission is submitted by the applicant.

