

**PENNSVILLE TOWNSHIP LAND DEVELOPMENT ORDINANCE  
CHECK LIST  
SCHEDULE "O" – MINOR SITE PLAN APPLICATION  
PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for minor site plan approval must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
( )	1. The minor site plan must be clearly and legibly drawn or reproduced at a scale of not less than one-inch equals fifty feet. It must be prepared under the supervision of, and be signed and sealed by a licensed New Jersey land surveyor and any engineering design work shall be done, signed and sealed by a licensed New Jersey professional engineer.	( )
( )	2. The site plan shall clearly show the conditions on and adjacent to the site at the time of application, the features of the site which are being incorporated into the proposed use or building and the appearance and function of the proposed use or building.	( )
( )	3. A key map at an appropriate scale showing the location of the site and its relationship to surrounding areas and to existing street locations.	( )
( )	4. Name and address of owner, applicant, and the persons preparing plan.	( )
( )	5. The tax map sheet, block and lot numbers.	( )
( )	6. The names of all adjoining property owners as disclosed by the current tax records.	( )
( )	7. The entire property in question must be shown, even though only a portion of the property may be involved in the site plan, provided, however, where it is physically impossible to show the entire property on the required sheet, a separate map at an appropriate scale may be submitted.	( )
( )	8. The location, design and dimensions of each existing and proposed use and structure.	( )
( )	9. The setback distances from all property lines.	( )
( )	10. The location, dimensions and arrangement of all existing and proposed streets, vehicular access-ways and driveways, off-street parking areas, methods of separating land traffic and parking traffic within off-street parking areas, and loading and unloading areas.	( )

( )	11. A survey prepared by a land surveyor licenses by the State of New Jersey shall accompany site plans and shall show the boundaries of the parcel and the limits of all proposed streets, recreation areas and other property to be dedicated to public use or to common open space. In the case of new or proposed commercial, industrial or public buildings or structures, the site plan shall be accompanied by preliminary architectural floor plans and elevations with the name, address, professional number and seal of the architect involved.	( )
( )	12. Location of all existing trees having a five (5)-inch or greater diameter, and all tree masses, indicating general sizes and species of trees. If no five inch diameter or greater trees, or if no tree masses, indicate "N/A".	( )
( )	13. The location, design, and dimensions of existing and proposed open areas, buffer areas, pedestrian walkways, and any recreation areas and facilities proposed by the developer.	( )
( )	14. Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants and trees and dimensions, approximate time of planting and method of planting.	( )
( )	15. Contours at two foot intervals for slopes averaging 5% or greater and one foot contours for slopes less than 5%, unless determined by the Township Engineer to be unnecessary in whole or in part.	( )
( )	16. Grading plan showing existing and proposed spot elevations based upon the U. S. Coastal Geodetic datum at all building corners, all floor levels, center lines of abutting and other pertinent locations.	( )
( )	17. The location, size and direction of flow of all streams, brooks, ditches, lakes and ponds. The boundaries of the floodplains of all watercourses shall also be submitted.	( )
( )	18. Cross sections and centerline profiles of all existing or proposed streets or watercourses.	( )
( )	19. Plans and design data for storm drainage facilities prepared in accordance with all Ordinance requirements.	( )
( )	20. Preliminary plans and profiles of proposed utility layouts and water and sewer facilities.	( )
( )	21. If on-site sewage disposal is required, the results and location of all percolation tests and test borings shall be shown on the plan.	( )
( )	22. At a minimum, the floor plan and front elevation of all proposed principal buildings and all contemplated accessory buildings and structures.	( )

( )	23. The size, type and location of all proposed signs.	( )
( )	24. The location and design of proposed lighting for buildings, signs and grounds.	( )
( )	25. All other documents, materials and information required by the Pennsville Township Land Development Ordinance.	( )
( )	26. A written description of the proposed use and development of the property, as well as past and current development and uses.	( )
( )	27. Copies of all Planning Board (or former Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".	( )
( )	28. Application for grading plan review pursuant to Ordinance Section 5.17. If proposed land disturbance is 500 square feet or less, indicate "N/A".	( )