

SITE PLAN SUBMITTAL REQUIREMENTS

All plans must be submitted and all fees must be paid prior to being scheduled for site plan review. Eight (8) site plans must be submitted to the committee with the application. Plans should be folded to an 8-1/2 x 11 size. Reduced size copies (such as 11x17) are acceptable if they are legible. Site plans shall be clearly and legibly drawn by a licensed New Jersey engineer, land surveyor or architect and shall be at a scale not less than 1" = 30'. **ALL SITE PLANS MUST BE NO MORE THAN 6 PAGES AND HAVE A DIMENSION OF 24" X 24".**

Site plan shall be designed in compliance with the provisions of design standards of the Roselle Land Use Ordinance and Submittal Requirements of the Development Review Committee of the Borough of Roselle. Site plans shall show or be accompanied by the following information, except that, for minor site plans, as designed in Chapter 118, the data shown may be limited to that clearly showing the alterations in existing buildings or site improvement proposals. The following information must be shown on site plans for site plan review:

The following checklist is designed to assist applicants in preparing site plans for board review. Applicants should check off each item to ensure inclusion on the site plan. **ITEMS OMITTED WILL THEREBY DELAY CONSIDERATION BY THE BOARD.** Other Plans such as Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets. Applicants submitting proposed site plans for major or minor subdivisions, please refer to the submission requirements labeled either minor subdivision site plan requirements or major site plan submission requirements.

First page of site plan should include:



Date: (all revisions shall be noted and dated).



Applicant and architect's contact information.



Overview:

- **Title of development proposal, north arrow, graphic scales.**
- **Title Box: Block, Lot, Address, and Case Number** in bold caption should be placed in title box for easy reference.
- **Key Map** showing the location of subject property.
- **Zoning Map** showing zoning classification and boundaries within of proposed project and 100 feet area there from.
- **Zoning Schedule/Analysis Table** indicating required building regulations, lot area, setbacks, parking requirements and the project's proposed zoning dimensions. Any requested variances shall be noted in the table as well. Noted total square footage of each proposed project.
- **Structure and Uses Map** showing structures and uses within 100 feet. This is commonly referred to as a Sanborn map, which can be purchased in the Boroughs Building Department.
- **Short narrative on proposed development proposal.**
- **Copy of or delineation of any existing deed restrictions.**
- **Hours of operation for a business, if applicable.** Number of employees. Narrative describing nature of operation or activities to occur on the site. Narrative describing trucking on the site; number and size of trucks used in applicant's operation, number, size and frequency of trucks making deliveries; time of loading and unloading operations.
- **Photographs of existing property and surrounding structures or neighborhood.**

Second page of site plan should include:



Existing Conditions:

- Plans should show immediate adjacent areas including street to the far curb line.
- Location of any existing buildings on the site and all other structures, including but not limited to, walls fences, culverts and bridges with spot elevations of such building and structures. Structures to be removed shall be indicated by dashed lines. Structures to remain shall be indicated by solid lines.
- Survey data showing boundaries of the property, building or setback lines and lines of existing proposed streets, lots, reservations, easements and areas dedicated to public use, including grants, restrictions and right-of-ways should be included as well as:
 - **The date the survey was prepared**
 - **For whom the survey was prepared**
 - **The seal of the licensed New Jersey surveyor who prepared the survey**
 - **Reference to any existing or proposed covenants, deed restrictions or exceptions covering all or any part of the parcel. A copy of such covenants, deed restrictions or exceptions shall be submitted with the application.**



Site Layout:

- Proposed buildings (with entrances indicated), property lines, easements, parking lots (with parking stalls indicated), driveways, sidewalks and loading areas.
- The location and design of any off-street parking areas or loading areas showing the size and location of bays, aisles and barriers.
- Dimensions and other appropriate labels.
- Traffic and pedestrian control plans (if construction will block adjacent sidewalks and streets).
- Means of vehicular access for ingress to and egress from the site must be shown. The size and location of driveways, curb cuts, walkways, proposed travel channels and any other means of controlling vehicular and pedestrian traffic.
- Show proposed use, use of land and buildings together with the floor spaces of all structures on the lot.
- Location and design of any off-street parking areas or loading areas showing size and location of bays, aisles and barriers.

Third page of site plan should include:



Grading, Drainage, and Utilities:

- Existing and proposed grading shown with 2 foot contour intervals and spot elevations at critical points.
- Sanitary and storm sewers with pipe size and materials shall be labeled. Water lines, fire hydrants, fire department connections for sprinklers or standpipes.
- Show location of any existing and proposed storm drainage structures and utility lines, whether publicly or privately owned, with pipe size, grades and direction of flow. If any existing utility lines are underground, the estimated location of utility lines shall be shown.
- Include sufficient spot elevations or contours to determine the flow of drainage water.

- All storm and sanitary lines sizes should be verified with maps on file in the Borough's Building Department, which is located on the second floor of Borough Hall.
- Note of any erosion control measures such as silt fences, inlet protection and street cleaning.
- If the proposed use is different from the present use include the following and have it signed and sealed by a NJ licensed Professional Engineer :
 1. Estimated peak flows into the sanitary sewer line
 2. Calculations establishing the Hydraulic Capacity of the sewer reach into which the property empties (this can be calculated between adjacent manholes) - The Manning Equation can be used to calculate this.
 3. Calculations showing that the sum of the flows - including the proposed flow do not exceed the pipes hydraulic capacity



Landscaping and Other Site Improvements:

- Proposed landscaping (trees, shrubs, and ground cover) identified by size and species.¹
- Existing significant vegetation by size and species.
- Must indicate proposed screening, landscaping and planting plans, including schedule and number and variety of plants, shrubs, and trees.
- Location and treatment of open space.
- Location of buffers.
- Signs, streetlights, traffic signs and signals, parking meters.



Lighting:

- Site lighting and isolux lines must be shown.
- The location, direction of illumination, power and hours of operation of the existing and proposed outdoor lighting shall be noted on plans.



Signage & Fencing:

- Signage plan shall show size, location, materials of signs, etc.
- Proposed fencing detail shall show materials, colors, size and location description.



Refuge:

- Location and type of garbage and refuse disposal facilities including maneuvering areas must be shown. All refuge shall be enclosed.

Fourth and beyond pages of site plan should include:



Building Information:

- Height of building, type of construction, whether sprinklers are proposed shall be noted.
- Location, height and first floor elevation of all proposed buildings or other structures as well as the elevation of the finished grade at each corner of each structure. At the time of application for the preliminary site plan approval, preliminary architectural plans and elevations shall be sufficient.

¹ The following species and varieties of trees include, but are not limited to, acceptable trees for planting: (a) Gink Go-Biloba Princeton Sentry (Princeton Sentry Ginkgo); (b) Quercus Robur Fastigiata (Pyramidal English Oak), (c) Plantanus Acerfolia (Orientalis) (London Planetree) and (d) Gleditsia Triancantos, Inermis-Shademaster (Shademaster Brand Thornless Honeylocust).

- Location of fire exits, alarms, fire escapes, ingress and egress, extinguisher locations, etc.
- Building elevations (if available).



Interior and Exterior Dimensions and Illustrations:

- Exterior dimensions and illustrations shall note materials, locations of signs, lighting, doors, windows, and other distinguishable building and site layout characteristics. Exterior dimensions should be on a separate site plan page from interior dimensions.
- All interior rooms must have labeled dimensions.
- All fire exits and means of egress shall be noted.
- Any other such information or data as may be required by the Planning Board or Board of Adjustment for determination that the details of the site plan are in accordance with the standards of all ordinances of the Borough of Roselle.



Final Site Plan:

- All applicants receiving approval from the Planning Board (**including Minor Site Plan Candidates**) or Board of Adjustment are required to submit an AutoCad file illustrating the final site plan.



Signature Block:

Plans should include a signature block on site plans to indicate the approval of said site plan post board review.

Applicants are reminded to note, on the site plan in the title block, the date the site plan is drafted for initial review and the date of each revision submitted for review.

SIGNATURE BLOCK TEMPLATE FOR ALL PLANNING BOARD AND BOARD OF ADJUSTMENT APPLICATIONS

APPROVED BY THE [PLANNING BOARD] [BOARD OF ADJUSTMENT] ***** (choose the appropriate board) OF THE BOROUGH OF ROSELLE AT A MEETING HELD ON THE _____ DAY OF _____, 2012

 BOARD OF ADJUSTMENT CHAIRPERSON
 PLANNING BOARD CHAIRPERSON
 ***** (choose the appropriate board)

 BOARD SECRETARY

 RESOLUTION NUMBER DATE

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS MAP AND LAND SURVEY DATED _____ MEETS THE MINIMUM SURVEY DETAIL REQUIREMENTS, WITH OUTBOUND CORNERS MARKED AS PROMULGATED BY THE STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND HAS BEEN MADE UNDER MY SUPERVISION, AND COMPLIES WITH THE PROVISIONS OF THE "MAP FILING LAW" AND THE OUTBOUND CORNER MARKERS AS SHOWN HAVE BEEN FOUND, OR SET.

PREPARING LAND SURVEYOR

I HAVE CAREFULLY EXAMINED THIS MAP AND TO THE BEST OF MY KNOWLEDGE AND BELIEF FIND IT CONFORMS WITH THE PROVISIONS OF THE "MAP FILING LAW," RESOLUTION OF APPROVAL AND THE MUNICIPAL ORDINANCE AND REQUIREMENTS THERETO.

MUNICIPAL CLERK

MUNICIPAL ENGINEER

APPROVED BY THE PLANNING BOARD OF THE BOROUGH OF ROSELLE AT A MEETING HELD ON THE _____ DAY OF _____, 2012

BOARD OF ADJUSTMENT CHAIRPERSON
PLANNING BOARD CHAIRPERSON

BOARD SECRETARY

***** (choose the appropriate board)

RESOLUTION NUMBER DATE

Minor Subdivision site plan submission requirements:

A Minor Subdivision is defined as a division of a parcel of land along an existing public street or road, not involving the opening, widening, or extension of any street or road.

The plat for a minor subdivision shall be clearly and legibly drawn by a licensed New Jersey engineer or land surveyor and shall be at a scale of not less than one inch equals 30 feet. The plat shall be designed in compliance with the provisions on design standards of this chapter and shall show or be accompanied by the following information:

- The location of that portion which is to be subdivided in relation to the entire tract.
- Date: (all revisions shall be noted and dated).
- Applicant and architect's contact information.
- Title Box: Block, Lot, Address, and Case Number in bold caption should be placed in title box for easy reference.
- The tract name: Tax Map sheet, block and lot numbers; date; reference; North point; graphic scale; and the following names and addresses:
 - Name and address of recorded owner or owners.
 - Name and address of the subdivider.
 - Name and address of person who prepared map.
- Existing and proposed lot lines, dimensions and bearing.
- The location of existing streets abutting the subdivision.
- Location of any existing buildings on the site and all other structures, including but not limited to, walls fences, culverts and bridges with spot elevations of such building and structures. Structures to be removed shall be indicated by dashed lines structures to remain shall be indicated by solid lines.
- The location and uses of existing building within 100 feet of the subject property.
- The zoning districts and boundaries within one proposed subdivision and within 100 feet of the perimeter thereof.
- Plans of proposed utility layouts (sewers, storm drains, water, gas and electricity), showing feasible connections to existing or any proposed utility systems.
- Existing and proposed grading shown with 2 foot contour intervals and spot elevations at critical points.
- Sanitary and storm sewers with pipe size and materials shall be labeled. Water lines, fire hydrants, fire department connections for sprinklers or standpipes.

- Show location of any existing and proposed storm drainage structures and utility lines, whether publicly or privately owned, with pipe size, grades and direction of flow. If any existing utility lines are underground, the estimated location of utility lines shall be shown.
- Also include sufficient spot elevations or contours to determine the flow of drainage water.
- All storm and sanitary lines sizes should be verified with maps on file in the Borough's Building Department, which is located on the second floor of Borough Hall.
- Note of any erosion control measures such as silt fences, inlet protection and street cleaning.
- If the proposed use is different from the present use include the following and have it signed and sealed by a NJ licensed Professional Engineer:
 - Estimated peak flows into the sanitary sewer line
 - Calculations establishing the Hydraulic Capacity of the sewer reach into which the property empties (this can be calculated between adjacent manholes) - The Manning Equation can be used to calculate this.
- Calculations showing that the sum of the flows - including the proposed flow do not exceed the pipes hydraulic capacity
- A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat.
- A copy of any protective covenants or deeds restrictions applying to the land being subdivided.
- Zoning Schedule/Analysis Table indicating required building regulations, lot area, setbacks, parking requirements and the project's proposed zoning dimensions. Any requested variances shall be noted in the table as well. Noted total square footage of each proposed project.
- All applicants receiving approval from the Planning Board (including Minor Site Plan Candidates) or Board of Adjustment are required to submit an AutoCad file illustrating the final site plan.
- Plans should include a signature block on site plans to indicate the approval of said site plan post board review. Please refer to the above templates.
- Applicants are reminded to note, on the site plan in the title block, the date the site plan is drafted for initial review and the date of each revision submitted for review.**

Major Subdivision site plan submission requirements:

A Major Subdivision is defined as any subdivision not classified as a minor subdivision. The parent lot, tract, or parcel of land counts as one of the subdivided lots, tracts, parcels, or other subdivisions of land for the purpose of determining whether the application for approval is to be treated as a major or minor residential subdivision.

The preliminary plat shall be clearly and legibly drawn or reproduced at a scale of not less than 1" = 60'. Preliminary plats shall be designed and drawn by a licensed New Jersey engineer or land surveyor. The plat shall be designed in compliance with the provisions of design standards of this chapter and shall be accompanied by the following information:

- Date: (all revisions shall be noted and dated).
- Applicant and architect's contact information.
- Title Box: Block, Lot, Address, and Case Number in bold caption should be placed in title box for easy reference.
- Zoning Schedule/Analysis Table indicating required building regulations, lot area, setbacks, parking requirements and the project's proposed zoning dimensions. Any requested variances shall be noted in the table as well. Noted should include total square footage of each proposed project.
- A key map showing the entire subdivision and its relation to surrounding areas.
- The tract name; Tax Map sheet, block and lot numbers; date; reference; North point; graphic scale; and the following names and address:
 - Name and address of record owner or owners.
 - Name and address of the subdivider.
 - Names and address of person who prepared map.
- The Acreage of tract to be subdivided, to the nearest tenth of an acre.
- Existing and proposed lot lines and dimensions.
- Contours at five-foot intervals for slopes averaging 10% or greater and at two-foot intervals for land or lesser slope; indication of the high and low points; and tentative cross sections and center-line profiles for all proposed new street.
- The location and uses of existing buildings within 100 feet of the subject property.

- The location of existing and proposed property lines, streets, buildings, monuments, watercourses, railroads, bridges, culverts, drainpipes and any natural features such as wooded areas and rock formations.
- Location of any existing buildings on the site and all other structures, including but not limited to, walls fences, culverts and bridges with spot elevations of such building and structures. Structures to be removed shall be indicated by dashed lines structures to remain shall be indicated by solid lines.
- Survey data showing boundaries of the property, building or setback lines and lines of existing proposed streets, lots, reservations, easements and areas dedicated to public use, including grants, restrictions and right-of-ways should be included.
- Reference to any existing or proposed covenants, deed restrictions or exceptions covering all or any part of the parcel. A copy of such covenants, deed restrictions or exceptions shall be submitted with the application.
- The zoning districts and boundaries within one proposed subdivision and within 100 feet of the perimeter thereof.
- Plans, profiles and cross sections of all proposed streets and the profiles of existing streets to which the proposed streets shall be connected within the proposed subdivision and within 100 feet of the perimeter thereof where the streets are to be constructed by the subdivider or other private person.
- Plans and profiles, included the size, grade and elevation, of all proposed waterlines, stormwater drains and sanitary sewers and of existing water mains, stormwater drains and sanitary sewers to which the proposed utilities shall be connected within the proposed subdivision and within 100 feet of the perimeter thereof where the same are to be constructed by the subdivider or other private person.
- Plans of proposed utility layouts (sewers, storm drains, water, gas and electricity), showing feasible connections to existing or any proposed utility systems.
- Existing and proposed grading shown with 2 foot contour intervals and spot elevations at critical points.
- Sanitary and storm sewers with pipe size and materials shall be labeled. Water lines, fire hydrants, fire department connections for sprinklers or standpipes.
- Show location of any existing and proposed storm drainage structures and utility lines, whether publicly or privately owned, with pipe size, grades and direction of flow. If any existing utility lines are underground, the estimated location of utility lines shall be shown.

- Also include sufficient spot elevations or contours to determine the flow of drainage water.
- All storm and sanitary lines sizes should be verified with maps on file in the City's Building Department, which is located on the 2nd floor of Borough Hall.
- Note of any erosion control measures such as silt fences, inlet protection and street cleaning.
- If the proposed use is different from the present use include the following and have it signed and sealed by a NJ licensed Professional Engineer:
 - Estimated peak flows into the sanitary sewer line.
 - Calculations establishing the Hydraulic Capacity of the sewer reach into which the property empties (this can be calculated between adjacent manholes) - The Manning Equation can be used to calculate this.
- Calculations showing that the sum of the flows - including the proposed flow do not exceed the pipes hydraulic capacity
- A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat.
- The Administrative Officer shall have the power to waive submission of any of the above items which are not applicable to a particular application; except that in the case of engineering requirements, the waiver must be approved by the Borough Engineer.
- The final plat shall be drawn in ink on tracing cloth or the equivalent at a scale of not less than one inch equals 60 feet and in compliance with all provisions of the Map Filing law, N.J.S.A. 46:23-9.9 et seq. The final plat shall be accompanied by the following: date, name and location of the subdivision, name of owner, graphic scale and north point.
- 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 and other site lines, with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves.
- The location and uses of existing buildings within 100 feet of the subject property.
- Zoning districts and their boundaries within the proposed subdivision and within 100 feet of the perimeter thereof.
- The purpose of any easement or land reserved or dedicated to public use shall be designed and the proposed use of sites other than residential shall be noted.

- Each block shall be numbered, and the lots within each block shall be numbered consecutively beginning with the number “1.”
- Minimum building setback line on all lots and other sites.
- Location and description of all monuments.
- Names of owners of adjoining properties.
- Certification that the applicant is agent or owner of the land or that the owner has given consent under an option agreement.
- When approval of a plat is required by any officer of body of a municipality, county or state, such approval shall be certified on the plat.
- Cross-sections and profiles of streets, approved by the Municipal Engineer.
- Contours at five-foot intervals for slopes averaging 10% or greater and at two-foot intervals for land of lesser slope.
- The Administrative Officer shall have the power to waive submission of any of the above items, which are not applicable to a particular application; except that in the case of engineering requirements, the waiver must be approved by the Borough Engineer.
- All applicants receiving approval from the Planning Board (**including Minor Site Plan Candidates**) or Board of Adjustment are required to submit an AutoCad file illustrating the final site plan. – Not sure if you want to request this from the applicant.
- Plans should include a signature block on site plans to indicate the approval of said site plan post board review.
- Applicants are reminded to note, on the site plan in the title block, the date the site plan is drafted for initial review and the date of each revision submitted for review.**

Please submit plans to Robert Lawson, Administrative Officer or Building Department representative. Mr. Lawson can be contacted at (908) 259-3023 if you have questions about the site plan review process.