



**Subdivision and Site Plan Application Form**  
**Site Plan Detail Checklist**

FOR OFFICE USE ONLY	
Complete	_____
Incomplete	_____
Date	_____
File #	_____

Plan Title:  
 Block(s)/Lot(s):  
 Municipality:  
 Applicant:  
 Owner:

**Applicants:** Site plans shall include the information below, in accordance with Section 11-6 of the Middlesex County Site Plan Resolution. Please fill in the checklist completely and submit the required items for a “Complete” status. Any waiver requests must be approved by the county.

**Instructions:** Fill in each box with one of the following: **S - Submitted; N/A - Not Applicable; or W – Waiver Requested.**

Application Requirements	For Applicants (Insert S, N/A, or W)	For Office Use Only
A. The sizes of all maps and plans of any proposed land development shall be consistent with the sizes permitted under the NJ Title Recordation Law, P.L. 2011, c. 217, and as follows: 8 ½ x 13 inches 15 x 21 inches 24 x 36 inches 30 x 42 inches		
B. The name and address of the applicant and the owner and the name, address and title of the professional person preparing the plan, map and accompanying data. All plans and maps must be signed by a land surveyor and a professional engineer licensed in the State of New Jersey.		
C. An appropriate place for the signatures of the County Planning Board, Secretary, and Planning Director.		
D. The municipal tax map lot and block numbers of the lot or lots, tax sheet number, key location map, and acreage.		
E. A date, scale, and north arrow on any map.		
F. The zone district in which the lot or lots are located together with a delineation of the front yard set-back line required in such zone.		
G. All existing and proposed setback dimensions, landscaped areas, trees over twenty inches in circumference, and fencing within 100 feet if the County Right-of-Way- line.		
H. All existing and proposed signs and lighting standards, utility poles and their size, type construction, and location within twenty-five feet of the County Road Right-of-Way line or, where appropriate, proposed County Right-of-Way line.		

I. The existing and proposed principal building or structure and all accessory buildings or structures, if any, and finished grade elevations at all corners of said buildings.		
J. Existing topography based upon U.S.C. & G. datum and proposed grading with a maximum of two-foot contour intervals.		
K. The location, type and size of all existing and proposed catch basins, storm drainage facilities, utilities, plus all required design data supporting the adequacy of the existing or proposed facilities to handle future storm flows.		
L. The location, type and size of all existing and proposed curbs, sidewalks, driveways, paved areas, fences, retaining walls, parking space areas and the layouts thereof and all off-street loading areas, together with the dimensions including curve radius of all the foregoing on the site in question and within 100 feet of said site.  In addition, the estimated average number of the following vehicles that will enter the site each day shall be appropriately shown on the site plan map:		
1) Single unit trucks or buses with a wheelbase of approximately twenty (20) feet and; and,		
2) Semi-trailer trucks with a wheelbase of approximately thirty (30) to fifty (50) feet.		
M. The location, size and nature of all existing and proposed Rights-of-Way, easements and other encumbrances which may affect the lot or lots in question, and the location, size and description of any lands to be dedicated to a municipality or to the County of Middlesex. The location, size and nature of the lot or lots in question and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest, even though only a portion of the entire property is involved in the site plan for which approval is sought; provided, however, that where it is physically impossible to show such entire lot or lots or contiguous lots on one map, a key map thereof shall be submitted.		
N. Any site plan presented to the Development Review Committee shall be drawn at a scale not smaller than one-inch equals fifty feet and not larger than one inch equals ten feet, except that plans for land developments that will occupy sites of more than forty acres may drawn at a scale of one inch equals 100 feet.		
O. The location, names and widths of all existing and proposed streets including cross sections and profiles abutting the lot or lots in question and within 200 feet of said lot.		
P. Any and all other information and data necessary to meet any of the requirements of this resolution not listed above, including:		
1) a current property survey		
2) traffic statement/report (for developments that directly or indirectly impact County roads.)		

**Applicant Certification:**

I hereby certify that the information identified as being provided on this check list has been provided and is accurate. I acknowledge that an incomplete application may not be considered by the Development Review Committee.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant or Designated Representative      Date      Type or Print Name