

BURLINGTON COUNTY PLANNING BOARD

MAJOR SITE PLAN CHECKLIST

B.C.P.B. FILE # _____

Each checklist item has a reference to a paragraph in the Burlington County Land Development Review Resolution.

- () 1. Completed and signed application form. (6.01)
- () 2. Correct application fee \$ _____. (11.03 & 11.11)
- () 3. One (1) legible print of plans of developments with or without frontage on a County road and one (1) electronic copy (PDF) of the submission sent to planning@co.burlington.nj.us (6.01)
- () 4. Pinelands certificate of filing or approval when the site is in Pinelands. (6.01)
- () 5. All plans submitted must be drawn at a scale of not less than 1" = 50' unless otherwise approved prior to submission. (6.03)
- () 6. If more than one (1) sheet is required to show the entire site plan, a separate composite map shall be drawn showing the entire development at a scale of not less than 1" = 100' or 1" = 200'. (6.03.1)
- () 7. Signature and seal of a New Jersey licensed Professional Engineer or Registered Architect shall be on all plans and documents submitted. (6.03.2)
- () 8. The name and address of the person preparing the plan must be printed under the signature or in the title block. (6.03.3)
- () 9. Date of preparation and a revision date for each revision. (6.03.4)
- () 10. North Arrow. (6.03.5)
- () 11. Scale clearly noted on all plans. (6.03.6)

All Site and composite plans shall include the following:

- () 12. Road names and route numbers on all existing and proposed roadways. (6.03A.7)
- () 13. Name of the land development and the municipality in which it is located. (6.03A.8)
- () 14. Name and address of the owner and the developer of the property. (6.03A.9)
- () 15. Total area of the development. (6.03A.10)
- () 16. Total number of existing and proposed units and/or floor space. (6.03A.11)
- () 17. Key map at a scale of 1"=2000' showing an area of not less than 4 x 4 inches. (6.03A.12)
- () 18. Tax map sheet, block and lot number. (6.03A.13)
- () 19. An outbound survey of the site showing the location of existing property lines, and identifying the source of the survey. (6.03A.14)
- () 20. The municipal zoning district. (6.03A.15)

- () 21. Location of existing and proposed driveways, parking areas (including proposed number of spaces) and buildings. Statement of the proposed use of each building. (6.03A.16)
- () 22. Existing and proposed right-of-way width dimensioned with respect to centerline. (6.03A.17)
- () 23. Ultimate right-of-way (UROW) dimensioned with respect to centerline as per Burlington County Highway Master Plan (<https://www.dvprc.org/webmaps/bchmp/>). (6.03A.18)
- () 24. Location of existing water courses and their associated flood plains. (6.03A.19)
- () 25. Existing and proposed contours and/or spot elevations sufficient to determine the grading of the site. (6.03A.20)

Applications shall include the submission of the following additional plans, where appropriate:

- () 26. Detailed plans of work to be done in the County right-of-way shall be drawn at a scale of no less than 1" = 30', and shall include the following information: (6.03B.21)
 - () A. Existing spot elevations every 25 feet on the centerline and edge of existing pavement extending at least 100 feet beyond the proposed improvements. (6.03B.21A)
 - () B. Proposed spot elevations every 25 feet in the gutter and top of curb. (6.03B.21B)
 - () C. Existing and proposed underground utilities and utility poles. (6.03B.21C)
 - () D. Existing and proposed drainage facilities showing size, type, slope, invert and grate elevations. (6.03B.21D)
 - () E. Existing and proposed pavement markings, signs and traffic control devices. (6.03B.21E)
 - () F. At least two (2) permanent benchmarks based on NGS datum are required for the following developments. (6.03B.21F)

| <u>Area</u> | <u>Distance to Nearest Vertical Control</u> |
|-------------------|---|
| less than 2 acres | 1 mile |
| 2-50 acres | 5 miles |
| Over 50 acres | 10 miles |
 - () G. Separate striping plan where new striping is proposed. (6.03B.21G)
 - () H. Typical county curb and paving detail. (6.03B.21H)
- () 27. Cross sections are required every 100 feet where widening of a county road is proposed, showing existing and proposed grades. Additional cross sections will be required at critical locations and where a large change in grade occurs adjacent to County right-of-way. Cross sections should be at a scale of 1" = 10' horizontal and 1" = 2' vertical. (6.03B.22)
- () 28. Soil erosion and sediment control plan. (6.03B.23)
- () 29. Overall drainage plan showing existing and proposed drainage facilities. (6.03B.24)
- () 30. Drainage area map (pre-developed and post-developed) showing a number for each area, size of each area, and the existing and proposed drainage facilities. (6.03B.25)
- () 31. Overall utility plan showing all existing and proposed utilities. (6.03B.26)

- () 32. Standard details such as curbing, paving, inlets, manholes, etc. (6.03B.27)
- () 33. Drainage calculations for total undeveloped and developed runoff, storm sewer design, basin design, hydrographs, etc. Proposed retention/recharge systems must have at least one (1) soil profile and percolation test within the limits of the system. (6.03B.28)
- () 34. Traffic study where required by this Resolution. (6.03B.29)
- () 35. Detailed plans and specifications for all proposed box culverts and bridges which may become structures under County jurisdiction or improvements to existing County box culverts or bridges. Where applicable, the plans shall also be accompanied by the approval or waiver of the agencies listed in Chapter 14. (6.03B.30)
- () 36. Additional Comments:
