

BURLINGTON COUNTY PLANNING BOARD

MINOR 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. Application Fee \$200.00. (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. (6.02)
- () 6. Signature and seal of a New Jersey licensed Professional Engineer or Registered Architect shall be on all plans and documents submitted. (6.02.1)
- () 7. The name and address of the person preparing the plans must be printed under the signature or in the title block. (6.02.2)

The site plan shall include the following information:

- () 8. Date of preparation and a revision date for each revision. (6.02.3)
- () 9. North Arrow. (6.02.4)
- () 10. Scale clearly noted. (6.02.5)
- () 11. Key map at a scale of 1"=2000' showing an area of not less than 4 x 4 inches. (6.02.6)
- () 12. Road names and route numbers on all roads. (6.02.7)
- () 13. Name of the land development and the municipality in which it is located. (6.02.8)
- () 14. Name and address of the owner and developer of the property. (6.02.9)
- () 15. Total area of the land development. (6.02.10)
- () 16. The number of existing and proposed units and/or floor space. (6.02.11)
- () 17. The municipal zoning district. (6.02.12)
- () 18. Tax map sheet, block and lot number. (6.02.13)
- () 19. A general indication (by use of arrows) of the direction of drainage flow. (6.02.14)
- () 20. Existing and proposed right-of-way width dimensioned with respect to centerline. (6.02.15)
- () 21. Ultimate right-of-way (UROW) dimensioned with respect to centerline as per Burlington County Highway Master Plan (<https://www.dvprc.org/webmaps/bchmp/>). (6.02.16)

- () 22. An outbound survey of the site showing the location of existing property lines, and identifying the source of the survey. (6.02.17)
- () 23. Location of existing water courses and their associated flood plains. (6.02.18)
- () 24. Location of existing and proposed storm sewer facilities. (6.02.19)
- () 25. A clear statement of the use proposed for the site. (6.02.20)
- () 26. Location of existing and proposed driveways, streets, curb, and sidewalk. (6.02.21)
- () 27. Additional Comments:
