

BURLINGTON COUNTY PLANNING BOARD

SKETCH 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. (8.02.1)
- () 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 (8.02.2)
- () 4. Signature and seal of a New Jersey licensed Professional Engineer or Registered Architect shall be on all plans and documents submitted. (8.02.2a)
- () 5. The name and address of the person preparing the plan must be printed under the signature or in the title block. (8.02.2a)
- () 6. The sketch Site Plan shall include the following information:
 - () A. Date of preparation and a revision date for each revision. (8.02.2b)
 - () B. North Arrow. (8.02.2c)
 - () C. Scale clearly noted. (8.02.2d)
 - () D. Key map at a scale of 1"=2000' showing an area of not less than 4 x 4 inches. (8.02.2e)
 - () E. Road names and route numbers on all existing roads. (8.02.2f)
 - () F. Name of the land development and the municipality in which it is located. (8.02.2g)
 - () G. Name and address of the owner and developer of the property. (8.02.2h)
 - () H. Total area of the land development. (8.02.2i)
 - () I. Tax map sheet, block and lot number. (8.02.2j)
 - () j. The municipal zoning district. (8.02.2k)
 - () k. The number of existing and proposed units and/or floor space. (8.02.2l)
 - () l. The approximate location of existing and proposed property lines. (8.02.2m)
 - () m. Existing and proposed right-of-way width dimensioned with respect to centerline. (8.02.2n)