

LAND USE AND DEVELOPMENT

207 Attachment 3

**Borough of Raritan**

**Checklist 2**

For Determining Completeness of Application for  
**Minor Site Plan**  
 Chapter 207, Land Use and Development  
 Borough of Raritan, Somerset County, New Jersey  
**[Amended 4-11-2017 by Ord. No. 2017-07]**

Name of Application \_\_\_\_\_ Application No. \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Date Filed \_\_\_\_\_

An application shall not be considered complete until all the materials and information specified below and on the specific checklist for the proposed development have been submitted. Waivers shall be considered upon receipt of written waiver request from the Applicant.

Note: See Article VIII of Chapter 207, Land Use and Development, of the Code of the Borough of Raritan for further details of submission requirements and procedures.

1. Application form, including checklists, 22 copies; one CD, USB flash drive or the most recent compatible technology (please contact the Borough to determine its capabilities), with all submission materials, including plans and reports, in PDF format.
2. Plans: six sets of full-sized plans that have been signed and sealed by a New Jersey professional engineer or New Jersey professional licensed surveyor, as required, and folded into eighths with the title block revealed, and 22 sets in 1/2 size. All submission materials must be collated into 22 packets using the 1/2 size plan sets. All plans must be folded. Non-collated materials and/or unfolded plans will be rejected and all materials returned to the Applicant.

Applicant Portion			Borough Portion		
Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
X					
X					

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3. Protective covenants or deed restrictions applying to the land being subdivided (20 copies).
  4. Application fee, executed escrow agreement and appropriate review fee.
  5. Separate application (and fee) for any conditional use or variance with the application.
  6. Certification from the Borough Tax Collector that all taxes and assessments on the property are paid in full.
  7. Disclosure form pursuant to N.J.S.A. 40:55D-48, providing the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant.
  8. Proof of filing with the Somerset County Planning Board, Somerset-Union Soil Conservation Service and any other outside agencies from which approval is necessary.
  9. Certification that applicant is owner or authorized agent, or consent of owner to file application.
- Minor site plans shall show or include the following:**
10. Map scale not less than 1 inch equals 100 feet, showing the entire tract on one sheet, using 1 of 4 standard sheet sizes: 8 1/2 x 13; 15 x 21; 24 x 36; or 30 x 42 inches per ordinance.
  11. A key map showing the entire tract and lands within 2,000 feet, at a scale of 1 inch equals not less than 1,000 feet.
  12. Name, address and telephone number of the following:
    - a. Professional responsible for preparing the plans.
    - b. Owner or owners of the site.
    - c. Subdivider or developer.
  13. The names of all adjoining owners of any and all property located within 200 feet of the site, as shown on the most recent tax list prepared by the Borough Tax Assessor.
  14. The Tax Map sheet, and existing block and lot numbers of tract to be subdivided or developed and all adjacent lots.
  15. Scale, North arrow and original date, with any revision dates.
  16. Zoning district(s), including district names and zone schedule.

Applicant Portion			Borough Portion		
Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
	X				
X					
	X				
X					
X					
	X				
X					
X					
X					
X					
X					
X					
X					
X					
X					

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	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
17. Site plan layout, showing boundaries of site, natural features, all developed, undeveloped and to-be-developed portions of tract, including buildings, circulation, parking, landscaping.	X					
18. Preliminary building plans, conceptual floor plans and elevations.	X					
19. The locations of existing streets with names, utilities, easements and their purpose, restriction with description thereof, rights-of-way, streams and natural features, wetlands or floodplains and drain ditches.	X					
20. Existing contours at sufficient intervals to determine general slope and natural drainage.	X					
21. Location of existing sewer lines and waterlines to serve the tract.	X					

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The Board reserves the right to acquire additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include but not be limited to drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Application Deemed Complete Date \_\_\_\_\_

Application Deemed Incomplete Date \_\_\_\_\_

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete Date \_\_\_\_\_

Submission of additional information or written request for waivers of the following completeness items is required.