

LAND USE AND DEVELOPMENT

207 Attachment 6

Borough of Raritan

Checklist 5

For Determining Completeness of Application For
Preliminary 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 Raritan Lofts Application No. _____

Block 16.01 Lot 11.01 Date Filed 10/20/2025

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.

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

RARITAN CODE

	Applicant Portion			Borough Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
3. Protective covenants or deed restrictions applying to the land being subdivided (20 copies).		X				
4. Application fee, executed escrow agreement and appropriate review fee.	X					
5. Separate application (and fee) for any conditional use or variance with the application.		X				
6. Certification from the Borough Tax Collector that all taxes and assessments on the property are paid in full.	X					
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.	X					
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; and proof of filing by mail, hand delivery or electronic submission, with the Bridgewater Planning and Zoning Division and the Somerville Municipal Engineer when the project for the subject application meets the following thresholds:						
a. More than 50 dwelling units within 500 feet of a municipal border;		X				
b. More than 50,000 square feet of nonresidential building space within 500 feet of a municipal border.		X				
9. Certification that applicant is owner or authorized agent, or consent of owner to file application.	X					
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.	X					
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.	X					
12. Name, address and telephone number of the following:						
a. Professional responsible for preparing the plans.	X					
b. Owner or owners of the site.	X					
c. Subdivider or developer.	X					

LAND USE AND DEVELOPMENT

	Applicant Portion			Borough Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
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.	X					
14. The Tax Map sheet, and existing block and lot numbers of tract to be subdivided or developed and all adjacent lots.	X					
15. Scale, North arrow and reference meridian. The reference source (i.e., deed, etc.) of the meridian should be identified.	X					
16. Zoning district(s), including district names and zone schedule.	X					
17. Boundary and acreage of original tract to the nearest tenth of an acre; number, acreage and configuration of all proposed lots; location of all existing buildings or structures to be removed or relocated.	X					
18. Title block containing the name of the development, the name of the Borough, county and state, date of original preparation and all revisions.	X					
19. An index for the complete set of plans.	X					
20. Location, size and nature of the entire lot or lots in question and contiguous lots in common ownership or interest.	X					
21. Location, use and ground floor area of all existing and proposed buildings or structures and all accessory buildings or structures, with setbacks, sideline and rear line distances, and finished grades at all corners.	X					
22. Location, names and widths of all existing and proposed streets, including cross sections and profiles across the tract and within 200 feet; and the location of proposed entrances and exits, traffic signals, channelization, acceleration and deceleration lanes, etc.			X*			
23. Location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances affecting the tract.	X					
24. Location, size and nature of all existing and proposed curbs, sidewalks, driveways, fences, retaining walls, parking areas, and the layout thereof, all off-street loading areas, with dimensions, on site and within 100 feet.	X					
25. Location, type and size of all existing and proposed catch basins, storm drainage facilities and utilities, per ordinance.	X					

(*) Widths of adjacent streets shown.

RARITAN CODE

	Applicant Portion			Borough Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
26. Existing topography based on NJ Geodetic Control Survey datum and proposed grading, per ordinance.	X					
27. All existing and proposed signs and lighting standards, utility poles and their sizes, type of construction and location.	X					
28. Location, size and description of any lands to be dedicated to the Borough or county.		X				
29. A soil erosion and sediment control plan if required by N.J.S.A. 4:24-39 et seq.	X					
30. A landscaping plan showing the size, species and spacing of trees, plants and other landscaping treatment of unpaved areas.	X					
31. The nature and location of public and private utilities, including maintenance and solid waste disposal and/or storage facilities.	X					
32. Preliminary architectural plans for the proposed buildings or structures, with typical floor plans, elevations, heights and general architectural styling.	X					
33. Cost estimates of all on-site improvements.			X**			
34. Signature and seal of a licensed professional engineer.	X					
35. Environmental impact statement, per § 207-69.	X					
36. For industrial or manufacturing uses, a description of any proposed machinery, products, by-products and processes on site; and a statement of the hours of operation, anticipated number of shifts and employees for shift.		X				

(**) To comply during compliance.

LAND USE AND DEVELOPMENT

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.