

CHECKLIST NO. 2
FOR DETERMINING COMPLETENESS OF APPLICATION FOR
MASTER DEVELOPMENT PLAN
LAND USE ORDINANCE
TOWNSHIP OF CLINTON, HUNTERDON COUNTY, NEW JERSEY

Name of Application _____ Application No. _____

Block _____ Lot _____ Date Filed _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the applicant, a specified requirement is waived by the municipal agency. The request waiver shall be granted or denied within 45 days of receipt of said request.

	Comments
<input type="checkbox"/> 1. Calculation of the application fee (Section 165-13), and the review escrow (Section 165-14).	
<input type="checkbox"/> 2. Individual checks made out to Clinton Township in the amount calculated for the application fee, review escrow and variance, if applicable.	
<input type="checkbox"/> 3. A completed Completeness Checklist No. 2 (latest revision) with written explanation for <u>all</u> requested completeness waivers.	
<input type="checkbox"/> 4. Six (6) completed application forms. 12 additional copies to be provided to Board Administrator upon determination of completeness.	
<input type="checkbox"/> 5. Completed Escrow Agreement signed by owner and applicant.	
<input type="checkbox"/> 6. Certification from the Clinton Township Tax Collector that all taxes and assessments on the property are paid.	
<input type="checkbox"/> 7. Certification that applicant is owner or authorized agent, or consent of owner to file application.	

	Comments
[] 8. Six (6) Environmental Impact Statements in accordance with Section 165-72, including a Letter of Interpretation from NJDEP. 12 more copies to be submitted upon completeness determination.	
[] 9. Six(6) generalized Surface Water Management Plans with supporting drainage calculations and all other necessary information in accordance with Surface Water Management Section 165-232. 12 more copies to be submitted upon completeness determination.	
[] 10. Six (6) black or blue line prints of plans prepared by a New Jersey licensed professional engineer or land surveyor. Each sheet must be <u>signed</u> and <u>sealed</u> by the appropriate professional. 12 more copies to be submitted upon completeness determination.	
<u>Plans shall show or include the following:</u>	
[] 11. Map scale at no less than 1 inch = 200 feet showing the entire tract on one sheet.	
[] 12. A Key Map showing the entire site, the surrounding area (at least 1,000 feet from the property) and any and all zone district boundary lines in the surrounding area.	
[] 13. Site name.	
[] 14. Scale and reference meridian. The reference source (i.e. deed, etc.) of the meridian should be identified.	
15. Name and address of the following:	
[] a. Professional responsible for preparing the plans,	
[] b. Owner of the site, and	
[] c. Applicant/subdivider.	
[] 16. Date of the plans and revision block identifying any and all revisions.	
[] 17. The name of the owner and the block and lot designation of any and all properties located within 200 feet of the site.	
[] 18. Existing contours at 2 feet intervals within the site and 200 feet of the property.	
[] 19. The tax map sheet, block and lot numbers.	

	Comments
[] 20. All existing streets, roads and streams on the property, and within 500 feet of the property.	
[] 21. Lot line dimensions. Original boundary survey used to prepare the plan should also be provided with the application.	
[] 22. Location of all existing structures on the property, and within 100 feet of the property.	
[] 23. The location and arrangement of existing buildings, and the tentative location and arrangement of proposed buildings, the approximate floor area of nonresidential buildings and streets.	
[] 24. Typical road cross-sections, tentative profiles of all major roads and proposed traffic control improvements, including traffic signals, on or adjoining the site.	
[] 25. All existing natural and manmade features, including watercourses, wooded areas, swamps, wetlands, rock, outcrops, easements, streets, and right-of-ways.	
[] 26. Area of the entire tract and tract boundary line dimensions.	
[] 27. Soil classifications in accordance with the Hunterdon County Soil Survey.	
[] 28. Utility service plans showing proposed location of all primary water and sanitary sewer lines, pump stations, wells, treatment plants and other appurtenant improvements. The Applicant shall submit evidence of commitment by utilities to serve the development.	
[] 29. Street widths, number and type of dwelling units by location, offstreet parking areas w/capacities, and open space.	
[] 30. Description of proposed improvements intended for the area.	
[] 31. A staging plan indicating the tentative plans for which approval will be sought.	

Application Deemed Complete:

By: _____ Date: _____

This completeness determination subject to the applicant providing certified proof of the distribution of plans to the outside review agencies and Board consultants as indicated below:

<u>Agency</u>		<u>Consultant</u>	
Clinton Town Water Co. (if public water)	Yes/No	Board Architect	Yes/No
Clinton Twp Bd of Health (if well or septic)	Yes/No	Board Attorney _____	Yes/No
Clinton Twp Constr Dept	Yes/No	Board Engineering Expert (w/ SWM)	Yes/No
Clinton Twp Fire Dept	Yes/No	Board Environmental Expert w/ EIS and SWM reports	Yes/No
Clinton Twp Police Dept	Yes/No	Board Geotechnical Expert w/ Geotechnical reports	Yes/No
Clinton Twp Sewer Auth. (if in service area)	Yes/No	Board Historic Expert	Yes/No
Hunterdon Cty Bd of Health (if well or septic)	Yes/No	Board Hydro Geological Expert w/ Hydro geologic report	Yes/No
Clinton Twp. Envir. Comm.	Yes/No	Board Landscape Architect	Yes/No
Clinton Twp. Hist. Comm.	Yes/No	Board Lighting Expert	Yes/No
		Board Planner	Yes/No
		Board Traffic Expert	Yes/No

Application Incomplete pending the Board's determination regarding the following written waiver requests:

By: _____ Date: _____

Application Incomplete with the following information to be submitted or written waiver requests provided:

By: _____ Date: _____