

TOWNSHIP OF BUENA VISTA  
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT  
890 HARDING HIGHWAY, P.O. BOX 605  
BUENA, NJ 08310

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**MAJOR SITE PLAN CHECKLIST**

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the “checklist” with the application to ensure that the information is included on the plan. Items omitted will delay consideration by the board. The site plan shall show the following information and be drawn according to all relevant standards set forth in the Code of Buena Vista Township:

- \_\_\_ 1. The plans shall be submitted on one of the following sheet sizes: 15”x 21”, 24”x 36”, 30” x 42”. No other size will be accepted. **Plans must be folded and have the title block clearly visible.**
- \_\_\_ 2. The plan shall be drawn or reproduced at a scale of not less than 1” = 50’.
- \_\_\_ 3. Key Map at a scale of either 1” = 1000’ or 1” = 2000”, showing the entire site and it’s relation to surrounding areas within 2000’. Such map shall show all existing land uses within 500’ of the subject site.
- \_\_\_ 4. The tract name, tax map sheet, block and lot numbers, and zoning district and zoning requirements. North arrow and graphic scale.
- \_\_\_ 5. Existing topography at two (2) foot intervals within the subject property and extending fifty (50) feet from the property lines.
- \_\_\_ 6. Name and address of owner, applicant, and the owners of land within 200’ of the outer boundary of the site as certified by the most recent municipal tax records.
- \_\_\_ 7. Name, address, and signature of person preparing the plan. Plan shall be prepared, signed, and sealed by a licensed N.J. Land Surveyor, Engineer, Planner or Architect as required by State regulation.
- \_\_\_ 8. Map must include provisions for signatures of the Planning/Zoning Board Chairman, Secretary and Engineer.

- \_\_\_ 9. A survey of the property prepared by a New Jersey Licensed Land Surveyor with bearings and distances provided for all property lines.
- \_\_\_ 10. Existing and proposed elevations and contours, at one (1) foot intervals to determine the natural drainage of the land.
- \_\_\_ 11. Locations of all existing structures showing existing and proposed front, rear, and side yard setback distances, and an indication of whether the existing structures and uses will be retained or removed.
- \_\_\_ 12. Title block containing name of applicant and development, lot and block numbers, date prepared and date of latest revision.
- \_\_\_ 13. Landscaping plan including the types, quantity, size, and location of all proposed vegetation. The scientific and common names of all proposed landscaping, planting details and maintenance notes shall be included.
- \_\_\_ 14. Lighting and signage plan showing the location of signs and light standards, direction of illumination, mounting heights, setbacks, type of light standards and lighting pattern superimposed onto the plan and noted in foot-candles.
- \_\_\_ 15. Site characteristics maps showing the location of existing and proposed property lines, streets, street names, watercourses, railroads, bridges, culverts easements, right of ways any natural features, such as wooded areas, streams, wetlands. All significant individual trees (over 16" diameter at breast high) and historically, cultural, and archaeologically significant structures or resources shall be shown.
- \_\_\_ 16. The location of all wetlands areas and required wetland transition areas or buffers within the proposed development as requires pursuant to the "New Jersey Freshwater Wetlands Protection Act" or the Comprehensive Management Plan, or a letter from either the NJDEPE or Pinelands Commission indicating that the proposed site plan does not require wetlands delineation.
- \_\_\_ 17. A copy of any existing and/or proposed protective covenants, deed restrictions applying to the subject site shall be submitted with the plan, if applicable.
- \_\_\_ 18. A storm water management plan, calculations and information in accordance with Section 49-33 of the Township Code.
- \_\_\_ 19. A traffic report containing calculations of the number of motor vehicles expected to enter or leave the site for an average peak

hour and an evaluation of the ability of the internal circulation plan and the external access roadways, including the two nearest intersections on collector roadways to handle the anticipated traffic, made by a qualified traffic engineer. (For developments requiring 75 or more parking spots).

- \_\_\_ 20. A fiscal impact report indicating the impact of the project on township services, the cash flow of the project, and the determination of the applicants pro rata share of necessary improvements. (For developments of 25 dwelling units or more).
- \_\_\_ 21. A modification report, if applicable, showing the modifications of Township standards requested, along with supporting documentation.
- \_\_\_ 22. A utilities plan at the same scale as the site plan showing:
  - A. The location of existing utility structures such as water and sewer mains, gas transmission lines, and high tension power lines on the subdivision and within 200' of its boundaries.
  - B. Plans of proposed improvements and utility layouts, including sewer, water, storm drains, showing all proposed connections to existing systems. If service will be provided by an existing utility company, a letter from that company stating that service will be available before occupancy will be sufficient. When individual on-lot water or sewer disposal is proposed, the plan shall be approved by the appropriate township and state agencies, and the results of percolation tests shall be submitted with the preliminary plan under conditions designated by the township and County Board of Health, and/or the Pinelands commission. Where applicable, the utility company letter must indicate that wet hook-ups will be available for each subdivided lot. If private utilities are proposed, they shall comply fully with all township, county, and state regulations.
- \_\_\_ 23. Profiles of all proposed street indicating grading and cross sections showing widths of roadway and width and location of sidewalks.
- \_\_\_ 24. Locations and dimensions of curb cuts affording vehicular access to public rights-of-way.
- \_\_\_ 25. Design of off-street parking and loading areas, showing size and location of bays, aisles, barriers and parking spaces.
- \_\_\_ 26. A Polaroid or similar photograph of the premises in question from the opposite side of the street.

- \_\_\_ 27. Areas in which construction is precluded due to the presence of stream corridors.
- \_\_\_ 28. All areas to be disturbed by grading or construction.
- \_\_\_ 29. Location of existing well, septic systems, and streetlights.
- \_\_\_ 30. Natural resource inventory information including:
  - A. Soil types as shown on the current Soil Conservation Service Soil Survey Maps.
  - B. Soil depth to restricted layers of soil
  - C. Soil depth to bedrock
  - D. Permeability of the soil by layers.
  - E. Height of soil water table and type of water table.
  - F. Flood Plain Soil (status).
  - G. Limitation for foundations.
  - H. Limitation for septic tank absorption field (only where septic tank is proposed for use).
  - I. Limitation for local roads and streets.
  - J. Agricultural capacity classifications.
  - K. Erosion hazard.
- \_\_\_ 31. Sight triangles, the radii of curb lines and street sign locations shall be clearly indicated at intersections.
- \_\_\_ 32. Soil Erosion/Sediment Control Plan which complies with Soil Conservation Service requirements.
- \_\_\_ 33. All existing and proposed curbs and sidewalks.
- \_\_\_ 34. Typical floor plans and building views/elevations.
- \_\_\_ 35. Method of solid waste disposal and storage.

- \_\_\_ 36. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designed and the proposed use of sites other than for residential uses shall be noted.
- \_\_\_ 37. The plan/project shall be designed in compliance with the subdivision and zoning ordinances of the Township and other applicable standards of the state, county, and local agencies.
- \_\_\_ 38. All application fees and escrows must be paid with the submission.
- \_\_\_ 39. No application will be deemed complete until taxes are paid up to date.
- \_\_\_ 40. In the Pinelands area, no application shall be deemed complete until a Certificate of Filing from the Pinelands Commission is submitted by the applicant.