



Ocean County Planning Board Application Checklist

The following checklists identify items that must be submitted with an application for review by the Ocean County Planning Board and Engineering Department. All information and documents on these checklists must be completed and the proper fees enclosed in order to initiate the County review. Applicants are encouraged to request and attend a preapplication meeting with County Staff prior to any application preparation for a project that abuts or will impact a County roadway. **Failure to provide ALL items required will automatically deem an application administratively incomplete.** Incomplete applications will be purged after (30) days.

Checklist for All Application Types

APPLICATION REQUIREMENTS	APPLICANT	OFFICE USE ONLY
Completed Ocean County Planning Board Application for Minor Subdivision, Preliminary/Final Major Subdivision, or Site plan. - Three (3) copies, legal Size , clearly legible		
Fee schedule		
Check or money order made payable to: Ocean County Treasurer		
Subdivision plat or site plan map prepared, signed, and sealed by Professional Engineer and/or Professional Land Surveyor (three (3) sets PLUS one (1) digital copy)		
Pinelands Commission Certificate of Filing, Notice of filing, or Certificate of Completeness (If applicable)		
Digital copy on CD/USB in accordance with digital submission requirements		
Traffic Report prepared by Professional Engineer for Major Subdivision and/or Site Plan - Three (3) hard copies and one (1) digital copy		
Drainage Report prepared by Professional Engineer for Major Subdivision and/or Site Plan - Three (3) hard copies and one (1) digital copy		
County Road Improvement Plans (if on County Road) prepared by Professional Engineer - Three (3) hard copies and one (1) digital copy		
CAFRA Permit or CAFRA Jurisdictional determination (if applicable)		

Materials and Information to be submitted with Site Plans.

The following documents shall be submitted when making application revisions for final site plan approval: Three (3) completed County application forms reports, and three (3) legible prints of the site plan and any other information required hereunder. An electronic copy of application forms, reports, and the plans must be submitted, in addition to the hard copy. The sizes of all maps and plans of any proposed land development shall be of a size that conforms with the specifications of the Recordation Act. The site plan shall be clearly and legibly drawn or reproduced at a scale of not more than fifty (50') feet to the inch. For topographical and boundary survey information, the site plan shall be signed and sealed by a licensed Land Surveyor and shall indicate the date of survey. For all elements of design, including drainage, pavements, curbing, walkways, embankments, horizontal and vertical geometrics, utilities and all pertinent structures, drawings and digital copies shall be signed and sealed by a licensed Professional Engineer. The plan shall show or be accompanied by the following information:

APPLICATION REQUIREMENTS	APPLICANT	OFFICE USE ONLY
A key map at a scale of one (1") inch equals five hundred (500') feet showing the location of the property and its relationship to surrounding areas within one thousand (1,000') feet of its boundaries. The intersection of at least two (2) public streets, together with the names of such streets, shall also be shown.		
A title box containing the title of the map, the tax map sheet, block and lot numbers, the name, address, license number, signature, and embossed seal of the New Jersey licensed engineer who prepared the engineering details, the date of the original plat preparation and a box for recording revision dates, all to appear in the lower right-hand corner of the site plan.		
A current survey prepared by a surveyor licensed in the State of New Jersey or the certification of a licensed land surveyor as to boundaries and physical conditions. Such certification shall include name, address, license number, signature, seal, and date of survey.		
Notes adjacent to the title box shall include the name and address of the owner and of the applicant, if different from the owner.		
The names of all adjacent landowners as disclosed by current tax record. Block and lot numbers shall also be provided.		
North arrow oriented up or to the right in accordance with industry standard, including a reference meridian and graphic scale.		
The location, size, type, and specifics of all existing and proposed utilities, storm drainage facilities and easements necessary to service the site, plus all design data necessary to support the adequacy of the existing or proposed facilities to handle future flows.		
The locations, size and use of all existing structures, and the location, size, and direction of flow of all watercourses and drainage facilities on the site and within two hundred (200') feet of the property in question, as well as the location, size, and type of all wooded areas, retaining walls, culverts, bridges, roadways, curbs, sidewalks, utility poles, and driveways on the tract. Minimum setback lines shall also be shown, as shall floodways and flood hazard boundaries, when applicable. All structures to be removed shall be labeled to be removed and indicated by dashed lines.		
The location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances which may affect the lot or lots in question, and the location, size, and description of any lands to be dedicated to the approving municipality or the County of Ocean. When the Site abuts a County Road the existing R/W half width and full width shall be shown on the plan.		

<p>The location and width of all existing and proposed bikeways within and adjoining the proposed site, and all bikeway space required to be reserved under Section 613 of this Resolution.</p>		
<p>Elevations to be based upon United States National Geodetic Survey Datum (NGVD) showing existing contours with intervals of one (1') foot where slopes are seven percent (7%) or less, two (2') feet where slopes are more than seven percent (7%) but less than fifteen percent (15%), and five (5') feet where slopes are fifteen percent (15%) or more. Where changes in grade are proposed, finished grades, and proposed contours shall be indicated. Topographic data shall be provided for the entire site, as well as suitable overlap onto adjacent properties as deemed necessary to determine the existing drainage and grading patterns.</p>		
<p>Spot elevations on existing structures, pavements, walks or other physical features, with sufficient detail to determine the existing conditions.</p>		
<p>The proposed use(s) of land and buildings and the proposed location of structures, including finished floor elevations and elevations at outside corners of all structures.</p>		
<p>All proposed means of vehicular access for ingress and egress from the site onto public streets, showing the size and location of driveways and curb cuts, acceleration and deceleration lanes and any other device necessary to permit the safe and efficient movement of traffic. Appropriate car, truck, or bus turning templates shall be provided by the applicant.</p>		
<p>All walkways and rights-of-way for pedestrian traffic.</p>		
<p>The location and design of any off-street parking or loading areas, showing size and location of bays, aisles, and barriers.</p>		
<p>Profiles and cross-sections of all existing and proposed streets abutting the lot or lots in question and within two hundred (200') feet thereof. The typical cross-section of streets shall clearly indicate the type, width and depth of pavement and the location of curb, sidewalks, and shade tree planting strips. At intersections of streets or streets and driveways, any existing or proposed sight triangles and the radius of curb lines shall be clearly indicated. When the Site abuts a County road the existing pavement half and full widths, traffic striping and markings shall be shown on the plan.</p>		
<p>If deemed necessary by the County Engineer to evaluate drainage, cross-sections and profiles of all existing and proposed streams abutting the lot or lots in question and within two hundred (200') feet of said lot.</p>		
<p>If deemed necessary by the County Engineer, plans showing existing and proposed sanitary sewage facilities, water mains or any other utilities and the easements to accommodate them, including the location, size, depth, slope, and connections to existing facilities, where appropriate.</p>		
<p>The location, type and size of all existing and proposed signs, lighting standards and utility poles within twenty-five (25') feet of the County right-of-way, as well as information on the power and direction of illumination of proposed lighting.</p>		
<p>The nature of the entire lot or lots in question with respect to contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest, even though only a portion of the entire property is involved in the site plan for which approval is sought; provided, however, that where it is physically impossible to show such entire lot or lots or contiguous lots on one map, a key map thereof shall be submitted.</p>		

All proposed soil erosion and sediment control measures in accordance with the Standards for Soil Erosion and Sediment Control required by the Soil Conservation District or municipal ordinance.		
Delineation of all Freshwater and/or Tidal Wetlands as determined by an NJDEP Letter of Interpretation or Pineland Commission Letter of Interpretation.		
Proof of filing for all NJDEP Land Use Resource Protection permits that may be required for the development.		
Any traffic report, air quality analysis and/or noise analysis as required by the Board.		
Sight triangle easements drawn in accordance with this Resolution, along with the metes and bounds description and the required forms.		
For those developments in the Pinelands Area a determination of Completeness as per Section 304 is required. The soil, vegetation, and drainage maps required by the Pinelands Commission shall also be submitted.		
Such other information as may be required by the Board in order to make an informed decision and meet the requirements of this Resolution.		
When use of the required scales for preparation of the plat or key map will result in unnecessarily large drawings, multiple sheets, or other hardship to the applicant the County Engineer may designate a suitable scale sufficient to clearly and legibly show all necessary details.		
Design vehicle turning templates demonstrating vehicles entering and exiting the site per Section 600.		
When warranted due to the proposed development, traffic signal and electrical plans, signal warrant analysis, signal timing directives, clearance calculations, conduit fill calculations, construction specifications, designer certifications, and any other information or documents as may be required by the County Engineer.		
Sight line analysis plan and profile.		

The applicant should carefully review the entire checklist and provide ALL the required documents listed. It is recognized that in certain instances, due to the uniqueness of a particular application, some of the information requested may not be appropriate, in this instance, please provide supporting documentation to that effect. All waiver requests from strict compliance to County standards **must** be signed by a Professional Engineer on company letterhead **with engineering reasons as to why a waiver is being requested.**