

WOODBIDGE UE, LLC - #P21-10  
306-322 US HIGHWAY 9 NORTH, HOPELAWN, NJ  
BLOCK: 201 LOTS: 11, 12, 13 & 14

FORM CLSP(09/09)

**DEVELOPMENT APPLICATION CHECKLIST**  
**MINOR SITE PLAN - PRELIMINARY & FINAL APPROVAL OF MAJOR SITE PLAN**

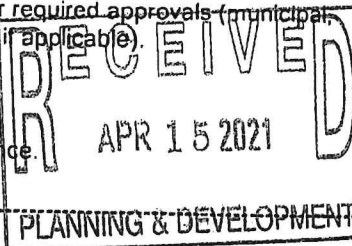
**TO BE COMPLETED AND RETURNED WITH APPLICATION FOR MINOR SITE PLAN APPROVAL OR  
PRELIMINARY OR FINAL MAJOR SITE PLAN APPROVAL**

\*PROVIDED

\*\*NONE PROPOSED

\*\*\*WAIVER REQUESTED

*P	**NP	***WR	CHECKLIST REQUIREMENTS
X			Twelve (12) prints of site plan prepared in accordance with Section 150-49 and Section 150-50 of this ordinance.
X			Four (4) copies of completed application for site plan approval.
X			List of names and addresses of persons having ten percent (10%) interest or more in the corporation or partnership (if applicable).
X			Certification that all taxes on the property have been paid and that there are no outstanding assessments for local improvements.
X			Statement as to status of other required approvals (municipal, county, state, federal or other, if applicable).
X			One (1) tax map of the area.
X			Fee as required by this ordinance.



**SITE PLAN DETAILS**

Site plan details are primarily for the use of the municipal agency to establish criteria required to make decisions and recommendations. The following documents shall be provided for a preliminary site plan review. In some circumstances, additional information beyond these may be required of the applicant; if so, these should be carefully indicated by the municipal agency as early in the proceedings as possible for the orderly presentation of this application for approval. The municipal agency shall also have the right to waive certain details if a specific request is made by the applicant and agreed to by the agency. Surveys, the general plan, grading and utility plans, landscaping plans, architectural plans and elevations may be indicated on separate drawings and documents.

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## CHECKLIST REQUIREMENTS

X		
X		
X		
X		
X		
X		
X		
X		
X		
X		

1. Give title, key map (at a scale 1" = 2000', 2" square minimum) showing the location of development and the name and address of the record owner and/or development applicant and site planner preparing the site development plan

2. Indicate proposed use or uses of the land and buildings.

3. Present site plans at an engineer's scale no smaller than one inch equals fifty feet (1" = 50') nor larger than one inch equals twenty feet (1" = 20'). The size of sheets shall not exceed thirty-six inches by twenty-four inches (36" x 24").

4. Scale and graphic scale.

5. North arrow, in the same direction on all sheets.

6. Submit survey of the property prepared by a licensed land surveyor of New Jersey, showing boundaries of properties, line of all existing streets and roads, easements, rights-of-way and areas dedicated to public use within two hundred feet (200') of the development. Also, indicate on this sheet the North arrow, scale in feet and graphic scale, name and address and professional license number and seal of the person who prepared the survey.

7. Give names of all owners of record of all adjacent properties, with lot and block numbers, parcel numbers and tax map numbers, within two hundred feet (200') of the property.

8. Show existing and proposed buildings with dimensions showing the first-floor elevation, present and finished grade elevations at all corners and entrances. Present buildings and structures to be removed are to be indicated.

9. Submit a topographic map to delineate existing contours at two foot (2') intervals, up to ten feet (10') beyond property lines, as well as proposed grading and contours. wooded areas, trees (where four inches (4") or greater in diameter measured two feet (2') above ground level for the area to be disturbed), floodplain zone, ponds, streams and drainage ditches and any other geographical features.

10. Indicate the location of all existing and proposed structures, i.e., walls, fences, culverts, bridges, roadway, etc., with grade elevations for each structure.

*P	**NP	***WR	CHECKLIST REQUIREMENTS
X			11. Indicate existing zones of the development site and of any different zones within two hundred feet (200') of the property.
X			12. The distance in feet from the property line (measured along the center line of existing street abutting the property) to the nearest intersection.
X			13. Show the boundaries of the property, building and setback lines, lines of existing streets, lots, reservations, easements and areas dedicated to public use.
X			14. Indicate locations of all utility structures and lines, existing and proposed sanitary sewer/storm water drainage on-site and any proposed sanitary sewer/storm water drainage improvements off-site, as well as telephone, power and light, water, hydrant locations, sewer, gas, etc., whether privately or publicly owned, with manholes, inlets, pipe sizes, grades, inverts and directions of flow.
X			15. Show location, size and nature of the entire lot or lots in question; of contiguous lots owned by the applicant or owner of record or in which the applicant has a direct interest, even through only a portion of the entire property is involved in site plan development. Provide on a key map, if necessary.
	X		16. Show all proposed easements and public and community areas.
X			17. Indicate all means of vehicular ingress and egress to and from the site onto public streets, showing the size and location of driveways, curb cuts and curbing, sight lines and radii.
X			18. Show location and design of off-street parking areas, showing their size and the locations of internal circulation, traffic patterns, parking space, aisles, driveways, curbing, barriers and wearing surface finishes and construction.
	X		19. Show location, arrangement and dimensions of truck loading and unloading platforms and docks.
X			20. Indicate provisions for refuse and garbage disposal. Ensure that areas are not exposed to view, are unpolluting, covered from weather and are secure from vandalism.
	X		21. Show provisions for screening of storage of equipment, attached or separate from buildings.

*P	**NP	***WR	CHECKLIST REQUIREMENTS
X			22. Indicate all existing or proposed exterior lighting (freestanding and/or on a building) for size, nature of construction, lumens, heights, area and direction of illumination, footcandles produced, as well as time controls proposed for outdoor lighting and display.
X			23. Note all existing and proposed signs and their sizes; nature of construction and location, height and orientation, including all identification signs, traffic-directional signs and arrows, freestanding and facade signs and time control for sign lighting, if any.
X			24. Indicate locations, dimensions and construction of off-site sidewalks, on-site exits, walks and sidewalks. Provision should be made for pedestrian safety, access ways and, where necessary, a bicycle system and racking.
X			25. Show proposed screening, green acres, landscaping and fencing including a planting plan and schedule (sizes, types and number).
	X		26. Show improvements to adjoining streets and roads and traffic control devices necessary in streets or highways. Acceleration and deceleration lanes, paving, land dedication or Acquisition for roads should be shown.
	X		27. Submit copies of any covenants and deed restrictions intended to cover any of the development site.
X			28. Submit elevations, sketches, renderings or pictures of any new buildings or structures.
X			29. Submit preliminary architectural floor plans and elevations with the name, address, professional number and seal of the architect.
X			30. Supply appropriate places for signatures and date of approval of the Chairman and Secretary of the municipal agency.
X			31. In fire prevention, must show consideration for service lines, hydrants, Siamese connections, automatic sprinkler systems, no-parking fire zones and pavement and wall signs.
X			32. Show dimensions of all of the above on the site plan so that the scaling will not be necessary.

SITE PLAN APPROVAL - CHECKLIST - PAGE 5

The following checklist items relate to "sustainable building practices." Applicants are required to complete this portion of the checklist, but these checklist items are not required for submission.

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**CHECKLIST ITEMS**

**SUSTAINABLE SITES**

**33. Site Selection:** Have you avoided development of inappropriate sites and reduced the environmental impact from the location of a building on a site?

	X
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**34. Development Density & Community:** Is development in areas with existing infrastructure, protecting greenfields and preserving habitats and natural resources?

	X
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**35. Brownfield Development:** Are you rehabilitating damaged sites where development is complicated by environmental contamination, reducing pressure on undeveloped land?

	X
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**36. Alternative Transportation - Public Transportation Access:** Is development near public transportation sites?

	X
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**37. Alternative Transportation - Bicycle Storage and Changing Rooms:** Do bicycle storage areas and changing rooms exist?

	X
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**38. Site Development - Protect or Restore Habitat:** Are you conserving existing natural areas and restoring damaged areas to provide habitat and promote biodiversity?

	X
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**39. Stormwater Design - Quantity Control:** Have you taken steps to limit disruption of natural water hydrology by reducing impervious cover, increasing on-site infiltration, reducing or eliminating pollution from stormwater runoff, and eliminating contaminants?

X	
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**40. Stormwater Design - Quality Control:** Have you taken steps to limit disruption and pollution of natural water flows by managing stormwater runoff?

X	
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**41. Heat Island Effect - Nonroof:** Have you provided shade, paving materials with a solar reflectance index of at least 29, or do you have an open grid pavement system OR is 50% of your parking spaces under cover?

	X
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SITE PLAN APPROVAL - CHECKLIST - PAGE 6

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**CHECKLIST ITEMS**

**SUSTAINABLE SITES (continued)**

	X
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42. **Heat Island Effect - Roof:** Have you taken steps to reduce the amount of heat that is reflected off of your roof?

X	
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43. **Light Pollution Reduction:** Have you taken steps to minimize light trespass from the building and site, reduce sky-glow to increase night sky access, improve nighttime visibility through glare reduction, and reduce development impact on nocturnal environments?

	X
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45. Have you used building massing to gather wind for the dispersion of air pollutants?

	X
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46. Have you used building massing to mitigate noise pollution?

	X
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47. Have you used building massing and vegetated screening to gather wind for the filtration/dispersion of air pollutants?

	X
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48. Have you used roof-top gardens and adjacent courtyards to mitigate air pollution and noise?

	X
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49. Have you oriented the building(s) toward southern exposure?

	X
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50. Have you created any rain gardens to manage stormwater runoff?

	X
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51. Have you sited taller buildings to minimize shadows on an open space and other buildings?

	X
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52. Have you oriented open space to maximize winter solar exposure?

	X
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53. Have you provided tree canopy cover and reduced hardscape for areas with high summer solar exposure?

	X
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54. Have you minimized disturbed areas by limiting, clearing, and grading to a carefully described development envelope?

	X
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55. Have you encouraged the growth of native and well-adapted species and eliminated the need for fertilization and pesticides?

**SITE PLAN APPROVAL - CHECKLIST - PAGE 7**

**\*P      \*\*NP**

**CHECKLIST ITEMS**

**SUSTAINABLE SITES (continued)**

X	
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56. Have you reduced soil erosion?

	X
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57. Have you promoted natural recharge and infiltration without the threat of surface contamination?

X	
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58. Have you reduced runoff volumes and peak runoff rates?

	X
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59. Have you linked landscape elements to form a continuous network of forage, water, and cover?

	X
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60. Have you created "fingers" of habitat that reach into the urban landscape from the creek?

	X
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61. Have you created zones that provide a diversity of habitat and shelter through layers of plant heights and types?

	X
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62. Have you selected native plants that provide food and shelter for song birds, mammals, insects, etc?

**WHEN WATERWAYS ARE ADJACENT**

	X
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63. Have you stabilized and protected slopes, water quality, and existing vegetation?

	X
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64. Have you provided access via pathways, bridges, boardwalks, and concerns for safety?

	X
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65. Have you provided connections to stormwater systems, habitat networks, pedestrian and recreation areas?

**WATER EFFICIENCY**

X	
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66. Have you provided water efficient landscaping - reducing water needed for vegetation?

	X
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67. Have you provided water efficient landscaping - no potable use or no irrigation?

X	
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68. Have you increased the extent of on-site landscaping?

	X
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69. Have you provided graywater systems?

	X
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70. Have you provided blackwater systems?

SITE PLAN APPROVAL - CHECKLIST - PAGE 8

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**CHECKLIST ITEMS**

**Materials & Resources**

X	
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	X
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	X
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X	
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	X
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	X
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71. Have you provided for storage and collection of recyclables?

72. Have you reused portions for the existing building, such as walls, floors, or roof?

73. **Construction Waste Management:** Have you diverted construction waste from landfills?

74. Have you reused five (5) percent of the existing building?

75. Have you reused ten (10) percent of the existing building?

76. Do your building materials incorporate recycled content?

77. **Local/Regional Materials:** Are building materials extracted, processed, and manufactured locally/regionally?

78. **Rapidly Renewable Materials:** Have you used rapidly renewable materials, such as bamboo, wool, cotton insulation, agrifiber, linoleum, wheatboard, strawboard and cork?

79. **Use of Certified Wood:** Have you used wood-based materials and products, which are certified in accordance with the Forest Stewardship Council's (FSC) Principles and Criteria?

80. Have you used crushed gravel and concrete as a sub-base?

81. Have you used saw cut concrete as dry-laid retaining walls, edging for planting beds, or unit pavers?

82. Have you reused asphalt as a sub-base or aggregate?

83. Have you re-used gravel and tar roofing materials from demolished building?



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## CHECKLIST ITEMS

### Energy and Atmosphere

	X
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84. **On-Site Renewable Energy:** Have you installed any renewable energy systems, such as photovoltaic (solar panels), geothermal, or other?

	X
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85. **Green Power:** Have you provided at least 35% of the building's electricity from renewable sources? (Renewable sources are as defined by the Center for Resource Solutions (CRS) Green-e products certification requirements.)

	X
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86. Have you provided for opportunities for vegetated screens, awnings, overhangs, and adjustable shade structures on buildings with high summer solar exposure?

### Indoor Air Quality

	X
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87. Have you provided for up-draft ventilation and an air scoop, for natural ventilation?

	X
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88. Have you incorporated under floor displacement ventilation?

	X
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89. Have you oriented the majority of glazing to optimize daylighting potential and heat gain during the winter season?

	X
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90. Have you oriented thermal mass (materials that absorb, store, and conduct heat) and insulation to take advantage of southern exposure, while blocking northern winds?

	X
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91. Have you provided for rooftop gardens to reduce solar gain and insulate in winter?

	X
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92. Have you provided atrium spaces?

	X
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93. Have you provided shade structures, awnings, and overhangs?

	X
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94. Do you have an internal heat recovery system?

	X
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95. Have you provided photovoltaic integration?

	X
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96. Have you separated mechanical spaces?

SITE PLAN APPROVAL - CHECKLIST - PAGE 10

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**CHECKLIST ITEMS**

**Innovation & Design Process**

	X
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**97. LEED Accredited Professional Utilization:** At least one principal participant of the project team shall be a LEED Accredited Professional (AP).

	X
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**98. Innovation in Design:** Explain in writing, any additional actions you have taken to make the construction of your project energy efficient or to make your development energy efficient.

PLEASE NOTE: Approval of any application for development is subject to all terms and conditions of the Sewer Moratorium of the Township of Woodbridge, adopted by the Municipal Council on October 1, 1985. No building permits shall be issued prior to submission of evidence to the Building Official that all applicable State and/or local requirements have been met. For information regarding these requirements, contact the Division of Engineering

EXPLANATION FOR ANY REQUEST FOR A WAIVER OF ANY CHECKLIST ITEM REQUIREMENT (USE ADDITIONAL SHEET IF NECESSARY)



PROFESSIONAL CERTIFICATION AS TO THE ACCURACY OF  
ALL ITEMS ON THIS CHECKLIST.  
PROVIDE LICENSE NUMBER, SEAL & SIGNATURE.

WOODBIDGE UE, LLC - #P21-10  
306-322 US HIGHWAY 9 NORTH, HOPELAWN, NJ  
BLOCK: 201 LOTS: 11, 12, 13 & 14

APPLICATION TO VARY OR MODIFY THE PROVISIONS OF THIS ORDINANCE

DEVELOPMENT APPLICATION CHECKLIST

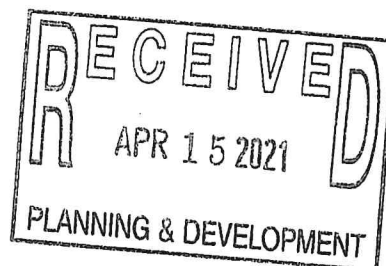
TO BE COMPLETED AND RETURNED WITH APPLICATION – SINGLE-FAMILY, TWO-FAMILY AND THREE-FAMILY DETACHED DWELLINGS:

\*PROVIDED

\*\*NONE PROPOSED

\*\*\*WAIVER REQUESTED

*P	**NP	***WR	CHECKLIST REQUIREMENTS
✓			Four (4) copies of completed application.
			One (1) Denial of Building Permit.
			One (1) Certification that all taxes on the property have been paid and that there are no outstanding assessments for local Improvements.
			List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable).
✓			Two (2) sets of photographs showing the following views: front of subject property; rear of subject property; and opposite side of the street.
✓			Ten (10) sets of a survey which indicates all existing and proposed buildings and structures with all front, side and rear yard dimensions, together with prevailing setback in the area.
✓			Five (5) sets of building plans, either bearing the seal of a licensed architect in the State of New Jersey, or certified as having been prepared by the homeowner for his own use and occupancy. (Note: All two and three-family dwellings shall require an architect's certification).
✓			Fee as required by this Ordinance.



**TO BE COMPLETED AND RETURNED WITH APPLICATION - MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL USES:**

*P	**NP	***WR	CHECKLIST REQUIREMENTS
✓			Four (4) copies of completed application.
			One (1) Denial of Building Permit.
✓			One (1) tax map including subject property.
			One (1) Certification that all taxes on the property have been paid and that there are no outstanding assessments for local improvements.
			List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable).
✓			Two (2) sets of photographs showing the following views: front of subject property; rear of subject property; and opposite side of the street.
✓			Twelve (12) copies of a current site survey. Surveys shall be prepared by a New Jersey licensed land surveyor. Improvements to or adjacent to the site shall be prepared by a New Jersey licensed professional engineer or architect. Said survey shall include the following details:
✓			1. All existing and proposed buildings and structures with all front, side and rear yard dimensions.
✓			2. Existing and proposed pavement.
✓			3. Parking and loading areas.
✓			4. Outdoor storage areas (if applicable).
✓			5. Refuse storage areas and method of screening.
✓			6. On-site lighting.
✓			7. Proposed or existing free-standing signs.
✓			8. Method of controlling storm water drainage.
✓			9. Landscaping.
✓			Twelve (12) copies of floor plans and building elevations prepared by a licensed architect of the State of New Jersey.
✓			Fee as required by this Ordinance.

## TO BE COMPLETED AND RETURNED WITH APPLICATION – CONDITIONAL USE PERMIT:

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## CHECKLIST REQUIREMENTS

✓		
✓		
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✓		

NOTE: Surveys shall be prepared by a New Jersey licensed land surveyor. Improvements to or adjacent to the site shall be prepared by a New Jersey licensed professional engineer or architect.

Twelve (12) sets of plans providing all details required in Section 150-46 of this Ordinance relative to the specific Conditional Use, including a current survey, which shall include the following details:

1. All existing and proposed buildings and structures with all front, side and rear yard dimensions.
2. Pavement.
3. Parking and loading areas.
4. Outdoor storage areas, refuse storage areas and method of screening.
5. On-site lighting.
6. Free-standing signs.
7. Landscaping.
8. Fencing.
9. Method of controlling storm water and drainage.
10. Floor plans and building elevations, prepared by a New Jersey licensed architect.

Four (4) copies of completed application for Conditional Use Permit.

List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable).

Certification that all taxes on the property have been paid and that there are no outstanding assessments for local improvements.

Statement as to status of other required approvals (municipal, county, state, federal, other).

One (1) Denial of Building Permit.


One (1) tax map of the area.

Two (2) sets of photographs showing the following views: front of subject property; rear of subject property; and opposite side of the street.

Fee as required by the Ordinance.

FORM CL(11/99)

EXPLANATION FOR ANY REQUEST FOR A WAIVER OF ANY CHECKLIST REQUIREMENT (USE  
ADDITIONAL SHEET IF NECESSARY):

  
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APPLICANT'S SIGNATURE