



428 60th Street, Room 10  
West New York, New Jersey

Town Of West New York  
Department of Public Affairs  
Planning Board

Office: (201) 295-5262  
WestNewYorkNJ.org

## SITE PLAN COMPLETENESS CHECKLIST

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by the N.J.S.A. 40:55D-10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. See article VI of the Zoning Ordinance of the Town of West New York for further details of submission requirements and procedures.

APPLICATION # \_\_\_\_\_

APPLICATION NAME \_\_\_\_\_

BLOCK & LOT \_\_\_\_\_

### CERTIFICATION OF COMPLETENESS

I, the undersigned certifies this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. seq. And amendments thereto, the current Zoning and Subdivision Ordinances of the Town of West New York and the Town of West New York Checklist. I further certify that all information contained herein is complete and accurate.

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Seal & License #

Town of West New York

Application # \_\_\_\_\_

Date: \_\_\_\_\_

Application Name: \_\_\_\_\_

Received By: \_\_\_\_\_

SITE PLAN CHECKLIST - PART A  
SUBMISSION DOCUMENTS

Prior to issuance of a Certificate of Completeness, the Planning Board/Board of Adjustment shall determine that the following documents have been submitted:

C   N   N/A

- 1. Three (3) copies of the Application form & PDF or CD of same
- 2. Three (3) sets of site plan;
- 3. Photographs of site and surrounding properties within 200 ft. of the property in question.
- 4. Three (3) prints of soil Erosion and Sediment Control Plans
- 5. Storm Drainage and Detention Basin calculations
- 6. Certification of payment of taxes
- 7. Form-9, Taxpayer Identification & Certification
- 8. Proof of submission to the Hudson County Planning Board
- 9. Letter of Denial
- 10. Notice and proofs of service
- 11. Application Fee    \$ \_\_\_\_\_
- 12. Escrow Deposit    \$ \_\_\_\_\_
- 13. A signed and sealed copy of the survey, prepared by a licensed land surveyor

C= Complete                      N= Incomplete                      N/A= Not Applicable  
Town of West New York

Application # \_\_\_\_\_                      Date: \_\_\_\_\_  
Application Name: \_\_\_\_\_                      Received By: \_\_\_\_\_

SITE PLAN CHECKLIST - PART B  
SUBMISSION DOCUMENTS

- 1. General Requirements: The site plan shall be signed and sealed by an architect, professional engineer, land surveyor and/or professional planner licensed to practice in the State of New Jersey, provided however, that the sanitary sewer, water distribution and storm drainage plans, and water and sewage treatment facility plans may only be signed and sealed by a professional engineer. In addition, the following must be submitted:
  - a. Site plans shall not be drawn at a scale smaller than one (1") inch equals fifty (50') feet nor larger than one (1") inch equals ten (10') feet.
  - b. The site plan shall be based on monumented, current certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40- 5.1, "Preparation of Land Surveys", dated September 1984 and as amended. The date of the survey and the name of the person who made the survey, shall be shown on the site plan.
  
- 2. Title Block: The title block shall appear on all sheets in conformance with N.J.S.A. 45:8-27 et. seq. (Map Filing Law) and include:
  - a. Title to read "Site Plan"
  - b. Name of the development, if any
  - c. Tax map sheet, block and lot number(s) of the site, as shown on the latest Town of West New York Tax Map, the date of which shall also be shown
  - d. Date of original and all revisions
  - e. Names and addresses of owner and developer, so designated.
  - f. Name, signature, address and license number of the engineer, architect, land surveyor, or planner who prepared the plan, and their embossed seal
  - g. If the site plan contains more than one (1) sheet, each sheet shall be numbered and titled.
  
- 3. A schedule shall be placed on the site plan indicating:
  - a. The area of the tract and site to be developed
  - b. The floor area of existing and proposed building(s)
  - c. The proposed use or uses and the floor area devoted to each use
  - d. The zone district in which the site is located
  - e. Proposed and required lot dimensions and front, rear and side yard setbacks
  - f. Provided and required off street parking and loading spaces
  - g. Square footage and percentages of the site developed and retained in unoccupied open space
  - h. Floor area ratio
  - i. Density
  - j. Height of the principal buildings and any accessory buildings

- 4. North arrow and written and graphic scale
- 5. Paving and right-of-way widths of existing streets within two hundred (200') feet of the site
- 6. Existing and proposed manholes, sewer lines, fire hydrants, water lines, utility poles and all other topographical features of a physical or engineering nature within the site and within 200 hundred (200') feet thereof
- 7. All existing structures on the site and within two hundred (200') feet thereof, including their use, indicating those to be destroyed or removed and those to remain
- 8. Location, use, finished grade level, ground coverage, first floor, and basement elevations, front, rear and side setbacks of all buildings and other pertinent improvements.
- 9. Existing and proposed public easements or right-of-way and the purpose thereof, including conservation easements.
- 10. A grading plan showing existing and proposed grading contours at one (1') foot intervals throughout the tract, except if the slope exceed five (5%) percent, a two (2') foot interval may be used, and if they exceed ten (10%) percent, a five (5') foot interval is permissible. Datum shall be United States Coast and Geodetic Survey Datum (MSL=0) and source of datum and benchmarks shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be drawn to clearly delineate proposed grading.
- 11. On site drainage plan:
  - a. The drainage plan shall be presented in the graphic form which shall clearly show the street and site layout and those items which are pertinent to drainage including existing and proposed contours as previously required
  - b. The plan shall outline each area contributing to each inlet
  - c. All proposed drainage shall be shown with pipe types and sizes, invert and grade or rim elevations, grades and all direction of flow. The direction of flow of all surface waters and of all streams shall be shown.
  - d. The drainage shall be accompanied by complete drainage calculations made in accordance with the applicable regulatory methods
- 12. Off-site draining planage: The plan shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:
  - a. The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown

- b. The pertinent off site existing drainage shall be shown with elevations of inverts and grates to the nearest one tenth of a foot
  - c. To the extent that information is available and may be obtained from the County or Town Engineer, any existing plans for drainage improvements shall be shown.
  - d. In the event a temporary drainage system is proposed, full plans of that system shall be shown.
  - e. The off-site drainage plans shall be accompanied by profiles of all proposed drainage, showing existing details, pipe sizes, type, inverts, crowns, slopes; all proposed structures and connections and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross sections at intervals not exceeding one hundred (100') feet shall be shown for all open channels.
  
- 13. If required by the Town Engineer, center line profiles of streets bordering the site, internal roadways and major circulation aisles showing existing and final grades and slopes and pipe sizes, slope, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities.
  
- 14. Soil Boring Logs: Unless the Town Engineer shall determine that a lesser number of boring logs are required or that some or all of the boring logs may be deferred to the final plan stage, the site plan shall be accompanied by a set of boring logs and soil analyses for borings made in accordance with the following requirements:
  - a. One boring not less than fifteen (15') feet below grade or twenty (20') minimum depth shall be made for every (5) acres (or portion hereof) of land where the water table is found to be ten (10') feet below proposed or existing grade at all boring locations.
  - b. One additional boring shall be made per acre (or portion thereof) in those areas where the water table is found to be less than ten (10') feet below proposed or existing grade
  - c. In addition to the above, in those areas where the water table is found to be five (5') feet or less below existing or proposed grade, two additional borings per acre (or portion thereof) will be required if construction of basements is contemplated. Borings shall be located where such basements are proposed.
  - d. Boring logs shall show soil types and characteristics encountered, groundwater depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one tenth of a foot.
  - e. Based on the borings, the site plan shall clearly indicate all areas having a water table within two (2') feet of the existing surface of the land, or within two (2') feet of the existing surface of the land or within two (2') feet or more of fill is contemplated or has previously been placed
  - f. Certified soil tests as a basis for design standards for pavement, pipe, bedding, etc.
  
- 15. Zone boundaries and the tax map sheet, lot and block numbers and the names of the owners of all properties within two hundred (200') feet of the site.

- 16. A key map, at a scale of not less than one inch equals one thousand (1,000') feet, showing the location of the site with reference to the surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within two hundred (200') feet of the site
- 17. The location, area, dimensions and proposed disposition of any area or area of the site proposed to be retained as common open space, indicating the facilities to be provided in such areas, the form of maintenance and ownership
- 18. The capacity of off-street parking areas and the location and dimensions of all access drives, aisles and parking stalls. The location and treatment of existing and proposed entrances and exits to public rights of way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other device necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single unit trucks or buses and semi-trailers that will enter the site each day.
- 19. Graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation
- 20. The location and size of proposed loading docks
- 21. The location of curbs and sidewalks
- 22. Cross sections showing the composition of pavement areas, curbs and sidewalks
- 23. Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and features
- 24. Landscaping and screening plan showing the location, type, spacing and number of each type of tree or shrub and the location, type and size, spacing and number of each type of ground cover to be utilized and planting details for trees, shrubs, and/or ground cover.
- 25. Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas.
- 26. Floor plans and building elevation drawings of any proposed structure or structures, or existing structures to be renovated.
- 27. Location of facilities for the handicapped, including parking spaces and ramps (where applicable), and including construction details for ramps for the handicapped.

- 28. Sectionalization and staging plan: Developers of uses proposed to be developed in stages shall submit sectionalization and staging plan showing and the following:
  - a. The anticipated date for commencing construction of each section or stage.
  - b. Plans for separate construction. Emergency access for the project in order to avoid occupancy conflict.
- 29. Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site and provisions to be made for the site maintenance.
- 30. Traffic analysis report and recommendations from a qualified traffic engineer.
- 31. Fiscal impact and analysis report including, but not limited to, such essential services as off-site improvements, schools, on site security, fire protection, garbage removal.
- 32. A housing plan which outlines the number of housing units to be provided and the extent to which any housing obligation assigned to West New York pursuant to P.L. 1986, c.222(Section 52:27D-801 et. Seq.) will be fulfilled by the development.
- 33. Proof that any and all outstanding Uniform Construction Code violations and/or any West New York Property Maintenance violations have been satisfied or a letter from the building department that no such violations exist.
- 34. Proof that all open permits and/or inspections have been closed out.
- 35. Proof that all taxes are paid current to date and that there are no pending tax liens on the property that is the subject of the application.
- 36. Such other information as the Planning or Zoning Boards may request during site plan review.

Town of West New York

Application # \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

FOR MUNICIPAL USE ONLY

Application submitted on: \_\_\_\_\_

Part A - Complete/Incomplete \_\_\_\_ Part B - Complete/Incomplete \_\_\_\_

Application reviewed and declared complete on: \_\_\_\_\_

Application reviewed and declared incomplete on: \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This application will be heard on: \_\_\_\_\_

Upon completeness certification, distribute as follows:

Board or Agency	Plans	Report	Report
	Forwarded	Dated	Received

1. Town Engineer      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

2. Town Planner      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

3. Zoning Officer      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

4. Tax Assessor      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_