



# WEST WINDSOR TOWNSHIP

## DEPARTMENT OF COMMUNITY DEVELOPMENT DIVISION OF LAND USE SITE PLAN CHECKLIST

Location: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_ App. No. \_\_\_\_\_  
Completed by: \_\_\_\_\_ Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Preliminary      ☐ Final      ☒ Preliminary/Final      ☐ Sketch/Concept Plan

The following items are statutorily required to be provided on and/or with plans submitted for Site Plan approval. As the items identified below are completed, the applicant should those items off the list in the space provided. If a waiver of any items is requested, the applicant should insert "W.R." on the appropriate line and indicate why said waiver is requested. The applicant should refer to all applicable Township ordinances for specific site development design criteria.

### Section 200-11.A Map Details

All maps and other documents submitted for Site Plan Review shall contain the following information, which shall be in addition to specific site plan details as required for each review stage.

Requirement	Applicant	Township
(1) The title and location of the property.	_____	_____
(2) The name and addresses of the landowner and applicant. If a corporation, limited liability company, or partnership is the landowner or applicant, the principal officer and name of the President and Secretary shall also be included.	_____	_____
(3) The name, address and New Jersey State license number and seal of the professional preparing the documents and drawings. All plans, except those prepared at the sketch stage, shall be prepared, signed and sealed by a New Jersey State licensed professional engineer or architect.	_____	_____
(4) A place for the signature of the Chair and Secretary of the Planning Board and Health Officer (where septic systems and/or potable wells are proposed).	_____	_____
(5) The date of the plan and date(s) of any modifications thereto.	_____	_____
(6) The standard signature block, as shown in Section 200-11A.(6), shall be on the Site Plan map.	_____	_____
(7) A legend indicating all symbols used. The applicable portions of the New Jersey Department of Transportation's Standard Legend shall be utilized.	_____	_____

## Section 200-12 Sketch/Concept Plan Review

Applicants for preliminary approval are encouraged to submit for review by the board of jurisdiction sketch site plans for informal discussions and recommendations. The sketch site plan shall be reviewed to determine the proposal's compliance with applicable Township ordinances and the general site design concept, including the following.

The Sketch Site Plan may be prepared by the applicant and shall contain sufficient information as outlined herein for discussion by the Board and the applicant.

Requirement	Applicant	Township
(1) The location of the property to be considered in relation to the surrounding area, within at least 500 feet of the subject site.	_____	_____
(2) The proposed use of the property.	_____	_____
(3) The proposed bulk and building improvements.	_____	_____
(4) The proposed density and/or floor area ratio.	_____	_____
(5) The open space amenities.	_____	_____
(6) The proposed traffic and pedestrian patterns.	_____	_____
(7) The proposed stormwater management infrastructure.	_____	_____
(8) Potential environmentally restricted areas on and near 200 feet of the property.	_____	_____
(9) Other general design components.	_____	_____

## Section 200-13 Preliminary Site Plan Approval

As per Section 200-13C., the Preliminary Site Plan Application technical materials, notwithstanding any other requirements of this or other township ordinances, shall contain the following:

	Requirement	Applicant	Township
(1)	Locator map at a scale of one inch equals 2,000 feet or larger scale, showing the lot and block number of the parcel in question and the lot and block numbers of adjacent and opposite properties. This map should also show any contiguous lot in which the applicant has any direct or indirect interest and the nature of the applicant's interest.	_____	_____
(2)	An aerial photo superimposed upon the plans with the tract boundaries outlined; also photographs of the property, where necessary, to show any unusual topographic, environmental or physical aspect of the site. This would include but not be limited to rock outcroppings, vegetation, natural drainageways, wetlands and existing structures and improvements.	_____	_____
(3)	A preliminary plan at a scale of one inch equals 50 feet or larger scale and any supplemental plans that are necessary to properly depict the project. In the case of a complex project, a scale other than one inch equals 50 feet may be submitted, provided that one copy of a photomechanical reduction to a scale of one inch equals 50 feet is submitted. The preliminary plan shall show at least the following information:	_____	_____
	(a) The North arrow, scale, graphic scale, date and notes and dated revisions.	_____	_____
	(b) The zoning district in which the parcel is located, together with the district boundaries included within the boundaries of the parcel or within 200 feet therefrom. All setback lines, landscape strips, landscape buffers, building heights and other bulk requirements shall be shown and dimensioned. Any deviation from requirements of this Part 1 shall be specifically shown.	_____	_____
	(c) The survey map, prepared by a licensed surveyor of New Jersey, showing boundaries of the properties, lines of all existing streets and roads, easements, rights-of-way and areas dedicated to public use within 200 feet of the development. These shall be dimensioned and, where applicable, referenced as to direction.	_____	_____
	(d) Reference to any existing or proposed deed restrictions or exceptions concerning all or any portion of the parcel. A copy of such covenants, deed restrictions or exceptions shall be submitted with the application. In order to demonstrate the lack thereof, a title search must be submitted with any application for Preliminary Major Site Plan.	_____	_____

Requirement	Applicant	Township
(e) The existing and proposed contours, referred to North American Vertical Datum of 1988 (NAVD '88), and horizontal positioning based upon the North American Datum of 1983 (NAD '83), at a contour interval of not less than two feet. Existing contours are to be indicated by solid lines. Location of existing rock outcroppings, high points, watercourses and drainageways, depressions, ponds, marshes, vegetation, wooded areas and other significant existing features including previous flood elevations of watercourses, ponds and areas as determined by survey shall be shown. Trees of five inches or over in caliper shall be specifically located and identified. Any proposed change of such natural features shall be specifically noted.		
(f) The location, size, elevation, slope and type of storm drainage structures and other utility structures, above- and below-grade, whether publicly or privately owned. Design calculations supporting the adequacy of proposed drainage structures and/or surface drainage shall be submitted. The site plan shall include existing ponds, streams and watercourses, as well as the designated greenbelt, if applicable. Where brook or stream channel improvements are proposed or required, the plans for such improvements shall be approved by the State Department of Environmental Protection, and the Mercer County Planning Board, where applicable.		
(g) The location of all existing buildings, bridges, culverts, paving, lighting, signs or any other structures with grade elevations for each structure. Grade elevations may be established from use of a field survey, or Lidar information as published by the NJDEP or Mercer County, as available.		
(h) The distances measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with other streets.		
(i) The proposed use or uses of the land, buildings and structures.		
(j) The quantitative aspects of the proposal, such as improvement coverage, number of units, square feet of construction, value of construction, density, coverage, number of employees, number of residents and area of land, etc. Specifically identified on the site plan, in tabular form, shall be pertinent zoning data, indicating the bulk/area requirements of the zone in which the proposed development is located and how the proposed development responds to the zoning requirements.		

Requirement	Applicant	Township
(k) The proposed buildings and structures and any existing structures to remain, with dimensions, setbacks, heights (in feet and stories) and first floor or grade elevations. Existing buildings and structures to be removed shall be indicated; sketch or typical building elevations indicating type of materials to be used.		
(l) The location and designs of any off-street parking areas, bicycle parking, service, trash or loading areas, showing size and location of bays, aisles, barriers, planters, maneuvering areas and traffic patterns. Include manufacturer's cut or illustration depicting the type of bicycle parking facility proposed. Also provide the typical plan layout of the facility at an appropriate scale to determine the location from walkways and building lines.		
(m) The means of vehicular access for ingress to and egress from the site, showing the proposed traffic channels, lanes and any other structure or device intended to control traffic.		
(n) The location, design, dimensions and materials details in the form of construction documents for any on- or off-site pedestrian parks, walkways and bicycle pathways, open space, common open space, plazas, promenades and recreation areas or any other public uses.		
(o) The location and design of all proposed utility structures and lines, stormwater drainage on-site and off-tract, with manholes, inlets, pipe sizes, grades, inverts and directions of flow, as well as telephone, power and light, water hydrant locations, sewer and gas, whether publicly or privately owned. Where on-site sewage disposal systems and/or potable water wells are provided, these shall be located on the site plan, indicating the size of the system and the distance between the wells and septic fields.		
(p) The location and design of the proposed screening, landscaping and planting, including a planting plan and schedule of plant materials.		
(q) The location of all outdoor lighting (freestanding or on building), the size, nature of construction, lumens, heights, area and direction of illumination, footcandles produced, typical manufacturer cuts illustrating style and time controls proposed for outdoor lighting and display.		
(r) The location and design of all signs, the size, nature of construction, height and orientation, including all identification signs, traffic and directional signs and arrows, freestanding and facade signs and time controls for sign lighting.		

Requirement	Applicant	Township
(s) The location and size of all proposed easements, rights-of-way, public areas to be dedicated to the public or to be restricted or defined by deed or any other arrangement. Also, the location of any Master Plan proposals indicating roadway, greenbelt, public area or facility shall be shown.	_____	_____
(t) A tabulation of a proposed building's perimeter that fronts on a public or private street or on a fire apparatus space, expressed in feet, as well as the percentage of total building perimeter linear footage shall be indicated as part of site data information contained on a site plan.	_____	_____
(u) A map showing the property in relation to the surrounding area, within a one-mile radius as measured from the center of the property.	_____	_____
(4) All items as required in the environmental impact statement, as requirement as set forth in Article V, § 200-23, of this Part 1 or a statement concerning such which does not apply.	_____	_____
(5) Where applicable, the method by which any common or public open space or commonly held building or structure is to be owned and maintained.	_____	_____
(6) A landscape plan, prepared by a New Jersey State certified or licensed landscape architect, at a minimum scale of one inch equals 50 feet or larger. Different graphic symbols shall be used to show the location and spacing of shade trees, ornamental trees, evergreen trees, shrubs and ground cover. The size of the symbol must be representative of the size of the plant and shown to scale. The plan shall:	_____	_____
(a) Illustrate the proposed site plan elements as they relate to existing structures and site amenities, including existing woodlands, isolated trees greater than five inches in caliper, existing topographic contours and any and all other natural environmental features.	_____	_____
(b) Show the intent, location and type of all existing and proposed landscaping and buffering.	_____	_____
(c) Conceptually indicate plant types and general construction materials to be used, as appropriate.	_____	_____
(d) For any new tree planting, contain a planting schedule, including specific plant botanical and common names, sizes, root, spacing and comments.	_____	_____
(e) Indicate all existing vegetation to be saved or removed.	_____	_____

Requirement	Applicant	Township
(f) Show the location, form, height and width of other landscape architectural materials, such as berms, fences, walls, site furniture, bridges and walks. When required, a section to show the effectiveness of landscape buffers in relation to the height of the area being screened from should be provided (i.e., center line of road to building).	_____	_____
(g) Show all open space areas in adjacent developments on the project location map.	_____	_____
(7) Soil survey map, prepared by a New Jersey State licensed professional engineer, to indicate the different types of soils that exist on the subject tract and within 200 feet of the extreme limits of the subject tract. This map shall be in conformance with the soil survey of Mercer County, New Jersey, published by the Natural Resources Conservation Service at <a href="http://websoilsurvey.nrcs.usda.gov/app/">http://websoilsurvey.nrcs.usda.gov/app/</a> . Where wetlands exist on or within 200 feet of the extreme limits of the subject tract, as per N.J.A.C. 7:7A-1, the wetland's boundary shall be superimposed on the soil survey map.	_____	_____
(8) If wetlands exist, as per N.J.A.C. 7-1 et seq. or 7A-1 et seq., the Freshwater Wetlands Protection Act rules are to be complied with prior to the submission of plans to the Township. All areas of wetlands shall be depicted on plans as field located by the applicant's professional land surveyor. A letter of interpretation issued by the New Jersey Department of Environmental Protection, Division of Land Resource Protection, shall be submitted, indicating the presence or absence of freshwater wetlands on the parcel in question and any required transition areas.	_____	_____

	Requirement	Applicant	Township
(9)	<p>Where warranted, an acoustical evaluation demonstrating future compliance with the regulations established by both the New Jersey Department of Environmental Protection (NJDEP) (N.J.A.C. 7:29 Noise Control) as may be amended and supplemented and the Township of West Windsor (Administrative Code Chapter 113) as may be amended and supplemented shall be completed and submitted by the applicant. At a minimum, such an evaluation shall identify the sources of expected sound to be generated by the proposed development to ensure that there will be no adverse impacts as related to noise. Those locations with a greater potential for exceedances shall provide anticipated noise levels generated by the proposed development. An acoustical analysis to estimate the anticipated sound levels shall be required and appropriate abatement/mitigation be designed, if necessary.</p> <p>If requested by the Township of West Windsor, an acoustical evaluation shall be completed and submitted by the applicant that demonstrates the potential impacts of noise on the proposed development from surrounding sources. Those locations with a greater potential for impacts shall provide the anticipated noise levels of the sources of sound expected to impact the proposed development. An acoustical analysis to estimate the anticipated sound levels that may impact the proposed development shall be required and appropriate abatement/mitigation be designed, if necessary.</p>		
(10)	A traffic signage conforming to the requirements of § 200-91U of Part 3, Subdivision and Site Plan Procedures, of this chapter.		
(11)	A site development stormwater control plan meeting the requirements of § 200-104 for projects meeting the definition of a major development in § 200-100.2 of Part 3, Subdivision and Site Plan Procedures, of this chapter.		
(12)	Domestic water demand and wastewater generation rate estimates per N.J.A.C. 7:14A-23.3.		
(13)	Submittal letters to any and all other governmental agencies which may have jurisdiction, if any.		

	Requirement	Applicant	Township
(14)	<p>Where warranted, a Traffic Impact Study (TIS) should be provided to include the study area critical intersection(s) and arterial analyses for three scenarios: Existing Base, Future Year No-Build and Future Year Build. The most recent ITE trip generation manual should be used to calculate the projected traffic demand for the proposed development. The traffic count data NOT older than three (3) years should be used for Base condition analysis. The TIS also should include the list of proposed geometric improvements at the critical study area intersections/arterials due to the addition of the subject development, where applicable.</p> <p>The TIS shall also include data on truck traffic volume, a truck traffic circulation plan, and the impact of truck traffic movement on the adjacent public roadways originating from the project site, where applicable.</p>		

## Section 200-14 Final Site Plan Approval

As per Section 200-14C.(1), the Final Site Plan Application technical materials, notwithstanding any other requirements of this or other township ordinances, shall contain the following:

Requirement	Applicant	Township
(a) The approved preliminary site plan and a copy of the preliminary resolution of approval if applicable, together with all proposed additions, changes, or departures therefrom, if applicable.	_____	_____
(b) Final construction documents, among other items, illustrating:	_____	_____
[1] The final plans for site development and site improvement, including those construction details as may be specified at the time of preliminary approval.	_____	_____
[2] The ground floor or other floor plans sufficient to show pedestrian, vehicular and/or other access as it relates to the final site plan.	_____	_____
[3] The building elevation or typical elevations, including size, structure, materials, colors and textures.	_____	_____
[4] Elevations or typical illustrations of any accessory structures, signs or area visible to the general public.	_____	_____
[5] A final landscape plan, signed and sealed by a New Jersey State certified or licensed landscape architect, in the form of construction documents and substantially conforming to the approved preliminary landscape plan. The landscape plan shall be prepared upon separate halftone sheets of the engineered site plan with contour lines so that landscape details and grading are clearly shown and may be adequately reviewed. The plan shall include the location and detailed specifications for all landscape architectural improvements, including pavements, structures, fences, decorative elements, and plantings, with construction details. The plan shall include specifications for the irrigation and maintenance of all planting areas. It shall show:	_____	_____
[a] Reverse frontage buffers and other important landscape areas at a minimum scale of one inch equals 30 feet or larger.	_____	_____
[b] The manner of irrigation of all nonresidential and high density residential sites.	_____	_____

Requirement	Applicant	Township
[c] The location and identification of all existing street trees and/or all non-street trees 6 inches and greater in diameter at breast height, to be removed and preserved and what methods will be used to assure preservation during and after construction. Prior to any tree removal, the applicant will be required to receive approval of the board of jurisdiction, and a Township Zoning or Tree Removal Permit, including any planting mitigation or applicable feeds in accordance with the Township Tree Code (Chapter 170).	_____	_____
[d] The existing and proposed topography by the use of one-foot contours for all land forms and berms in coordination with the final grading and drainage plans submitted by the project engineer.	_____	_____
[e] A planting schedule, including specific plant botanical and common names, sizes (caliper, height, and width), root (B&B or container size), spacing, and comments.	_____	_____
[6] A traffic signage plan conforming to the requirements of 200-91U of Part 3, Subdivision and Sit Plan Procedures, of this chapter.	_____	_____
(c) Where warranted, an acoustical evaluation demonstrating future compliance with the regulations established by both the New Jersey Department of Environmental Protection (NJDEP) (N.J.A.C. 7:29 Noise Control) as may be amended and supplemented and the Township of West Windsor (Administrative Code Chapter 113) as may be amended and supplemented shall be completed and submitted by the applicant. At a minimum, such an evaluation shall identify the sources of expected sound to be generated by the proposed development to ensure that there will be no adverse impacts as related to noise. Those locations with a greater potential for exceedances shall provide anticipated noise levels generated by the proposed development. An acoustical analysis to estimate the anticipated sound levels shall be required and appropriate abatement/mitigation be designed, if necessary.  If requested by the Township of West Windsor, an acoustical evaluation shall be completed and submitted by the applicant that demonstrates the potential impacts of noise on the proposed development from surrounding sources. Those locations with a greater potential for impacts shall provide the anticipated noise levels of the sources of sound expected to impact the proposed development. An acoustical analysis to estimate the anticipated sound levels that may impact the proposed development shall be required and appropriate abatement/mitigation be designed, if necessary.	_____	_____
(d) Domestic water demand and wastewater generation rate estimates per N.J.A.C. 7:14A-23.3.	_____	_____

Requirement	Applicant	Township
(e) Submittal letters to any and all governmental agencies which may have jurisdiction, if any.	_____	_____
(f) Where warranted, a Traffic Impact Study (TIS) shall be provided to include the study area critical intersection(s) and arterial analyses for three scenarios: Existing Base, Future Year No-Build and Future Year Build. The most recent Institute of Transportation Engineers (ITE) trip generation manual should be used to calculate the projected traffic demand for the proposed development. The traffic count data NOT older than three (3) years should be used for Base condition analysis. The TIS also should include the list of proposed geometric improvements at the critical study area intersections/arterials due to the addition of the subject development, where applicable.  The TIS shall also include data on truck traffic volume, a truck traffic circulation plan, and the impact of truck traffic movement on the adjacent public roadways originating from the project site, as applicable.	_____	_____

## Section 200-15 Minor Site Plan Approval

As per Section 200-15C.(1), the Minor Site Plan Application technical materials, notwithstanding any other requirements of this or other township ordinances, shall contain the following:

Requirement	Applicant	Township
1. Locator map at a scale of one inch equals 2,000 feet, or larger scale, showing the lot and block number of the parcel in question and the lot and block numbers of adjacent and opposite properties. This map should also show any contiguous lot in which the applicant has any direct or indirect interest and the nature of the applicant's interest.	_____	_____
2. A site plan at a scale of one inch equals 50 feet, or larger scale, and any supplemental plans that are necessary to properly depict the project. The minor site plan shall show the following information as appropriate to describe the proposed site modifications:	_____	_____
(a) North arrow, scale, graphic scale, date and notes and dated revisions.	_____	_____
(b) The zoning district in which the parcel is located, together with the district boundaries included within the boundaries of the parcel or within 200 feet therefrom. All setback lines, landscape strips, landscape buffers, building heights and other bulk requirements shall be shown and dimensioned. Any deviation from requirements of this Part 1 shall be specifically shown	_____	_____
(c) Survey map, prepared by a licensed surveyor of New Jersey, showing boundaries of the properties, lines of all existing streets and roads, easements, rights-of-way, and areas dedicated to public use within 200 feet of the development. These shall be dimensioned and, where applicable, referenced as to direction.	_____	_____
(d) Reference to any existing or proposed deed restrictions or exceptions concerning all or any portion of the parcel. A copy of such covenants, deed restrictions or exceptions shall be submitted with the application. In order to demonstrate the lack thereof, a title search shall be submitted with any application for Minor Site Plan.	_____	_____
(e) The existing and proposed contours, referenced to North American Vertical Datum of 1988 (NAVD 88), and horizontal positioning based upon the North American Datum of 1983 (NAD '83), at a contour interval of not less than two feet. Existing contours are to be indicated by solid lines. Any proposed change of on-site natural features (e.g., vegetation, wooded areas, watercourses, etc.) shall be specifically noted.	_____	_____

Requirement	Applicant	Township
(f) The site plan shall include existing ponds, streams and watercourses as well as the designated greenbelt or wetlands as defined by N.J.A.C. 7:7A and Freshwater Wetlands Protection Act,[1] if applicable. Any effects on existing drainage facilities resulting from the proposed site modifications shall be described. See NJSA 13:9B-1 et seq.	_____	_____
(g) The location of all existing buildings, bridges, culverts, paving, lighting, signs or any other structures with grade elevations for each structure in the area adjacent the proposed site modifications. Grade elevations may be established from use of Township topographical maps.	_____	_____
(h) The distances measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with other streets.	_____	_____
(i) The proposed modification(s) to the existing use or uses of the land, buildings and structures.	_____	_____
(j) Specifically identified on the site plan, in tabular form, shall be pertinent zoning data indicating the bulk/area requirements of the zone in which the proposed development is located and how the proposed site modifications respond to the zoning requirements.	_____	_____
(k) The location and size of all proposed easements, rights-of-way, public areas to be dedicated to the public or to be restricted or defined by deed or any other arrangement. Also, location of any Master Plan proposals indicating roadway, greenbelt, public area or facility shall be shown.	_____	_____
(l) A tabulation of a proposed building's perimeter that fronts on a public or private street or on a fire apparatus space expressed in feet as well as percentage of total building perimeter linear footage shall be indicated as part of site data information contained on a site plan.	_____	_____
(m) Location of all utilities, including gas, electric, water, sewer and CATV.	_____	_____

Requirement	Applicant	Township
<p>3. Where warranted, an acoustical evaluation demonstrating future compliance with the regulations established by both the New Jersey Department of Environmental Protection (NJDEP) (N.J.A.C. 7:29 Noise Control) as may be amended and supplemented and the Township of West Windsor (Administrative Code Chapter 113) as may be amended and supplemented shall be completed and submitted by the applicant. At a minimum, such an evaluation shall identify the sources of expected sound to be generated by the proposed development to ensure that there will be no adverse impacts as related to noise. Those locations with a greater potential for exceedances shall provide anticipated noise levels generated by the proposed development. An acoustical analysis to estimate the anticipated sound levels shall be required and appropriate abatement/mitigation be designed, if necessary.</p> <p>If requested by the Township of West Windsor, an acoustical evaluation shall be completed and submitted by the applicant that demonstrates the potential impacts of noise on the proposed development from surrounding sources. Those locations with a greater potential for impacts shall provide the anticipated noise levels of the sources of sound expected to impact the proposed development. An acoustical analysis to estimate the anticipated sound levels that may impact the proposed development shall be required and appropriate abatement/mitigation be designed, if necessary.</p>		
<p>4. Domestic water demand and wastewater generation rate estimates per N.J.A.C. 7:14A-23.3.</p>		
<p>5. Submittal letters to any and all governmental agencies which may have jurisdiction, if any.</p>		
<p>6. Where warranted, a Traffic Impact Study (TIS) should be provided to include the study area critical intersection(s) and arterial analyses for three scenarios: Existing Base, Future Year No-Build and Future Year Build. The most recent ITE trip generation manual should be used to calculate the projected traffic demand for the proposed development. The traffic count data NOT older than three (3) years should be used for Base condition analysis. The TIS also should include the list of proposed geometric improvements at the critical study area intersections/arterials due to the addition of the subject development, where applicable.</p> <p>The TIS shall also include data on truck traffic volume, a truck traffic circulation plan, and the impact of truck traffic movement on the adjacent public roadways originating from the project site, where applicable.</p>		