

**TOWNSHIP OF LIVINGSTON**

**PRELIMINARY SITE PLAN DETAILS CHECKLIST**

**APPLICANT:** \_\_\_\_\_  
**PROPERTY LOCATION:** \_\_\_\_\_  
**BLOCK, LOT & ZONE:** \_\_\_\_\_

The preliminary site plan shall be drawn at a scale of not more than 50 feet to the inch and shall include such details as may be necessary to properly evaluate the application and determine compliance with this chapter. Any site plan involving any new building or addition thereto or any site improvements shall be drawn by a licensed New Jersey professional engineer, architect or professional planner as set forth in N.J.A.C. 13:40-7.3. Where applicable to the proposed use or construction, the following information shall be clearly shown:

NOT SHOWN	SHOWN	
		(1) The name and title of the applicant, owner and person preparing the map. If the applicant is a corporation or a partnership, the application form shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be.
		(2) A place for the signature of the Chairman and Secretary of the Planning Board.
		(3) A place for the signature of the Township Engineer.
		(4) The Township Tax Map lot and block number.
		(5) The date, scale and North sign.
		(6) The zone district in which the property in question falls and zone district of adjoining property.
		(7) All existing and proposed signs and their size, nature of construction and location, and all existing proposed exterior lighting, including size, nature of construction, location, height, the area and direction of illumination and the lumen power.
		(8) Rights-of-way, easements and all lands to be dedicated to the Township.
		(9) The entire property in question, even though only a portion of said property is involved in the site plan; provided, however, that where it is physically impossible to show the entire property on the required sheet, a key map is permitted.
		(10) All abutting streets and property lines.
		(11) An indication of the sanitary disposal system.
		(12) The area of the lot and all lot line dimensions.
		(13) The location of all existing and proposed buildings, with building setback, side line and rear yard distances.
		(14) The location of off-street parking areas, showing proposed parking, sidewalks and loading spaces, with dimensions, width of proposed access drives and aisles and traffic circulation.
		(15) Existing and proposed contours or, at the discretion of the Township Engineer, spot elevations of the property and for 100 feet outside the property at two-foot intervals when new buildings or parking areas are proposed. If only a portion of the property is being developed, contours need only be shown for said portion and 100 feet beyond.
		(16) Elevations at the corners of all proposed buildings and paved areas and at the property corners if new buildings or paved areas are proposed.

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**BLOCK, LOT & ZONE:** \_\_\_\_\_

NOT SHOWN	SHOWN	
		(17) Tentative building floor plans and front, rear and side elevations, showing building materials. Said plans shall be at a scale of not less than 1/8 inch to one foot. Said plans shall be drawn by a licensed architect.
		(18) Specifications for and the location of proposed surface paving and curbing.
		(19) The location of all structures on any abutting property within 100 feet of the property in question.
		(20) Existing streams, brooks or other natural or man-made drainage facilities when pertinent to any proposed construction on the lot.
		(21) Proposed storm drainage facilities, water mains, sanitary sewer lines, water wells, waste disposal systems and other such proposed construction on the lot, as well as existing facilities of this nature when pertinent to any proposed use or construction.
		(22) All fences, walls, sidewalks or similar features to be provided.
		(23) A generalized plan for proposed landscaping showing the basic treatment of unpaved areas.
		(24) The present status and contemplated use of all existing buildings on the property.
		(25) A soil erosion and sediment control plan if required in accordance with said statute and approval of the application shall be conditioned upon certification of the soil erosion and sediment control plan by the district.
		(26) A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.
		(27) Official seals of licensed professional engineer, land surveyor, architect or planner preparing the plans.
		(28) An environmental statement as required by Section 10-1 et seq. of the Revised General Ordinances.
		(29) A storm water management plan as required by Ordinance No. 13-1983 of the Township of Livingston.
		(30) A recycling plan which will make provisions for the collection and disposition of recyclable materials as required in the Township Recycling Ordinance. This required plan shall not only show in specific detail on the site plan where aluminum, glass, newspapers and nonrecyclable material will be separated and collected on site but shall also be accompanied by a program in narrative form. This narrative of the proposed recycling program for the site shall address who is responsible for the separation and collection of all recyclable materials and the method of disposing all recycling materials on site.

Explain any details not shown, and provide the grounds for requested relief from requirement to be shown:  
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**Signature and Seal of person preparing Preliminary Site Plan Details Checklist** **Date**