

ADMINISTRATIVE SITE PLAN REVIEW CHECKLIST

Name:		
Address:		
Property Address:		
Block:	Lot:	
Phone #:	cell business	Email:

The following shall be provided on a plan for the construction of a single family home and any other site improvements that do not require the approval of the Township's Boards of Jurisdiction. Plans shall be signed and sealed by a licensed New Jersey Professional Engineer. Initial fees as required by section 142-84, as amended and supplemented, of the Township's Land Use Code, shall be submitted together with the Township's completed escrow agreement.

- I. EXISTING SITE CONDITIONS
 - a. Plan scale of 1" = 50' maximum, 1" = 20' preferred
 - b. The plan shall include grading for a minimum of 20' beyond the property lot lines
 - c. Site conditions shall be labeled as well as wetlands and/or floodplains within 100' of site
 - d. Contour lines at 1' intervals, except in areas steeper than 10%
 - e. Spot elevations must be labeled:
 - i. Top of curb and/or edge of pavement every 50'
 - ii. Property corners
 - iii. High and low points
 - iv. Drainage inlets, grate and invert, and storm sewer
 - v. Seasonal high water table
 - f. Easement and utilities
 - g. Structures
 - h. Lot size, including metes and bounds for lot lines

- II. PROPOSED SITE CONDITIONS
 - a. Zoning data table with required and proposed bulk requirements
 - b. Grading must be shown on the entire lot
 - c. Areas to remain undisturbed shall be labeled
 - d. Proposed house:
 - i. Setbacks
 - ii. Easements
 - iii. Location of doorways
 - iv. Basement of slab construction
 - v. All floor elevations

"Schedule G"

- e. Driveway
 - i. Minimum 5' from property line
 - ii. Paved or concrete driveway apron
 - iii. Minimum slope: 1.5%
 - iv. Maximum slope: 10%
- f. Contour lines at 1' intervals except in areas steeper than 10%
- g. Spot elevations at:
 - i. All building corners
 - ii. Driveway corners and changes in grade
 - iii. High and low points
 - iv. Corners of septic disposal areas and at septic tanks
- h. Any easements and utilities
- i. Drainage leaving the lot should not impact neighbors:
 - i. Any water leaving the lot must be directed to an approved constructed swale or drainage system.
- j. Lot grading standards:
 - i. Minimum 6" drop the first 20' from house, then 2% over land
 - ii. Maximum 5:1 lawns
- k. Swales
 - i. Minimum one percent
 - ii. No swales or excessive lot grading over septic fields
 - iii. No swales over walkways or driveways
 - iv. Minimum depth of swale: 8"
- l. Other details
 - i. Retaining wall details and stability calculations if over 3' high with typical section
 - ii. Soil erosion control details, notes and schedules
 - iii. Sidewalk, driveway apron, driveway, curb, etc.

For Township Use Only:

Plan submitted, prepared by, date	
Application fee	
Escrow fee	
Escrow agreement received	
Escrow account #	

Plot plan review	
Foundation location review	
As-built plan review	
Final inspection	
C.O. inspection	

ADMINISTRATIVE SITE PLAN REVIEW

ESCROW AGREEMENT

PROPERTY: _____

This agreement made the _____ day of _____ 20____ between:

_____ whom resides at

Hereinafter called "Applicant"

and:

The Township of Robbinsville, in the County of Mercer, a municipal corporation of the State of New Jersey hereinafter called "Township"

WITNESSETH:

THAT the Applicant has submitted a plan for administrative site plan review to the Township for consideration in accordance with the New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., and the Land Use Code of the Township. The Applicant hereby covenants and agrees as follows:

1. Applicant agrees to pay all costs related to the Township's review and administration of the site plan application with said costs including but not limited to:
 - A. Administrative site plan review, which entails Professional Services required §142-92 of the Land Use Code;
 - B. Full application Professional review by the Township Engineer, which may entail professional consultant costs for: Planner, Engineer, Legal and other extraordinary consultant services as may be required by the Township;
 - C. Professional Engineering Services as required for footing and foundation plan review, as-built plan reviews and required site inspections;
 - D. Review of the application by the Township's Department of Health and any review by any other department, office or municipal employee as may be required by the Township;
 - E. Costs incurred by the Township, including but not limited to: secretarial and clerical, administrative, escrow account bookkeeping, and/or accounts receivable and payable.
2. Applicant understands and agrees to pay all costs as set forth above from the date of initial application submission through the Township Engineer's approval for a certificate of occupancy.

3. Applicant understands and agrees to deposit with the Township's Finance Office an initial escrow fee in accordance with §142-84 of the Township's Land Use Code upon submission of this escrow agreement.
4. Applicant understands and agrees that the Township will draw down from said escrow to cover costs as set forth in Section 1, above.
5. Applicant understands and agrees to pay within ten business days of receipt of the Township's statement/billing all additional costs as may be incurred and billed to the Applicant by the Township relative to the review and administration of the application, even if the costs of said review and administration exceed the initial escrow fee deposit. In the event the Applicant disputes a bill or charge, the procedure in the MLUL shall control, N.J.S.A. 40:55D-1 et seq.
6. Applicant understands and agrees that, in the event Applicant fails to pay a billed amount, the Township may discontinue review and the Township may deny issuance of a construction permit and/or certificate of occupancy, or if permit has been previously issued, Township may initiate a Stop Work Order.
7. Township shall refund the applicant any sum deposited with Township for review and administration of the application not applied by Township. Written request for such refund shall be submitted by the Applicant to the Municipal Clerk.
8. Applicant agrees and understands that it is incumbent on Applicant to periodically monitor the status of the escrow account. Applicant agrees and understands that responsibility of the Applicant to pay all escrow charges associated with the application, even if Applicant sells or conveys the subject property to another party.

Applicant Signature

Date

Robbinsville Township Representative

Date

For Township Use Only:

Applicant's Name:		
Address:		
Phone #:	cell business	Email: