

CHECKLIST

CONCEPT PLAN REVIEW

**Borough of Rocky Hill
Somerset County, New Jersey**

FOR OFFICE USE ONLY:
Block:
Lot:
Application #
Applicant:
Received on:

This checklist is required for all applications to the Planning Board for informal review of a concept plan pursuant to Section 502 of the Borough Development Regulations Ordinance. Applicants are required to submit the required number of copies of application forms, checklists and maps/exhibits. See Ordinance section 502 for filing requirements and design standards.

Checklist Requirement	Applicant Checklist	Waiver Requested	Board Action
1. Fifteen (15) copies of a fully completed <u>Application for Concept Plan Review</u> form and fifteen (15) copies of this <u>checklist</u> ; applicant to check off items submitted or waiver requested.			
2. Applicable fees and escrow funds, if required.			
3. A certification from the Tax Collector indicating that all property taxes and assessments are paid to date.			
4. Fifteen (15) copies of a plat prepared by a New Jersey licensed Land Surveyor indicating the following:			
A. A key map with north arrow showing the subject and surrounding properties and zone boundaries, and the Airport Hazard Zone and Historic Preservation District if within 500 feet of subject property.			
B. Tax map sheet, block and lot numbers of subject and surrounding lots; names of owners of surrounding lots.			
C. Dimensions of all existing or proposed lots.			
D. Lot area of all existing or proposed lots in square feet.			
E. Zoning district of subject property and surrounding lots.			
F. The location and purpose of all existing or proposed easements on the subject and surrounding properties.			
G. Topographic contours based on USGS data.			
H. The location of prominent natural features on the site including streams, wetlands and wetland transition areas (to the extent known at the time of submission of request for review of Concept Plan), flood hazard areas, floodways, wooded areas, specimen trees, open water bodies, and drainage structures.			
I. Adjoining streets, street widths and improvements.			
J. The location of all existing and proposed streets and street widths, existing and proposed utilities, existing and proposed buildings, structures, driveways and parking areas on the subject property, indicating setbacks from all lot and road lines, and distances between all existing and proposed buildings.			
K. Title block containing the name of the owner, applicant, the name, address and telephone number of plat preparer, license number, signature and seal, existing lot and block numbers, the date prepared and the date and substance of each revision.			
L. North arrow and the scale of the map, both written and graphic.			
5. Fifteen (15) copies of any drawings, sketches, architectural elevations, floor plans, or other documents submitted in support of the proposal (optional).			