

## SECTION 12 SITE PLAN DETAILS AND SUBMISSION REQUIREMENTS

In cases requiring site plan review and approval, applications for development shall be in accordance with the provisions of Article V, Section 1, of this ordinance and shall be accompanied by information and documentation specified in this section.

### A. Preliminary Submission Requirements

1. Site plans submitted for conventional developments shall include materials that clearly show conditions on the site at the time of the application, the features of the site which are to be incorporated into the proposed development; and the appearance and function of the proposed development. The various elements of the site plan shall be prepared by the professionals, as required by New Jersey Statute 13:40-7.1, licensed to practice in the State of New Jersey, according to the following instructions and including the information indicated on the checklist adopted by the City by ordinance, or in the absence of a checklist the following information and data:
  - a. Site plans shall be drawn to a scale of not less than 1 inch to 50 feet, or in the case of an area of fifty (50) acres, the plot plan may be drawn to a scale of 1 inch to 100 feet. All distances shall be in decimals of a foot and all bearings shall be given to the nearest tenth-second and the error of closure of the tract shall be one in ten thousand (1:10,000) and certified by a licensed land surveyor.
  - b. A key map showing the entire parcel to be developed and its relation to the surrounding area, based on the Gloucester City Zoning Map.
  - c. Title of development, north point, scale, name, address of record owner and persons preparing the site development plan with their seal and signature affixed to said plan.
  - d. The name of the owners of record of all adjacent properties and the block and lot numbers of such adjacent properties.
  - e. All existing school, zoning and special district boundaries located on or adjacent to the property involved. Such boundaries shall be shown on the key map accompanying the detailed site plan.

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- f. The boundaries of the property involved, building or setback lines of existing streets, lots, reservations, easements and other areas dedicated to public use.
- g. The location of existing buildings and all other structures such as, but not limited to, signs, culverts, bridges (with spot elevations of such structures), walls, fences, roadways and sidewalks.
- h. The location of all proposed use areas, buildings, structures (including fences, roadways and sidewalks) and special sites for individual uses -- all including proposed grades.
- i. A zoning schedule identifying compliance of the proposed subdivision with the use, density, area & bulk and parking regulations of this Ordinance.
- j. The location and design of any off-street parking or loading areas, showing size and location of bays, aisle ways, barriers, pedestrian access, vehicular access and number of parking or loading spaces.
- k. All means of vehicle access and egress proposed for the site, showing size and location of driveways and driveway or curb openings to existing public streets.
- l. Location of all storm drainage pipes, structures and watercourses, whether publicly or privately owned, with pipe sizes, grades and direction of flow, whether existing or proposed, and, also, whether above or below the ground surface.
- m. Existing topography with a contour interval of one (1) foot, where slopes are 3% or less; two (2) feet, where slopes are more than 3% but less than 15%, and five (5) feet, where slopes are greater than 15%, referenced to the National Geodetic Vertical Datum - 1929 and indicated by a dashed line. Where any regrading is proposed, finished grade contours should be shown in solid lines.

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- n. Location of existing high points, depressions, ponds, marshes, wooded areas and other significant existing natural features. Vegetation information may be required at the request of the reviewing board. Water courses and public roads, located within 1,000 feet of the site, shall be shown on the key map.
- o. A certified survey, prepared by a land surveyor licensed in the State of New Jersey, shall accompany site plans and show the boundaries of the parcel and the limits of all proposed streets, recreation areas and other property to be dedicated to public use or to common open space.
- p. In the case of new commercial, industrial or public buildings, the site plan shall be accompanied by preliminary architectural floor plans and elevations, with the name, address, professional number and seal of the architect involved.
- q. All proposed street profiles and cross-sections shall be shown, indicating width of sidewalks and location and size of utility lines, according to the standards and specifications of Gloucester City. Such features are to be shown on a separate map, when necessary.
- r. Location of all proposed sewer and water lines, valves, hydrants and other appurtenances or alternative means of water supply and sewage disposal and treatment in conformance with the applicable standards of the appropriate municipal, county and state agencies.
- s. The proposed positioning, direction, illumination, wattage and periods of operation of all proposed outdoor lighting to be used anywhere on the site or in connection with any proposed building or structure (including signs) thereon.
- t. Location of all proposed signs, their size, nature of construction, height and orientation, including all identification signs, traffic and directional signs and free-standing and facade signs, together with the nature and time control of sign lighting.
- u. A landscape plan showing the location of all plant materials to be installed on site and all areas of existing vegetation to be preserved.

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- v. A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.
  - w. An internal surface drainage plan, designed to produce no greater volume of surface run-off from the site subsequent to development, than that existing prior to development.
  - x. Such other information or data as may be required by the reviewing board, City Engineer or City Planner, in order to determine that the proposed development is in accord with the master plan and all applicable ordinances of Gloucester City.
  - y. A listing of other required permits from agencies having jurisdiction and the status of each permit required.
2. In any case of any planned development, the application for site plan review shall be accompanied by 15 copies of all site plans and other documenting material. Prior to the determination of completeness of the application for preliminary approval of any planned development under the terms of this ordinance, the reviewing board administrative officer shall, insofar as possible, secure the advice of the municipal engineer and all other experts hired by the reviewing board to review planned development applications concerning the adequacy of plans submitted and the completeness of the submission.

In addition to the materials and data required in connection with conventional site plan applications, as set forth above, an application for planned development shall show or be accompanied by:

- a. An open space management report setting forth the form of organization proposed to own or maintain the common open space.

Information shall be provided establishing that the association or other entity proposed to administer such common open space will have adequate funding and a sufficient organization to properly maintain, repair and replace such open space and its structures and facilities.

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- b. The use, approximate height and bulk of proposed buildings and other structures.
- c. Modification of existing municipal ordinance requirements governing streets or ways or the use, density and location of buildings or structures being requested.
- d. The projected schedule for development and the approximate times when final approvals will be requested.
- e. A statement as to why the public interest would be served by the proposed development.

**B. Final Submission Requirements**

Site plans shall be submitted for final approval in accordance with the provisions of Article V, Section 1, of this ordinance and shall contain or be accompanied by the information indicated on the checklist adopted by the City by ordinance, or in the absence of a checklist the following:

- 1. Information and data contained in the submission for preliminary approval. Final site plans shall be drawn to a scale of not less than 50 feet to the inch.
- 2. Any site plan revisions, additional data or revised documentation required by the reviewing board in its resolution granting preliminary approvals.
- 3. Offer of dedication of streets or other public ways and deeds for any public open space resulting from preliminary development approval.
- 4. Performance guarantees, approved by the municipal solicitor, as to form, and the municipal engineer, as to amount, sufficient to ensure the satisfactory completion of improvements and facilities, as required by the resolution of the reviewing board granting preliminary approval. The developer's engineer shall submit a detailed engineer's estimate for review and approval by the municipal engineer.
- 5. A statement from the municipal engineer that adequate construction plans for all streets, drainage and other facilities covered by the municipal standards are adequate and comply with municipal standards.

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6. All approvals from other agencies having jurisdiction.

7. The following certifications shall appear on the site plan:

Final Site Plan Approval granted on \_\_\_\_\_ by the City of Gloucester City Planning Board (or Zoning Board of Adjustment).

\_\_\_\_\_  
SECRETARY

I hereby certify that the engineering conditions imposed on this application for final site plan approval have been met.

\_\_\_\_\_  
CITY ENGINEER

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C. Common Open Space Documents

These documents shall ensure the adequate organization and financial soundness of the association or other entity proposed to own or maintain the common open space. Such documents shall include:

1. Articles of incorporation for any homeowner's association, condominium association or other organization to be established to maintain the common open space.
2. A master deed or declaration of covenants and restrictions detailing the rights and privileges of individual owners and residents, restricting the use of the common open space and establishing a system of fees assessed against individual owners. A proposed schedule of membership fees for at least the first five (5) years of operation shall be provided.
3. Bylaws and membership rules and regulations of any such organization defining the details of its organization and operation.
4. The Board Solicitor must review and approve the Declaration of Covenants and Restrictions.