

LAND DEVELOPMENT

270 Attachment 1

APPENDIX A  
Borough of Bradley Beach

Application Checklist and Documents Required To Be Submitted  
[Amended 7-23-2019 by Ord. No. 2019-18]

No.	Description	Variance Applic.	Minor Application		Major Application		Submitted			
			Sketch Plan	Site Plan	Subdivision Prelim.	Subdivision Final	Site Plan Prelim.	Site Plan Final	Submitted	
A.	Application Form (5 copies of completeness) (20 copies for review)	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	N/A
B.	Project Plat Information (5 copies of completeness) (20 copies for review)									
	1. Name, telephone # and address of owner and applicant.	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	
	2. Notarized signature/affidavit of ownership If applicant is not the owner, state applicant's interest in the plan.	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	
	3. Name, signature, license number, seal, address, telephone #, and fax # of the professional engineer, land surveyor, architect, planner, and/or certified landscape architect, as applicable, involved in preparation of the plan.	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	

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	4. Title block denoting type of application, tax map sheet, county, name of the municipality, block and lot, and street location.	X	X	X	X	X	X	X	X	✓	N/A
	5. Key map at specified scale showing location of surrounding properties, streets, easements, municipal boundaries, etc. within 500 feet of the property.	X	X	X	X	X	X	X	X	✓	
	6. North arrow and scale for key map and plat. Scale to include bar graph depicting both feet and meters.	X	X	X	X	X	X	X	X	✓	
	7. Schedule of required zoning district Requirements, including, lot area, density, FAR, lot width, depth, yard, setbacks, building and impervious coverage, parking.	X	X	X	X	X	X	X	X	✓	
	8. Signature and date blocks for Board Chairman, Secretary and Engineer.	X	X	X	X	X	X	X	X	✓	
	9. Proof that tax payments are current.	X	X	X	X	X	X	X	X	✓	
	10. Certification blocks required by the Map Filing Law.										✓
	11. Monumentation as specified by the Map Filing Law and required by the Borough Engineer.										✓

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	12. Date of current property survey, name of reference plat and name and license number of New Jersey professional land surveyor.	X	X	X	X	X	X	X	✓	N/A
	13. Plans to a scale of not less than 1"=30' and not larger than 1"= 10' on one of the following standard sheet sizes: 8 1/2 " x 14", 11" x 17", 24" x 36", or 30" x 42".	X	X	X	X	X	X	X	✓	
	14. Metes and bounds description showing dimensions, bearing of original and proposed lots.		X	X	X	X	X	X		✓*
	15. Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all center lines and right-of-way lines on streets.		X	X	X	X	X	X		✓*
	16. Acreage of tract to the nearest tenth of a square foot and thousandth of an acre.	X	X	X	X	X	X	X	✓	
	17. Date and number of original plan preparation and of each subsequent revision. Include a brief narrative of each revision.	X	X	X	X	X	X	X	✓	

✓\* If Application is approved, a condition may be to consolidate the lots into 1 new Lot. If that is a condition, the Applicant will provide metes and bounds descriptions for approval as a condition of resolution compliance to the extent necessary.

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18.	Size and location of all existing and proposed structures with all setbacks and length measurement of perimeter building walls dimensioned.	X	X	X	X	X	X	✓	N/A
19.	Size and location of all existing structures within 200 feet of the site boundaries. (General use for sketch plan)		X	X	X	X	X	✓	
20.	Tax lot and block numbers of existing lots. The final plat shall show block and lot numbers, street names and addresses (numbers) as approved by the Borough Assessor and Engineer.		X	X	X	X	X	✓	
21.	Proposed lot lines and area of proposed lots in square feet.		X	X	X	X	X	✓	
22.	Any existing or proposed easement or land reserved or dedicated for public use.	X	X	X	X	X	X		✓
23.	Property owners within 200 feet of the property. (From the most recent Borough tax records).	X	X	X	X	X	X		Waiver requested for Completeness Review
24.	Location of slopes of 15% or greater, streams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the property. (Note: Variance applications need only show on-site)	X	X	X	X	X	X		✓

\* Applicant has submitted simultaneously with the Application an Application for a list of property owners with 200' and utilities. The list will be added to the plans once received, but for purposes of completeness review, a waiver is requested at this time, with the plans to be supplemented electronically during the completeness review process.

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25.	List of required or requested variances.	X	X	X	X	X	X	X	✓	N/A
26.	List of requested design exceptions.	X	X	X	X	X	X	X	✓	✓
27.	Phasing plan as applicable to include: a. Circulation plan, including signage separating construction traffic from that generated by the intended use of site. b. Timetable and phasing sequence.									✓
28.	Preliminary architectural floor plans and building elevations.	X		X			X	X		✓
29.	Site identification signs, traffic control signs, and identification signs.			X		X	X	X	✓	
30.	Sight triangles.		X	X		X	X	X		✓
31.	Proposed street names if and where a new street is proposed.				X		X	X		✓
32.	Parking plan showing spaces with size and type, aisle widths, curb cuts, drives, driveways, and all ingress and egress points, areas, dimensions and the number of spaces required by ordinance and the number of spaces provided.							X	✓	
33.	Number of employees, total and maximum per shift.							X	✓	***

✓ \*\*\* In general, there are only 3-4 employees maximum on site. With the exception of the car wash facility, the services on-site are self-serve.

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34.	Solid waste management and recycling plan showing dumpster location and provisions for waste and recyclables.			X				X			✓	
35.	Size and location of all existing and proposed streets (general location for sketch plan).	X	X	X		X	X					✓
36.	Existing and proposed grades and other topographic features of the property and for a minimum distance of 50 feet beyond the property lines. Contours shall be at one-foot intervals with spot elevations at critical points.		X								✓	
37.	Topographical features of the property from county aerial map.		X								✓	
38.	Boundary, limit, nature and extent of wooded areas, specimen trees and other significant physical features	X	X	X		X	X					✓
39.	Existing system of drainage of the property and any larger tract or basin of which it is a part.							X			✓	
40.	Pre and post drainage area maps.							X	X		✓	
41.	Pre and post drainage calculations.							X	X		✓	

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	42. Percolation tests and soil logs where retention basin, or groundwater recharge is proposed or required.		X	X	X	X	X	Waiver for completeness requested, but to be supplied	N/A
	43. Existing rights-of-way and easements within 200 feet of the tract.		X	X	X	X	X	✓	
	44. Number of lots following subdivision and acreage if over one acre, or square feet if less than one acre.	X	X	X	X	X	X	✓	
	47. Indication of existing utilities.		X						
	48. Copy of plat and plans on a 3.5" diskette or CD in a .dxf file format if the plat or plans are drawn in AutoCAD format.							Waiver is requested for completeness review*	
	49. Two copies of the final map as filed with the Borough Tax Assessor and Engineer.							Consolidation to be filed by Deed.	N/A
<b>C. Construction Plans</b>									
	1. Site layout showing all roadways, circulation patterns, curbs, sidewalks buffers, structures, open space, recreation etc., as applicable.			X	X	X	X	✓	
	2. Grading and utility plan to include as applicable:			X	X	X	X	✓	

\* CAD will be provided once Completeness Review is approved, unless absolutely necessary. This will also be provided as any conditions of Resolution Compliance.

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	<p>a. Existing and proposed grades and other topographic features of the property and for a min. distance of 50 feet beyond the property lines. Contours shall be at 1-foot intervals with spot elevations at critical points.</p> <p>b. Elevations of existing and proposed structures.</p> <p>c. Location and invert elevation of existing and proposed drainage structures.</p> <p>d. Location of all streams, ponds, lakes and wetland areas.</p> <p>e. Locations of existing and proposed utilities, including depth of structures, manholes, valves, services, etc.</p>									<input checked="" type="checkbox"/>	N/A	
	<p>3. a. Typical cross sections and center line profiles of all proposed streets and driveways, including utilities and stormwater facilities.</p>					X						✓
	<p>b. Final center line profiles for all new streets and driveways, showing existing grades, proposed grades, stationing and proposed elevations of all proposed vertical curves, stationing and proposed elevations at intersection of all utility and stormwater lines.</p>						X				X	✓

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4.	<p>Landscaping plan to include:</p> <ul style="list-style-type: none"> <li>a. Location of existing vegetation including all shade trees six-inch caliper and greater measured at 5 feet above ground level and all ornamental trees four-inch caliper or greater measured at 1 foot above ground level and the limits of clearing.</li> <li>b. Proposed buffer areas and method of protection during construction.</li> <li>c. Proposed landscaped areas.</li> <li>d. Number, size, species and location of proposed plantings, including street trees.</li> <li>e. Details for method of planting, including optimum planting season.</li> </ul>			X	X	X	X	X	X	<input checked="" type="checkbox"/>	N/A	
5.	<p>Soil erosion and sediment control plan prepared in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey and the requirements of Chapter 188, Soil and Land Conservation.</p>						X	X	X	X	<input checked="" type="checkbox"/>	
6.	<p>Lighting plan to include:</p> <ul style="list-style-type: none"> <li>a. Location and height of proposed Fixtures.</li> <li>b. Detail for construction of fixture.</li> </ul>			X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	

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7.	All required standard Borough construction details for all improvements, including: a. Roadways b. Curb c. Sidewalk d. Driveway aprons e. Drainage inlets f. Pipe bedding g. Outfalls h. Manholes i. Gutters j. Plantings k. Soil erosion & sediment control struct. l. Parking lots m. Water services, fire hydrants, and valves.			X		X	X	X	<input checked="" type="checkbox"/>	N/A
<b>D. Supplementary Documents</b>										
	1. List all federal, state, county, regional and/or municipal approval or permits required.	X	X	X	X	X	X	X	<input checked="" type="checkbox"/>	
	2. Copies of any existing or proposed deed restrictions or covenants.	X	X	X	X	X	X	X		✓
	3. Copies of by laws for condominium applications.									✓
	4. Freshwater wetlands letter of interpretation for the project area.		X	X	X	X	X	X		✓

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5.	Performance guaranties. N/A for Completeness Review Only. Executed developers agreement. condition of approval.			X	X	X			✓
6.	Disclosure statement. (See N.J.S.A. 40:53D-48.1 et seq.)	X	X			X	X		✓
7.	Statement from utility companies as to serviceability of the site.			X	X	X	X		✓****
8.	Stormwater management calculations.			X	X	X	X		✓
9.	Payment of all applicable fees and posting of required escrows.	X	X			X	X		✓
10.	Statement of environmental impact and assessment (SEIA).			X	X	X	X		✓****
11.	Number of witnesses if any and their area of expertise.	X	X			X	X		✓
12.	A plan providing for alternate safe circulation for pedestrians and vehicles during construction	X	X			X	X		✓ As identified in Application

✓\*\*\*\* Both Lots already have commercial developments on them, so will serve letters should not be applicable. However, to the extent necessary, the Applicant will agree to provide the same as any condition of Resolution Compliance, and therefore, for purposes of Completeness Review, a waiver is requested as may be necessary.

✓\*\*\*\* Waiver requested. Lot 5 already contains a car wash, and no changes are proposed to be made to that lot. The ancillary/accessory vacuums are proposed to be added to Lot 4 only. If necessary, a waiver is requested.