

TOWNSHIP OF UNION PLANNING BOARD
SITE PLAN AND SUBDIVISION CHECKLIST
(TO BE SUBMITTED WITH APPLICATION)

The checklist is designed to assist both the applicant and the Planning Board in assessing completeness of plans submitted for review. Applicant must check off each item to ensure that it is included on the plan. **ITEMS OMITTED WILL RESULT IN THE APPLICATION BEING DECLARED INCOMPLETE WITH RESULTANT DELAY IN CONSIDERATION BY THE BOARD.** Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets.

- _____ Twenty (20) copies of plans on standard sheet sizes (18"X24") or (24"X36") each folded to approximately 9"X12" packet with title block exposed
- _____ Storm Water Detention Calculation form and storage facility details.
- _____ Name and title of applicant, owner and person preparing map
- _____ Signature, license number and embossed seal of plan preparer
- _____ Place for signature of Chairman and Secretary of Planning Board
- _____ Place for signature of Township Engineer
- _____ Tax map lot and block numbers
- _____ Date, scale and "north" sign
- _____ Key map of the site with reference to surrounding areas and existing street locations
- _____ Zone district in which property in question falls, zone district of adjoining property and all property within a 200 foot radius of the property in question
- _____ Names of owners of all contiguous land and adjacent property
- _____ Dimensions of lot, setbacks, front yard, side yards and rear yard, size, kind and location of fences
- _____ Location of dimensions and details of all signs and exterior lighting including type of standards, location, radius of light and intensity in foot candles
- _____ The outside dimensions of existing and/or proposed principal building(s) and all accessory structures
- _____ Storm drainage plan showing location of inlets, pipes, swales, berms and other storm drainage facilities including roof leaders
- _____ Right-of-way, easements and all lands to be dedicated to the municipality or reserved for specific use
- _____ The entire property in question, even though only a portion of said property is involved in the site plan or subdivision, provided, however, where it is physically impossible to show the entire property on the required sheet, a separate map at an appropriate scale may be submitted
- _____ Significant existing physical features including streams, water courses, rock outcrops, swampy soil, etc.
- _____ Bearings and distances of property lines
- _____ Plans of off-street parking area layout and off-street loading facilities showing location and dimensions of individual parking spaces, loading areas, aisles, traffic patterns and driveways for ingress and egress
- _____ All driveways and streets within 200 feet of site
- _____ Location dimensions of existing and/or proposed above ground and underground tanks
- _____ All existing and proposed curbs and sidewalks

- _____ All existing and proposed utility lines within and adjacent to the subject property
- _____ Typical floor plans and elevations
- _____ Existing and proposed sanitary sewerage disposal system. Hydraulically assess impact on municipal system
- _____ Water Supply System - all existing and proposed water mains within and adjacent to the subject property
- _____ All existing and proposed public and/or private fire hydrants within and adjacent to the subject property
- _____ Methods of solid waste disposal and storage, if applicable
- _____ Existing and proposed spot elevations based upon the US Coastal Geodetic datum at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations
- _____ Existing and proposed contours of site at 2 foot intervals for areas less than 5 percent grade and 5 foot intervals above 5 percent grade
- _____ Location of all existing trees or tree masses, indicating general sizes and species
- _____ Landscaping and buffering plan showing what will remain and what will be planted indicating names of plants and trees and dimensions, approximate time of planting and method of planting (base rooted, ball and burlap)

_____ Our only comment at this time is to inform the applicant that a New Jersey Pollutant Elimination System Permit is required due to construction activities being more than five (5) acres.

DATE OF APPLICATION

SIGNATURE OF PLAN PREPARER

PB 9 8/82
REVISED 2/89 - 5/96

B. Applicant's Name (print): _____

Address: _____

Telephone: _____

C. Owner's Name (if other than applicant - print): _____

Address: _____

Telephone: _____

D. Location of Site: _____

Tax Map Sheet No. _____ Block _____ Lot(s) _____

E. This application represents a request for the following (check appropriate box(es)):

1. Major Site Plan
 Preliminary Approval
 Final Approval

2. Major Subdivision
 Sketch Plat
 Preliminary Approval
 Final Approval

- 1a. Minor Site Plan
 Approval

- 2a. Minor Subdivision
 Approval

3. Request for a Variance
 Hardship or Practical
Difficulty(N.J.S.A. 40:55D-70c)

4. Conditional Use
 Approval

4. Direct the Issuance of a Permit for:
 Lot Lacking Street Frontage
 Structure in Bed of Mapped Street

F. If this application represents a request for a subdivision, does the proposal meet all applicable Land Development Ordinance requirements? _____ yes _____ no

If not, explain discrepancies: _____

G. If this application represents a request for site plan approval, does the proposal meet all applicable Land Development Ordinance requirements? _____ yes _____ no

H. If this application represents a request for conditional use approval, does the proposal meet all applicable Land Development Ordinance requirements? _____ yes _____ no

I. Has the premises received approval of any development application, i.e. subdivision, site plan or conditional use? If so, state date and type of approval _____

I (We) hereby certify that all answers and information given are true to the best of my (our) knowledge.

Date: _____ Signature: _____
Applicant

Owner (if other than Applicant) _____

Development Application # _____

Date Filed _____

SITE PLAN APPROVAL

A. Instructions

1. If the request for site plan approval includes a request for simultaneous approval of a subdivision or variance relief, the applicant shall submit:
 - A. 20 copies of this application form (Form #2), Master Form and if required Form #3
 - B. The application fee
 - C. The number of copies of the site plan and other supporting material as required in the Land Development Ordinance
2. If the request for site plan approval does not include a request for other approvals, then at least ten (10) days, but no more than fourteen (14) days, prior to the regular meeting at which approval is desired, the applicant shall file with the administrative officer:
 - A. 20 copies of this application form and the Master Form
 - B. The application fee
 - C. 20 copies of the site plan including all details and materials as required in the Land Development Ordinance and prepared by a licensed land surveyor, professional engineer or architect acting within the scope of practice as defined in the statutes regulating the practice of land surveying, engineering or architecture

3. All requests for site plan approval require public notice pursuant to N.J.S.A. 40:55D-12.

See the Master Application Form for the applicant's responsibilities for public notice.

B. Owner (print): _____

Address: _____

Telephone: _____

C. Applicant (if different from owner - print): _____

Address: _____

Telephone: _____

DEVELOPMENT APPLICATION
FORM #2
SITE PLAN APPROVAL

D. Property Description:

Location: _____

Tax Map Index _____ Block _____ Lot(s) _____

Zoning District _____ Size of Lot _____

E. Proposed Land Use: _____

F. Description of proposed operations including hours of operation: _____

G. Square feet of enclosed building space: _____

(If residential number of dwelling units proposed _____)

H. Estimated cost of construction: _____

I. Does the application represent a request for simultaneous approval of a variance and/or subdivision? If so, state type of additional approvals being sought. _____

J. Has the subject property received previous approval of any development application, ie. site plan, subdivision or variance? _____

If so, state date and type of approval: _____

I (We) hereby certify that all answers and information given is true to the best of my (our) knowledge.

Date: _____ Signature: _____

Applicant

Owner (if other than Applicant)

Development Application # _____

Date Filed _____

VARIANCE RELIEF

The Planning and Zoning Boards have certain overlapping powers under the New Jersey Municipal Land Use Law (Chapter 291, Laws of 1975). It is possible, in many cases, to apply for simultaneous approval for subdivision, site plan and variance relief. The respective Board's powers are outlined below:

PLANNING BOARD

The Planning Board can grant the following variances when reviewing applications for subdivision or site plan approval:

1. Variances for lot dimensional requests (lot frontage, setbacks and yard requirements)
2. Variances for lot area requirements (for only one lot)

BOARD OF ADJUSTMENT

For all other variances and appeals, the applicant should apply to the Board of Adjustment. The Board of Adjustment has the power to grant site plan review and/or subdivision approval when reviewing applications for "Use" variances under N.J.S.A. 40:55D-70d

A. Instructions

1. If the request for variance relief also includes a request for simultaneous approval of a subdivision or site plan, the applicant shall submit:
 - A. 20 copies of this application form (Form #3), Master Form and if required, Forms #1 and #2
 - B. The application fee
 - C. 20 copies of materials as required in the Land Development Ordinance

If the request for variance relief does not include a request for other approvals, then at least ten (10) days, but no more than fourteen (14) days, prior to the regular meeting at which discussion is desired, the applicant shall file with the administrative officer:

- A. 20 copies of this application form and the Master Form
- B. The application fee
- C. If applicable, attach a copy of the decision or order of the construction official
- D. 20 copies of plans clearly indicating the layout of the property. The plans shall be prepared by a licensed land surveyor, professional engineer or architect acting within the scope of practice as defined in the statutes regulating the practice of land surveying, engineering or architecture.

2. The applicant will be notified of the date of the public hearing. At least ten (10) days prior to the date of the hearing, the applicant shall give public notice of the hearings as required under N.J.S.A. 40:55D-12.

See Chapter 170 of Land Development Ordinance for the applicant's responsibilities for public notice.

3. The applicant shall file an affidavit of proof of service with the Board at least two (2) days prior to the meeting.

DEVELOPMENT APPLICATION
FORM #3
VARIANCE RELIEF

PB3-8/82 - 5/96

B. Owner (print): _____

Address: _____

Telephone: _____

Applicant (if different from owner - print): _____

Address: _____

Telephone: _____

C. Property Description

Location: _____

Tax Map Sheet No. _____ Block _____ Lot(s) _____

Zoning District _____ Size of Lot _____

D. Application is hereby made for:

() Hardship or practical difficulties (N.J.S.A. 40:55D-70c)

Does the application represent a request for simultaneous approval of site plan and/or subdivision? If so, state type of additional approvals being sought. _____

E. The request for variance relief is for the purpose of: _____

F. List variance(s) by Land Development Ordinance Section Number and brief description ie. sideyard, etc. _____

G. Has there been a previous appeal involving the premises? _____ If so, state date, character of appeal and disposition. _____

H. Has the premises received approval of any development application, ie. site plan or subdivision approval? _____ If so, state date and type of approval. _____

I (We) hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

Sworn to before me, this _____ day of _____, _____

Notary Public _____

Owner to sign here _____ Applicant to sign here _____
(if other than Applicant)

Development Application # _____

Date Filed _____

CONDITIONAL USE APPROVAL

A. Instructions

1. If the request for conditional use approval includes a request for simultaneous approval of a subdivision, site plan or variance relief, the applicant shall submit:
 - A. 20 copies of this application (Form #4), Master Form and if required Forms #1, #2 and #3
 - B. The application fee
 - C. 20 copies of the site plan and other supporting material as required in the Land Development Ordinance

2. If the request for site plan approval does not include a request for other approvals, then at least ten (10) days, but no more than fourteen (14) days, prior to the regular meeting at which approval is desired, the applicant shall file with the administrative officer:
 - A. 20 copies of this application form and the Master Form
 - B. The application fee
 - C. 20 copies of the site plan including all details and materials as required in the Land Development Ordinance and prepared by a licensed land surveyor, professional engineer or architect acting within the scope of practice as defined in the statutes regulating the practice of land surveying, engineering or architecture.

3. All requests for conditional use approval require public notice pursuant to N.J.S.A. 40:55D-12.
See Chapter 170 of Land Development Ordinance for the applicant's responsibilities for public notice.

B. Owner (print): _____

Address: _____

Telephone: _____

C. Applicant (if different from owner - print): _____

Address: _____

Telephone: _____

DEVELOPMENT APPLICATION
FORM #4
CONDITIONAL USE APPROVAL
PB4-8/82-5/96

D. Property Description:

Location: _____

Tax Map Sheet No. _____ Block _____ Lot(s) _____

Zoning District _____ Size of Lot _____

E. Proposed Conditional Use _____

F. Description of proposed operations including hours of operation _____

G. Square feet of enclosed building space: _____

(If Community Residences list number of occupants proposed _____)

H. Estimated cost of construction _____

I. Does application meet the requirements of Section 614 of the Land Development Ordinance? Yes _____ No. IF NO, submit Form #3 (Variance Relief).

J. Does the application represent a request for simultaneous approval of a subdivision, site plan or variance? If so, state type of additional approvals being sought. _____

K. Has the subject property received previous approval of any development application, ie. site plan, subdivision or variance? _____

If so, state date and type of approval _____

I (We) hereby certify that all answers and information given is true to the best of my (our) knowledge.

Date: _____ Signature: _____

Applicant

Owner (if other than Applicant)

Development Application # _____

Date Filed _____

SUBDIVISION APPROVAL

A. Instructions:

1. If the request for subdivision approval includes a request for simultaneous approval for site plan or variance relief, the applicant shall submit:
 - A. 20 copies of (Form #1), Master Form, and if required, Form #3
 - B. The application fee
 - C. 20 copies of other materials as required in the Land Development Ordinance

If the request for subdivision approval does not include a request for other approvals, then at least ten (10) days, but not more than fourteen (14) days, prior to the regular meeting at which approval is desired, the applicant shall file with the administrative officer:

- A. 20 copies of this application form and the Master Form
- B. The application fee
- C. 20 copies of the plat, including all details as required in the Land Development Ordinance, prepared by a licensed land surveyor or professional engineer acting within the scope of practice as defined in the statutes regulating the practice of land surveying and engineering
- D. An affidavit of proof of service and proof of publication to be submitted at least two (2) days prior to hearing when required

2. Certain requests for subdivision approval require public notice. Pursuant to N.J.S.A. 40:55D-12, those instances requiring public notice included:

- A. All applications for preliminary approval of a major subdivision
- B. All applications involving a request for simultaneous approval of a variance

See Chapter 170 of Land Development Ordinance for applicant's responsibilities for public notice.

B. Application is hereby made for::

Sketch Plat

- Classification and approval of a minor subdivision
 Classification of a major subdivision

Preliminary Plat

- Preliminary approval of a major subdivision

Final Plat

- Final Approval of a major subdivision

DEVELOPMENT APPLICATION
FORM #1
SUBDIVISION APPROVAL

STORM WATER DETENTION CALCULATIONS

PROJECT _____

LOCATION _____

BY _____

(Print Signature) N.J. License # _____

SIGNATURE _____

1. HYDROLOGY

Storm of Record 6" Total Rainfall
 Rational Formula 3.2" Per Hour Intensity
 Q=CIA

2. PRE-DEVELOPMENT Q

Type	SF	"C"	X	%	=	C
Buildings		0.90				
Pavement		0.85				
Lawn Area		0.20				
Plant Area		0.10				
Other						

TOTAL S.F. _____ WEIGHTED "C" _____

$Q = (\quad) (3.2) (\quad) = \quad \text{C.F.S.}$
 (43,560)

3. POST DEVELOPMENT Q

Type	SF	"C"	X	%	=	C
Buildings		0.90				
Pavement		0.85				
Lawn Area		0.20				
Plant Area		0.10				
Other						

TOTAL S.F. _____ WEIGHTED "C" _____

$Q = (\quad) (3.2) (\quad) = \quad \text{C.F.S.}$
 (43,560)

4. REQUIRED DETENTION

Post C - Pre C = Detention C
 () - () =

Volume = Det. C X Area X in of Rain $\frac{6"}{12"} = \quad \text{C.F.}$
 = () () (0.50) = C.F.

5. STORAGE FACILITIES AND/OR PERCOLATION DETERMINATION

**SANITARY SEWER SYSTEM
DEVELOPMENTAL IMPACT ASSESSMENT**

PROJECT _____

LOCATION _____

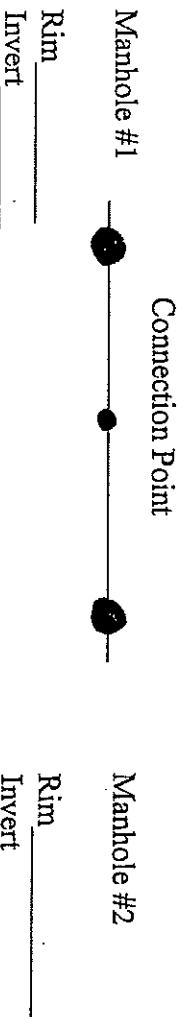
BY _____
(Print Signature) N.J. License

SIGNATURE _____

1. NARRATIVE (Briefly Describe Project)

2. RECEIVING SANITARY SEWER SYSTEM

A. PLAN



B. CAPACITY ANALYSIS (Q & V)

Pipe Diameter _____ Pipe Const. _____
 Slope (S) _____ Friction Coeff. (n) _____
 Pipe End Area (a) _____ Hydraulic Radius (R) _____

$$Q = a \times \frac{1.486}{n} \times R^{2/3} \times S^{1/2}$$

$$Q = \text{_____ CFS (Theoretical Capacity)}$$

$$V = \frac{1.486}{n} \times R^{2/3} \times S^{1/2}$$

$$V = \text{_____ FPS}$$

C. Average observed daily flow in manhole below connection point
 _____ CFS
 Depth of Flow _____ CFS

3. DISCHARGE ANALYSIS FROM PROJECT AT CONNECTION POINT

$$\frac{2,000 \text{ GPD REQUIRES NJDEP SEWER EXTENSION PERMIT}}{\text{_____ GPD}} \text{ CFS}$$

4. SUMMARY AND CONCLUSION

A. SUMMARY
 Theoretical Capacity of Receiving System at Connection Point _____ CFS
 Average Observed Flow _____ CFS
 Discharge from Project _____ CFS

B. CONCLUSION

Average observed flow plus computed discharge from project will bring the receiving sanitary sewer system at the connection point to _____ percent of its theoretical capacity.

The quality of the discharge from this project _____ is _____ is not within the requirements of the Township of Union Sewer Ordinance.

NOTE: Use of Manning Formula Nomograph permitted.
 Cite Reference _____

STATEMENT OF OWNERSHIP

FORM FOR CORPORATIONS OR PARTNERSHIPS

CHAPTER 170 TOWNSHIP OF UNION LAND DEVELOPMENT ORDINANCE

A corporation or a partnership applying to the Planning Board or the Board of Adjustment under any of the provisions of this Ordinance shall, in the instance of a corporation, list the names and addresses of all stockholders owning more than ten percent (10%) of the stock thereof, as well as the names and addresses of all officers and directors of said corporation. In the instance of a partnership the names and addresses of all individual partners shall be listed. If a corporation or a partnership owns ten percent (10%) or more of the stock of corporation or ten percent (10%) or more of a partnership, that corporation or partnership shall list the names and addresses of all of its stockholders holding ten percent (10%) or more of its stock or more than a ten percent (10%) interest in the partnership, as the case may be, and in the instance of a corporation the names and addresses of all of its officers and directors.

NAME	ADDRESS	NUMBER OF SHARES	PERCENTAGE OF STOCK OR PARTNERSHIP
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APPLICANT _____

DATE _____ BY _____

_____ TITLE _____

LEGAL NOTICE
NOTICE OF HEARING
TOWNSHIP OF UNION PLANNING BOARD

TAKE NOTICE, that on _____ at 7:00
P.M. in the Municipal Building, 1976 Morris Avenue, Union, New Jersey a
PUBLIC HEARING will be held by the Planning Board of the Township of
Union for the approval of a
* _____

_____ and such other variances, waivers or relief as the Board may deem
appropriate or necessary for Property owned

by _____
shown on the tax maps of the Township of Union as
Block(s) _____,
Lot(s) _____ located
at _____
to be used _____
as _____
as shown on map dated _____ prepared
by _____

_____ a copy of said

* _____

_____ will be filed and available for PUBLIC INSPECTION at the Planning Board
Office ten (10) days before the aforementioned hearing date. Objectors may
appear at the hearing or may file their objections and reasons therefore in
writing with the Administrative Officer of the Planning Board.

APPLICANTS NAME

This notice is published by the Applicant by Order of the Township of
Union Planning Board.

Philip A. Haderer, P.E., C.M.E.
Administrative Officer, Planning Board
1976 Morris Avenue
Union, New Jersey 07083
(908) 851-8506

THE EXPLANATORY STATEMENTS LISTED BELOW ARE NOT TO BE INCLUDED IN
THE LEGAL AGREEMENT.

EXPLANATORY STATEMENTS

1. This notice must be published by the applicant not less than 10 days before the hearing date.

2. *List type of approval sought: Major/Minor Subdivision, Major/Minor Site Plan, Conditional Use. If Subdivision, list how many lots. List Variance(s) indicating what type, i.e.; lot area, front yard setback, etc.
3. You are to file the Affidavit of Publication at the same time you file the Affidavit of Service on surrounding property owners but not later than two (2) days prior to the hearing.
4. The official newspapers of the Township of Union are: The Union leader, Union, New Jersey; The Star Ledger; Newark, New Jersey.

PB 6 - 5/96

UTILITY NOTICE PERSONNEL AND MAILING ADDRESS

NEW JERSEY AMERICAN WATER
MICHAEL BANGE, MANAGER NETWORK OPERATIONS
1341 NORTH AVENUE
PLAINFIELD, NEW JERSEY 07062
T: (908) 413-0186 Michael.bange@amwater.com

ELIZABETHTOWN GAS COMPANY
GREGORY J. BALINT, DISTRIBUTION ENGINEER
ONE ELIZABETHTOWN PLAZA
UNION, NEW JERSEY 07083
T: (908) 662-8321 gbalint@agresources.com

VERIZON
ENGINEERING DEPARTMENT
290 WEST MT. PLEASANT AVENUE
LIVINGSTON, N.J. 07039
Ken Freyer T: 732 741-0517 (183 Broad St. Red Bank 07701)
C: 908 670-7152 Kenneth.Freyer@verizon.com

PSE&GAS COMPANY
ATTN: Stephen Parker Stephen.Parker@pseg.com
472 WESTON CANAL ROAD
SOMERSET, N.J. 08873
T: 732 764-3076 / FAX 732 356-1688

COMCAST CABLE OF NEW JERSEY
GEORGE PALYCA, CONSTRUCTION MANAGER
800 RAHWAY AVENUE
UNION, NEW JERSEY 07083
T: 908-851-8858 / FAX: (908) 851-8921
George_Palyca@cable.comcast.com

SUNOCO PIPELINE L.P.
SUNOCO LOGISTICS
KEVIN DOCHERTY
525 FRITZTOWN ROAD
SINKING SPRINGS, PA 19608
T: (877) 795-7271
kedocherty@sunocologistics.com

UNION TOWNSHIP
DEPT OF PUBLIC WORKS
ROBERT CALDERONE, SUPERVISOR
ONE SWANSTROM PLACE
UNION, N.J. 07083
T: 908 686-1922 / F: 908 686-7624

Land Use Law amended
an amendment to the Municipal
Land Use Law requires that
notice of hearings on application
for approval of a major sub-
division or a site plan not defined
as a minor site plan which require
public notice shall be given to all
public utilities and cable television
companies that own land or any
facility or that possess a right-of-
Way or easement within 200 feet
in all directions of the property
which is the subject of such hearing

Engineering and others should
obtain a copy of the amendment
to insure compliance with the
changes.