

DEVELOPMENT REGULATIONS

95 Attachment 7

**Manalapan Township Development Regulations  
Documents Required to be Submitted  
(§ 95-12.2)  
[Amended 12-16-2009 by Ord. No. 2009-29]**

No.	Description	Variance	MINOR APPLICATION		MAJOR APPLICATION		Site Plan		General Development Plan	
			Informal Concept Plan	Subdivision	Site Plan	Subdivision		Preliminary		Final
						Preliminary	Final			
A.	Application form (five copies).	X	X	X	X	X	X	X	X	
B.	Project plan information (10 copies except as required for Item B.13.c):									
1.	Name and address of owner and applicant	X	X	X	X	X	X	X	X	
2.	Notarized signature/ affidavit of ownership. If applicant is not the owner, state applicant's interest in plan.	X	X	X (Final plat prior to filing)	X	X	X (Final plat prior to filing)	X	X	
3.	Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner and/or landscape architect, as applicable, involved in preparation of plat.	X	X	X	X	X	X	X	X	
4.	Title block denoting type of application, Tax Map sheet, county, name of municipality, block and lot, and street location.	X	X	X	X	X	X	X	X	
5.	Key map at specified scale showing location to surrounding properties, streets, municipal boundaries etc., within 500 feet of property.	X	X	X	X	X	X	X	X	
6.	North arrow and scale. (Key map and plat)	X	X	X	X	X	X	X	X	

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7.	Schedule of required zone district requirements including lot area, FAR, width, depth, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X	X
8.	Signature blocks and dates for chairman, secretary and Township Engineer.			X	X	X	X	X	X	X
9.	Proof that taxes are current.	X	X	X	X	X	X	X	X	X
10.	Certification blocks required by Map Filing Law.			X			X			
11.	Monumentation as specified by Map Filing Law and required by Township Engineer.			X			X			
12.	Date of current property survey, name of reference plat and name and license number of professional New Jersey land surveyor.			X	X	X	X	X	X	X
13.	a. Plans to a scale of not less than 1" = 100' on one of four of the following standard sheet sizes: 8 1/2" x 13" 15" x 21" 24" x 36" 30" x 42" b. Final construction plans to a scale of not less than 1" = 50' and profile plans to a scale of not less than 1" = 50' horizontal and 1" = 5' vertical.			X	X	X	X	X	X	X
							X		X	

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	c. Reduced size plans. Reduced size plans shall be submitted for Board review after the application has been determined complete by the Township Engineer on 14"x17" or 11" x 17" sheets (15 copies required).			X	X		X	X	X	
	d. Digital submission requirement (see § 95-12.21).		X				X	X	X	
14.	Metes and bounds description showing dimensions, bearings of original and proposed lots.			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 rights-of-way and center-line curves on streets.			X	X		X	X	X	
16.	Acreage of tract to the nearest tenth of an acre (for GDP to nearest acre).	X	X	X	X		X	X	X	
17.	Date and number of original preparation and of each subsequent revision. Include brief narrative of each revision.	X		X	X		X	X	X	
18.	Size and location of any existing and proposed structures with all setbacks and length measurement of perimeter building walls dimensioned.	X	X	X	X		X	X	X	
19.	Size and location of all existing structures within 200 feet of the site boundaries.			X	X		X	X	X	

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20.	Tax lot and block numbers of existing and proposed lots as designated by Tax Assessor			X	X	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 for or dedicated to public use.	X	X	X	X	X	X	X	X	X
23.	Property owners within 200 feet of subject property.	X		X	X	X	X	X	X	X
24.	Location of cliffs, rock outcroppings, streams, floodstreams, floodplains, wetlands, stream corridors and stream corridor buffer lines, steep slope disturbances, or other environmentally sensitive areas on or within 200 feet of the project site. (Note: Variance applications need only show these features on site.)	X		X	X	X	X	X	X	X (general)
25.	List of variances required or requested.	X		X	X	X	X	X	X	
26.	List of requested design waivers or exceptions.	X	X	X	X	X	X	X	X	
27.	Phasing plan as applicable to include: 1. Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site. 2. Timetable and phasing sequence.					X	X	X	X	
28.	Preliminary architectural plans and elevations.	X	X		X			X	X	

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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 when new road is proposed.				X		X	X	X	
32.	Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance, and the number of spaces provided.				X		X	X	X	
33.	Solid waste management and recycling plan showing holding location and provisions for waste and recyclables.				X		X	X	X	
34.	Size and location of any existing or proposed streets (general location for concept plan).	X	X	X	X		X	X	X	X
35.	Topographic features of subject property from USC&GS map		X	X	X		X	X	X	X
36.	Boundary, limit, nature and extent of wooded areas, specimen trees, and other significant physical features (details may vary).	X	X	X	X		X	X	X	X
37.	Existing system of drainage of subject site and of any larger tract or basin of which it is a part.				X		X	X	X	
38.	Drainage area map				X		X	X	X	

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39.	Drainage calculations.						X	X		
40.	Perc tests and soil logs (where septic system, retention basin, or groundwater recharge is proposed).			X	X		X	X		
41.	Existing rights-of-way and easements within 200 feet of the tract.		X	X	X	X	X	X	X	
42.	Number of lots following subdivision and acreage if over one acre, square feet if under one acre.	X	X	X	X	X	X	X		
43.	Identification and calculation of critical areas.		X	X	X	X	X	X	X	
44.	Overall concept plan for all phased development, planned office parks, and planned office industrial parks.		X			X	X	X	X	
45.	Lot yield map showing the number of lots possible under conventional zoning and the number of lots proposed, notation of any variances or design waivers necessary to achieve the yield under conventional zoning and all environmental constraints affecting the tract proposed for development.					X				

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C.	Construction plans:									
1.	Site layout showing all roadways, circulation patterns, curb, sidewalk, buffers, structures, open space, recreation, etc., as applicable.				X	X	X	X	X	X
2.	Grading and utility plan to include as applicable: a. Existing and proposed contours at one-foot intervals for grades 3% or less and at two-foot intervals for grades more than 3%. b. Elevations of existing and proposed structures. c. Location and invert elevations of existing and proposed drainage structures. d. Location of all streams, ponds, lakes, wetland areas. e. Locations of existing and proposed utilities including depth of structures, locations of manholes, valves, services, etc.			X	X	X	X	X	X	X (general)
3.	Profiles of existing and proposed roadways including all utilities and stormwater facilities					X	X	X	X	

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4.	Landscaping plan to include: a. Location of existing vegetation including all shade trees eight inches in caliper or greater at five feet above ground level and all ornamental trees four inches in caliper or greater at one inch above ground level and clearing limits. b. Proposed buffer areas and method of protection during construction. c. Proposed landscaped areas. d. Number, size, species and location of proposed plantings including street trees. e. Details for method of planting, including optimum planting season.				X		X	X	X	
5.	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 Chapters 192 and 195 of the Township Code.				X	X	X	X	X	
6.	Lighting plan to include: 1. Location and height of proposed fixture. 2. Detail for construction of fixture.				X			X	X	



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7.	All required standard Township construction details for all improvements including: 1. Roadways 2. Curb 3. Sidewalk 4. Driveway aprons 5. Drainage inlets 6. Pipe bedding 7. Outfalls 8. Manholes 9. Gutters 10. Plantings 11. Soil erosion and sediment control structures 12. Parking lots 13. Water services, fire hydrants, and valves.				X	X	X	X		
D.	Supplementary documents:									
1.	List of all federal, state, regional and/or municipal approvals or permits required.	X		X	X	X	X	X		
2.	Deed restrictions:									
a.	Copies of any existing deed restrictions or covenants.	X		X	X	X	X	X	X	
b.	Outline of any proposed deed restrictions or covenants.	X			X		X		X	
c.	Copies of proposed deed restrictions or covenants.			X	X		X	X		

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3.	Delineation of any wetlands or wetland transition areas within the project area and a copy of the application to the NJDEP for a letter or interpretation verifying the delineation or, in the absence of wetlands, requesting a presence/absence determination			X	X		X	X	X	
4.	Report of the Township Building Subcode Official on the accessible route for people with disabilities (applicable only to multifamily residential developments).						X	X		
5.	New Jersey Residential Site Improvement Standards (RSIS) (applicable only to residential development):									
	a. Certification of design engineer, architect, planner, surveyor, as applicable, of conformance of plan and details to RSIS.		X	X	X	X	X	X	X	
	b. List of requested design waivers from RSIS.		X	X	X	X	X	X	X	
	c. List of requested de minimis exceptions from RSIS.		X	X	X	X	X	X	X	
	d. List of improvements proposed to exceed RSIS.		X	X	X	X	X	X	X	

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6.	Disclosure statement. (See N.J.S.A. 40:55D-48.1 et seq.)	X	X	X			X	X	X	
7.	Statement from utility companies as to serviceability of site.			X	X			X	X	
8.	Stormwater management calculations.				X	X	X	X		
9.	Payment of all applicable fees, escrow deposits and the escrow agreement executed by the owner and the applicant.	X	X	X	X	X	X	X	X	
10.	Environmental impact statement				X		X		X	
11.	Number of witnesses and their expertise, if any.	X	X	X	X	X	X	X	X	
12.	For proposed subdivisions resulting in six or more dwelling units using individual or other subsurface sewage disposal systems, the applicant shall supply a water quality plan amendment approved by the NJDEP and the Monmouth County Board of Freeholders. [Added 10-24-2001 by Ord. No. 2001-13]			X	X	X	X	X		