



# MONMOUTH COUNTY DEVELOPMENT REVIEW COMMITTEE

## Addendum B-3 Submission Checklist

FOR OFFICIAL USE ONLY

FILE NUMBER: \_\_\_\_\_

<u>1 Submission Completeness Checklist</u>	Required To Be Filled Out		
ADMINISTRATIVE COMPLETENESS	Requirement	Provided	Waiver Requested
<b>Application and Copies (Addendum B-1 and or B-2)</b> Original plus one (1) copy of the application, signed, and dated	<b>REQUIRED</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Application Fee (Addendum A-3)</b> Correct application fee; Check payable to "Monmouth County Treasurer"	<b>REQUIRED</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Waiver Request Form (Addendum A-2)</b> Required if a waiver is requested from any County development regulation	<b>REQUIRED</b>	<input type="checkbox"/>	N/A
<b>Sets Of Plans</b> Two (2) complete sets of site plan or subdivision plat, signed and sealed	<b>REQUIRED</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Digital Copy of Site Plan/ Subdivision Plans and Associated Documentation</b> Plans and documents can be emailed to <a href="mailto:DevelopmentReview@co.monmouth.nj.us">DevelopmentReview@co.monmouth.nj.us</a> . USB flash drives are acceptable. Minor site plans and subdivisions as denoted by "*" on Addendum A-3 are excluded from this requirement	<b>REQUIRED</b>	<input type="checkbox"/>	<input type="checkbox"/>
TECHNICAL COMPLETENESS	Reference	Provided	Waiver Requested
<b>Stormwater Reports</b> One (1) copy of the stormwater report including an analysis of the 25-year storm; signed and sealed	<b>Refer to Vol. 2 §3.2 for stormwater report requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Traffic Reports</b> One (1) copies of traffic report; signed and sealed	<b>Refer to Vol. 2 §3.1 for traffic report requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Drainage Area Map</b> One (1) copy of drainage area map for nearest downstream county bridge or culvert	<b>Refer to Vol. 2 §2.2-15 and §2.4-13 for drainage area map requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>2 Drainage Design Checklist</u></b>	<b>Required To Be Filled Out</b>	
	<b>Provided</b>	<b>Waiver Requested</b>
<b>Design Waiver Requests Will <u>NOT</u> Be Granted Without the Submission of a Waiver Request Form (Addendum A-2)</b>		
One (1) copy of drainage area map for nearest downstream county bridge or culvert	<input type="checkbox"/>	<input type="checkbox"/>
Grading of right-of-way @ 2%	<input type="checkbox"/>	<input type="checkbox"/>
Grading outside ROW @ 2:1 Max.	<input type="checkbox"/>	<input type="checkbox"/>
Existing/proposed contours @ two-foot intervals within 50 feet of ROW)	<input type="checkbox"/>	<input type="checkbox"/>
Gutter grades (existing)	<input type="checkbox"/>	<input type="checkbox"/>
Gutter grades (proposed)	<input type="checkbox"/>	<input type="checkbox"/>
Road cross slope @ 2%-3%	<input type="checkbox"/>	<input type="checkbox"/>
Road gutter slope @ 0.5% or more	<input type="checkbox"/>	<input type="checkbox"/>
Road cross sections @ 50-foot intervals	<input type="checkbox"/>	<input type="checkbox"/>
Road crown, existing and proposed gutter and top of curb profiles	<input type="checkbox"/>	<input type="checkbox"/>
Size, material, class and percent slope of existing and proposed storm sewer pipes and other drainage structures	<input type="checkbox"/>	<input type="checkbox"/>
Storm sewer inlets (depressed 2 inches with 10-inch head unless in traveled way) on county road at minimum 350-foot spacing with stations and off-set dimensions	<input type="checkbox"/>	<input type="checkbox"/>
Campbell foundry or equivalent storm sewer inlets (bicycle safe grates) and manholes	<input type="checkbox"/>	<input type="checkbox"/>
Inlet details (B, E, MH, modified B)	<input type="checkbox"/>	<input type="checkbox"/>
Flared end section/headwall detail	<input type="checkbox"/>	<input type="checkbox"/>
Storm sewer profiles w/ inverts, pipe lengths, grate / rim elevations, utility location	<input type="checkbox"/>	<input type="checkbox"/>
Stream profiles 300 feet upstream and downstream of county drainage system / structure	<input type="checkbox"/>	<input type="checkbox"/>
Pre and post development drainage area maps	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Management report with drainage calculations	<input type="checkbox"/>	<input type="checkbox"/>
Drainage area map showing total drainage area upland of county structure and total site area upland of county drainage structure	<input type="checkbox"/>	<input type="checkbox"/>
Existing drainage easements	<input type="checkbox"/>	<input type="checkbox"/>
Proposed drainage easements	<input type="checkbox"/>	<input type="checkbox"/>
Easement for county drainage structure (@ 1" = 50' min.) w/ bearings and distances	<input type="checkbox"/>	<input type="checkbox"/>
Drainage easement for outfall	<input type="checkbox"/>	<input type="checkbox"/>
Deed of easement for county drainage structure or system	<input type="checkbox"/>	<input type="checkbox"/>
Soil borings / soil logs	<input type="checkbox"/>	<input type="checkbox"/>
Percolation / permeability tests	<input type="checkbox"/>	<input type="checkbox"/>
Plans for reconstruction of county drainage structure	<input type="checkbox"/>	<input type="checkbox"/>
Special drainage treatment due to scenic road designation	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>3 Road Design Checklist</u></b>	<b>Required To Be Filled Out</b>	
	<b>Provided</b>	<b>Waiver Requested</b>
<b>Design Waiver Requests Will <u>NOT</u> Be Granted Without the Submission of a Waiver Request Form (Addendum A-2)</b>		
Survey baseline with stations, and off-set dimensions at inlets, manholes, P.T.s, P.C.s, angle points, beginning and end of improvements, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed edge of pavement - new edge of pavement at least 20' off painted centerline	<input type="checkbox"/>	<input type="checkbox"/>
Existing driveways and roads along county road opposite the development and within 200 feet	<input type="checkbox"/>	<input type="checkbox"/>
Pavement tapers as required(50-foot long at beginning of widening / 15:1 at end of widening) if curb – two-foot off edge of pavement	<input type="checkbox"/>	<input type="checkbox"/>
Areas of pavement to be milled and resurfaced and/or reconstructed (if road is subject to a 5-year road opening moratorium)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed traffic line striping and pavement marking (including passing and no-passing zones, shoulder lines, crosswalks, reflective pavement markers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
12-foot wide travel lanes with / 8-foot shoulder (typ.) / 24-inch stop bar	<input type="checkbox"/>	<input type="checkbox"/>
Note advising contractor that proposed traffic line striping mark-out must be approved by county traffic engineer prior to final striping	<input type="checkbox"/>	<input type="checkbox"/>
Color, width and material (extruded thermoplastic)	<input type="checkbox"/>	<input type="checkbox"/>
Traffic lines to be removed by grinding method	<input type="checkbox"/>	<input type="checkbox"/>
Reflective pavement markers (RPM) to be removed, method of pavement repair	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed traffic signs (existing signs to be relocated)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed traffic sign and post details (12 feet long, 3lbs/foot., green)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and prop. utility poles and equipment (new poles to be offset at least six feet from curb or edge of pavement) with pole references along frontage, within 300 feet of site and on opposite side of road and ROW / easement lines at relocated poles	<input type="checkbox"/>	<input type="checkbox"/>
Letter from utility company approving location of relocated poles and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Existing speed limit	<input type="checkbox"/>	<input type="checkbox"/>
Typical county road section including pavement specifications, sidewalk, grading within right-of-way and outside ROW, curb.	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed curb	<input type="checkbox"/>	<input type="checkbox"/>
County curb detail (6 inches by 8 inches by 20 inches concrete curb w/ 8-inch reveal)	<input type="checkbox"/>	<input type="checkbox"/>
Vertical curb taper and detail	<input type="checkbox"/>	<input type="checkbox"/>
Curb Radii (15 feet minimum for driveways – 35 feet minimum for roads – Designed to accommodate turning radius of all types of vehicles that will use the site)	<input type="checkbox"/>	<input type="checkbox"/>
Driveway width/ road width and lane widths	<input type="checkbox"/>	<input type="checkbox"/>
Percent slope of driveway and road approach to county road (max. 7%)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency access detail	<input type="checkbox"/>	<input type="checkbox"/>
Driveway depressed curb with dimension & apron with 5-foot flares each side or corner radii	<input type="checkbox"/>	<input type="checkbox"/>
Depressed curb and apron detail	<input type="checkbox"/>	<input type="checkbox"/>
Concrete traffic island (full face or mountable as directed)	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>3 Road Design Checklist (Continued)</u></b>	<b>Required To Be Filled Out</b>	
Handicap ramps per ADA	<input type="checkbox"/>	<input type="checkbox"/>
Pavement repair detail with saw cut	<input type="checkbox"/>	<input type="checkbox"/>
Guiderail plan & details (B.C.T. or S. R.T. or E.T. 2000 end treatment as applicable) with length of need calculations	<input type="checkbox"/>	<input type="checkbox"/>
Sight distance (7 seconds from proposed intersection)	<input type="checkbox"/>	<input type="checkbox"/>
Fences or other encroachments within right-of-way or sight triangle to be removed	<input type="checkbox"/>	<input type="checkbox"/>
Sight line profiles (10 times posted speed limit)	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way centerline with dimensions to existing right-of-way line	<input type="checkbox"/>	<input type="checkbox"/>
Existing sight triangle, access and utility easements	<input type="checkbox"/>	<input type="checkbox"/>
Proposed right-of-way line with dimensions (bearings and distances)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed sight triangle easements with dimensions (bearings and distances)	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way radii (minimum 25-foot radius)	<input type="checkbox"/>	<input type="checkbox"/>
Deed for additional right-of-way	<input type="checkbox"/>	<input type="checkbox"/>
Deed for sight triangle easements	<input type="checkbox"/>	<input type="checkbox"/>
Left turn lane or two-way left turn lane	<input type="checkbox"/>	<input type="checkbox"/>
By-pass area (26 or more peak hour left turns in)	<input type="checkbox"/>	<input type="checkbox"/>
Lane transitions (dimensions)	<input type="checkbox"/>	<input type="checkbox"/>
Traffic impact analysis or statement	<input type="checkbox"/>	<input type="checkbox"/>
Traffic signing and striping plan @ 1 inch = 20 feet	<input type="checkbox"/>	<input type="checkbox"/>
Municipal ordinance for access restriction	<input type="checkbox"/>	<input type="checkbox"/>
Special road treatment due to scenic road designation	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>4-Landscape Design Checklist</u></b>	<b>Required To Be Filled Out</b>	
	<b>Provided</b>	<b>Waiver Requested</b>
<b>Design Waiver Requests Will <u>NOT</u> Be Granted Without the Submission of a Waiver Request Form (Addendum A-2)</b>		
Scenic county road	<input type="checkbox"/>	<input type="checkbox"/>
Existing shade trees shown within ROW and within 50 feet of ROW (size, genus, species and common name)	<input type="checkbox"/>	<input type="checkbox"/>
Identification of trees and shrubs to be saved	<input type="checkbox"/>	<input type="checkbox"/>
Limits of existing and proposed wooded area	<input type="checkbox"/>	<input type="checkbox"/>
Method for protecting trees to be saved	<input type="checkbox"/>	<input type="checkbox"/>
Identification of proposed trees shrubs and ground cover by size, genus, species and common name (shade trees 40-50 feet on center on property side of right-of-way at least 15 feet from overhead utility lines)	<input type="checkbox"/>	<input type="checkbox"/>
Sight triangles	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed contours	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed utilities including overhead lines, sewer and water pipes and manholes	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks and/or pathways	<input type="checkbox"/>	<input type="checkbox"/>
Landscape easements	<input type="checkbox"/>	<input type="checkbox"/>

**Affirmation**

- 1.) I affirm that to the best of my knowledge the information provided herein is true and accurate. Furthermore, I understand the review period for this application will not commence until the proper fee, and all required materials are received and determined to be acceptable, at which time the application will be scheduled for review by the Development Review Committee within thirty (30) days.
- 2.) As the Applicant and/or authorized representative, I acknowledge copies of correspondence related to this submission may be sent between the Monmouth County Development Review Committee and its representatives and those listed as Contacts on this application, unless otherwise stated in writing:

**X**

*Signature of applicant or representative* *Date*