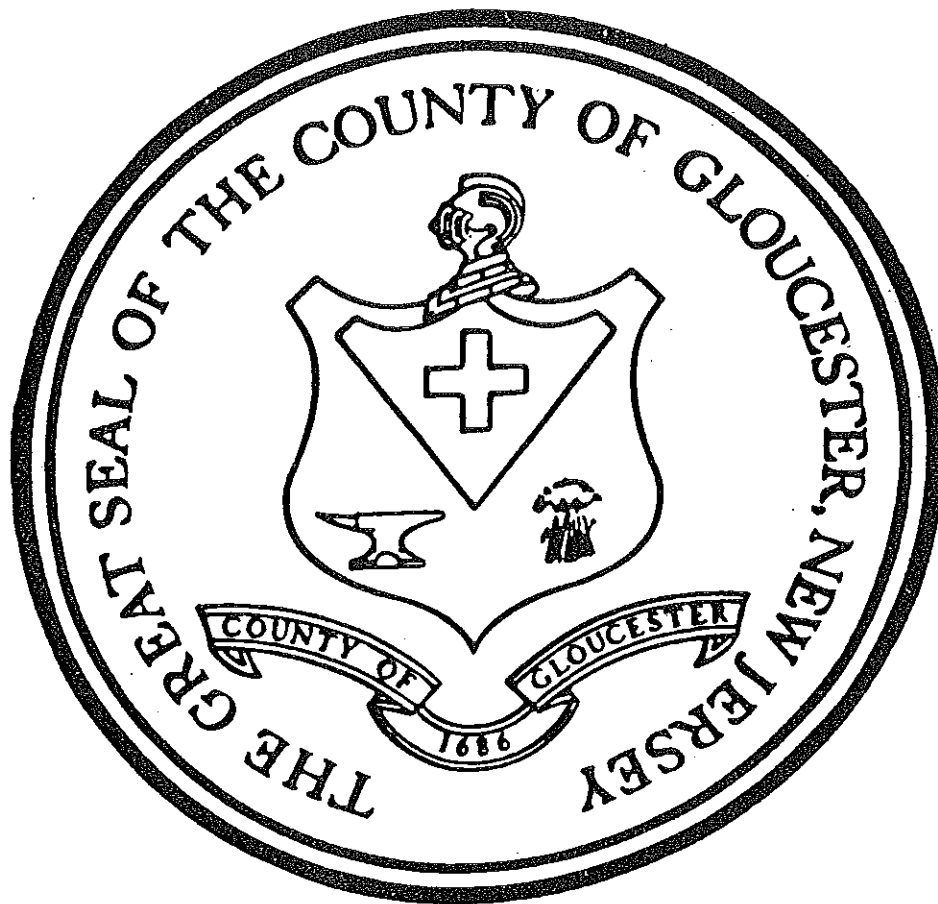


**GLOUCESTER COUNTY
LAND DEVELOPMENT RESOLUTION**



**PREPARED BY: GLOUCESTER COUNTY
PLANNING BOARD**

DATE: JUNE 1991

THE GLOUCESTER COUNTY LAND DEVELOPMENT RESOLUTION

Adopted by the

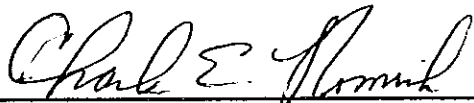
Gloucester County Board of Chosen Freeholders

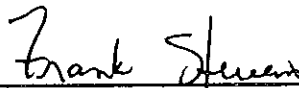
Supersedes

The 1980 Gloucester County Land Development Review Resolution

This Resolution was prepared in accordance with the requirements of the State Board of Professional Planners N.J.S.A. 13:41, and the original document was appropriately signed and sealed.

**Gloucester County Planning Board
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1991

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ACKNOWLEDGEMENTS

The 1990 Gloucester County Land Development Resolution was completed under the direction of Robert V. Scolpino, Director of the Gloucester County Planning Department, and the supervision of Frank Stevens, PP, AICP, Principal Planner. Appreciation is extended to employees of the Gloucester County Engineering Department, for their assistance, especially: Paul Truscott, PE, PP, County Engineer; J. Mike Freiermuth, PE, Assistant County Engineer; David L. Snyder, PLS, PP, Assistant County Engineer; George Gruber, Drainage Engineer; Ed Rose, Principal Drafting Technician, and; Chuck Milligan, Principal Drafting Technician. The input of Charles E. Romick, PP, AICP, Assistant Planning Director, Richard Westergaard, Principal Planner, Scott Hall, Principal Planner, and Joan "Sam" Hutton, Senior Planner is appreciated.

For its time, effort and input in contributing to the preparation of this Resolution, gratitude is extended to the Land Development Resolution Committee, whose members included: Anna Lou Ennis, Chairwoman; Robert Hochswinder, Vice Chairman; Paul J. Truscott; Anna Marie Gonnella, Planning Board Secretary; Carl B. Viniar, Planning Board Attorney; Robert V. Scolpino; Charles E. Romick; Frank Stevens, and; Joan "Sam" Hutton.

A special thanks is extended to Stephanie Evans, Senior Clerk Typist/Word-Processor, whose patience and diligence in typing this document, and its countless revisions, are greatly appreciated. Recognition is also provided to Isel Garcia, Assistant Planner, for proof-reading this Resolution, Theresa Schneider, Drafting Technician for the cover design and Maureen Clayton, Clerk Typist for photocopying and collating this Resolution.

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GLOUCESTER COUNTY LAND DEVELOPMENT RESOLUTION

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CHAPTER 100

TITLE, PURPOSE, ADMINISTRATION, WAIVER OF LITERAL ENFORCEMENT, REPEALER, VALIDITY AND EFFECTIVE DATE

101. Short Title

This Resolution shall be known and may be cited as "The Gloucester County Land Development Resolution".

102. Intent and Purpose

It is the intent and purpose of this Resolution to:

- A. Provide rules, regulations, procedures and standards for review and approval of land subdivisions and site development plans in Gloucester County pursuant to the County and Regional Planning Enabling Act, N.J.S.A. 40:27-1 et seq., as supplemented by Laws of 1968, Chapter 285, as amended by P.L. 1981, Chapter 50.
- B. Implement applicable provisions of County plans which have been adopted pursuant to the requirements of the following:
 - 1. Clean Air Act of 1977 as amended--(42 U.S.C. 174, 175, 176);
 - 2. Federal Highway Act (23 U.S.C. 101);
 - 3. Federal Water Pollution Control Act Amendments of 1972 (33 U.S.C. 1251);
 - 4. National Parks and Recreation Act of 1978 (16 U.S.C. 502);
 - 5. Pinelands Protection Act (N.J.S.A. 13:18A-1).

- C. Institute standards for assessing developers for a proportionate share of the cost of County improvements located outside a given development which must be made to accommodate the increased traffic or runoff which would be generated as a result of the development.
- D. Provide regulations to ensure that land development within the County proceeds in accordance with the goals and objectives of the County Development Plan, the Official County Map and other adopted County plans.
- E. Provide for a comprehensive, coordinated and efficient review process of development projects involving various State, regional, County and municipal agencies which have regulatory responsibilities pursuant to the requirements of the following:
 - 1. County Environmental Health Act (N.J.S.A. 26:3A2-21);
 - 2. Flood Hazard Area Control Act (N.J.S.A. 58:16A-50);
 - 3. Department of Health Act (N.J.S.A. 26:9-1);
 - 4. Sewerage Authority Law (N.J.S.A. 40:14A-1 et seq.);
 - 5. Soil Erosion and Sediment Control Act (N.J.S.A. 4:24-39);
 - 6. Solid Waste Management Act (N.J.S.A. 13:1E-1);
 - 7. State Flood Control Facilities Act (N.J.S.A. 15:16A-1);

8. Freshwater Wetlands Protection Act
(N.J.A.C. 7:7A);

9. Standards for Individual Subsurface
Sewage Disposal Systems (N.J.A.C. 7:9A).

103. Administration

Pursuant to N.J.S.A. 40:41A, the Optional County Charter Law and N.J.S.A. 40:27-1, the provisions of this Resolution shall be administered by the Gloucester County Planning Board.

104. Waiver of Literal Enforcement

A. If the applicant can clearly demonstrate, in writing, that, because of peculiar conditions pertaining to his site, or the uniqueness of his particular proposal, the literal enforcement of one (1) or more of these regulations will constitute undue hardship as determined by the County approving authority, said authority may permit substantial compliance in lieu of literal compliance as may be reasonable and within the general purpose and interest of the rules, regulations and standards established by this Resolution, the Gloucester County Specification Manual, the County Development Plan, the Official County Map and other County plans.

B. Notwithstanding the waiver procedures outlined in Section 104A above, no such waiver shall be granted which applies to the Pinelands application requirements or Pinelands development standards contained in Chapter 800 of this Resolution, nor shall any waiver be granted which may affect the County's compliance with the standards of the Pinelands Comprehensive Management Plan.

105. Repeal of Conflicting Resolutions and Ordinances

All Resolutions or portions thereof, which are inconsistent with the provisions of this Resolution, are hereby repealed to the extent of such inconsistency.

106. Validity

If any provision of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such adjudication shall not affect the validity of this Resolution as a whole or of any provisions hereof other than that which is specifically held to be invalid or unconstitutional.

107. Effective Date

This Resolution shall take effect on June 5, 1991.

CHAPTER 200

DEFINITIONS

201. Statutory Definitions

Wherever a term, which is defined in N.J.S.A. 40:55D-1 et. seq., is used in this Resolution, such term is intended to include and have the meaning set forth in the definition of such term found in said statute, in addition to the definition for such term which may be included below in Section 203 of this Resolution, unless the context clearly indicates a different meaning.

202. Word Usage

For the purpose of this Resolution, certain terms or words used herein shall be interpreted or defined as follows:

- A. Words used in the present tense include the future; the singular number includes the plural and the plural, the singular; the word "lot" includes the word "plot"; the word "building" includes the word "structure"; the word "occupied" includes the word "designed" and the phrase "intended to be occupied"; the word "use" includes the words "arranged" and "designed" and the phrase "intended to be used"; the word "shall" is mandatory and not directory, and; the word "abut" shall include the words "directly across from", "adjacent" and "next to".

- B. The term "such as", where used herein, shall be considered as introducing typical or illustrative, rather than an entirely exclusive or inclusive designation.

203. Terms Defined

- A. Words, phrases and terms defining requirements for the Pinelands Area of Gloucester County are set forth in Chapter 800 of this Resolution.
- B. Certain words, phrases and terms in this Resolution are defined for the purpose herein, as follows:

ABUTTING COUNTY ROAD - The right-of-way of any existing or proposed road within the County Road System, under the County's jurisdiction, or shown in the adopted County Development Plan or on the Official County Map, which contacts the property line bounding any lot or parcel of land requiring submission for review under this Resolution.

ACCELERATION LANE - A driving lane designed primarily for the acceleration of vehicles entering the through-traffic lanes. The term "Acceleration Lane" applies broadly to the added pavement joining the traveled way of a County road with that of an intersecting road or driveway. By definition, "Acceleration Lane" does not necessarily imply a uniform lane of any specific width or length.

ACCESS PERMIT - The written permission, issued by the County Road Department, allowing one (1) or more driveways entering on a County road, the construction of sidewalk or curbing, or any other related work within the limits of the County right-of-way.

ADVERSE DRAINAGE CONDITION - The absence or present inadequacy of drainage facilities or drainage easements in a drainageway leading to, along, through or under a County road or County drainage structure, either within or exterior to a proposed subdivision or site development, including facilities of such location, size, design, construction or condition that storm drainage cannot be adequately provided for, that either flooding, erosion, silting, undermining or other damaging effects to a County road or County drainage facility will result, or that a threat exists to damage property as a result of storm drainage from, along or through a County road, County drainage facility or any other private property.

AGRICULTURAL PURPOSES -- Farming and related activities, including but not limited to stock raising, dairy or horse farming, but excluding the construction, alteration, enlargement, occupancy, or use of any building designed or intended primarily for human occupancy, or commercial industrial use.

ALLUVIAL SOIL - A hydric soil characterized by: composition of various materials; occurrence along streams on flats that are subject to overflow; large amounts of organic matter near the surface, and; in most places, depth to seasonal high water within one (1) foot of the surface.

APPLICANT - A developer submitting an application for development.

APPLICATION FOR DEVELOPMENT - The application form and all accompanying documents required by this Resolution for review and action on a subdivision plat, site plan or planned development.

ARTERIAL, MAJOR - See "STREET HIERARCHY-MAJOR ARTERIAL".

ARTERIAL, MINOR - See "STREET HIERARCHY-MINOR ARTERIAL".

ARTERIAL, PRINCIPAL - See "STREET HIERARCHY-MAJOR ARTERIAL".

AS-BUILT PLAN - The amended plat specifying the locations, dimensions, elevations, capacities and capabilities of structures or facilities as they have been constructed.

BASE FLOOD ELEVATION - The elevation, based on mean sea level, of a flood that has a one percent (1%) or greater chance of occurrence in any given year as established by the Federal Insurance Administration of the Department of Housing and Urban Development, and as shown on the Flood Insurance Rate Maps of the Federal Emergency Management Agency.

BENCHMARK - A mark on a fixed and enduring object indicating a particular elevation, and used as a reference in topographical surveys and tidal observations.

BERM - A mound of soil, either natural or man-made, topped with grass and/or shrubbery, deciduous and/or evergreen trees, and used as a view and/or sound obstruction, or landscape or drainage feature.

BOX CULVERT - A rectangular closed conduit, normally constructed of poured in-place or precast concrete, used to conduct water from one (1) point to another.

BRIDGE - A structure erected over a depression or obstruction, such as, but not limited to, a watercourse, road or railroad, supporting passageway for vehicular, bicycle or pedestrian movement, forming a conduit consisting of approaches, decks, sidewalls, piers and foundations.

BUFFER - An area within a property or site, generally adjacent to and parallel with the property line, consisting of either natural existing vegetation or proposed vegetation, fences, and/or berms, designed to continuously limit the view of and/or sound from the site to adjacent sites or properties.

BUILDING - A combination of materials to form a construction adapted to permanent, temporary, or continuous occupancy and having a roof.

BUILDING PERMIT - A permit obtained from the appropriate municipal Construction Official before any building or structure may be erected, altered, or occupied or any change in occupancy commenced on any land within the municipality.

CAPITAL IMPROVEMENT - A governmental acquisition of real property or major construction project.

CAPITAL IMPROVEMENT PROGRAM - The six (6) year plan developed and adopted by the County Planning Board, and/or adopted by the Board of Chosen Freeholders, and which lists plans for the improvement of County facilities including, but not limited to, road and bridge reconstruction, road widening, signalization, and drainage.

CARTWAY - The actual road surface area from curb to curb, or edge of pavement to edge of pavement, which may include travel lanes, and deceleration and acceleration lanes.

CENTERLINE OF THE RIGHT-OF-WAY - A reference map line which is located in the exact center of the original right-of-way as laid out by road return or the County Engineer. This may or may not be the exact center of the current paved roadway.

CIRCULATION - Systems, structures and physical improvements for the movement of people, goods, water, air, sewage or power by such means as streets, highways, railways, waterways, towers, airways, pipes and conduits, and the handling of people and goods by such means as terminals, stations, warehouses, and other storage buildings or transshipment points.

COMPLETE APPLICATION - An application for development which complies in all respects to the appropriate submission requirements set forth in this Resolution. For sites located in the Pinelands Area of Gloucester County, an application for development shall not be considered complete unless it is accompanied by a Certificate of Filing, a Certificate of Appropriateness, or a Certificate of Conformity, whichever is applicable.

CONCEPT PLAN - The same as "SKETCH PLAT".

CONSERVATION EASEMENT - An easement precluding future or additional development of land, and prohibiting filling or grading of lands, and the disposal of refuse or waste material of any type within the limits of the easement.

CONTROL OF ACCESS - A condition where the right of access to a County road is fully or partially controlled by the Gloucester County Engineer.

CONVENTIONAL DEVELOPMENT - Development other than planned development.

CORNER CLEARANCE - The distance from a projection of right-of-way lines, perpendicular or radial, to the curbline, and thence along the curbline to the nearest edge of a proposed curbline opening.

COUNTY APPROVING AUTHORITY - The Land Development Review Committee or the County Planning Board, whichever body acts on an application for development or takes other action, pursuant to this Resolution.

COUNTY DEVELOPMENT PLAN - A composite of the plan for the physical development of the County, with the accompanying maps, plats, charts and descriptive and explanatory matter, as adopted by the Gloucester County Planning Board, pursuant to R.S. 40:27-2 and R.S. 40:27-4.

COUNTY DRAINAGE FACILITY - Any drainage facility for which the County of Gloucester is responsible, in whole or in part.

COUNTY HIGHWAY - The same as "COUNTY ROAD".

COUNTY MASTER PLAN - The same as "COUNTY DEVELOPMENT PLAN".

COUNTY PLANNING BOARD - The Planning Board of the County of Gloucester, as defined in R.S.40:27-6.1.

COUNTY ROAD - For the purposes of this Resolution, those existing and proposed roads under the legal jurisdiction of Gloucester County, as shown in the adopted County Development Plan or on the Official County Map.

COUNTY SPECIFICATION MANUAL - The document, prepared by and from time-to-time amended by the Gloucester County Engineer, setting forth engineering design standards and criteria to which site plan and subdivision plats and accompanying improvement plans, submitted as part of a development application, shall conform.

COUNTY STORMWATER MANAGEMENT AREA - Any area within which the County has constructed facilities to accommodate stormwater runoff.

CROSS SECTION - A diagram of the vertical cut through a road showing the median pavement, cross-slope, number of traffic bearing lanes, sidewalks, curbs and roadsides.

CROSSWALK - Lines painted on pavement to facilitate pedestrian movement across travel lanes, per The Manual On Uniform Control Devices (MUTCD).

CULVERT - A round or elliptical, normally prefabricated closed conduit used to conduct water from one (1) point to another.

CURB - The concrete edging forming a gutter along a road.

CURBLINE - An existing or proposed line which establishes the outer edge of a roadway pavement or shoulder. A "Curblines" may also be the gutterline.

CURB OPENING - The overall opening dimension at the curblines, measured from the extreme outer edges of the existing or proposed curb radii.

CURB RETURN - Curbing along the radius of a road or driveway opening, which extends from a point tangent to the adjacent traveled lane, paved shoulder or acceleration or deceleration lane, to a point tangent to the road or driveway lane.

CURRENT STANDARDS - The standards and specifications, as prescribed by this Resolution, the Gloucester County Specification Manual and the Official County Map, establishing pavement widths, right-of-way widths, type of pavement, curbing, drainage facilities or any other facility authorized by law to be constructed or reconstructed and maintained and regulated by the County.

DAYS - Calendar days.

DECELERATION LANE - A driving lane designed primarily for the deceleration of vehicles leaving the through-traffic lanes. The term deceleration applies broadly to the added pavement joining the traveled way of a County road with that of an intersecting road or driveway. This lane must be constructed in conformance with Gloucester County road design standards, subject to modification by the County Engineer, where those standards are in conflict with special site conditions.

DETENTION BASIN - A man-made or natural water collector facility designed to collect storm water runoff in order to alternate its flow, and to gradually release same in to natural or man-made outlets.

DEVELOPER - The legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or any other person having enforceable proprietary interest in such land.

DEVELOPMENT - The division of a parcel of land into two (2) or more parcels; the construction, reconstruction, conversion, structural alteration, or relocation or enlargement of any building or other structure; and any use or change in the use of any building or other structure, or land, or extension of use of land for which permission may be required pursuant to this Resolution.

DISTANCE BETWEEN DRIVEWAYS - The distance measured along the curbline, between the tangent projections of the inside edges of two (2) adjacent driveways having the same frontage.

DIVIDED STREET - See "SPECIAL PURPOSE STREET".

DRAINAGE - The removal of surface water or groundwater from land by drains, grading, or other means, and which shall include control of runoff during and after construction or development to minimize erosion and sedimentation, to assure that adequacy of existing and proposed culverts and bridges, to induce water recharge into the ground where practical, to lessen non-point pollution, to maintain the integrity of stream channels for their biological functions as well as for drainage, and the means necessary for water supply preservation or prevention or alleviation of flooding.

DRAINAGE AREA - That area contributing runoff to a single point measured in a horizontal plane, and which is enclosed by a ridge line.

DRAINAGE BASIN - All that area of land that contributes surface water runoff to any given point along a brook, stream, watercourse, drainage facility or easement.

DRAINAGE COVENANT - A written agreement signed by the land owner, which states that responsibility for operating and maintaining a drainage facility will remain with the land owner and pass to any successive owner of the property.

DRAINAGE DITCH - A man-made or natural trench or swale used for the purpose of carrying storm, surface or subsurface water from one (1) point to another.

DRAINAGE EASEMENT - The land or assignable rights and restrictions to the lands required for the installation and/or maintenance of stormwater sewers, culverts, drainage channels, ditches, swales or facilities, or that which is required along a natural stream or watercourse for

preserving the channel, and providing for the flow therein to safeguard the public against flood damage, sedimentation, erosion, or for similar or related storm drainage purposes, including requiring assignable rights and restrictions in floodplain lands from upstream property owners in order to facilitate the impoundment of water in the floodplain, pursuant to the provisions of N.J.S.A. 58:1, 13:1A-8 and 13:1A-12, et. seq.

DRAINAGE FACILITY - Any component of the drainage system.

DRAINAGE PLAN - A plan of the existing or proposed stormwater management system designed in accordance with the requirements of this Resolution and the County Specification Manual.

DRIVEWAY - A paved or unpaved area used for the ingress or egress of vehicles, and allowing access from a street to a lot, building or other structure, facility or use.

DRIVEWAY ANGLE - An angle of ninety (90) degrees or less between the driveway centerline and curbline.

DRIVEWAY WIDTH - The narrowest width of any driveway, within a sidewalk area, normally measured to the edges of the driveway.

EASEMENT - A grant of one (1) or more of the property rights by the property owner to and/or for use by the County, State, Utilities Authority or other public or quasi-public agency or their agents.

EASEMENT FOR COUNTY ROAD PURPOSES - The assignable rights and restrictions conveyed to Gloucester County for the purpose of installation of utilities, or for construction, reconstruction, widening, repairing, maintaining or improving a

County road, or for the construction, reconstruction or alteration of facilities related to the safety, convenience or carrying capacity of the County road, including drainage facilities, traffic control devices and pedestrian walkways, or for purposes of maintaining a clear sight area.

EDGE CLEARANCE - The distance measured along the curblin from the lateral property line extended to the beginning of a driveway.

EROSION - The detachment and movement of soil or rock fragments by water, ice, wind and gravity.

EXEMPT SUBDIVISION - A division of land which does not affect a County road or a County drainage facility.

EXISTING GRADE - The vertical location of the ground surface prior to excavating or filling.

EXTENDED PROPERTY LINE - A line, radial or perpendicular to the road curblin, at each end of the frontage, extending from the right-of-way line to the curblin.

FINAL APPROVAL - The official action of the County approving authority taken on a preliminary approved subdivision after all conditions of preliminary approval, engineering plans and other requirements have been completed or fulfilled, and the required improvements have been installed or guarantees properly posted for their completion.

FINAL PLAT - The final map and design plan of all or a portion of a proposed application for development, meeting all of the standards and regulations of this Resolution, the County Specification Manual, and meeting all the

conditions established by the County approving authority in granting preliminary development approval. Plats required to be filed with the County Clerk must also comply with the New Jersey Map Filing Act (N.J.R.S. 46:23-9.0 et seq, P.L. 1960, c. 141).

FINISHED GRADE - The final elevation of the ground surface, walks, streets or roads brought to grade after development, as shown on approved plans or designs relating thereto, or as existing if no plans or designs have been approved.

FLOOD FRINGE - The portions of the flood hazard area outside the limits of the floodway.

FLOOD HAZARD AREA - The floodway and flood fringe area of a delineated stream.

FLOODPLAIN - The relatively flat area adjoining the channel of a natural stream, which has been or may be hereafter covered by floodwater.

FLOODWAY - The channel of a natural stream, and portions of the floodplain adjoining the channel, which are reasonably required to carry and discharge the floodwater or flood flow of any natural stream.

FRESHWATER WETLAND - The area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions, commonly known as hydrophytic vegetation; provided that the designation of freshwater wetlands is based upon the three-parameter approach (hydrology, soils and vegetation) enumerated in the January 1989 "Federal Manual for Identifying and Delineating Jurisdictional Wetlands" developed by the USEPA, U.S. Fish and Wildlife Service, Department of the Army, and the Soil Conservation Service, or any subsequent amendments thereto.

FRONTAGE - See "LOT FRONTAGE".

FRONT LOT LINE - See "LOT LINE, FRONT".

FRONT YARD - An open space on the same lot with a principal building, extending the full width of the lot and situated between the street line and the front building line projected to the side lines of that lot. A "Front Yard" shall be unoccupied and unobstructed from the ground upward, except for the presence of natural vegetation or fences. On corner lots, all yards facing on a street shall be considered front yards.

HYDRIC SOIL - A soil that, in its undrained condition, is saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions that favor the growth and regeneration of hydrophytic vegetation. These soils may be on New Jersey's Official List of Hydric Soils developed by the United States Department of Agriculture Soil Conservation Service and the United States Fish and Wildlife Service National Wetlands Inventory, in "The Wetlands of New Jersey" 1985, published by the United States Fish and Wildlife Service or in the USEPA Wetlands Identification and Delineation manual. Alluvial land, as mapped by soil surveys, may also be considered a hydric soil for the purposes of wetland classification. Also, wet phase of somewhat poorly drained soils not on New Jersey's Official List of Hydric Soils may also, on occasion, be associated with a wetland, and therefore, for the purposes of this Resolution, shall be considered a "Hydric Soil".

IMPERVIOUS COVERAGE - The total area of impervious surfaces on a lot, expressed as a percentage of the lot area.

IMPERVIOUS SURFACE - A surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water.

IMPROVED LOT - A lot containing an improvement.

IMPROVEMENT - Any man-made, immovable item which becomes part of, placed upon, or is affixed to land.

INFILTRATION - The passage of water into soil material or other permeable surface.

INGRESS - Access or entry.

INTERIOR LOT - See "LOT, INTERIOR".

INTERMITTENT STREAM - Any watercourse which exhibits continuous water flow for nine (9) months or more a year.

INTERSTATE HIGHWAY - See "STREET HIERARCHY - INTERSTATE HIGHWAY".

IRREVOCABLE LETTER OF CREDIT - See "LETTER OF CREDIT".

JUG HANDLE - A roadway ramp which departs from the right lane of a road to convey traffic across the main road at an intersection and/or pre-designated "U" turn, usually controlled by traffic signals, to eliminate all turns from within active traffic lanes and to provide greater safety and reduce delays. The term "Jughandle" is derived from the basic ramp shape, which, seen from the air, resembles the handle of an earthen jug.

LAND DEVELOPMENT REVIEW COMMITTEE - The Committee of the Planning Board, created pursuant to the By-Laws of the Board, and vested with the powers to review and act on applications for development.

LAND DISTURBANCE - Any activity involving the clearing, cutting, grading, excavation, filling, transporting, or any other activity which alters land topography or vegetative cover.

LANDSCAPING - The means of improving the aesthetic value of a project or project sites through the use of grass, ground covers, planting, shrubs and trees in a coherent manner consistent with good design practices.

LAND USE - A description of how land is occupied and/or utilized.

LETTER OF CREDIT - An agreement, by a bank or other financial institution, made at the request of an applicant, and of a kind within the scope of N.J.S.A. 12A:5-102 that the issuer will honor drafts or other demands for payment upon compliance with conditions specified in the credit. Credits shall be irrevocable and in a form which is acceptable to the Gloucester County Planning Board Attorney.

LOT - A designated parcel, tract, or area of land established by a plat or otherwise permitted by law, and to be used, developed or built upon as a unit.

LOT AREA - The total land area within the limits of the lot lines bounding that area, and which is always expressed in terms of square feet. Any portion of a lot included in a street right-of-way, existing or proposed, shall not be included in calculating "Lot Area". Portions of lots encumbered by easements, wetlands and wetlands transition (buffer) areas, shall be included in calculating "Lot Area".

LOT, CORNER - A lot or parcel of land abutting or fronting on two (2) or more intersecting streets. On corner lots, all yards facing on a street shall be considered front yards.

LOT COVERAGE - The percentage of the lot area which is covered by the areas of all principal and accessory buildings.

LOT DEPTH - The shortest distance between the front lot line and a line drawn parallel thereto through the mid-point of the rear lot line, provided that, in triangular lots having no rear lot line, the distance shall be measured to the mid-point of a line parallel to the front lot line which shall not be less than ten (10) feet in length measured between its intersections with the side lot lines. On corner lots, one (1) side lot line shall be considered a rear lot line only for the purpose of determining "Lot Depth".

LOT FRONTAGE - The horizontal distance of lot lines, or portions thereof, which are coexistent with a street right-of-way line. On corner lots, the smallest of the two (2) or three (3) lot lines, as the case may be, coexistent with the street right-of-way lines, shall be considered as the lot frontage.

LOT, INTERIOR - A lot other than a corner lot.

LOT LINE - Any line designating the extent or boundary of a lot, which shall be further defined as follows:

- A. FRONT LOT LINE - A lot line, or portion thereof, which is coexistent with a street right-of-way line, or in the case of private streets, with the street line.
- B. REAR LOT LINE - The lot line most distant and generally opposite and parallel to the front lot line. In the case of an irregularly shaped lot, the lot line which is most nearly parallel to and at the greatest average distance from the street right-of-way line, or on private streets, the street line, shall be considered the rear lot line.
- C. SIDE LOT LINE - Any lot other than a front or rear lot line.

LOT OF RECORD - A lot which exists as shown or described on a plat or deed filed in the Gloucester County Clerk's Office.

LOT, THROUGH - A lot situated between, and having frontage on two (2) streets which do not intersect at the boundaries of the lot.

LOT WIDTH - The shortest horizontal distance between the side lot lines measured through the mid-point of a line parallel to the front lot line located at the minimum building setback line required in the zoning district where the lot is located. On corner lots, one (1) front line shall be considered a side lot line only for the purpose of determining "Lot Width". On through lots, the lot width shall be determined as described herein, but only on that portion of the lot with frontage on the street that the building or structure directly faces or addresses.

MAINTENANCE GUARANTEE - Any security acceptable in form to the Gloucester County Counsel, and in an amount recommended by the Gloucester County Road Department, not to exceed fifteen percent (15%) of the total cost, to assure the maintenance of duly approved improvements installed by the developer. Such security shall be in effect for a period of two (2) years.

MAJOR ARTERIAL - See "STREET HIERARCHY-MAJOR ARTERIAL".

MAJOR COLLECTOR - See "STREET HIERARCHY-MAJOR COLLECTOR".

MAJOR STREAM - Any watercourse which exhibits continuous water flow for twelve (12) months a year.

MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS (MUTCD) - The manual, as published by the U.S. Department of Transportation, Federal Highway Administration (FHWA), and adopted by the FHWA Administrator, as a national standard for applications on all classes of highways.

MARGINAL ACCESS STREET - See "SPECIAL PURPOSE STREET".

MEDIAN - That portion of a divided street separating the traveled ways of traffic.

MINOR ARTERIAL - See "STREET HIERARCHY-MINOR ARTERIAL".

MINOR COLLECTOR - See "STREET HIERARCHY-MINOR COLLECTOR".

MUNICIPAL AGENCY - Any municipal official, department, agency or other body having the power to act on applications for development.

NATURAL DRAINAGE FLOW - The pattern of surface and stormwater drainage from a particular site, or portion thereof, before the construction or installation of improvements or prior to any grading, excavation or filling.

NATURAL GROUND SURFACE - The ground surface in its original state before the construction or installation of improvements, or prior to any grading, excavation or filling.

NATURAL GRADE - The elevation of the ground surface in its natural state before any grading, excavation or filling.

NEW BUILDING LOT - Any lot being created by a subdivision, upon which one (1) or more principal buildings or structures could be erected under the provisions of a municipality's land development ordinance.

OCCUPANCY - The specific purpose for which land, a structure, or building is designed, maintained or used.

OFFICIAL COUNTY MAP - The map, with changes and additions thereto, adopted and amended, from time to time, by resolution of the Board of Chosen Freeholders of Gloucester County, pursuant to R.S. 40:27-5.

OFFSITE - Located outside the lot lines of the lot-in-question, but within the property (of which the lot is a part) which is the subject of a development application or contiguous portion of a street or right-of-way.

OFFSITE OR OFF-TRACT IMPROVEMENTS - Improvements to County facilities, including but not limited to roads, traffic facilities, culverts, bridges and other drainage facilities located outside of a given development, which must be made to accommodate increased traffic or water run-off which would be generated as a result of the development.

OFF-TRACT - Not located on the property which is the subject of a development application, nor on a contiguous portion of a street or right-of-way.

OFF-TRACT DRAINAGE EASEMENT - The assignable rights and restrictions granted to the developer or his successors in interest to discharge collected waters upon lands exterior to the site being developed.

ONSITE - Located on the lot in question.

ON-TRACT - Located on the property which is the subject of a development application, or on a contiguous portion of a street or right-of-way.

OPEN SPACE - Any parcel or area of land or water essentially unimproved and set aside, dedicated, designated or reserved for public or private use and enjoyment, or for the use and enjoyment of owners and occupants of land adjoining or neighboring such open spaces; provided that such areas may be improved with only those buildings, structures, streets, and off-street parking and other improvements that are designed to be incidental to the natural openness of the land.

OWNER - See "PROPERTY OWNER".

PARCEL - A lot or tract of land.

PARKING AISLE - The traveled way by which vehicles enter and depart parking spaces.

PARKING AREA - Any public or private land area designed, used, or intended to be used for the parking of motor vehicles, including parking lots, garages, private driveways, and legally designated areas of public or private streets.

PARKING LOT - An off-street, ground level area, usually surfaced and improved, for the temporary parking of motor vehicles.

PARKING SPACE - A suitable space provided for vehicle parking, including adequate driving access thereto and egress therefrom.

PERFORMANCE GUARANTEE - Any security for improvements accepted in form by the Gloucester County Planning Board Attorney, and in an amount recommended by the Gloucester County Engineer, not to exceed one-hundred twenty percent (120%) of the cost of installation, which may be accepted in lieu of a requirement that certain improvements be made before the County approving authority grants final approval to an application for development.

PERVIOUS SURFACE - Any material that permits full or partial absorption of stormwater into previously unimproved land.

PLANNED DEVELOPMENT - A unit development, planned unit residential development, residential cluster, planned commercial development or planned industrial development.

PLANNED UNIT DEVELOPMENT (PUD) - An area of a minimum contiguous acreage of ten (10) acres or more to be developed as a single entity according to a plan, containing one (1) or more residential clusters or planned unit residential developments and one (1) or more public, quasi-public, commercial or industrial areas in such ranges of ratios of nonresidential uses to residential uses as shall be specified in a municipality's land development ordinance.

PLAT - A map or maps of a subdivision or site plan.

PLOT - A parcel of land that is identified and referenced on the official tax map of the municipality within which same is located, or that is described on a recorded instrument.

POTABLE WATER SUPPLY - Water suitable for drinking or cooking purposes.

PRELIMINARY APPROVAL - The conferral of certain rights prior to final approval, after specific elements of a development plan have been agreed upon by the County approving authority and the applicant.

PRELIMINARY PLAT - The preliminary map of a proposed application for development, meeting all of the standards and regulations of this Resolution, and the Gloucester County Specification Manual, which is presented to the County approving authority for consideration and preliminary approval, in accordance with this Resolution.

PRINCIPAL ARTERIAL - See "STREET HIERARCHY-MAJOR ARTERIAL".

PROPERTY OWNER - The individual, individuals, firm, association, syndicate, partnership, co-partnership or corporation owning fee or title, or the individual, individuals, firm, association, syndicate, partnership, co-partnership or the corporation in whose name or names the legal title to the property appears by deed duly recorded in the Gloucester County Clerk's Office, or the individual, individuals, firm, association, syndicate, partnership, co-partnership or corporation in possession of the property or buildings under claim of or exercising acts of ownership over the same for himself, or itself, as the case may be, or as the executor, administrator, or guardian of the property,

PROPOSED COUNTY ROAD - A road or highway not presently under the legal jurisdiction of Gloucester County, but shown in the County Development Plan or on the Official County Map as a "proposed County road".

PUBLIC AREAS -

- A. Public parks, playgrounds, trails, paths, and other recreational areas;
- B. Other public open spaces;
- C. Scenic and historic sites, and;
- D. Sites for schools and other public buildings and structures.

QUASI-PUBLIC - A building, structure, or use owned or operated by a nonprofit, religious or eleemosynary institution and providing educational, cultural, recreational, religious or similar types of public programs.

QUORUM - The majority of the full authorized membership of the County approving authority.

REAR YARD - A space extending across the full width of the lot and lying between the rear lot line and the nearest wall or part of the building on the same lot, and measured at right angles to the rear lot line.

RESUBDIVISION -

- A. The further division or relocation of lot lines of any lot or lots within a subdivision previously made and approved or recorded according to law, or;
- B. The alteration of any streets, or the establishment of any new streets within any subdivision previously made and approved or recorded according to law, but not including conveyances so as to combine existing lots by deed or other instrument.

RETENTION BASIN - A pond, pool, basin or depression formed by the construction of a berm or dam, and built at a location suitable to retain stormwater runoff, allowing this water to percolate into the ground. A "Retention Basin" may also be referred to as a "Recharge Pond".

REVERSE FRONTAGE - The provision in the design of a development allowing for lots contiguous to an abutting County road to front on an internal street, without direct access to said County road.

RIGHT-OF-WAY - A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, gas pipeline, water main, sanitary or storm sewer line main, shade trees, or for another special use or structure. For the purposes of this Resolution, such "Right-of-Way" shall be referred to as "ROW". Where appropriate to the context, ROW shall include proposed ROW widths as shown in the County Development Plan or on the Official County Map.

RIGHT-OF-WAY LINE - The existing or proposed outer edge of County road property or easement, separating County property from abutting properties owned by others.

ROAD OPENING PERMIT - The permit issued, pursuant to the "Resolution Requiring a Permit for the Opening or Excavating of County Roads in the County of Gloucester" (Resolution # R-36m-82), by the County Road Department allowing the construction or reconstruction of curbs, gutters, utility extensions or connections, or any similar operation involving tearing up, opening, excavating or connecting into any portion of a County road or any portion of a County road right-of-way.

SEDIMENTATION - The deposition of soil or rock that has been transported from its site of origin by water, ice, wind, gravity or other natural means as a product of erosion.

SETBACK - The horizontal distance between a building or structure and any front, rear, or side lot line, measured perpendicular to such lot lines at the point where the building or structure is closest to such lot lines.

SHOULDER - The graded part of the right-of-way that lies between the edge of the main travel lane and the curbline and/or the point of intersection shoulder slope and foreslope which will accommodate stopped vehicles for emergency use.

SIDE YARD - An open space between a side lot line and the nearest line of the principal building, and extending from the front yard to the rear yard, or, in the absence of either such yards, to the street line or rear lot line, as the case may be. The width of a side yard shall be measured at right angles from the nearest line of the principal building to the side lot line. A "Side Yard" shall be unoccupied and unobstructed from the ground upward, except for the presence of natural vegetation.

SIGHT TRIANGLE EASEMENT - The rights and restrictions assignable to the triangular shaped portion of land, established at street or driveway intersections in accordance with the requirements of this Resolution and the County Specification Manual, in which nothing shall be erected, placed, planted or allowed to grow in such a manner so as to limit or obstruct the sight distance of motorists entering or leaving the intersection.

SIGN - A visual communication that is used for the purpose of bringing the subject thereof to the attention of others. The term does not include buildings themselves, traffic signs or other official messages displayed within the public right-of-way. "Signs" include letters, numbers, symbols, trademarks, illustrations or designs as they may appear on signs, billboards, banners, store fronts, marquees, canopies and other stationary visual media on or off the premises of the activity to which the message pertains.

SILTATION BASIN - Any facility designed to collect silt and eroded soil resulting from development for the purpose of substantially limiting the deposit of silt and eroded soil in natural watercourses and man-made drainage facilities.

SITE - Any plot, parcel, piece or tract of land, or combination of contiguous lots or parcels of land.

SITE PLAN - A development plan of one (1) or more lots on which is shown:

- A. The existing and proposed conditions of the lot, including but not necessarily limited to topography, vegetation, drainage, floodplains, marshes, wetlands, and waterways;
- B. The location of all existing and proposed buildings, drives, parking spaces, walkways, means of ingress and egress, drainage facilities, utility services, landscaping, structures and signs, lighting and screening devices, and;
- C. Any other information that may be reasonably required in order to make an informed determination pursuant to the provisions of this Resolution requiring review and approval of site plans by the County approving authority.

SKETCH PLAT - A map of a subdivision or site plan of sufficient accuracy to be used for the purpose of discussion and, further, meeting the requirements set forth in this Resolution.

SOIL EROSION AND SEDIMENTATION CONTROL PLAN -

A plan, submitted by an applicant, depicting temporary and permanent facilities designed to control soil erosion and retard nonpoint pollution resulting from stormwater runoff. Such facilities may include, but shall not be limited to siltation basins, diversion berms, interceptors and other control structures for the purpose of limiting the deposit of eroded soil in natural watercourses and man-made drainage facilities.

SPECIAL ASSESSMENT DISTRICT - A specifically defined area determined by the County approving authority requiring substantial improvements to avoid adverse impacts upon safe and efficient County road and/or drainage facilities due to the anticipated concentration of development affecting the subject district.

SPECIAL PURPOSE STREET-

- A. DIVIDED STREET - A street having an island or other barrier separating moving lanes.
- B. MARGINAL ACCESS STREET - A service street that runs parallel to a higher-order street which, for purposes of safety, provides access to abutting properties and separation from through traffic.

SPECIFICATION MANUAL - The same as "County Specification Manual".

STREAM ENCROACHMENT LINE - A line, depicted on a plan, established by either the Division of Water Resources of the New Jersey Department of Environmental Protection or the Gloucester County Engineering Department, pursuant to the determination of jurisdiction in the flood plain of a brook, stream or river, within which there shall be no filling, grading or other alterations to the natural watercourse.

STATION - A fixed point from which measurements are made in surveying.

STREAM, INTERMITTENT - See "INTERMITTENT STREAM".

STREAM, MAJOR - See "MAJOR STREAM".

STREET - Any street, avenue, boulevard, road, lane, parkway, viaduct, alley or other roadway which:

- A. Is an existing State, county, municipal, or private roadway; or

- B. Is shown on a plat approved pursuant to law;
or
- C. Is approved by other official action; or
- D. Is shown on a plat duly filed and recorded in the Gloucester County Clerk's Office prior to the formation of the Planning Board and the grant to such Board of the power to review plats, and includes the land between the street lines, whether improved or unimproved, and may comprise pavement, shoulders, gutters, curbs, sidewalks, parking areas and other areas within the street lines.

STREET HIERARCHY - The conceptual arrangement of streets based upon function. A hierarchical approach to street design classifies streets according to function, from high traffic freeways and arterial roads to low-order streets whose function is residential access. Systematizing street design into a road hierarchy promotes safety, efficient land use, and residential quality. The following types of streets are within the function classification system:

- A. INTERSTATE HIGHWAY - A limited access highway, with grade separations and no traffic stops, intended to provide regional movement of people, goods, and services.
- B. MAJOR ARTERIAL (PRINCIPAL ARTERIAL) - A street with controlled access, channelized and/or signalized intersections, and the prohibition of parking, and whose purpose and design are to collect and distribute traffic to and from other roads in the functional classification system.
- C. MINOR ARTERIAL - A street with traffic control signals or signs where necessary, and whose purpose and design are to collect and distribute traffic to and from major arterials and collector streets.

- D. MAJOR COLLECTOR - A street which collects and distributes traffic between local street (low-order residential streets) and major and minor arterials and high-order streets, and whose function is to promote a free flow of traffic, and where parking should be prohibited, and direct access to residences should be avoided.
- E. MINOR COLLECTOR - A street which provides service from local streets and neighborhood areas to major collectors or major or minor arterials, and is distinguished from a major collector in that it transports fewer vehicles at slower speeds, while furnishing direct access to various uses and activities.
- F. LOCAL STREET - A street whose purpose and design are to provide direct vehicular access to abutting lots, to carry traffic having destination or origin on the street itself, and to channel traffic to and from connecting local streets and streets classified as "Collectors". "Local Streets" provide immediate access to adjacent land uses, primarily residential, and offer the lowest level of mobility, while carrying the least volumes of traffic at the slowest speeds.

STREET LINE Ⓞ- That line determining the public right-of-way, existing or proposed.

STRUCTURE - A combination of materials to form a construction for use, occupancy, or ornamentation, whether installed on, above, or below the surface of a parcel of land.

SUBDIVISION - The division of a lot, tract or parcel of land into two (2) or more lots, tracts, parcels, or other divisions of land for sale or development. The following shall not be considered "Subdivisions" within the meaning of this Resolution, if no new streets are created:

- A. Divisions of land found by the County approving authority to be for agricultural purposes, where all resulting parcels are five (5) acres or larger in size;
- B. Divisions of property by testamentary or intestate provisions;
- C. Divisions of property upon court order, including but not limited to, judgements of foreclosure;
- D. Consolidation of existing lots by deed or other recorded instrument, and;
- E. The conveyance of one (1) or more adjoining lots, tracts or parcels of land, owned by the same person or persons.

The term "Subdivision" shall also include the term "Resubdivision".

SUBGRADE - The natural ground lying beneath a street.

SUBSOIL - The layer of soil just below the surface of the ground.

TRACT - An area, parcel, site, piece of land, lot, or property which is the subject of a development application.

TRAFFIC CONTROL DEVICE - Any sign, signal, marking, traffic control island or device placed on or adjacent to a street by authority of Title 39 Revised and the MUTCD.

USE - The specific purpose for which a parcel of land or a portion thereof, or a building or a portion of a building, or a structure or a portion of a structure is designed, arranged, intended, occupied, or maintained.

UTILITY EASEMENT - An easement to the County of Gloucester for the exclusive purpose of installing utilities, repair, maintenance, and alteration of drainage facilities, traffic safety controls and other facilities relating to the safety, convenience and carrying capacity of a County road.

WASTEWATER MANAGEMENT PLAN - A written and graphic description of existing and proposed wastewater and conveyance facilities, as outlined in the Technical Resource Document, prepared by the Division of Water Resources of the New Jersey Department of Environmental Protection, dated October 7, 1985.

WATERCOURSE - Any natural or artificial stream, river, creek, ditch, channel, canal, conduit, culvert, drain, swale, waterway, gully, ravine or wash in which water flows in a definite direction or course, either continuously or intermittently, and has a definite channel, bed and banks, and includes any area adjacent thereto subject to inundation by reason of overflow or flood water. As used in this Resolution, a drainage ditch for agricultural purposes shall not be considered a "Watercourse".

WATERSHED - The total drainage area contributing runoff to a single point.

WATER QUALITY STANDARDS - Surface water and groundwater quality standards established by New Jersey Department of Environmental Protection regulations, cited in N.J.S.C. 7:9-4.1 et seq., Surface Water Quality Standards, and N.J.A.C. 7:9-5.1 et seq., Groundwater Quality Standards.

WETLAND - See "FRESHWATER WETLAND".

WETLANDS SOIL - See "HYDRIC SOIL".

WETLANDS TRANSITION AREA - An area of land adjacent to a freshwater wetland of exceptional resource value and of intermediate resource value, as classified in N.J.A.C. 7:7A-2.5. A transition area is not required adjacent to freshwater wetlands of ordinary resource value, as classified in N.J.A.C. 7:7A-2.5, or adjacent to State open waters, as defined in N.J.A.C. 7:7A-1.4.

YARD - An open space, lying between the principal or accessory building or buildings on the same lot and the nearest lot line, and is unoccupied and unobstructed from the ground upward, except for the presence of natural vegetation.

ZONING DISTRICT - A specifically delineated area or district within a municipality, established by said municipality's land development ordinance, within which regulations and requirements uniformly govern the use, placement, spacing and size of land, buildings and structures.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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CHAPTER 300
PLANNING BOARD

301. Objectives

- A. The objectives and purpose of the Gloucester County Planning Board are those set forth in Chapter 251 Laws of 1935, as amended by Chapter 285 of the Laws of 1968.
- B. It is the general objective of the Board to arrange for the orderly physical development of the County, and to that end, to seek the cooperation and good will of all municipalities within the County.
- C. The Board may, by resolution, establish policies and procedures which are consistent with the intent and purpose of this Resolution. Policies and procedures so established shall have force and effect as if they were a part of this Resolution.

302. Membership

- A. There shall be nine (9) voting members of the Board, composed of the following: the Director of the Board of Chosen Freeholders; one (1) member of the Board of Chosen Freeholders, to be appointed by the Director; the County Engineer, and; six (6) citizens, who may not hold any other County Office and who shall be appointed by the Director of the Board of Chosen Freeholders with the approval of that body. Two (2) alternate members, (Alternate #1 and #2) appointed by the Director of the Board of Chosen Freeholders with the approval of that body, shall participate in the Board's decisions in

rotation during the absence or disqualification of any citizen member. The Assistant County Engineer shall serve as an alternate to the County Engineer during the County Engineer's absence.

- B. The term of membership of the six (6) appointed citizen members shall be three (3) years. The term of membership of the two (2) alternates shall be three (3) years.
- C. All members of the County Planning Board shall serve without compensation, but may be paid expenses incurred in the performance of their duties.

303. Functioning of the Planning Board

- A. The Planning Board shall adopt, at its annual reorganization meeting, By-Laws governing the following:
 - 1. Officers and their duties;
 - 2. Election of officers;
 - 3. Meetings;
 - 4. Order of business;
 - 5. Committees;
 - 6. Employees;
 - 7. Hearings;
 - 8. Records, and;
 - 9. Expenditure of funds.

304. Land Development Review Committee

A. Duties.

1. The Land Development Review Committee, established pursuant to the County Planning Board By-Laws, may implement administrative policies and procedures to further the intent and purpose of this Resolution. Such policies and procedures shall not conflict with this Resolution nor with the policies and procedures established by the County Planning Board.
2. The Land Development Review Committee shall have the power to review and act on all development applications.

B. Membership. The Land Development Review Committee shall consist of the following members:

1. The County Planning Director, or, in his absence, the Assistant Planning Director;
2. The County Engineer, or, in his absence, the Assistant County Engineer, and;
3. Two (2) members of the County Planning Board, who shall be appointed by the Chairperson of said Board.

C. Term. The term of the members of the Committee shall be one (1) year, or until such time as the Board reorganizes. A vacancy occurring other than by expiration of term shall be filled by the Chairperson of the Planning Board for the unexpired term only.

D. Alternate Member.

1. The Chairperson of the Planning Board may appoint one (1) alternate member to the Land Development Review Committee.
2. The term of the alternate member shall be for one (1) year, or until such time as the Committee reorganizes. A vacancy occurring other than by expiration of term shall be filled by the Chairperson of the Planning Board for the unexpired term only.
3. The alternate member may participate in discussions of the proceedings but may not vote, except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of the alternate member.

CHAPTER 400

LAND DEVELOPMENT GENERAL REGULATIONS

401. General Policies

- A. In acting on any application for development submitted to the County approving authority for its review and decision, said authority shall ascertain the extent to which all of the terms, conditions and requirements of this Resolution and the County Specification Manual are met.
- B. The procedures set forth herein and the design standards mandated in this Resolution and in the Gloucester County Specification Manual, which accompanies this Resolution, shall be minimum procedures and standards. The design standards shall apply to all applications for development requiring approval by the County approving authority.
- C. No entry onto, opening of, or improvements to a County road shall be constructed without a Road Opening Permit being issued by the County Road Department.
- D. Simultaneous Submissions.
 - 1. Any application for development which is subject to review and action by the County approving authority shall be submitted to the County Planning Department at the same time the application is submitted to the municipal approving authority.

2. Upon receipt of an application for development or subsequent revisions thereto, which fall within County jurisdiction, pursuant to this Resolution, the municipal approving authority may take final action, conditioning the applicant obtain approval from the County approving authority.
- E. The public has the right to appear before the County approving authority whenever same acts on an application for development.

402. General Procedures

A. Review Required.

1. All subdivisions of land within Gloucester County shall be submitted to the County approving authority for review and, where required, approval.
2. Subdivision approval shall be required for those subdivisions that affect County roads or County drainage facilities.
3. All applications for site development, for change of use, or for modification to site facilities located along a County road or affecting County drainage facilities shall be submitted to the County approving authority for review and decision, except that site plan review shall not be required for one (1) or two (2) family dwellings, nor for permitted accessory uses or structures incidental to one (1) or two (2) family dwellings. However, a Road Opening Permit may be required by the Gloucester County Road Department.

4. In accordance with the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), municipal approval of a subdivision or site plan shall not be granted by the municipal agency unless said application is first approved, exempted or waived by the County approving authority. However, approval by the municipal agency may be granted prior to action by the County if said approval is conditioned on an approval, exemption or waiver by the County approving authority.

B. Pre-Application Committee Review. A prospective applicant may appear before the Land Development Review Committee for an informal discussion prior to the submission of a formal application for development. No fee shall be charged for such pre-application informal review. Recommendations made by the Land Development Review Committee at the informal pre-application conference are non-binding on the County.

C. Determination of Completeness.

1. An application for development shall not be formally filed until the proper application fee, the required number of plats, the County application form, the appropriate County submission checklist form, plat details and other information and documents required by this Resolution have been submitted to the County Planning Department. The time period for action by the County shall not begin until such time as the application has been deemed complete.

2. The applicant, the preparer of the plat, and the municipal agency shall be notified in writing within ten (10) days of receipt by the County as to whether the application is complete or incomplete and the date of such determination. If the application is determined to be incomplete, a list of information required for a complete application shall be provided.

D. Review of Applications for Development.

1. Applications for development shall be submitted to the County Planning Department. Upon submission, a copy of the application shall be forwarded to the County Engineering Department for an engineering review for a determination as to the technical aspects being provided in accordance with the standards and criteria set forth in this Resolution and the Gloucester County Specification Manual.
2. The County Engineering Department shall prepare and issue a report to the Planning Department, setting forth recommendations the applicant and plans should address to meet County requirements, as well as the applicant's proportionate share for the cost of installation of required County offsite and off-tract improvements (if any), and all conditions required to be met prior to County approval.
3. The County approving authority shall not act on an application for development until a report has been prepared by the County Engineering Department.

4. A copy of the report acted upon by the County approving authority, referred to as a Report of Action, shall be transmitted to the applicant or his designee, the person preparing the plan, the municipal engineer, the municipal construction code official, and the Planning Board Secretary for the municipality within which the site is located, the Pinelands Commission, if the site is located within the Pinelands Area of Gloucester County, and any other such party as the County Planning Department deems appropriate.
5. If the application is recommended to be denied, reasons for such denial shall be stated in the Report of Action. Upon denial of an application for development by the County approving authority, the applicant shall be given the right to resubmit revised plans within one (1) year of the date of the Report of Action which address the items in said Report of Action. Any submission of plans after this one (1) year period shall require the submission of new application fees, and shall be reviewed for compliance with the County standards in effect at the time of the most recent submission. The time frame within which the County has to determine completeness and perform a technical review of the application shall be as set forth above in this Section.

E. Time to Act.

1. The County approving authority shall act on an application within thirty (30) days of said application being deemed complete, or within one (1) additional thirty (30) day extension mutually agreed to in writing by the County and the municipal agency, with the written

consent of the applicant. Any such extension shall so extend the time period within which the municipal agency shall be required by law to act on the application.

2. Should the County approving authority fail to act on an application for development within the thirty (30) day period, and has not agreed to an extension of time within which to act, said application shall be deemed to have been approved.
3. If a thirty (30) day extension has been agreed to, and the County approving authority fails to act on an application for development within such extension, the application shall be deemed to have been approved.
4. When an application for development is deemed to have been approved by failure of the County approving authority to act within the statutory time period or an extension thereof, the County Planning Board Secretary shall, upon written request of the applicant, issue a certification as to the failure of the County to act. Such certification shall be sufficient authorization for further municipal action on the application and for acceptance thereof for filing by the County Recording Officer.
5. If the County approving authority fails to act within the statutory time period, or within an agreed to extension, and waives its right to review the application, the applicant shall not be released from the requirement to submit plans for subsequent stages of review required for the particular development application.

F. Appearance by Applicant.

1. Applicants have the right to appear before the County approving authority.
2. Applicants may appear in person or be represented by an attorney; provided, however, should the applicant be a corporation, it must be represented by an attorney before the Planning Board.
3. It shall be the responsibility of the applicant to learn the time and place the County approving authority intends to act on his application for development.

403. Findings by the County Approving Authority
for Approval of an Application

- A. Approval of an application for development shall be granted by the County approving authority upon a finding that the application complies with the following:
1. The application, plats and accompanying documents submitted contain all of the information and data required by this Resolution or by the County Departments of Engineering and Planning, or that a request for waiver relief has been filed as part of the application for development.
 2. The details of the plat are in accordance with the standards of this Resolution and the Gloucester County Specification Manual, and are consistent with the Official County Map, the County Development Plan, and all other County plans in existence at the time of application.

3. All parking and traffic related issues are reasonably reduced to ensure for the safe and efficient passage of traffic throughout the County.
4. Adequate provisions are made so as to prevent any surface and subsurface drainage problems relating to stormwater quality, quantity and runoff.
5. If applicable, the applicant has received a wetlands delineation approval from the Army Corps of Engineers, or a Letter of Interpretation from the NJDEP, whichever agency retains jurisdiction over the development application.
6. Applicable provisions of the Pinelands Comprehensive Management Plan have been met, if the site is located within the Pinelands Area of Gloucester County.
7. Prior to granting final approval to a subdivision or site plan, the County approving authority shall be in receipt of all required performance guarantees, cash contributions and executed rights-of-way and/or easements. At the discretion of the County approving authority, and on a case by case basis, approval may be granted, conditioned upon the receipt of all required guarantees and easements.
8. Phased Development. Prior to acting on a specific phase or section of a development, the County Planning Department shall issue a report stating that previous phases or sections of the same development have met all the

requirements of this Resolution and that final approval has been granted. If conditions for approval remain outstanding on previous phases or sections of a development, the County approving authority shall not act on future phases until all such conditions have been fulfilled.

404. Revisions after Approval

- A. No changes, alterations, or revisions shall be made to any development application which has been approved by the County approving authority without an amended application being submitted to the County for review and approval.
- B. In the event it becomes necessary to deviate from the approved plan due to site conditions which first appear during construction, and which would affect a County road or a County drainage facility, the applicant shall notify and obtain the approval of the County Engineer before such deviation shall be made. Likewise, in the event a representative of the County finds that site conditions deviate from the approved plan, which would affect a County road or a County drainage facility, the County shall contact the applicant for the purpose of him revising his plans, if necessary. Major deviations that substantially revise the approved plan shall be approved by the County approving authority prior to site work proceeding.

- C. If an approved application for development becomes invalid pursuant to the legal time periods set forth in Section 405 below, and the applicant wishes reapproval of his application, prior to any action being taken by the County approving authority, the applicant shall submit updated plans verifying existing onsite and offsite topographic features, grades and all other improvements to adjacent properties within two-hundred (200) feet of the property-in-question affecting a County road or County drainage facilities.

405. Length of Approvals

- A. Subdivision and site plan approvals granted by the County approving authority under the terms of this Resolution shall be valid for the following time periods in accordance with the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.):
1. Preliminary Subdivision: Three (3) years from the date of approval.
 2. Final Subdivision: Two (2) years from the date of approval.
 3. Site Plan: Three (3) years from the date of approval if said application has received preliminary approval only from the municipal approval authority, and two (2) years from the date of approval if the applicant has received final approval from the municipal approval authority.
 4. At the written request of the applicant, extensions may be granted by the County approving authority, which shall be consistent with the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.).

406. Sanctions of Non-Compliance with Conditions
of Approval of an Application for Development

A. Failure to comply with any of the conditions of a County subdivision or site plan approval; or when any development activity commences without prior approval of the County approving authority; or if development is conducted contrary to an approved plan as required in this Resolution, or conducted contrary to an approved revised plan, any or all of the following sanctions may be invoked by the County approving authority:

1. A County Road Opening Permit for the proposed development shall not be issued unless and until all the conditions are satisfied;
2. The County approving authority may request the municipal agency, and in the Pinelands Area, the Pinelands Commission, to revoke or withhold the local building permit and/or Certificate of Occupancy for the development;
3. The County approving authority may enforce performance by resort to any guarantee or other security required by the County to cover the costs of improvements specified in that portion of the plan over which the County has jurisdiction, and;
4. The County approving authority may initiate appropriate actions in the courts to enforce its decision.

407. Appeals

- A. An applicant aggrieved by an action of the Land Development Review Committee, and/or any other committee of the County Planning Board, may file an appeal in writing with the County Planning Board Secretary within ten (10) days after the date of notice of such action by certified mail.
- B. The County Planning Board shall consider such an appeal at a regular or special public meeting within forty-five (45) days from the date of the filing of the appeal.
- C. Notice of said hearing shall be made to the applicant by certified mail at least ten (10) days prior to the hearing and to other appropriate officials, including: the municipal clerk, municipal planning board secretary, zoning board of adjustment secretary, municipal construction code official, municipal zoning officer, the Board of Chosen Freeholders and the Pinelands Commission, if the site is within the Pinelands Area of Gloucester County.
- D. At said hearing, the testimony of all witnesses relating to an application for development shall be taken under oath or affirmation by the presiding officer. Both the applicant and the County shall have the right to present evidence, call witnesses, cross-examine opposing witnesses through their attorneys, subject to the discretion of the presiding officer and to reasonable limitations as time and number of witnesses.
- E. Technical rules of evidence shall not be applicable to the hearing; but the presiding officer may exclude irrelevant, immaterial or

unduly repetitious evidence. Specific procedures at said hearing shall be at the discretion of the presiding officer, and shall be intended to provide the applicant with a full, impartial, fair, and just adjudication of his claims.

- F. A verbatim recording shall be made of the hearing with a recorder provided by the County. Additionally, the appellant shall provide a legal stenographer, who shall be responsible for recording the proceedings and forwarding five (5) copies of the transcript to the County Planning Board Secretary within fifteen (15) days of the hearing.
- G. The County Planning Board shall render its decision within thirty (30) days following said hearing by stating its findings of fact and its conclusions based thereon. Said conclusions shall be those that the Board, acting as fact-finders, determines to have been shown by a preponderance of the evidence. No consideration shall be given to facts or allegations not contained in the record.
- H. Those members of the County Planning Board who were present at the hearing, or have certified to having read the transcript, may vote.
- I. The Planning Board Secretary shall forward a copy of the decision of the County Planning Board, by certified mail, to the appellant and to other appropriate officials, which may include: the municipal clerk, municipal planning board secretary, municipal zoning board of adjustment secretary, municipal construction code official, municipal zoning officer, Board of Chosen Freeholders, and the Pinelands Commission, if the site is within the Pinelands Area of Gloucester County.

- J. An applicant aggrieved by an action of the County Planning Board may file an appeal in writing to the Board of Chosen Freeholders within ten (10) days after the date of notice of such action by certified mail.
- K. The Board of Chosen Freeholders shall consider such an appeal at a regular or special public meeting within forty-five (45) days from the date of the filing of the appeal.
- L. The Board of Chosen Freeholders shall render a decision within thirty (30) days of the hearing. The Freeholder Board shall base its review on the record and may affirm, reverse, or modify the decision of the County Planning Board.

408. Development Application and Inspection Fees

- A. Payment of fees shall be made by the applicant, when submitting an application for development, in accordance with criteria set forth below in this Section.
- B. The omission or underpayment of the proper fee shall be cause for an application for development to be deemed incomplete.
- C. Payment shall be made by checks payable to the "Treasurer, Gloucester County". Cash shall not be accepted.
- D. The fee schedule shall be set by the Board of Chosen Freeholders and remain in effect until such time as it is changed by said Board.

- E. When development plans are revised to comply with County requirements, those plans shall not be subject to a new payment of fees. However, revised plans that are received by the County more than one (1) year after receipt of a prior submission shall be subject to full payment of fees in accordance with the fee schedule in effect at the time of the most recent submission.
- F. Application fees shall not be refunded if the application is denied by the County approving authority, or if the application is withdrawn by the applicant.
- G. When development plans, which have been approved by the County approving authority, are revised to comply with the requirements of State, municipal or other regulatory agencies, a resubmittal fee of sixty percent (60%) of the original application fee may be charged.
- H. Fees shall be waived for the review of development applications where State, county or municipal governments, churches, hospitals, or secular nonprofit institutions are the applicants.
- I. Inspection fees shall be in accordance with the requirements set forth in the "Resolution Requiring a Permit for the Opening or Excavating of County Roads in the County of Gloucester" (Resolution # R-36m-82).

409. Dedication of Rights-of-Way and Easements

A. Required Dedication.

1. Prior to approval of an application for development, the County approving authority shall require the dedication of an easement for additional right-of-way, in accordance with the adopted Gloucester County Official Map, in the following cases:
 - a. When the County road along which the property-in-question has frontage is programmed for improvement requiring right-of-way in excess of the existing width, or;
 - b. When the nature or scope of the proposed development establishes a rational nexus between the development and the improvement for which right-of-way is necessary.
2. On an existing road, the additional right-of-way required shall be that portion of the site which abuts a County road, and which lies between the existing right-of-way and the proposed future right-of-way line for the County road.
3. Where the proposed future right-of-way lines for existing County roads are drawn so that the total additional right-of-way is to be secured from only one (1) side of the County road, only one-half (1/2) of that additional right-of-way shall be required to be dedicated as a condition for approval of a development application.

4. The County approving agency may also require the reservation of the remaining area of future right-of-way for future acquisition. In this event, the building setback line shall be measured from the future right-of-way line.
- B. No additional rights-of-way, easements or improvements may be required for subdivisions involving the adjustment of boundaries between two (2) existing lots, when such boundary adjustment does not result in the creation of new building lots.
- C. Waiver.
1. The requirements of right-of-way dedication or width may be waived or adjusted when the future right-of-way line established by the Gloucester County Official Map would be within ten (10) feet of an existing building or structure which is to be retained on the property-in-question.
 2. In seeking a waiver of right-of-way dedication or width adjustment, the applicant shall demonstrate, before the County approving authority acting on said waiver:
 - a. That the proposed development will not burden the road adjacent to the site either immediately or in the near future through increased traffic or otherwise, so as to require its improvement.
 - b. That the additional road width will not increase the safety and improve the operations for future traffic through the intersection and vehicles entering and exiting the site.

3. After reviewing the evidence and testimony presented by the applicant, the County approving authority may, by majority vote, waive or adjust the required right-of-way standard.

D. Conservation Easements.

1. Conservation easements may be required along:
 - a. All County drainage and stormwater rights-of-way or easements within a development. Such easements are intended to help prevent the siltation of streams and other bodies, and the erosion of stream banks, other watercourses and adjacent lands.
 - b. All developments along County roads where reverse frontage is proposed.
2. The land subjected to a conservation easement shall be a minimum of twenty-five (25) feet in width.
 - a. Where required along a County drainage or stormwater right-of-way or easement, a conservation easement shall be independently located or run adjacent to each side of the drainage or stormwater right-of-way or easement.
 - b. Where required along a County road, the width of a conservation easement shall be measured from the future road right-of-way, as set forth on the adopted Gloucester County Official Map.

3. All conservation easements shall contain provisions to prohibit:
 - a. The removal of trees and ground cover, except for the removal of dead or diseased trees, and the thinning of trees and other growth to encourage more desirable growth.
 - b. Filling or grading of land within the easement, except where a berm is proposed.
 - c. The disposal of refuse or waste material of any type within the easement.
 - d. The erection, construction or placement of structures, buildings, fences and utilities, including utility poles.
 - e. Vehicular access; except, where deemed necessary, access shall be restricted to emergency vehicles.
4. All conservation easements shall be shown on the plat with accurate bearings and distances, and shall be marked in the field by iron stakes wherever the lines of such easement change direction or intersect lot lines.
5. The area of the easement shall be shown on the plat in square feet and in acres to the nearest one-hundredth (0.01).

E. Drainage Easements.

1. If the site of a development is traversed or proposed to be traversed by a County drainage facility of any kind, including a pipe, channel, stream or swale, the County approving authority

shall require, as a condition for approval of the development application, drainage easements on the subject site, where stormwaters flow directly or indirectly to or from a County road, right-of-way or drainage structure, or where deemed necessary by the County Engineering Department.

2. If existing land drainage structures, such as french drains, are encountered during the course of construction of any development, such drainage structures shall either be removed entirely, or a revised final plat showing the location of such drainage structures, accompanied with detailed cross sections thereof, shall be filed with the County approving authority for review and action. Said approving authority shall either require that the structure be removed in part or in its entirety, or recommend such other action as it deems appropriate.
3. All easements shall be shown on the final plat with a notation as to the purpose and restrictions of the easement. Easement lines on the final plat shall be shown with accurate bearings and distances, unless the easement lines are parallel or concentric with lot lines. The areas of all easements shall be shown on the plat in square feet and acres to the nearest one-hundredth (0.01).
4. The land which is the subject of a County easement or right-of-way shall, in the case of storm drains or constructed channels, be of a suitable width meeting the requirements for design of drainage facilities as set forth by the County Engineering Department, or be a strip which conforms substantially to the floodplain of any watercourse along both

sides of the watercourse to a width of fifty (50) feet in each direction from the center line of the watercourse, whichever is greater; except, however, that if the location of such watercourse is at or near the boundary of the subdivision, the dimensions of the easement or right-of-way shall be modified to retain it within the confines of the development. Said easement or right-of-way shall include provisions assuring the following:

- a. Preservation of the channel of the watercourse.
- b. Except in the course of an authorized drainage improvement, prohibition of alteration of the contour, topography or composition of the land within the easement or right-of-way.
- c. Prohibition of construction within the boundaries of the easement or right-of-way which will obstruct or interfere with the natural flow of the watercourse.
- d. Reservation of a public right-of-entry for the purpose of maintaining the storm drain, drainage channel or the natural flow of drainage through the watercourse, or maintaining any and all County structures related to the exercise of the easement or right-of-way and of installing and maintaining a storm or sanitary sewer system or other public utility.

F. Sight Easements.

1. In addition to the right-of-way widths required for the full design of all County roads and County intersections, sight easements shall be required where a County road intersects another County road, a municipal road, a State highway, or an access easement, road or driveway to a non-residential site.
2. Sight easements shall include provisions to prohibit the planting of trees or other vegetation, or constructing, erecting or locating any structure, including signs, which exceeds twenty-four (24) inches in height and which would obstruct the clear sight across the area of the easement, and a reservation to the public of a right-of-entry for the purpose of removing any object, natural or otherwise, that obstructs the clear sight.
3. Required minimum sight easement distances for driveways, roads, and access easements intersecting County roads are set forth in the Gloucester County Specification Manual.
4. All sight easements shall be shown on the plat with accurate bearings and distances.
5. In the event the applicant or his successor(s) fails to maintain the sight easement to the standard set forth in Section 409F2. above, the County of Gloucester, its agents, representatives or employees may enter upon and re-enter said lands for the purpose of clearing any trees, vegetation or other obstructions for the purpose of establishing a clear sight or view for

operators of vehicles or pedestrians traveling the abutting roadway. If such action is necessary, the applicant or successor shall reimburse the County for all expenses incurred.

G. Slope Easements.

1. Where it has been deemed necessary by the County approving authority, slope easements shall be required.
2. Slope easements shall include provisions regarding slope construction and maintenance, and a reservation to the public of a right-of-entry for the purpose of maintaining said easement area.
3. All slope easements shall be shown on the plat with accurate bearings and distances.
4. The areas of all slope easements shall be shown on the plat in square feet and in acres to the nearest one-hundreth (0.01).

H. Form of Dedication of Easement.

1. In order to effect dedication of an easement required by this Resolution:
 - a. All plats shall contain the appropriate following notation:
"Easement dedicated to Gloucester County for
 - (1) Conservation Purposes.";
 - (2) Drainage Purposes.";
 - (3) Road Improvement Purposes.";
 - (4) Sight Purposes.";

(5) Slope Purposes".

- b. Nothing in this Resolution shall affect previous dedications of rights-of-way or easements to Gloucester County not furnished by deed.

I. Procedures for Dedication.

1. All deeds of dedication of right-of-way or easement shall be prepared by the applicant's attorney, based on a metes and bounds description prepared by the applicant's engineer or surveyor. To initiate the preparation of such documents, the applicant shall submit to the County Planning Department a draft of the metes and bounds description of the lands which are subject to the dedication. Upon approval of the metes and bounds description, the applicant shall complete preparation of the dedication, in accordance with the forms attached to this Resolution (see Appendix).
2. After preparation, the applicant shall submit to the Gloucester County Planning Department for review by the Planning Board Attorney, copies of the documents required, along with a copy of a certificate of title from a reputable title company in the State of New Jersey. It shall be the applicant's responsibility to provide any and all documentation necessary in order to have all exceptions to the title report removed, including, but not limited to,

discharges of mortgage or subordinations. Dedications of rights-of-way or easements shall be conveyed to the County of Gloucester free and clear of all liens, or first in priority, as may be required by the County Planning Board Attorney.

3. Upon the approval of all documents by the Planning Board Attorney, the applicant shall execute all documents and forward to the County Planning Board Attorney for recording. If the applicant is not the owner of the subject site at such time as his signature is to be affixed to the deed, said instrument shall be signed by the owner of record and the applicant. Upon receipt of the signed documents, the Planning Board Attorney shall record them in the Office of the County Clerk, and forward a copy of the filing to the County Planning Department and to the applicant.

410. Improvement Costs Estimates and Guarantees

A. Improvement Costs Estimates.

1. Prior to final approval of an application for development, the County Engineering Department shall prepare a cost estimate for all road and drainage improvements proposed within County rights-of-way and easements.
2. The cost estimate shall include the name of the project, a brief description of the proposed improvements, a breakdown of quantities and materials, unit prices and total cost of each improvement. The total cost of all improvements shall include twenty percent (20%) for contingencies.

B. Construction of Improvements. Prior to final approval of a development application requiring the issuance of a construction permit from a municipality, or requiring a permit from the County Road Department, the applicant shall have posted adequate performance guarantees to assure the installation of the required improvements, whether they be temporary or permanent. In the alternate, when required by the County approving authority, the applicant shall submit cash payments in lieu of improvements in accordance with the criteria set forth below in this Section.

C. Payment in Lieu of Improvements.

1. If recommended by the County Engineering Department and required by the County approving authority, the applicant shall provide payment in lieu of construction of improvements to County roads and drainage facilities to cover the costs or proportionate share thereof, for the future installation of said facilities, pursuant to N.J.S.A. 40:27-6.2(d) and 6.6(d).
2. The following shall be considered by the County approving authority when determining payment in lieu of improvements:
 - a. The proposed land use will impact County roads or drainage facilities to such an extent that improvements are necessary, as determined by the County Departments of Engineering and Planning, and;
 - b. Improvements are planned to the County facilities being impacted, or;

- c. The proposed development has limited frontage on County roads and spot improvements of County facilities will result in traffic hazards, as determined by the County Departments of Engineering and Planning, or;
 - d. The proposed development is one of many proposals in a growth region and a mechanism for allocating shared cost to each project for improvements to County facilities is necessary, as determined by the County Departments of Engineering and Planning, or;
 - e. Improvements to County facilities are planned in accordance with the adopted County Development Plan, Capital Improvement Program or Official County Map.
- D. Payment. The applicant shall make payment to the County by certified check or its equivalent. Upon the receipt of all monies, the County Planning Department shall forward the funds to the County Treasurer's Office for deposit into a special account set up for the sole purpose of maintaining funds collected by this program.
- E. Withdrawal of Funds. The County Engineering Department may be authorized to draw funds from said account upon the awarding of construction bids for the improvements to any County facility, for which a contribution has been deposited. If improvements for which funds were deposited are not initiated for a period of ten (10) years, the funds shall be

transferred to the General Fund of the County, provided that no assessment of benefits for such facilities as a local improvement shall thereafter be levied against the owners of the land upon which the developers prior contribution had been made.

411. Permits

A. The applicant shall obtain, when applicable, all necessary permits from the County Road Department prior to commencing construction within the County right-of-way. No permit shall be issued unless:

1. An application for development has been reviewed and approved by the County approving authority, pursuant to this Resolution;
2. All conditions imposed at the time of approval have been met, if any, and;
3. A performance guarantee; payment in lieu of improvements, or; contributions for off-tract improvements, if any, have been submitted.

412. Performance Guarantee

A. The applicant shall post a performance guarantee with the County for improvements to or affecting County roads or drainage facilities, unless payment in lieu of improvements has been made in accordance with Section 410C above.

- B. If the County approving authority requires the applicant to post a performance guarantee, the guarantee shall be in the form of a check, bond, irrevocable letter of credit or any other form acceptable to and approved by the Planning Board Attorney. Said guarantee shall be posted with the County Planning Department prior to the County approving authority granting final approval of the development application.
- C. The amount of a performance guarantee shall be set by the County approving authority, upon the recommendation of the County Engineering Department. In no case shall the amount of a performance guarantee exceed the full costs of improvements and installation, or the applicant's proportionate fair share of the cost of improvements, plus twenty percent (20%) for contingencies.
- D. The applicant shall assume full liability during construction, and until the release of his performance guarantee, for any improvements required by the County of Gloucester.
- E. Release of Performance Guarantee.
 - 1. The County Road Department, within thirty (30) days of receiving a written request from the contractor, shall inspect any and all completed improvements required by the County approving authority for which a performance guarantee has been posted, and shall certify if the improvements have been satisfactorily constructed.
 - 2. The developer shall permit on-site inspection whenever required by the County.

3. Within twenty (20) days from the date of final inspection, the County Road Department shall, in writing, notify the bonding company or the County Treasurer, as the case may be, of its recommendation for the performance guarantee to be released.
4. No performance guarantee shall be released until:
 - a. An "as-built" plan, signed and sealed by a professional engineer licensed to practice in the State of New Jersey, depicting the construction and installation of required improvements has been submitted, reviewed and approved by the County Engineering Department, and;
 - b. A maintenance guarantee has been posted, pursuant to the requirements set forth below in Section 413, and in the "Resolution Requiring a Permit for the Opening or Excavating of County Roads in the County of Gloucester" (Resolution # R-36m-82).

413. Maintenance Guarantee

- A. A maintenance guarantee, which shall be posted with the County Road Department, shall be provided for two (2) years, and shall:
 1. Consist of a surety in the form of a certified check, maintenance bond, irrevocable letter of credit, or any other form acceptable to and approved by the County Road Department, and;

2. Be in an amount not to exceed fifteen percent (15%) of the original performance guarantee amount, if the improvements involve County drainage facilities, and/or;
 3. Be in amount determined by the County Road Department, as established in the "Resolution Requiring a Permit for the Opening or Excavation of County Roads in the County of Gloucester" (Resolution #R-36m-82), if the improvements involve a County road.
- B. The County Road Department, upon written request, shall inspect all County facilities covered by a maintenance guarantee thirty (30) days prior to the expiration date of the guarantee, and shall certify if the facilities are in satisfactory condition.
- C. Within twenty (20) days from the date of inspection, the County Road Department shall, in writing, notify the bonding company or the County Treasurer, as the case may be, of its recommendation for the maintenance guarantee to be released.

414. Offsite Improvements

- A. Offsite improvements, the cost of which are to be borne by the applicant, may be required by the County approving authority as a condition for final approval of an application for development.

415. Off-Tract Improvements

A. General Policies.

1. The County approving authority may determine, in accordance with the provisions of this Resolution, that an applicant's development creates the need for off-tract improvements, in whole or in part, to a County road, bridge, culvert or drainage facility. When such a determination is made, the County approving authority may require the applicant to install or contribute to the actual cost of installation of off-tract improvements as a condition for final approval of an application for development.
2. The County approving authority may require, in accordance with the provisions of this Resolution, off-tract improvements which shall be reasonably related to the health, safety and welfare of the general public and shall include, but not be limited to, the installation of new improvements, the extension and modification of existing improvements, and any land areas required for improvements, including improvements to roads, bridges, culverts, curbs, sidewalks, drainage facilities, traffic signals and signage and such other off-tract improvements and easements the County approving authority may find necessary.

B. Determination of Costs and Applicant's Fair Share.

1. The County approving authority shall estimate the costs of the required off-tract improvements, in accordance with the standards adopted in this Resolution and the Gloucester County Specification Manual, and the applicant's fair share of the costs of the improvements.

a. The County Departments of Engineering and Planning, and such other parties having pertinent information or expertise, shall assist the County approving authority in estimating the costs of improvements and the amount representing the applicant's fair share of the costs.

2. In determining to what degree the need for an off-tract improvement is attributed to a proposed development, the County approving authority may consider the following, subject to adjustment for peculiar or exceptional conditions:

a. Contributions for road, curb, gutter, and sidewalk improvements in the public rights-of-way shall be based upon a property's percent of the total frontage of said rights-of-way. This percentage may be modified to reflect differences in vehicular or pedestrian traffic anticipated to be generated by developments fronting on said rights-of-way.

- b. Contributions for traffic-related improvements shall be based upon the percentage relationship of traffic generated by the proposed development and the total volume of anticipated traffic for each segment of the improvement. This percentage may be modified in consideration of peak flows for the proposed development and other segments of the contributing area.
- c. Contributions for drainage facilities shall be based upon the percentage relationship between the acreage of the property and the total contributing acreage for each segment of the drainage facilities involved. This percentage may be modified in consideration of the coefficients of runoff for the proposed development and other areas in the drainage basin.

C. Manner of Construction.

- 1. Off-tract improvements which cross municipal boundary lines may be constructed by the County.
- 2. All off-tract improvements which do not cross municipal boundary lines shall be constructed by the applicant, unless otherwise provided for through agreement with the Board of Chosen Freeholders.

D. Amount of Contribution. The County approving authority shall require that the applicant provide for all necessary off-tract improvements as a condition for final approval of an application for development consistent with one (1) of the following procedures:

1. If the off-tract improvements are to be completed by the County, the applicant shall make a cash payment in lieu of improvements in accordance with the provisions set forth above in Section 410C of this Resolution.
 2. If the off-tract improvements are to be completed by the applicant, the applicant shall post a performance guarantee in accordance with the provisions set forth above in Section 412 of this Resolution.
- E. Applicant's Notice of Allocated Share. The County approving authority shall notify the applicant of his allocated fair share of the cost of off-tract improvements prior to same being submitted before final approval of an application for development.
- F. Applicant's Payment of Allocated Costs When Constructed by the County. The County approving authority shall require that the applicant provide for cash payment of allocated costs for off-tract improvements prior to final approval of an application for development, consistent with the following:
1. The estimated cost of the off-tract improvement allocated to the applicant, if deposited by certified check made payable to the "Treasurer, Gloucester County", shall be submitted by the applicant to the County Planning Department. The County Planning Department shall forward said check to the Office of the County Treasurer, which shall provide a suitable depository therefore. Such funds shall only be used for off-tract improvements as required by the County approving authority. If, after a period of ten (10) years, the off-tract improvements have not begun, the deposited funds may be transferred to

the County's general fund. An off-tract improvement shall be considered "begun" if the County has taken legal steps to provide for the design and financing of such improvement.

- G. Installation of Improvements by the County. Nothing set forth herein shall be construed to impose an affirmative obligation upon the County to construct off-tract improvements, unless the County, in its sole discretion, makes provision for the funding of said improvements in its Annual Budget.
- H. Installation of Improvements by the Applicant. The Board of Chosen Freeholders may, at its discretion, enter into an agreement with the applicant to provide for the applicant to install and construct off-tract improvements and provide for the County's participation in completion of the off-tract improvements for the amount by which the County's property or facility is improved.
- I. Design Standards for Off-Tract Improvements Installed by the Applicant. Off-tract improvements installed by the applicant, in accordance with the provisions of this Resolution, shall observe all standards, requirements and principles of this Resolution, the Gloucester County Specification Manual and all other applicable requirements in the design of such improvements.

CHAPTER 500

SUBDIVISION AND SITE PLAN SUBMISSION REQUIREMENTS

501. Sketch Plat of a Subdivision

- A. Submission Optional. Applicants are encouraged to submit a sketch plat of a subdivision during the early design stages, containing information necessary to form a basis for discussion of development alternatives. A detailed review of a sketch plat may minimize the necessity of major revisions in subsequent, more detailed plat submissions. Applicants shall not be bound by any sketch plat for which review has been requested, and the County approving authority shall not be bound by any such review.
- B. Required Documents. Submission of an application of a sketch plat of a subdivision to the Gloucester County Planning Department shall include all of the following items:
 - 1. Four (4) sets of plans and attachments meeting the requirements set forth in Section 501C below.
 - 2. Two (2) copies of any required supporting documentation.
 - 3. One (1) copy of the County application form for subdivision approval (see Appendix).
 - 4. One (1) copy of the Submission Checklist for a Sketch Plat of a Subdivision (see Appendix).
 - 5. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

C. Plat Requirements.

1. General Requirements. The sketch plat may be prepared, signed and sealed by an architect, engineer, land surveyor or planner licensed to practice in the State of New Jersey, and shall be based on a land survey, a deed plotting, the current Tax Map or other suitable base map, and shall be drawn at a scale not less than one hundred (100) feet to the inch for subdivisions up to one hundred (100) acres in size and not less than two hundred (200) feet to the inch for subdivisions over one hundred (100) acres in size, and shall show or be accompanied by the information specified below.
2. Title Block. The title block shall appear on all sheets and shall include the information required pursuant to NJAC 13:40-1.
3. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:
 - a. Title of "Sketch Plat - Subdivision".
 - b. Name of the subdivision, if any.
 - c. Tax Map sheet, block and lot numbers of the tract to be subdivided as shown on the latest municipal Tax Map, the date of which shall also be shown.
 - d. Date of the original plat and all revisions thereto.
 - e. Names and addresses of the owner and subdivider, so designated.

- f. Names, signatures, addresses and license number, of the engineer and/or land surveyor who prepared the map. The plat shall bear the embossed seal of said engineer and/or land surveyor.

4. Detailed Information.

- a. A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five-hundred (500) feet of the property-in-question.
- b. A schedule shall be placed on the map indicating the acreage of the tract, the number of lots, the zoning district, the minimum required lot areas and dimensions, and building setbacks.
- c. Tax Map sheet, lot and block numbers and property lines of parcels within two hundred (200) feet of the land to be subdivided, including properties across the street, as shown by the most recent records of the municipality, or of adjoining municipalities.
- d. All existing structures, buildings, driveways, streets, watercourses, floodways and flood hazard areas within the proposed subdivision and within two hundred (200) feet of the boundaries thereof, and both the

width of the pavement and the width of the right-of-way of each street, existing public easements and municipal boundaries within two hundred (200) feet of the site.

- e. All existing structures and buildings on the site, an indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain referenced to existing and proposed lot lines.
- f. The boundaries, nature and extent of wooded areas and the location of any other significant physical features, including swamps, bogs, wetlands and ponds, within the proposed subdivision and within two-hundred (200) feet thereof.
- g. The layout of the proposed subdivision, drawn in compliance with the provisions of this Resolution and the design requirements of the County Specification Manual.
- h. All existing and proposed public easements or rights-of-way and the purposes thereof, and proposed streets within the proposed subdivision. The proposed streets shall show the right-of-way widths.
- i. The existing directions of surface flow and the system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage.

- j. North arrow.
- k. Written and graphic scales.
- l. Existing and proposed spot elevations and/or contours.
- m. The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for the review of the sketch plat.

502. Preliminary Plat of a Subdivision

- A. Required Documents. Submission of an application of a preliminary plat of a subdivision to the Gloucester County Planning Department shall include all of the following items:
 - 1. Four (4) sets of plans and attachments meeting the requirements set forth in Section 502B below.
 - 2. Two (2) copies of any required supporting documentation.
 - 3. One (1) copy of the County application form for subdivision approval (see Appendix).
 - 4. One (1) copy of the Submission Checklist for a Preliminary Plat of a Subdivision (see Appendix).
 - 5. Payment of the proper application fee as set forth in Chapter 400 of this Resolution.

6. Submission to outside agencies:

- a. A listing of the outside governmental agencies retaining jurisdiction over the application.
- b. Status of the application with those agencies retaining jurisdiction.
- c. For development applications in the Pinelands Area of Gloucester County, a copy of one (1) of the items set forth in Section 804A of this Resolution shall be submitted to the County.

7. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

B. Plat Requirements.

1. General Requirements. All plats shall be prepared, signed and sealed by a land surveyor licensed to practice in the State of New Jersey and shall bear the address, signature, embossed seal and license number of said land surveyor. If the subdivision involves the design and determination of public improvements, including pavements, curbs, sidewalks, sanitary sewage facilities, storm drainage facilities, etc., the design of these improvements shall be prepared, signed and sealed by a professional engineer licensed to practice in the State of New Jersey. The plans shall be drawn at a scale of not less than one

hundred (100) feet to the inch for subdivisions up to one hundred (100) acres in size and not less than two hundred (200) feet to the inch for subdivisions over one hundred (100) acres in size, and shall show or be accompanied by the information specified below.

2. Title Block. The title block shall appear on all sheets and shall include the information required pursuant to NJAC 13:40-1.
3. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:
 - a. Title of "Preliminary Plat - Subdivision".
 - b. Name of subdivision, if any.
 - c. Tax Map sheet, block and lot numbers of the tract to be subdivided as shown on the latest municipal Tax Map, the date of which shall also be shown.
 - d. Date of the original plat and all revisions thereto.
 - e. Names and addresses of the owner and subdivider, so designated.
 - f. Names, signatures, addresses and license numbers of the engineer and/or land surveyor who prepared the map. The plat shall bear the embossed seal of said engineer and/or land surveyor.

4. A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five hundred (500) feet of the property-in-question.
5. The names and addresses of all owners of, and property lines of, parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality within which the site is located. The list of property owners shall also indicate the status of all parcels within two hundred (200) feet of the subject site.
6. A schedule shall be placed on the map indicating the acreage of the tract, the number of proposed lots, the zoning district, the minimum required lot areas and dimensions, buildings setbacks, yards, and the percentage of open space and recreation acreage provided.
7. The preliminary plat shall be based on a current certified boundary survey, as required above, with sufficient lines of the adjoining tracts surveyed to establish any overlap or gap between the adjoining boundary lines and the boundary lines of the tract in question. The date of the survey and the name of the person making the same shall be shown on the map.

8. Contours.

- a. Existing one (1) foot interval contours based on National Oceanographic and Atmospheric Administration (NOAA) data (formerly known as U.S. Coast and Geodetics) (MSL=0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract in question and shall be certified by a New Jersey licensed surveyor or professional engineer as to accuracy, except that where the slopes exceed five percent (5%), a two (2) foot interval may be used, and if the slopes exceed ten percent (10%), a five (5) foot interval is permissible. The source of elevation datum base shall be noted. If contours have been established by aerial photography, a check profile shall be made on the boundary line of the tract and certified by a New Jersey licensed land surveyor.
- b. Ninety percent (90%) of elevations interpolated from contour lines shall be within one-half ($1/2$) the contour interval when referred to the nearest bench mark. All spot elevations shall be to the nearest one-tenth (0.1) foot and accurate to within three-tenths (0.3) foot.

- c. Ninety percent (90%) of all planimetric features shown on the map shall be within one-fortieth ($1/40$) inch of their true position, and no planimetric features will be out of true position more than one-twentieth ($1/20$) inch at map scale when referenced to the nearest field-established station. A statement of compliance and/or a complete statement concerning any areas of noncompliance with this requirement shall be placed on the plat.
9. All existing structures, buildings, driveways, streets, watercourses, floodplains, floodways and flood areas within the proposed subdivision and within two hundred (200) feet of the boundaries thereof, and both the width of the pavement and the width of the right-of-way of each street, existing public easement and municipal boundaries within two-hundred (200) feet of the site.
10. All existing structures and buildings on the site, an indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain, referenced to existing and proposed lot lines.
11. The boundaries, nature, extent and acreage of wooded areas and other important physical features, including swamps, bogs, wetlands and ponds within the proposed subdivision and within two hundred (200) feet thereof.

12. The layout of the proposed subdivision, drawn in compliance with the provisions of this Resolution and the design requirements of the County Specification Manual.
13. All existing and proposed public easements or rights-of-way and the purposes thereof, and proposed streets within the proposed subdivision. The proposed streets shall show the right-of-way and proposed pavement widths.
14. The existing system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage.
15. The acreage of the drainage area or areas of each natural or man-made watercourse traversing the subdivision, including the area within the subdivision and the area upstream from the subdivision.
16. All proposed lot lines and the areas of all lots in square feet. The areas and dimensions specified should be accurate to within minus zero percent (-0%) and plus four percent (+4%) {for example, a lot line specified as two hundred fifty (250) feet long should not be less than two hundred fifty (250) feet but may be as long as two hundred sixty (260) feet}.
17. North arrow.
18. Written and graphic scales.
19. Preliminary utility layouts showing methods of connection and sources of service.

20. The proposed location and area, in acres and square feet, of all proposed open space areas.
21. The types and locations of all stakes, marks or flagged points, if any, placed on the property to aid in on-site inspections. The County Engineering Department may require that the marks or stakes, at a minimum, be placed at the intersection of all lines of the tract boundary with existing streets, at the center of all cul-de-sacs, at all internal street intersections, along street tangents at intervals not exceeding five hundred (500) feet and at such additional locations as the Engineering Department may deem necessary. The locations indicated on the plat shall be accurate within plus or minus ten (10) feet. Any traverse lines cut out and/or marked on the site shall be shown on the plat.
22. The plat shall show, on the property to be subdivided and within two hundred (200) feet thereof, all existing paper streets, dirt roads, paved streets, curbs, manholes, sewer lines, water and gas pipes, utility poles, ponds, swamps, and all other topographical features of a physical or engineering nature.
23. Preliminary On-Site Grading and Drainage Plan containing the following shall be submitted:
 - a. The preliminary plat shall show or be accompanied by a preliminary grading and drainage plan which shall show locations of all existing and proposed drainage swales and channels, retention-recharge basins, the scheme of surface drainage and

other items pertinent to drainage, including the approximate proposed grading contours at one (1) foot intervals, except that if slopes exceed five percent (5%), a two (2) foot interval may be used, and if they exceed ten percent (10%), a five (5) foot interval is permissible. Data shall be National Oceanographic and Atmospheric Administration (NOAA) data (formerly U.S. Coast and Geodetics) (MSL=0), and the source of elevation data shall be noted.

- b. The plan shall outline the approximate area contributing to each inlet.
- c. All proposed drainage shall be shown with preliminary pipe types and sizes, invert elevations, grades and direction of flow. The direction of flow of all surface waters and all watercourses shall also be shown.
- d. The preliminary grading and drainage plan shall be accompanied by drainage calculations made in accordance with standards set forth in the County Specification Manual.

24. Preliminary Off-Site Drainage Plan. The preliminary plat shall also be accompanied by a preliminary off-site drainage plan prepared in accordance with the following standards:

- a. The plan shall consist of an outline of the entire drainage basin in which the property to be subdivided is located. The terminus of the basin and existing ground contours or other basins for determining basin limits shall be shown.
 - b. Pertinent off-site existing drainage, which receives or discharges runoff from or onto the site, shall be shown with elevations of inverts, pipe types and sizes or other appropriate physical data for open or nonpipe conduits.
 - c. Any existing plans for drainage improvements shall be shown.
 - d. In the event that a temporary drainage system is proposed, tentative plans of that system shall be shown.
25. Where work is to be done in the County right-of-way, a detailed plan at a scale of not less than one (1) inch equals thirty (30) feet showing the layout of any intersection, including driveways, with a County road. This plan shall show the following:
- a. Road profiles showing existing elevations along the centerline of the County road, that shall conform to County stationing, every twenty five (25) feet, extending one-hundred (100) feet beyond the property line or the end of road improvements, whichever is greater. Pipe sizes, slope, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities shall also be shown.

- b. Proposed gutterline elevations and top of curb grades shall be determined by the applicant's engineer and supplied to the County Engineer's Office for review and approval.
- c. Full cross-sections every fifty (50) feet and at critical points along the County road, that shall conform to County stationing, shall be provided, and shall be drawn at a scale of one (1) inch equals five (5) feet horizontal and vertical. These cross-sections shall give the elevations for the existing centerline and edge of road, the proposed gutterline and top of curb grades, and the cross-slope of any widened section of pavement along the County road. These sections shall be extended to the proposed right-of-way line to show any regarding (cut or fill) required within the shoulder area.
- d. Pavement markings, signs, and traffic control islands.
- e. Existing and proposed signs, lighting standards, utility poles, and trees of eight (8) inches in diameter or larger and thirty (30) inches or higher within the County right-of-way, except in heavily wooded areas.

26. Boring Logs. Unless the County Engineering Department determines that no boring logs are required, or that, when required, boring logs may be deferred to the final plat stage, the preliminary plat shall be accompanied by a set of boring logs and soil analyses. Boring logs shall show soil types and characteristics encountered, groundwater depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one-tenth (0.1) foot.
27. All sites which are the subject of a subdivision application and which are located within the distances shown in the table below shall have at least two (2) concrete monument bench marks on the National Oceanographic and Atmospheric Administration (NOAA) datum (formerly known as U.S. Coast and Geodetics). All contours shall be based and referenced to these bench marks. The elevations of the monuments shall be shown on the plans submitted to the County as part of the subdivision application. The preferable precision shall be 0.035 run in miles. The monuments shall be set at the intersection of the parcel property lines

with the proposed right-of-way line, and each monument shall be located by centerline station and offset dimension. These monuments shall be set prior to the submission of preliminary subdivision plans, and shall be shown on preliminary and final subdivision plans.

- | <u>Subdivision</u> | <u>Distance to Nearest Vertical Control</u> |
|---------------------------|---|
| 5 lots to 10 acres | 2 Miles |
| Over 10 acres to 25 acres | 6 Miles |
| Over 25 acres | 12 Miles |
28. The location of proposed depressed pedestrian ramps and other facilities for the handicapped.
29. A "tree-save" plan shall be submitted, which generally outlines the limits of tree removal and disturbance within existing and proposed County rights-of-way and easements.
30. A Traffic Impact Study shall be submitted which addresses the requirements set forth in the County Specification Manual.
31. Sectionalization and Staging Plans. A preliminary sectionalization and staging plan showing the following:
- If the subdivision is proposed to be filed for final approval in sections, the plans shall show each section. The staging of the various sections in the subdivision shall be such that if development of the subdivision were to be discontinued

after the completion of any section, the developed portion of the subdivision would be provided with adequate street drainage and utility systems. The size and staging of the section in a subdivision shall be established to promote orderly development and shall be subject to the approval of the County approving authority.

- b. The sectionalization and staging plan shall identify, for each lot or group of lots in the subdivision, those improvements that will be completed prior to application for Certificates of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings in the subdivision and adjoining properties.

- 32. The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for the review of the preliminary plat.

- C. Conditions for Approval. Approval of an application of a preliminary plat of a subdivision and the signing of the plat shall not be completed by the County approving authority until the following conditions have been satisfied:

- 1. Installation of, or posting of performance guarantees for the installation of, any improvements required by the approving authority, if applicable.

2. Execution and filing of deeds of dedication or easement with respect to right-of-way, drainage, sight, access, etc., if applicable.
 3. Any other conditions which may be imposed by the County approving authority, or which may be required by federal, state or local law.
 4. The County approving authority may also condition its preliminary approval upon the applicant providing for certain revisions or additions to the final plat submission.
- D. Certification. In the event that the application of a preliminary plat of a subdivision is approved, a certificate to that effect shall be endorsed on the preliminary plat.

503. Final Plat of a Subdivision

- A. Required Documents. Submission of an application of a final plat of a subdivision to the Gloucester County Planning Department shall include all of the following items:
1. Four (4) sets of plans and attachments meeting the requirements set forth in Section 503B below.
 2. Four (4) sets of all roadway improvement plans.
 3. Two (2) copies of any required supporting documentation.
 4. One (1) copy of the County application form for subdivision approval (see Appendix).

5. One (1) copy of the Submission Checklist for a Final Plat of a Subdivision (see Appendix).
6. Payment of the proper application fee, as set forth in Chapter 400 of this Resolution.
7. Submission to outside agencies:
 - a. A listing of the outside governmental agencies retaining jurisdiction over the application.
 - b. Status of the application with those agencies retaining jurisdiction.
 - c. For development applications in the Pinelands Area of Gloucester County, a copy of one (1) of the items set forth in Section 804A of this Resolution shall be submitted to the County.
8. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

B. Plat Requirements.

1. General Requirements. A final plat may, for all or any portion of an approved preliminary plat, be submitted to the County approving authority within three (3) years of the date of approval of the preliminary plat. All requirements set forth in this Resolution for preliminary plats shall apply to final plats with the addition of the specific additional requirements set forth herein.

- a. A final plat shall be drawn at a scale of not less than one hundred (100) feet to the inch, shall conform to the provisions of Chapter 141 of the Laws of 1960 of the State of New Jersey, as amended and supplemented, and shall include or be accompanied by the information specified herein.
 - b. All dimensions, both linear and angular, of the exterior boundaries of the subdivision and all lots and all lands reserved or dedicated for public use shall balance, and their description shall close within a limit of error of not more than one (1) part in ten thousand (10,000).
2. Purpose of Final Plat. A final plat and supporting drawings and documents for a proposed subdivision shall constitute the complete and fully detailed and documented development of the subdivision proposal, and shall become the basis for the construction of the subdivision and inspection by the County Engineer and other County officials. The portion of the plat intended for filing must be recorded at the Gloucester County Clerk's Office to have legal status.
3. Title Block. The title block shall appear on all sheets and shall include the information required pursuant to NJAC 13:40-1.
4. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:

- a. Title of "Final Plat - Subdivision", and;
 - b. Information specified for preliminary plats in Section 502B3.
5. The final plat shall be based on a monumented current certified boundary survey. The date of the survey and the name of the person making the same shall be shown on the map. If twelve (12) months or more have passed since the date of (or date of last recertification of) the survey, it shall be recertified and, if necessary, brought up-to-date. Any necessary revisions from the survey used as a base for the tentative plat shall be specifically noted.
6. All design information submissions required by the provisions of the improvements and design standards portions of this Resolution and the County Specification Manual shall accompany the final plat.
7. A grading plan shall be submitted showing existing and proposed grading contours at one (1) foot intervals throughout the tract, except that if slopes exceed five percent (5%), a two (2) foot interval may be used, if they exceed ten percent (10%), a five (5) foot interval is permissible. Data shall be National Oceanographic and Atmospheric Administration (NOAA) data (formerly U.S. Coast and Geodetics) (MSL=0), and the source of data shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be shown to clearly delineate proposed grading, including corner elevations of buildings and first floor and basement elevations.

8. The limits of all areas of proposed cuts and fills, exclusive of excavations for basements, shall be clearly designated.
9. Final On-Site Drainage Plan containing the following shall be submitted:
 - a. The drainage plan shall be presented in graphic form which shall clearly show the street and lot layout and those items which are pertinent to drainage, including existing and proposed contours as previously required.
 - b. The plan shall outline each area contributing to each inlet.
 - c. All proposed drainage shall be shown with pipe types and sizes, invert and grate or rim elevations, grades and direction of flow. The direction of flow of all surface waters and of all streams shall be shown.
 - d. The drainage plan shall be accompanied by complete drainage calculations made in accordance with standards set forth in the County Specification Manual.
10. Final Off-Site Drainage Plan. The final plat shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:
 - a. The plan shall consist of an outline of the entire drainage basin in which the property to be subdivided is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown.

- b. The pertinent off-site existing drainage shall be shown with elevations of inverts and grades to the nearest one-tenth (0.1) foot.
 - c. Any existing plans for drainage improvements shall be shown.
 - d. In the event that a temporary drainage system is proposed, full plans of that system shall be shown.
 - e. The off-site drainage plans shall be accompanied by profiles of all proposed drainage, showing existing and proposed finished grades, channel section details; pipe sizes, types, inverts, crowns and slopes; all proposed structures and connections; and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross sections at intervals not exceeding one hundred (100) feet shall be shown for all open channels.
11. Where required by the County Engineering Department, full cross sections of streets proposed to intersect County roads at least ten (10) feet outside of any grading limit at intervals of at least every one hundred (100) feet, of all such intersections shall be submitted.
12. Plans shall be submitted showing detailed utility layouts, specifications and cross sections (sewers, water, gas, electric, telephone, etc.), including feasible connections to any existing or proposed utility systems; provided, however, that detailed layouts of gas, electric, and telephone lines are not required. An

indication of these on a typical road cross section shall be sufficient. Layouts shall include proposed locations of streetlights and fire hydrants. If private utilities are proposed, they shall comply with all local, county, and State regulations.

13. Plans shall be submitted showing the tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated, or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information that may assist the County professionals in the determination of floodway and flood hazard area limits. In cases where all or a portion of a subdivision is located in an unnumbered "A" Zone, as shown on the Flood Insurance Rate Maps of the Federal Emergency Management Agency, the applicant shall undertake and submit such studies as are necessary to determine the base flood elevation.
14. Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and sight easement lines, with accurate dimensions and bearings and radii, tangents, chords, arcs and central angles of all curves and all front, rear and side yard setback lines shall be provided on the plans submitted.

15. New Jersey System of Plane Coordinates. The property lines of all final plats shall be placed on the New Jersey System of Plane Coordinates if they are located within the distances as shown in the table below. The coordinates of all monuments shall be shown on the final plats filed in the County Clerks Office.

<u>Subdivision</u>	<u>Distance to Nearest Horizontal Control</u>
5 lots to 10 acres	2 Miles
Over 10 acres to 50 acres	6 Miles
Over 50 acres	12 Miles

16. All monuments in accordance with Chapter 141 of the Laws of 1960 of the State of New Jersey, including all monuments found, monuments set and monuments to be set, and an indication of monumentation found and reset shall be shown on the plans submitted.
17. Certification by the engineer and/or land surveyor preparing the plat as to accuracy of the details of same shall be provided.
18. Lot and block numbers shown on the final plat shall conform to the municipal Tax Map, or proposed revisions thereof, and shall be obtained by the applicant's engineer from the municipal engineer.

19. Unless waived by the County approving authority, a detailed plan setting forth the type and location of all traffic control and regulatory devices shall be provided. This plan shall be prepared in consultation with the County Traffic Engineer, and shall provide for all appropriate traffic control measures necessary for the health, safety, convenience and well-being of those occupying, or likely to occupy, the subdivision between final approval and final acceptance.
 20. Sectionalization of final plats shall be in conformance with the sectionalization and staging plan, if any, approved with the preliminary plat.
 21. The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for review of the final plat.
 22. All plats submitted to the County approving authority for final approval shall comply with the provisions of the Map Filing Law (N.J.R.S. 46:23-9.8 et seq.).
- C. Conditions for Approval. Approval of an application of a final plat of a subdivision and the signing of the plat shall not be completed by the County approving authority until the following conditions have been satisfied:

1. Installation of, or posting of performance guarantees for the installation of any improvements required by the approving authority, if applicable.
 2. Execution and filing of deeds of dedication or easement with respect to right-of-way, drainage, sight, access, etc., if applicable.
 3. Submission of one (1) reproducible mylar of the filed plat.
 4. Submission of one (1) reproducible mylar of all roadway improvement plans.
 5. Any other conditions which may be imposed by the County approving authority, or which may be required by federal, State or local law.
- D. Certification. In the event that the application for a final plat of a subdivision is approved, a certification shall appear on the plat that said plat is in compliance with the Map Filing Law.

504. Sketch Plat of a Site Plan

- A. Submission Optional. Applicants are encouraged to submit a sketch plat of a site plan during the early design stages, containing information necessary to form a basis for discussions of development alternatives. A detailed review of a sketch plat may minimize the necessity of major revisions in subsequent, more detailed plat submissions. Applicants shall not be bound by any sketch plat for which review has been requested, and the County approving authority shall not be bound by any such review.

B. Required Documents. Submission of an application of a sketch plat of a site plan to the Gloucester County Planning Department shall include all of the following items:

1. Four (4) sets of plans and attachments meeting the requirements set forth in Section 504C below.
2. Two (2) copies of any required supporting documentation.
3. One (1) copy of the County application form for site plan approval (see Appendix).
4. One (1) copy of the Submission Checklist for a Sketch Plat of a Site Plan (see Appendix).
5. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

C. Plat Requirements.

1. General Requirements. The sketch plat shall be based on a land survey, a deed plotting, the current Tax Map or other suitable base map, and shall be drawn at a scale not less than one (1) inch equals fifty (50) feet nor greater than one (1) inch equals ten (10) feet. If the size of the site would require the use of sheets larger than thirty by forty-two (30 x 42) inches in order to show the entire site on one (1) sheet, the detail information for the site plan shall be

shown in sections on sheets not larger than thirty by forty-two (30 x 42) inches, which sheets shall be keyed to an overall plan of the site drawn at a scale of not less than one (1) inch equals two hundred (200) feet.

2. Title Block. The title block shall appear on all sheets and shall include the information required pursuant to NJAC 13:40-1.
3. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:
 - a. Title of "Sketch Plat - Site Plan".
 - b. Name of development, if any.
 - c. Tax Map sheet, block and lot numbers of the site, as shown on the latest municipal Tax Map, the date of which shall also be shown.
 - d. Date of the original plan and all revisions thereto.
 - e. Names and addresses of owner and developer, so designated.
 - f. Names, signatures, addresses, and license numbers of the engineer, architect, land surveyor or planner who prepared the plan. The plat shall bear the embossed seal of said professional.
 - g. If the site plan contains more than one (1) sheet, each sheet shall be numbered and titled.

4. A schedule shall be placed on the site plan indicating:
 - a. The acreage of the tract and site (the portion of the tract involved in the site plan).
 - b. The floor area of the existing and proposed buildings, listed separately.
 - c. The proposed use or uses, and the floor area devoted to each use.
 - d. Proposed and required lot dimensions and front, rear and side yard setbacks.
 - e. Proposed and required off-street parking spaces.
 - f. Acreage, square footage and percentage of the site retained in unoccupied open space.
5. A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five hundred (500) feet of the property-in-question.
6. North arrow.
7. Written and graphic scales.

8. Tax Map sheet, lot and block numbers and property lines of parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality, or of adjoining municipalities.
9. The existing direction of surface flow and the system of drainage of the site and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage.
10. Existing and proposed spot elevations and/or contours.
11. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated, or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information that may assist the Engineering Department in the determination of floodway and flood hazard area limits.
12. Driveway locations and pavement and right-of-way widths of existing streets within two hundred (200) feet of the site.
13. The boundary, nature and extent of wooded areas, swamps, bogs, and wetlands and ponds within the site and within two hundred (200) feet thereof.

14. Existing manholes, sewer lines, fire hydrants, waterlines, utility poles and other topographical features of a physical or engineering nature within the site and within two hundred (200) feet thereof.
15. All existing structures and buildings within the site and within two hundred (200) feet of the site, including their use.
16. All existing structures and buildings on the site, an indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain, referenced to existing and proposed lot lines.
17. Location, use, ground coverage, front, rear and side setbacks of all buildings and other pertinent improvements.
18. Existing and proposed public easements or rights-of-way and purposes thereof.

505. Preliminary Plat of a Site Plan

- A. Required Documents. Submission of an application of a preliminary plat of a site plan to the Gloucester County Planning Department shall include all of the following items:
 1. Four (4) sets of plans and attachments meeting the requirements set forth in Section 505B below.

2. Two (2) copies of any required supporting documentation.
3. One (1) copy of the County application form for site plan approval (see Appendix).
4. One (1) copy of the Submission Checklist for a Preliminary Plat of a Site Plan (see Appendix).
5. Payment of the proper application fee as set forth in Chapter 400 of this Resolution.
6. Submission to outside agencies.
 - a. A listing of the outside governmental agencies retaining jurisdiction over the application.
 - b. Status of the application with those agencies retaining jurisdiction.
 - c. For development applications in the Pinelands Area of Gloucester County, a copy of one (1) of the items set forth in Section 804A of this Resolution shall be submitted to the County.
7. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

B. Plat Requirements.

1. General Requirements.

- a. Any preliminary plat of a site plan submitted to the County approving authority for its approval shall be prepared, signed and sealed by a professional licensed to practice in the State of New Jersey, as detailed below:

(1) Depiction of existing conditions on a site plan.

(a) Survey: Showing existing conditions and exact location of physical features including metes and bounds, drainage, waterways, specific utility locations, and easements: by a land surveyor.

[1] Survey information may be transposed to the site plan if duly noted as to the date of the survey, by whom, and for whom.

(b) Vegetation, general flood plain determination, or general location of utilities, buildings, or structures: by an architect, planner, engineer, land surveyor, or other person acceptable to the reviewing governmental body.

(2) Preparation of site plan.

- (a) The location of proposed buildings and their relationship to the site and the immediate environs: by an architect or engineer.
- (b) The locations of drives; parking layout; pedestrian circulation; and means of ingress and egress: by an architect, planner, or engineer.
- (c) Drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a water course: by an engineer only.
- (d) Other drainage facilities: by an architect or engineer.
- (e) Utility connections and on tract extensions: by an engineer or architect.
- (f) Off tract utility extensions: by an engineer or architect.
- (g) On site sanitary sewage disposal or flow equalization facilities: by an engineer only.

(h) Landscaping, signs, lighting, screening or other information not specified above: by an architect, planner, engineer, or other person acceptable to the reviewing governmental body.

(i) The general layout of a preliminary site plan for a multiple building project, showing the development elements including their relationship to the site and immediate environs: by an architect, planner or engineer.

b. Site plans shall not be drawn at a scale smaller than one (1) inch equals fifty (50) feet nor larger than one (1) inch equals ten (10) feet. If the size of the site would require the use of sheets larger than thirty by forty-two (30 x 42) inches in order to show the entire site on one (1) sheet, the detailed information for the site plan shall be shown in sections on sheets not larger than thirty by forty-two (30 x 42) inches, which sheets shall be keyed to an overall plat of the site drawn at a scale of not less than one (1) inch equals two hundred (200) feet. The site plan shall be based on a monumented, current certified boundary survey prepared, signed and sealed by a land surveyor licensed to practice in the State of New Jersey. The plat shall be certified by the

surveyor as to the boundaries and physical conditions of the site. The date of the survey and the name of the person making same shall be shown on the map. If twelve (12) months or more have passed since the date of (or date of last recertification of) the survey, it shall be recertified and, if necessary, brought up-to-date.

2. Title Block. The title block shall include the information required pursuant to NJAC 13:40-1.
3. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:
 - a. Title of "Preliminary Plat - Site Plan".
 - b. Name of the development, if any.
 - c. Tax Map sheet, block and lot numbers of the site, as shown on the latest municipal Tax Map, the date of which should also be shown.
 - d. Date of the original plan and all revisions thereto.
 - e. Names and addresses of the owner and developer, so designated.
 - f. Names, signatures, addresses and license numbers of the engineer, architect, land surveyor or planner who prepared the plan. The plat shall bear the embossed seal of said professional.

- g. If the site plan contains more than one (1) sheet, each sheet shall be numbered and titled.
- 4. A schedule shall be placed on the site plan indicating:
 - a. The acreage of the tract and site (the portion of the tract involved in the site plan).
 - b. The floor area of the existing and proposed buildings, listed separately.
 - c. The proposed use or uses, and the floor area devoted to each use.
 - d. Proposed and required lot dimensions and front, rear and side yard setbacks.
 - e. Proposed and required off-street parking spaces.
 - f. Acreage, square footage and percentage of the site retained in unoccupied open space.
- 5. A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five hundred (500) feet of the property-in-question.

6. The names and addresses of all owners of, and property lines of, parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality within which the site is located. The list of property owners shall also indicate the status of all parcels within two hundred (200) feet of the subject site.
7. North arrow.
8. Written and graphic scales.
9. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated, or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Engineering Department in the determination of floodway and flood hazard area limits. In cases where all or a portion of a site is located in an unnumbered "A" Zone as shown on the Flood Insurance Rate Maps of the Federal Emergency Management Agency, the applicant shall undertake and submit such studies as are necessary to determine the base flood elevations.
10. Driveway locations and pavement and right-of-way widths of existing streets within two hundred (200) feet of the site.
11. The boundary, nature and extent of wooded areas, swamps, bogs, wetlands and ponds within the site and within two-hundred (200) feet thereof.

12. Existing and proposed manholes, sewer lines, fire hydrants, waterlines, utility poles and all other topographical features of a physical or engineering nature within the site and within two hundred (200) feet thereof.
13. All existing structures and buildings within the site and within two-hundred (200) feet of the site, including their use.
14. All existing structures and buildings on the site, an indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain, referenced to existing and proposed lot lines.
15. Location, use, finished grade level, ground coverage, first floor and basement elevations, front, rear and side yard setbacks of all existing buildings and other pertinent improvements.
16. All existing and proposed public easements or rights-of-way and the purposes thereof.
17. A grading plan showing existing and proposed grading contours at one (1) foot intervals throughout the tract, except that if slopes exceed five percent (5%), a two (2) foot interval is permissible. Data shall be National Oceanographic and Atmospheric Administration (NOAA) data (formerly U.S. Coast and Geodetics) (MSL=0), and the source of data shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be shown to clearly delineate proposed grading.

18. On-Site Drainage Plan.

- a. The drainage plan shall be presented in graphic form which shall clearly show the street and lot layout, and those items which are pertinent to drainage, including existing and proposed contours as previously required.
- b. The plan shall outline each area contributing to each inlet.
- c. All proposed drainage shall be shown with pipe type and sizes, invert and grate or rim elevations, grades and direction of flow. The direction of flow of all surface waters and of all streams shall be shown.
- d. The drainage plan shall be accompanied by complete drainage calculations made in accordance with the standards set forth in the County Specification Manual.

19. Off-Site Drainage Plan. The plat shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:

- a. The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basins for determining basin limits shall be shown.
- b. The pertinent off-site existing drainage shall be shown with elevations of inverts and grades to the nearest one-tenth (0.1) foot.

- c. All existing plans for drainage improvements shall be shown.
 - d. In the event that a temporary drainage system is proposed, full plans of that system shall be shown.
 - e. The off-site drainage plans shall be accomplished by profiles of all proposed drainage, showing existing details; pipe sizes, types, inverts and crowns and slopes; all proposed structures and connections; and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross sections at intervals not exceeding one hundred (100) feet shall be shown for all open channels.
20. All sites which are the subject of a preliminary site plan application and which are located within the distances as shown in the table below shall have at least two (2) concrete monument bench marks on the National Oceanographic and Atmospheric Administration (NOAA) datum (formerly known as U.S. Coast and Geodetics). All contours shall be based and referenced to these bench marks. The elevations of the monuments shall be shown on the plans submitted to the County as part of the site plan application. The preferable precision shall be 0.035 run in miles. The monuments shall be set at the intersection of the parcel property lines

with the proposed right-of-way line, and each monument shall be located by centerline station and offset dimension. These monuments shall be set prior to the submission of preliminary site plans, and shall be shown on preliminary and final site plans.

<u>Site Plan</u>	<u>Distance to Nearest Horizontal Control</u>
Less than 2 acres	2 Miles
2 acres to 50 acres	6 Miles
Over 50 acres	12 Miles

21. New Jersey System of Plane Coordinates.

- a. The property lines of a tract which is the subject of a site plan application shall be placed on the New Jersey System of Plane Coordinates if they are located within the distances as shown in the table above. The coordinates of all monuments shall be shown on the preliminary and final site plan plats.
- b. Sites not located within the criteria set forth in the table above may not be required to use the New Jersey System of Plane Coordinates, at the discretion of the County Engineer. In that case, existing and proposed lines shall be shown. A closed traverse shall be run to current acceptable standards, with preferable precision of at least one (1) in twenty thousand (20,000).

22. Where work is to be done in the County right-of-way, a detailed plan at a scale of not less than one (1) inch equals thirty (30) feet showing the layout of any intersection, including driveways, with a County road. This plan shall show the following:

- a. Road profiles showing existing elevations along the centerline of the County road, that shall conform to County stationing, every twenty five (25) feet, extending one-hundred (100) feet beyond the property line or the end of road improvements, whichever is greater. Pipe sizes, slope, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities shall also be shown.
- b. Proposed gutterline elevations and top of curb grades shall be determined by the applicant's engineer, and supplied to the County Engineer's Office for review and approval.
- c. Full cross-sections every fifty (50) feet and at critical points along the County road, that shall conform to County stationing, shall be provided, and shall be drawn at a scale of one (1) inch equals five (5) feet horizontal and vertical. These cross-sections shall give the elevations for the existing centerline and edge of road, the proposed gutterline and top of curb

grades, and the cross-slope of any widened section of pavement along the County road. These sections shall be extended to the proposed right-of-way line to show any regrading (cut or fill) required within the shoulder area.

- d. Pavement markings, signs, and traffic control islands.
- e. Existing and proposed signs, lighting standards, utility poles, and trees of eight (8) inches in diameter or larger and thirty (30) inches or higher within the County right-of-way, except in heavily wooded areas.

23. Boring Logs. Unless the County Engineer shall determine that no boring logs are required, or that, when required, boring logs may be deferred to the final plat stage, the preliminary plat shall be accompanied by a set of boring logs and soil analyses. Boring logs shall show soil types and characteristics encountered, groundwater depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one-tenth (0.1) foot.

24. Tax Map sheet, lot and block numbers and property lines of parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality, or of adjoining municipalities.

25. The plat shall show the location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as open space, indicating the facilities to be provided in such areas.
26. The capacity of off-street parking areas and the location and dimensions of all access drives, aisles and parking stalls shall be shown on the site plan. The location and treatment of existing and proposed entrances and exits to public right-of-way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other devices necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single-unit trucks or buses and semitrailers that will enter the site each day.
27. A graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation shall be provided. If the developer desires to have the appropriate provisions of Title 39 of the New Jersey Revised Statutes governing motor vehicle operation made applicable to the site, thereby allowing municipal police regulation of traffic control devices, he shall submit a formal request and a detailed plan meeting the requirements of the New Jersey Department of Transportation. The County Engineer shall advise the developer regarding the details of such a plan.
28. The location and size of proposed loading facilities.

29. Locations of curbs and sidewalks.
30. Cross sections showing the composition of pavement areas, curbs and sidewalks.
31. Location of signs and drawn details showing the size, materials of construction, height and content of all signs.
32. Location of handicapped facilities, including parking spaces and ramps, where applicable.
33. A "tree-save" plan shall be submitted, which generally outlines the limits of tree removal and disturbance within existing and proposed County rights-of-way and easements.
34. A Traffic Impact Study shall be submitted, which addresses the requirements set forth in the County Specification Manual.
35. Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site, and provisions to be made for site maintenance.

36. Sectionalization and Staging Plan. If large uses, such as shopping centers, multi-family dwelling developments, industrial parks or other such uses are proposed to be developed in stages, the developer shall submit a sectionalization and staging plan showing the following:

a. The anticipated date for commencing construction of each section or stage. The staging of development on the site shall be such that if development of the site were discontinued after the completion of any stage, the developed portion of the site would comply in all respects to the requirements of this Resolution and be provided with adequate drainage and utility systems.

b. Those improvements that will be completed in each stage prior to application for Certificate of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings on the site and adjoining properties.

37. The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for preliminary site plan review.

c. Conditions for Approval. Approval of an application of a preliminary plat of a site plan and the signing of the plat shall not be completed by the County approving authority until the following conditions have been satisfied:

1. Installation of, or posting of performance guarantees for the installation of any improvements required by the County approving authority, if applicable.
 2. Execution and filing of deeds of dedication or easement with respect to right-of-way, drainage, sight, access, etc., if applicable.
 3. Any other conditions which may be imposed by the County approving authority, or which may be required by federal, State or local law.
 4. The County approving authority may also condition its preliminary approval upon the applicant providing for certain revisions or additions to the final plat submission.
- D. Certification. In the event that the application for a preliminary site plan is approved, an appropriate certification shall be endorsed on the site plan.

506. Final Plat of a Site Plan

- A. Required Documents. Submission of an application of a final plat of a site plan to the Gloucester County Planning Department shall include all of the following items:
1. Four (4) sets of plans and attachments meeting the requirements set forth in Section 506B below.
 2. Four (4) sets of all roadway improvement plans.
 3. Two (2) copies of any required supporting documentation.

4. One (1) copy of the County application form for site plan approval (see Appendix).
 5. One (1) copy of the Submission Checklist for a Final Plat of a Site Plan (see Appendix).
 6. Payment of the proper application fee as set forth in Chapter 400 of this Resolution.
 7. Submission to outside agencies.
 - a. A listing of the outside governmental agencies retaining jurisdiction over the application.
 - b. Status of the application with those agencies retaining jurisdiction.
 - c. For development applications in the Pinelands Area of Gloucester County, a copy of one (1) of the items set forth in Section 804A of this Resolution shall be submitted to the County.
 8. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, State or local law.
- B. Plat Requirements. The final plat shall include all data required for the preliminary plat of the site plan, shall be drawn to incorporate all changes required as a condition of preliminary approval, shall be drawn to specifications as required for a preliminary plat and shall be titled "Final Plat-Site Plan".

C. Conditions for Approval. Approval of an application of a final plat of a site plan and the signing of the plat shall not be completed by the County approving authority until the following conditions have been satisfied:

1. Installation of, or posting of performance guarantees for the installation of any improvements required by the approving authority, if applicable.
2. Execution and filing of deeds of dedication or easement with respect to right-of-way, drainage, sight, access, etc., if applicable.
3. Submission of one (1) reproducible mylar of the approved final plat.
4. Submission of one (1) reproducible mylar of all roadway improvement plans.
5. Any other conditions which may be imposed by the County approving authority, or which may be required by federal, State or local law.

D. Certification. In the event that the application for a final site plan is approved, an appropriate certification shall be endorsed on the site plan.

CHAPTER 600

GENERAL DESIGN CRITERIA

601. General Criteria

- A. Objectives. All site plan and subdivision plats shall conform to design standards that will encourage desirable development patterns within the County. The site plan or subdivision shall conform to the proposals and conditions shown on the adopted Official County Map. The impacts of a proposed development on County road rights-of-way, drainage rights-of-way and other County facilities shall be considered during the review of the application.
- B. Responsibility for Design. Within the criteria established by, and subject to the review and action of the County approving authority, design of a site plan or subdivision is the responsibility of the developer, and he shall be responsible for and bear the entire cost of any and all investigations, tests, reports, surveys, samples, calculations, environmental assessments, designs, researches or any other activity necessary to the completion of the design. The standards set forth in this Resolution and the accompanying County Specification Manual shall be taken to be the minimum necessary to meet their intent and purpose. The responsibility of the County approving authority shall be to see that these minimum standards are followed and, in those cases not covered by these standards, sufficient precautions are taken to assure that the eventual design is conducive to the implementation of the intent and purpose of this Resolution, the County Specification Manual and the Official County Map. The

County approving authority may employ professionals in various disciplines to advise and assist it in its determinations. Any decisions of the County approving authority regarding the suitability or sufficiency of any design proposal, taken upon advice of its professionals and subject to the provisions of this Resolution, the County Specification Manual and the Official County Map, shall be deemed conclusive.

- C. Design Data. To properly execute the design of a site plan or subdivision, it is anticipated that the developer will obtain or cause to be obtained certain design data, including but not limited to soil tests and analyses, traffic studies and traffic projections, surveys, reports and similar design data. Any and all such data obtained by the developer, or by others retained by him to complete the design, shall be made available to the County approving authority, the County Departments of Engineering and Planning and professional consultants employed by the County for the purpose of reviewing the proposed design. Should the County approving authority determine that the design data submitted are not sufficient for the purpose of completing a full review of the proposal, it may request the applicant to provide such additional information as is deemed necessary. Until the applicant supplies such information, no submission under the provisions of this Resolution shall be deemed complete. Nothing contained herein shall be interpreted to prevent the County approving authority from making or causing to be made such independent studies, calculations or other undertakings as it deems necessary in the review of any application for development.

D. Design Standards.

1. When a developer determines that it will be necessary to utilize design standards in addition to or other than those minimum requirements established in this Resolution, the County Specification Manual or the Official County Map, he is advised to consult with the County Department of Engineering prior to beginning his detailed design, for review and approval of his proposed design standards. Design standards, which are found in the County Specification Manual, include, but are not limited to, the following:
 - a. Acceleration, deceleration and turning lanes;
 - b. Barrier-free design;
 - c. Construction specifications;
 - d. Control of access;
 - e. Curbing;
 - f. Drainage, drainage facilities and drainage structures;
 - g. Driveways;
 - h. Intersections;
 - e. Off-street parking;
 - j. Right-of-way;
 - k. Roads;
 - l. Sidewalks;
 - m. Signs;

- n. Street lights;
 - o. Traffic control devices and signals,
and;
 - p. Utilities.
2. Standards utilized should generally be nationally recognized and in common use in this geographic area. Alternate design standards may not be utilized if they do not have the approval of the County Department of Engineering.

E. General Improvement Standards.

1. All improvements shall be installed in complete accordance with the standards set forth in this Resolution and the County Specification Manual, with other particular specifications approved by the County Department of Engineering, and with all other applicable municipal, county, State and federal regulations.
2. Should improvements be required which are not provided for within this Resolution or the County Specification Manual, they shall be designed and constructed in accordance with good engineering practice and recognized design standards. The developer, or his engineer, shall submit detailed design calculations and construction specifications in each such instance. Prior to the initiation of such specialized design, the particular standards to be utilized shall be submitted for review by the County Department of Engineering.

CHAPTER 700

STORMWATER QUALITY MANAGEMENT STANDARDS

701. General Intent

- A. Stormwater is a component of the total water resources of Gloucester County and should be used to replenish those resources without polluting them. Hence, it is necessary to prevent adverse drainage conditions by maintaining the natural stream watercourse, and by preventing additional pollutant loadings to the water resources of the County during and after development through stormwater management.
- B. Therefore, water falling on a given site should, in an ideal design, be absorbed or retained on-site at the equivalent of pre-development conditions. Thus, after development, the quality and rate of water generated will not be significantly different than if the site had remained in a pre-development state.

702. General Policies

- A. All subdivision and site plan applications for development under which the County has jurisdiction shall:
 - 1. Provide for adequate management of stormwater runoff consistent with the general intent and objectives of this Resolution and the standards and criteria established by the County Engineer. The applicable standards of this Resolution are for the management of stormwater

runoff that is generated on or by a land development and that now flows or will flow, directly or indirectly, to a County road, right-of-way or drainage facility.

2. Be subject to municipal requirements and approval by other agencies or entities, as applicable. Nothing in this Resolution shall be construed as limiting the rights of these other agencies or entities, such as the Pinelands Commission, the New Jersey Department of Environmental Protection, or the Gloucester County Soil Conservation District, from imposing stricter standards or other requirements as allowed by statute.

B. Each applicant shall conform to the following requirements:

1. Drainage improvements shall be required to provide sufficient design and capacity to satisfactorily accommodate the anticipated impact upon a County road or County maintained drainage facility from the increased runoff or pollutant loading created by any land development.
2. The applicant shall submit, as part of the drainage requirements, a Stormwater Management Plan in accordance with the provisions set forth in this Resolution and the Gloucester County Specification Manual.

C. The following waivers may be considered:

1. Waivers may be granted or individual standards may be adjusted by the County approving agency for any provisions of this Resolution which may be demonstrated in writing as either impractical, unnecessary or cause undue hardship.

2. The County approving agency may, by majority vote, waive or adjust individual standards as may be reasonable and within the general purpose of this Resolution. Notwithstanding the waiver procedures outlined above in this section, no such waiver shall be granted which applies to the Pinelands application requirements or Pinelands development standards contained in Chapter 800 of this Resolution, nor shall any waiver be granted which may affect the County's compliance with the standards of the Pinelands Comprehensive Management Plan.

703. Stormwater Control Methods

- A. The following control methods may be utilized in stormwater management systems, if appropriate. However, the choice of control technique is not limited to those methods listed below:
 1. Detention basins;
 2. Retention basins;
 3. Grassed channels and vegetated strips;
 4. Decreased impervious area coverage;
 5. Roof-top storage;
 6. Concrete lattice block surface;
 7. Infiltration trenches, or;
 8. Seepage pits.

- B. Alternative controls, natural engineering techniques, and innovative methods are encouraged, particularly where these methods will better control stormwater quantity and quality, are more efficient, and/or will preserve the environment. However, the use of these methods requires that submitted plans include an explanation of why the alternative innovative system is proposed and how it will better meet the general intent and objectives of this Resolution.
- C. The method chosen for stormwater management shall be adequate to carry off or store the stormwater and natural drainage water which originates, not only within the development boundaries, but which also originates from the total natural watershed and passes through the boundaries of the development. No stormwater runoff or natural drainage water shall be diverted so as to overload existing drainage systems, cause flooding or erosion, or create the need for additional drainage structures on other properties.
- D. In addition to the stormwater control methods listed above in Section 703A, acceptable designs include, but shall not be limited to:
1. Vacuum street sweeping;
 2. Use of natural topography;
 3. Use of native vegetation and landscaping;
 4. Varying density and site configuration;
 5. Cluster land use development;
 6. Open space acquisition;
 7. Stream encroachment and flood hazard controls;

8. Protection of wetlands, or;

9. Steep slope controls.

704. Maintenance and Repair

- A. Responsibility for operation and maintenance of stormwater facilities, including periodic removal and disposal of accumulated particulate material and debris, shall remain with the owner or owners of the property.
- B. Prior to receiving final approval, the County Planning Department may require the applicant to submit a maintenance schedule for stormwater facilities. This maintenance schedule shall include the following:
 - 1. The party responsible for the maintenance;
 - 2. Type and frequency of maintenance;
 - 3. Equipment necessary for maintenance;
 - 4. Maintenance costs, and;
 - 5. Life of the stormwater facility.
- C. Based on the site and location of a stormwater management facility, the County approving authority may require a Storm Water Management Restriction and Easement.
- D. Should the property be sold, maintenance responsibility of stormwater management facilities shall pass to any successor or owner. In such cases where lots or other portions of the land are to be sold, legally

binding permanent arrangements, satisfactory to the Planning Board Attorney and County Engineer, shall be made to pass the basic responsibility to successors in title so as to insure continued performance of these obligations.

- E. In cases where property is subdivided and sold separately, and the storm water management facility remains on a separate individual parcel of property, a homeowners' association or similar permanent entity may be established as the owner of said facility and as the responsible party, absent an agreement by a governmental body or agency to assume such responsibility.
- F. In the event that a storm water facility becomes a danger to public safety or public health, or it is in need of maintenance, the appropriate county officials may notify the responsible party in writing. If the responsible party shall not affect such maintenance and repair of the facility, as required, county authorities may take such actions as set forth under the "Storm Water Management Restriction and Easement" (see Appendix), or may notify municipal authorities of the need for repair and maintenance, so that said municipal authorities may take any actions allowable under the Municipal Land Use Law, municipal ordinances and regulations, or any other authority available.

CHAPTER 800

PINELANDS REQUIREMENTS

801. Applicability; Conflicting Provisions

- A. The provisions of this Chapter shall apply only to the Pinelands Area portion of Gloucester County and shall be considered supplemental to the requirements of the balance of this Resolution. Lands within the Pinelands Area of Gloucester County, as defined herein, shall be subject to all provisions of this Resolution. Where a requirement or definition in this Chapter conflicts with other provisions of this Resolution, the provisions of this Chapter shall supercede the conflicting provisions of this Resolution.
- B. No development in the Pinelands Area of Gloucester County shall be carried out except in conformance with the provisions of this Chapter and the standards set forth elsewhere in this Resolution. No person shall carry out any development within the Pinelands Area without obtaining development approval in accordance with the procedures set forth in this Chapter.

802. Definitions

- A. The following terms utilized in this Chapter are used as defined in the New Jersey Pinelands Comprehensive Management Plan, adopted by the New Jersey Pinelands Commission pursuant to Section 7 of the Pinelands Protection Act (N.J.S.A. 13:18A-1 et seq): accessory structure or use; agricultural commercial establishment; agricultural employee housing; agricultural or horticultural purpose or use; agricultural products processing facilities; animals,

threatened or endangered; camper; campsite; Certificate of Appropriateness; commencement of construction; contiguous lands; density; development; drainage; electric distribution lines; electric transmission line; enlargement; erosion; Executive Director; federal act; first order stream; fish and wildlife management; floodplain; floor area; forestry; forestry management plan; habitat; height; historic resource; hydrophyte; immediate family; impermeable surface; institutional uses; interested person; land; landfill; landscaping; leachate collector; mobile home; navigable water; off-site commercial advertising sign; parcel; Pinelands; Pinelands resource related use; plants, threatened or endangered; preservation area; protection area; recommended management practice; preapplication conference; public services; recreational facility, intensive; recreational facility, low intensive; resource conservation plan; resource extraction; scenic corridors; seasonal high water table; sign; specimen tree; standard subsurface sewage disposal system; structural alteration; structure; submerged lands; utility distribution line; vegetation; wetlands and wetlands soils.

- B. As used in this Chapter, the following terms shall have the meanings indicated:

APPLICATION FOR DEVELOPMENT - Any application filed with any County approval agency for any approval, authorization or permit which is a prerequisite to initiating development in the Pinelands Area, except as provided in Section 803A below.

APPROVAL AGENCY (or AUTHORITY) - Any board, body or other authority within the county where the site is located, with the authority to approve or disapprove subdivisions, site plans, or other applications for development approval.

CERTIFICATE OF COMPLIANCE - A certificate issued by the Pinelands Commission which is a prerequisite to the commencement of any development in any portion of the Pinelands Area located within the jurisdiction of a municipality within an uncertified master plan or land use ordinance (see N.J.A.C. 7:50-4.11 through 4.27). This document shall be entitled Certificate of Non-Compliance when the proposed development is not consistent with the requirements of the Comprehensive Management Plan.

CERTIFICATE OF FILING - A certificate issued by the Pinelands Commission, pursuant to N.J.A.C. 7:50-4.34 and 4.82, that a complete application for development has been filed.

CERTIFIED MUNICIPAL PLAN OR LAND USE ORDINANCE - Any municipal master plan or land use ordinance certified by the Pinelands Commission pursuant to N.J.A.C. 7:50-3, Part IV as being in conformance with the minimum standards of the Pinelands Comprehensive Management Plan.

DEVELOPMENT APPROVAL - Any approval granted by the Commission pursuant to N.J.A.C. 7:50-4, Part II or Part IV.

DEVELOPMENT, MAJOR - See "Major Development".

DEVELOPMENT, MINOR - See "Minor Development".

DOCKET NUMBER - The number assigned to an application by the Pinelands Commission upon the issuance of a Certificate of Filing.

INTERIM RULES AND REGULATIONS - The regulations adopted by the Pinelands Commission, pursuant to the Pinelands Protection Act, to govern the review of applications from the adoption of the regulations until the Pinelands Comprehensive Management Plan took effect on January 14, 1981. These regulations were formerly codified as N.J.A.C. 7:1G-1 et seq.

LETTER OF INTERPRETATION - A letter issued by the Executive Director of the Pinelands Commission to an applicant after a preapplication conference in response to a request for clarification or interpretation of a provision of the N.J. Pinelands Comprehensive Management Plan, or rules or regulations adopted pursuant to it; said letter specifying the grounds, reasons and analysis upon which the clarification or interpretation is based.

MAJOR DEVELOPMENT - Any division of land into five (5) or more lots; any construction or expansion of any housing development of five (5) or more dwelling units; any construction or expansion of any commercial or industrial use or structure on a site of more than three (3) acres; or any grading, clearing, or disturbance of an area in excess of five thousand (5,000) square feet.

MINOR DEVELOPMENT - All development other than major development.

MUNICIPALITY - Any city, borough, town or township wholly or partially located within the Pinelands Area or Pinelands National Reserve.

NOTICE OF FILING - A notice issued by the Pinelands Commission, pursuant to N.J.A.C. 7:50-4.34, that a duplicate copy of an application for an individual single family dwelling has been received.

PINELANDS AREA - That area of Gloucester County designated as part of the Pinelands Area by Section 10(a) of the Pinelands Protection Act (N.J.S.A. 13:18A-1 et seq.).

PINELANDS COMMISSION - The Commission created pursuant to Section 5 of the Pinelands Protection Act (N.J.S.A. 13:18A-1 et seq.), and its employees.

PINELANDS COMPREHENSIVE MANAGEMENT PLAN - The Plan adopted by the Pinelands Commission pursuant to Section 7 of the Pinelands Protection Act (N.J.S.A. 13:18A-1 et seq.), and referred to as N.J.A.C. 7:50-1 et seq.

PINELANDS DEVELOPMENT - The change or enlargement of any use, or disturbance of any land, the performance of any building or mining operation, the division of land into two (2) or more parcels, and the creation or termination of rights or access of riparian rights including, but not limited to:

1. A change in type of use of a structure or land;
2. A reconstruction, alteration of the size, or material change in the external appearance of a structure or land;
3. A material increase in the intensity of use of land, such as an increase in the number of businesses, offices or dwelling units in a structure or on land;
4. Commencement of resource extraction, drilling, or excavation on a parcel of land;
5. Demolition of a structure or removal of trees;
6. Commencement of forestry activities;
7. Deposit of refuse, solid or liquid waste or fill on a parcel of land;
8. In connection with the use of land, the making of any material change in noise levels, thermal conditions, or emissions of waste material; and

9. Alteration, either physically or chemically, of a shore, bank or floodplain, seacoast, river, stream, lake, pond, wetlands or artificial body of water.

PINELANDS DEVELOPMENT CREDITS - A use right allocated to certain lands within Gloucester County, pursuant to N.J.A.C. 7:50-5.43, that can be used to secure a residential density bonus on land within the Pinelands designated to receive such credits.

PINELANDS DEVELOPMENT REVIEW BOARD - The agency responsible from February 8, 1979 until June 28, 1979 for the review of and action on applications for development in the Pinelands Area which required approvals of other state agencies, except where the Pinelands Commission acted on applications during that time period.

PINELANDS PROTECTION ACT-N.J.S.A. 13:18A-1, et seq.

PINELANDS PROTECTION AREA - All land within the Pinelands Area of Gloucester County which is not included in the Preservation Area.

PUBLIC DEVELOPMENT - Any development, including subdivision, by any county or other governmental agency.

SUBDIVISION - The division of a parcel of land into two (2) or more lots, tracts, parcels or other divisions of land. The following shall not be considered "Subdivisions" within the meaning of the Comprehensive Management Plan, if no development occurs or is proposed in connection therewith:

1. Divisions of property by testamentary or intestate provisions;
2. Divisions of property upon court order, and;
3. Conveyances so as to combine existing lots by deed or other instrument.

the term "Subdivision" shall also include the term "Resubdivision".

UNCERTIFIED MUNICIPALITY - A municipality whose master plan and land development ordinances have not been certified by the Pinelands Commission as being in conformance with the minimum standards of the Pinelands Comprehensive Management Plan.

WAIVER OF STRICT COMPLIANCE - A letter issued by the Executive Director of the Pinelands Commission to an applicant, either at the conclusion of a pre-application conference or after receiving an application for a waiver, stating which application requirements may be waived or modified.

803. APPLICABILITY OF PROCEDURES

- A. No person shall carry out any development regulated by this Resolution within the Pinelands Area of Gloucester County without obtaining approval from the County approving authority and the Pinelands Commission, in accordance with the procedures set forth in this Resolution.
- B. For the purposes of this Resolution only, the following shall not be considered development except for development of any historic resource designated by the Pinelands Commission, pursuant to N.J.A.C. 7:50-6.154:
 - 1. The improvement, expansion, or reconstruction within five (5) years of destruction or demolition, of any single family dwelling unit or appurtenance thereof;
 - 2. The improvement, expansion, construction, or reconstruction of any structure accessory to a single family dwelling;

3. The improvement, expansion, construction, or reconstruction of any structure used exclusively for agricultural or horticultural purposes;
 4. The construction, repair, or removal of any sign, except for the construction or replacement of any off-site commercial advertising sign;
 5. The repair of existing utility distribution lines and the installation of utility distribution lines to serve existing development or development which has received all necessary approvals and permits;
 6. The clearing of less than one-thousand five-hundred (1,500) square feet of land;
 7. The construction of any addition or accessory structure for any non-residential use or any multi-family residential structure, provided that said addition or structure will be located on or below an existing impermeable surface, that the existing use is served by public sewers, and that said addition or structure will cover an area of no more than one-thousand (1,000) square feet, or;
 8. The demolition of any structure that is less than fifty (50) years old.
- C. Nothing herein shall preclude any county approval agency from reviewing, in accordance with the provisions of any applicable ordinance or regulation, any proposed development which does not require an application to the Pinelands Commission pursuant to Section 803B above.

804. SUBMISSION REQUIREMENTS

- A. Before an application for any development in the Pinelands Area can be considered completed by any Gloucester County approval agency, one (1) of the following items must be received:
1. A Certificate or Notice of Filing from the Pinelands Commission issued pursuant to N.J.A.C. 7:50-4.15 or, until January 14, 1991, evidence of prior approval from the Pinelands Development Review Board or the Pinelands Commission, pursuant to the Interim Rules and Regulations, or;
 2. Notification from the Pinelands Commission that a prior municipal development approval complies with the Pinelands Comprehensive Management Plan requirements, or;
 3. A Certificate of Compliance, as issued by the Pinelands Commission, for development proposed in areas without certified local plans (N.J.A.C. 7:50-4.15).

805. NOTICE OF APPLICATION SUBMISSION

- A. Written notification containing the information specified in N.J.A.C. 7:50-4.35(b) will be given by the County to the Pinelands Commission, by mail, within seven (7) days as follows:
1. After a determination is made by the Development Review Committee that the application is complete, or;
 2. If a determination is made by the Development Review Committee that an application which was previously filed, has been modified.

806. NOTICE OF A MEETING OR HEARING

- A. Where a hearing on an application for development approval in the Pinelands Area is required, the County approval agency shall notify the Pinelands Commission, by mail or delivery of the same to the principal office of the Commission, at least five (5) days prior to such hearing. Said notice shall contain the information specified in N.J.A.C. 7:50-4.35(c).

807. NOTICE OF APPROVALS AND DENIALS

- A. The County approval agency shall notify the Pinelands Commission of all approvals (preliminary or final) and denials of development in the Pinelands Area, whether the approval occurs by action or inaction of any County approval agency, or an appeal of any County approval agency decision. The County approval agency shall give notice to the Commission by certified mail within five (5) days of the approval. Said notice shall contain the information specified in N.J.A.C. 7:50-4.35(d).

808. PINELANDS COMMISSION REVIEW OF COUNTY APPROVAL

- A. Upon receipt by the Pinelands Commission of a notice of approval pursuant to Section 807A above, the application for development approval shall be reviewed in accordance with the provisions in N.J.A.C. 7:50-4.37 through 4.42. The approval by the County approval agency shall not be effective, and no development shall be carried out, prior to a determination of whether the development approval will be reviewed by the Commission.

If the applicant is notified that the Commission will review the application for development, no development shall be carried out unless such review has been completed, and the Pinelands Commission has approved or approved with conditions the proposed development and, the provisions of N.J.A.C. 7:50-4.38(D) have been fulfilled.

- B. Until January 14, 1991, approvals issued by the Pinelands Development Review Board or the Pinelands Commission under the Interim Rules and Regulations may serve as the basis for Pinelands Commission review of county approval agency approvals under this Section.
- C. Although the Pinelands Commission shall be notified of all denials of applications for development, no such denial actions are subject to further review and action by the Pinelands Commission.

809. EFFECT OF PINELAND COMMISSION'S DECISION

ON COUNTY APPROVAL

- A. If the Pinelands Commission disapproves an application for development which has been approved by the County approval agency, such an approval shall be revoked by the approval agency within thirty (30) days, and thereafter, the County approval agency shall deny approval of the application. If the Pinelands Commission approves the decision of the County approval agency subject to conditions, the County approval agency shall, within thirty (30) days, modify its approval to include all conditions imposed by the Pinelands Commission. If the application is for final approval, the County approval agency shall grant said approval only if the application demonstrates that the conditions imposed by the Commission have been met by the applicant.

810. PUBLIC HEARINGS

- A. The Pinelands Commission may participate in a hearing held in the County involving the development of land in the Pinelands Area of Gloucester County, pursuant to N.J.A.C. 7:50-4.36.

811. RECONSIDERATION AND JUDICIAL REVIEW

- A. The County approval agency may request a reconsideration of any determination made by the Executive Director of the Pinelands Commission as provided by N.J.A.C. 7:50-4.91, and a judicial review of any determination or order of the Pinelands Commission as provided by N.J.A.C. 7:50-4.92, Section 20 of N.J.S.A. 13:18A-1 (Pinelands Protection Act) or any other applicable statute(s).

812. PUBLIC DEVELOPMENT

- A. All development proposed by the County, or any County agency, shall comply with all the requirements for public development set forth in N.J.A.C. 7:50-4.51 et seq., and all the standards of this Resolution.

813. PINELANDS COMPLIANCE

- A. In amending this Resolution, the Official County Map, the County Development Plan, or any other County land use document, the County shall comply with all the requirements of N.J.A.C. 7:50-3.10.

APPENDIX A - APPLICATION FORMS



SITE PLAN APPLICATION

GLOUCESTER COUNTY PLANNING BOARD
North Delsea Drive
Clayton, NJ 08312
(609) 863-0065, ext. 5159
(609) 863-6661, ext. 5151
Hours: 8:30AM - 4:00PM

ALL INFORMATION ON THIS APPLICATION AND THE SUBMISSION CHECKLIST MUST BE COMPLETED AND THE PROPER FEE ENCLOSED IN ORDER TO START COUNTY REVIEW.
NO CASH, PLEASE! MAKE ALL CHECKS PAYABLE TO GLOUCESTER COUNTY.

Municipality: _____ Code No. _____

New Application _____ Revised Application _____ Sketch _____ Preliminary _____
Final _____ Residential _____ Commercial _____ Industrial _____ Other _____

1. Applicant's Name: _____
Address: _____
Phone# _____

2. Owner's Name: _____
Address: _____
Phone# _____

3. Attorney's Name: _____
Address: _____
Phone# _____

4. Location of site:
Street _____
Tax Map Plate _____ Block _____ Lot _____

5. Site Details: Zone: _____
Comm'l/Indus/other: Lot Size: _____ ft. front; _____ ft. deep
No. of Parking Spaces: _____ Bldg. Size: _____ sq./ft.
Residential: Square Footage: _____; No. of Units: _____
No. of Parking Spaces: _____

6. Nature of Proposed Construction
New _____ Alteration of Existing Structure _____

7. Does the site front on a County road? Yes _____ Co.Rt. _____ No _____

8. Fee Schedule:
_____ Sketch Site Plan Review \$25
_____ Sites NOT FRONTING a County road
_____ \$100 (preliminary)
_____ \$50 (final or waived)
_____ Sites FRONTING a County road
_____ \$100 plus \$5/dwelling unit or \$5/1000 sq. ft.
non-residential (preliminary)
_____ \$50 (final)

AMOUNT ENCLOSED \$ _____

FAILURE TO COMPLY WITH SUBMISSION REQUIREMENTS WILL CLASSIFY THIS APPLICATION AS "INCOMPLETE."

I hereby consent to the filing of this application.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____



SUBDIVISION APPLICATION

GLOUCESTER COUNTY PLANNING BOARD
North Delosa Drive
Clayton, NJ 08312
(609) 863-0065, Ext. 5155
(609) 863-6661, Ext. 5155

Hours: 8:30am - 4:00pm

ALL INFORMATION ON THIS APPLICATION AND THE SUBMISSION CHECKLIST MUST BE COMPLETED AND THE PROPER FEE ENCLOSED. NO CASH, PLEASE! MAKE ALL CHECKS PAYABLE TO GLOUCESTER COUNTY.

Municipality: _____ Code No. _____

New Application

Revised Application

Sketch

Preliminary

Final

1. Applicant's Name: _____
Address: _____

(city, state, zip) (phone #)
2. Owner's Name: _____
Address: _____

(city, state, zip) (phone #)
3. Location of subdivision:
Street _____
Tax Map Plate _____ Block _____ Lot _____
4. Plat information:
Area of entire tract: _____ Portion being subdivided: _____
Number of lots created: _____ Proposed use: _____
5. Classified by Municipal Planning Board as:
Minor Subdivision _____ Major Subdivision _____
6. Does the subdivision front on a County road? Yes _____ No _____
7. Fee Schedule: (please check appropriate category)
_____ Exempt Subdivision: \$30
_____ Subdivision (sketch review): \$25
_____ Subdivision (preliminary review):
_____ NOT FRONTING a County road: \$100
_____ FRONTING a County road: \$100 plus \$5 per lot
_____ Subdivision (final review): \$50

AMOUNT ENCLOSED \$ _____

ALL ITEMS ON THE SUBMISSION CHECKLIST MUST BE COMPLETED TO START THE REVIEW PROCESS. FAILURE TO COMPLY WITH SUBMISSION REQUIREMENTS WILL CLASSIFY THIS APPLICATION AS "INCOMPLETE."

I hereby consent to the filing of this application.

Applicant's Signature _____

Date _____

I hereby consent to the filing of this application.

Owner's Signature _____

Date _____

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APPENDIX B - APPLICATION SUBMISSION CHECKLISTS

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SUBMISSION CHECKLIST for a
SKETCH PLAT of a SUBDIVISION

- A. The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.
- B. Required Documents. Submission of an application of a sketch plat of a subdivision to the Gloucester County Planning Department shall include all of the following items:
- () 1. Four (4) sets of plans and attachments.
 - () 2. Two (2) copies of any required supporting documentation.
 - () 3. One (1) copy of the County application form for subdivision approval.
 - () 4. One (1) copy of this checklist form.
 - () 5. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

C. Plat Requirements.

1. General Requirements. The sketch plat may be prepared, signed and sealed by an architect, engineer, land surveyor or planner licensed to practice in the State of New Jersey, and shall be based on a land survey, a deed plotting, the current Tax Map or other suitable base map, and shall be drawn at a scale not less than one hundred (100) feet to the inch for subdivisions up to one hundred (100) acres in size and not less than two hundred (200) feet to the inch for subdivisions over one hundred (100) acres in size, and shall show or be accompanied by the information specified below.
- () 2. Title Block. The title block shall appear on all sheets and shall include the information required pursuant to NJAC 13:40-1.
3. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:
 - () a. Title of "Sketch Plat - Subdivision".
 - () b. Name of the subdivision, if any.
 - () c. Tax Map sheet, block and lot numbers of the tract to be subdivided as shown on the latest municipal Tax Map, the date of which shall also be shown.
 - () d. Date of the original plat and all revisions thereto.
 - () e. Names and addresses of the owner and subdivider, so designated.
 - () f. Names, signatures, addresses and license number of the engineer and/or land surveyor who prepared the map. The plat shall bear the embossed seal of said engineer and/or land surveyor.

4. Detailed Information.

- () a. A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five-hundred (500) feet of the property-in-question.
- () b. A schedule shall be placed on the map indicating the acreage of the tract, the number of lots, the zoning district, the minimum required lot areas and dimensions, and building setbacks.
- () c. Tax Map sheet, lot and block numbers and property lines of parcels within two hundred (200) feet of the land to be subdivided, including properties across the street, as shown by the most recent records of the municipality, or of adjoining municipalities.
- () d. All existing structures, buildings, driveways, streets, watercourses, floodways, and flood hazard areas within the proposed subdivision and within two hundred (200) feet of the boundaries thereof, and both width of the pavement and the width of the right-of-way of each street, existing public easements and municipal boundaries within two hundred (200) feet of the site.
- () e. All existing structures and buildings on the site, an indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain referenced to existing and proposed lot lines.

- () f. The boundaries, nature and extent of wooded areas and the location of any other significant physical features, including swamps, bogs, wetlands and ponds, within the proposed subdivision and within two-hundred (200) feet thereof.
- () g. The layout of the proposed subdivision, drawn in compliance with the provisions of the County Land Development Resolution and the design requirements of the County Specification Manual.
- () h. All existing and proposed public easements or rights-of-way and the purposes thereof, and proposed streets within the proposed subdivision. The proposed streets shall show the right-of-way widths.
- () i. The existing directions of surface flow and the system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage.
- () j. North arrow.
- () k. Written graphic scales.
- () l. Existing and proposed spot elevations and/or contours.
- () m. The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for the review of the sketch plat.

Preparer of Checklist

Date

SUBMISSION CHECKLIST for a PRELIMINARY
PLAT of a SUBDIVISION

- A. The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.
- B. Required Documents. Submission of an application of a preliminary plat of a subdivision to the Gloucester County Planning Department shall include all of the following items.
- () 1. Four (4) sets of plans and attachments.
 - () 2. Two (2) copies of any required supporting documentation.
 - () 3. One (1) copy of the County application form for subdivision approval.
 - () 4. One (1) copy of this checklist form.
 - () 5. Payment of the proper application fee, as set forth in the County Land Development Resolution.
 - 6. Submission to outside agencies:
 - () a. A listing of the outside governmental agencies retaining jurisdiction over the application.
 - () b. Status of the application with those agencies retaining jurisdiction.

() c. For development applications in the Pinelands Area of Gloucester County, a copy of one (1) of the items set forth in Section 804A of the County Land Development Resolution shall be submitted to the County.

() 7. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

C. Plat Requirements.

1. General Requirements. All plats shall be prepared, signed and sealed by a land surveyor licensed to practice in the State of New Jersey and shall bear the address, signature, embossed seal and license number of said land surveyor. If the subdivision involves the design and determination of public improvements, including pavements, curbs, sidewalks, sanitary sewage facilities, storm drainage facilities, etc., the design of these improvements shall be prepared, signed and sealed by a professional engineer licensed to practice in the State of New Jersey. The plans shall be drawn at a scale of not less than one hundred (100) feet to the inch for subdivisions up to one hundred (100) acres in size and not less than two hundred (200) feet to the inch for subdivisions over one hundred (100) acres in size, and shall show or be accompanied by the information specified below.

() 2. Title Block. The title block shall appear on all sheets and shall include the information required pursuant to NJAC 13:40-1.

3. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:

() a. Title of "Preliminary Plat - Subdivision".

() b. Name of subdivision, if any.

- () c. Tax Map sheet, block and lot numbers of the tract to be subdivided as shown on the latest municipal Tax Map, the date of which shall also be shown.
- () d. Date of the original plat and all revisions thereto.
- () e. Names and addresses of the owner and subdivider, so designated.
- () f. Names, signatures, addresses and license numbers of the engineer and/or land surveyor who prepared the map. The plat shall bear the embossed seal of said engineer and/or land surveyor.
- () 4. A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five hundred (500) feet of the property-in-question.
- () 5. The names and addresses of all owners of, and property lines of, parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality within which the site is located. The list of property owners shall also indicate the status of all parcels within two hundred (200) feet of the subject site.
- () 6. A schedule shall be placed on the map indicating the acreage of the tract, the number of proposed lots, the zoning district, the minimum required lot areas and dimensions, buildings setbacks, yards, and the percentage of open space and recreation acreage provided.

- () 7. The preliminary plat shall be based on a current certified boundary survey, as required above, with sufficient lines of the adjoining tracts surveyed to establish any overlap or gap between the adjoining boundary lines and the boundary lines of the tract in question. The date of the survey and the name of the person making the same shall be shown on the map.
8. Contours.
- () a. Existing one (1) foot interval contours based on National Oceanographic and Atmospheric Administration (NOAA) data (formerly known as U.S. Coast and Geodetics) (MSL=0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract in question and shall be certified by a New Jersey licensed surveyor or professional engineer as to accuracy, except that where the slopes exceed five percent (5%), a two (2) foot interval may be used, and if the slopes exceed ten percent (10%), a five (5) foot interval is permissible. The source of elevation datum base shall be noted. If contours have been established by aerial photography, a check profile shall be made on the boundary line of the tract and certified by a New Jersey licensed land surveyor.
- () b. Ninety percent (90%) of elevations interpolated from contour lines shall be within one-half ($1/2$) the contour interval when referred to the nearest bench mark. All spot elevations shall be to the nearest one-tenth (0.1) foot and accurate to within three-tenths (0.3) foot.
- () c. Ninety percent (90%) of all planimetric features shown on the map shall be within one-fortieth ($1/40$) inch of their true position, and no planimetric features will be out of true position more than one-twentieth ($1/20$) inch at map scale when referenced to the

nearest field-established station. A statement of compliance and/or a complete statement concerning any areas of noncompliance with this requirement shall be placed on the plat.

- () 9. All existing structures, buildings, driveways, streets, watercourses, floodplains, floodways and flood areas within the proposed subdivision and within two hundred (200) feet of the boundaries thereof, and both the width of the pavement and the width of the right-of-way of each street, existing public easement and municipal boundaries within two-hundred (200) feet of the site.
- () 10. All existing structures and buildings on the site, an indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain, referenced to existing and proposed lot lines.
- () 11. The boundaries, nature, extent and acreage of wooded areas and other important physical features, including swamps, bogs, wetlands and ponds within the proposed subdivision and within two hundred (200) feet thereof.
- () 12. The layout of the proposed subdivision, drawn in compliance with the provisions of the County Land Development Resolution and the design requirements of the County Specification Manual.
- () 13. All existing and proposed public easements or rights-of-way and the purposes thereof, and proposed streets within the proposed subdivision. The proposed streets shall show the right-of-way and proposed pavement widths.
- () 14. The existing system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage.

- () 15. The acreage of the drainage area or areas of each natural or man-made watercourse traversing the subdivision, including the area within the subdivision and the area upstream from the subdivision.
- () 16. All proposed lot lines and the areas of all lots in square feet. The areas and dimensions specified should be accurate to within minus zero percent (-0%) and plus four percent (+4%) (for example, a lot line specified as two hundred fifty (250) feet long should not be less than two hundred fifty (250) feet but may be as long as two hundred sixty (260) feet).
- () 17. North arrow.
- () 18. Written and graphic scales.
- () 19. Preliminary utility layouts showing methods of connection and sources of service.
- () 20. The proposed location and area, in acres and square feet, of all proposed open space areas.
- () 21. The types and locations of all stakes, marks or flagged points, if any, placed on the property to aid in on-site inspections. The County Engineering Department may require that the marks or stakes, at a minimum, be placed at the intersection of all lines of the tract boundary with existing streets, at the center of all cul-de-sacs, at all internal street intersections, along street tangents at intervals not exceeding five hundred (500) feet and at such additional locations as the Engineering Department may deem necessary. The locations indicated on the plat shall be accurate within plus or minus ten (10) feet. Any traverse lines cut out and/or marked on the site shall be shown on the plat.

- () 22. The plat shall show, on the property to be subdivided and within two hundred (200) feet thereof, all existing paper streets, dirt roads, paved streets, curbs, manholes, sewer lines, water and gas pipes, utility poles, ponds, swamps, and all other topographical features of a physical or engineering nature.
23. Preliminary On-Site Grading and Drainage Plan containing the following shall be submitted:
- () a. The preliminary plat shall show or be accompanied by a preliminary grading and drainage plan which shall show locations of all existing and proposed drainage swales and channels, retention-recharge basins, the scheme of surface drainage and other items pertinent to drainage, including the approximate proposed grading contours at one (1) foot intervals, except that if slopes exceed five percent (5%), a two (2) foot interval may be used, and if they exceed ten percent (10%), a five (5) foot interval is permissible. Data shall be National Oceanographic Atmospheric Administration (NOAA) data (formerly known as U.S. Coast and Geodetics) (MSL=0), and the source of elevation data shall be noted.
- () b. The plan shall outline the approximate area contributing to each inlet.
- () c. All proposed drainage shall be shown with preliminary pipe types and sizes, invert elevations, grades and direction of flow. The direction of flow of all surface waters and all watercourses shall also be shown.
- () d. The preliminary grading and drainage plan shall be accompanied by drainage calculations made in accordance with standards set forth in the County Land Development Resolution and the County Specification Manual.

24. Preliminary Off-Site Drainage Plan. The preliminary plat shall also be accompanied by a preliminary off-site drainage plan prepared in accordance with the following standards:

- () a. The plan shall consist of an outline of the entire drainage basin in which the property to be subdivided is located. The terminus of the basin and existing ground contours or other basins for determining basin limits shall be shown.
- () b. Pertinent off-site existing drainage, which receives or discharges runoff from or onto the site, shall be shown with elevations of inverts, pipe types and sizes or other appropriate physical data for open or nonpipe conduits.
- () c. Any existing plans for drainage improvements shall be shown.
- () d. In the event that a temporary drainage system is proposed, tentative plans of that system shall be shown.

25. Where work is to be done in the County right-of-way, a detailed plan at a scale of not less than one (1) inch equals thirty (30) feet showing the layout of any intersection, including driveways, with a County road. The plan shall show the following:

- () a. Road profiles showing existing elevations along the centerline of the County road, that shall conform to County stationing, every twenty five (25) feet, extending one-hundred (100) feet beyond the property line or the end of road improvements, whichever is greater. Pipe sizes, slope, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities shall also be shown.

- () b. Proposed gutterline elevations and top of curb grades shall be determined by the applicant's engineer, and supplied to the County Engineer's Office for review and approval.
- () c. Full cross-sections every fifty (50) feet and at critical points along the County road, that shall conform to County stationing, shall be provided, and shall be drawn at a scale of one (1) inch equals five (5) feet horizontal and vertical. These cross-sections shall give the elevations for the existing centerline and edge of road, the proposed gutterline and top of curb grades, and the cross-slope of any widened section of pavement along the County road. These sections shall be extended to the proposed right-of-way line to show any regrading (cut or fill) required within the shoulder area.
- () d. Pavement markings, signs, and traffic control islands.
- () e. Existing and proposed signs, lighting standards, utility poles, and trees of eight (8) inches in diameter or larger and thirty (30) inches or higher within the County right-of-way, except in heavily wooded areas.
- () 26. Boring Logs. Unless the County Engineering Department determines that no boring logs are required, or that, when required, boring logs may be deferred to the final plat stage, the preliminary plat shall be accompanied by a set of boring logs and soil analyses. Boring logs shall show soil types and characteristics encountered, groundwater depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one-tenth (0.1) foot.

- () 27. All sites which are the subject of a subdivision application and which are located within the distances as shown in the table below shall have at least two (2) concrete monument bench marks on the National Oceanographic and Atmospheric Administration (NOAA) datum (formerly known as U.S. Coast and Geodetics). All contours shall be based and referenced to these bench marks. The elevations of the monuments shall be shown on the plans submitted as part of the subdivision application. The preferable precision shall be 0.035 run in miles. The monuments shall be set at the intersection of the parcel property lines with the proposed right-of-way line, and each monument shall be located by centerline station and offset dimension. These monuments shall be set prior to the submission of preliminary subdivision plans, and shall be shown on preliminary and final plans.

<u>Subdivisions</u>	<u>Distance to Nearest Vertical Control</u>
5 lots to 10 acres	2 Miles
Over 10 acres to 25 acres	6 Miles
Over 25 acres	12 Miles

- () 28. The location of proposed depressed pedestrian ramps and other facilities for the handicapped.
- () 29. A "tree-save" plan shall be submitted, which generally outlines the limits of tree removal and disturbance within existing and proposed County rights-of-way and easements.
- () 30. A Traffic Impact Study shall be submitted which addresses the requirements set forth in the County Specification Manual.
31. Sectionalization and Staging Plans. A preliminary sectionalization and staging plan showing the following:

- () a. If the subdivision is proposed to be filed for final approval in sections, the plans shall show each section. The staging of the various sections in the subdivision shall be such that if development of the subdivision were to be discontinued after the completion of any section, the developed portion of the subdivision would be provided with adequate street drainage and utility systems. The size and staging of the section in a subdivision shall be established to promote orderly development and shall be subject to the approval of the County approving authority.
- () b. The sectionalization and staging plan shall identify, for each lot or group of lots in the subdivision, those improvements that will be completed prior to application for Certificates of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings in the subdivision and adjoining properties.
- () 32. The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for the review of the preliminary plat.

Preparer of Checklist

Date



SUBMISSION CHECKLIST for a FINAL
PLAT of a SUBDIVISION

A. The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.

B. Required Documents. Submission of an application of a final plat of a subdivision to the Gloucester County Planning Department shall include all of the following items:

- () 1. Four (4) sets of plans and attachments.
- () 2. Four (4) sets of all roadway improvement plans.
- () 3. Two (2) copies of any required supporting documentation.
- () 4. One (1) copy of the County application form for subdivision approval.
- () 5. One (1) copy of this checklist form.
- () 6. Payment of the proper application fee, as set forth in the County Land Development Resolution.
- 7. Submission to outside agencies:
 - () a. A listing of the outside governmental agencies retaining jurisdiction over the application.

- () b. Status of the application with those agencies retaining jurisdiction.
- () c. For development applications in the Pinelands Area of Gloucester County, a copy of one (1) of the items set forth in Section 804A of the County Land Development Resolution shall be submitted to the County.
- () 8. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

C. Plat Requirements.

- 1. General Requirements. A final plat may, for all or any portion of an approved preliminary plat, be submitted to the Planning Board within three (3) years of the date of approval of the preliminary plat. All requirements set forth in the County Land Development Resolution for preliminary plats shall apply to final plats with the addition of the specific additional requirements set forth herein.
 - a. A final plat shall be drawn at a scale of not less than one hundred (100) feet to the inch, shall conform to the provisions of Chapter 141 of the Laws of 1960 of the State of New Jersey, as amended and supplemented, and shall include or be accompanied by the information specified herein.
 - b. All dimensions, both linear and angular, of the exterior boundaries of the subdivision and all lots and all lands reserved or dedicated for public use shall balance, and their description shall close within a limit of error of not more than one (1) part in ten thousand (10,000).

2. Purpose of Final Plat. A final plat and supporting drawings and documents for a proposed subdivision shall constitute the complete and fully detailed and documented development of the subdivision proposal, and shall become the basis for the construction of the subdivision and inspection by the County Engineer and other County officials. The portion of the plat intended for filing must be recorded at the Gloucester County Clerk's Office to have legal status.
- () 3. Title Block. The title block shall appear on all sheets and shall include the information required pursuant to NJAC 13:40-1.
4. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:
 - () a. Title of "Final Plat - Subdivision", and;
 - () b. Information specified for preliminary plats in the County Land Development Resolution.
- () 5. The final plat shall be based on a monumented current certified boundary survey. The date of the survey and the name of the person making the same shall be shown on the map. If twelve (12) months or more have passed since the date of the survey (or the date of the last recertification thereof) it shall be recertified and, if necessary, brought up-to-date. Any necessary revisions from the survey used as a base for the tentative plat shall be specifically noted.
- () 6. All design information submissions required by the provisions of the improvements and design standards portions of the County Land Development Resolution and the County Specification Manual shall accompany the final plat.

- () 7. A grading plan shall be submitted showing existing and proposed grading contours at one (1) foot intervals throughout the tract, except that if slopes exceed five percent (5%), a two (2) foot interval may be used, if they exceed ten percent (10%), a five (5) foot interval is permissible. Data shall be National Oceanographic and Atmospheric Administration (NOAA) data (formerly known as U.S. Coast and Geodetics) (MSL=0), and the source of data shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be shown to clearly delineate proposed grading, including corner elevations of buildings and first floor and basement elevations.
- () 8. The limits of all areas of proposed cuts and fills, exclusive of excavations for basements, shall be clearly designated.
9. Final On-Site Drainage Plan containing the following shall be submitted:
- () a. The drainage plan shall be presented in graphic form which shall clearly show the street and lot layout and those items which are pertinent to drainage, including existing and proposed contours as previously required.
- () b. The plan shall outline each area contributing to each inlet.
- () c. All proposed drainage shall be shown with pipe types and sizes, invert and grate or rim elevations, grades and direction of flow. The direction of flow of all surface waters and of all streams shall be shown.
- () d. The drainage plan shall be accompanied by complete drainage calculations made in accordance with standards set forth in the County Specification Manual.

10. Final Off-Site Drainage Plan. The final plat shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:

- () a. The plan shall consist of an outline of the entire drainage basin in which the property to be subdivided is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown.
- () b. The pertinent off-site existing drainage shall be shown with elevations of inverts and grades to the nearest one-tenth (0.1) foot.
- () c. Any existing plans for drainage improvements shall be shown.
- () d. In the event that a temporary drainage system is proposed, full plans of that system shall be shown.
- () e. The off-site drainage plans shall be accompanied by profiles of all proposed drainage, showing existing and proposed finished grades, channel section details; pipe sizes, types, inverts, crowns and slopes; all proposed structures and connections; and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross sections at intervals not exceeding one hundred (100) feet shall be shown for all open channels.

- () 11. Where required by the County Engineering Department, full cross sections of streets proposed to intersect County roads at least ten (10) feet outside of any grading limit at intervals of at least every one hundred (100) feet, of all such intersections shall be submitted.

- () 12. Plans shall be submitted showing detailed utility layouts, specifications and cross sections (sewers, water, gas, electric, telephone, etc.), including feasible connections to any existing or proposed utility systems; provided, however, that detailed layouts of gas, electric, and telephone lines are not required. An indication of these on a typical road cross section shall be sufficient. Layouts shall include proposed locations of streetlights and fire hydrants. If private utilities are proposed, they shall comply with all local, county, and State regulations.
- () 13. Plans shall be submitted showing the tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated, or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information that may assist the County professionals in the determination of floodway and flood hazard area limits. In cases where all or a portion of a subdivision is located in an unnumbered "A" Zone, as shown on the Flood Insurance Rate Maps of the Federal Emergency Management Agency, the applicant shall undertake and submit such studies as are necessary to determine the base flood elevation.
- () 14. Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and sight easement lines, with accurate dimensions and bearings and radii, tangents, chords, arcs and central angles of all curves and all front, rear and side yard setback lines shall be provided on the plans submitted.

- () 15. New Jersey System of Plane Coordinates. The property lines of all final plats shall be placed on the New Jersey System of Plane Coordinates if they are located within the distances as shown in the table below. The coordinates of all monuments shall be shown on the final plats filed in the County Clerks Office.

<u>Subdivisions</u>	<u>Distance to Nearest Horizontal Control</u>
5 lots to 10 acres	2 Miles
Over 10 acres to 50 acres	6 Miles
Over 50 acres	12 Miles

- () 16. All monuments in accordance with Chapter 141 of the Laws of 1960 of the State of New Jersey, including all monuments found, monuments set and monuments to be set, and an indication of monumentation found and reset shall be shown on the plans submitted.

- () 17. Certification by the engineer and/or land surveyor preparing the plat as to accuracy of the details of same shall be provided.

- () 18. Lot and block numbers shown on the final plat shall conform to the municipal Tax Map, or proposed revisions thereof, and shall be obtained by the applicant's engineer from the municipal engineer.

- () 19. Unless waived by the County approving authority, a detailed plan setting forth the type and location of all traffic control and regulatory devices shall be provided. This plan shall be prepared in consultation with the County Traffic Engineer, and shall provide for all appropriate traffic control measures necessary for the health, safety, convenience and well-being of those occupying, or likely to occupy, the subdivision between final approval and final acceptance.

- () 20. Sectionalization of final plats shall be in conformance with the sectionalization and staging plan, if any, approved with the preliminary plat.
- () 21. The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for review of the final plat.
- () 22. All plats submitted to the County approving authority for final approval shall comply with the provisions of the Map Filing Law (N.J.R.S. 46:23-9.8 et seq.).

Preparer of Checklist

Date

SUBMISSION CHECKLIST for a
SKETCH PLAT of a SITE PLAN

- A. The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.
- B. Required Documents. Submission of an application of a sketch plat of a site plan to the Gloucester County Planning Department shall include all of the following items:
- () 1. Four (4) sets of plans and attachments.
 - () 2. Two (2) copies of any required supporting documentation.
 - () 3. One (1) copy of the County application form for site plan approval.
 - () 4. One (1) copy of this checklist form.
 - () 5. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.
- C. Plat Requirements.
- 1. General Requirements. The sketch plat shall be based on a land survey, a deed plotting, the current Tax Map or other suitable base map, and shall be drawn at a scale not less than one (1)

inch equals fifty (50) feet nor greater than one (1) inch equals ten (10) feet. If the size of the site would require the use of sheets larger than thirty by forty-two (30 x 42) inches in order to show the entire site on one (1) sheet, the detail information for the site plan shall be shown in sections on sheets not larger than thirty by forty-two (30 x 42) inches, which sheets shall be keyed to an overall plan of the site drawn at a scale of not less than one (1) inch equals two hundred (200) feet.

- () 2. Title Block. The title block shall appear on all sheets and shall include the information required pursuant to NJAC 13:40-1.
- 3. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:
 - () a. Title of "Sketch Plat - Site Plan".
 - () b. Name of development, if any.
 - () c. Tax Map sheets, block and lot numbers of the site, as shown on the latest municipal Tax Map, the date of which shall also be shown.
 - () d. Date of the original plan and all revisions thereto.
 - () e. Names and addresses of owner and developer, so designated.
 - () f. Names, signatures, addresses, and license numbers of the engineer, architect, land surveyor or planner who prepared the plan. The plat shall bear the embossed seal of said professional.
 - () g. If the site plan contains more than one (1) sheet, each sheet shall be numbered and titled.

4. A schedule shall be placed on the site plan indicating:
- () a. The acreage of the tract and site (the portion of the tract involved in the site plan).
 - () b. The floor area of the existing and proposed buildings, listed separately.
 - () c. The proposed use or uses, and the floor area devoted to each use.
 - () d. Proposed and required lot dimensions and front, rear and side yard setbacks.
 - () e. Proposed and required off-street parking spaces.
 - () f. Acreage, square footage and percentage of the site retained in unoccupied open space.
- () 5. A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five hundred (500) feet of the property-in-question.
- () 6. North arrow.
- () 7. Written and graphic scales.
- () 8. Tax Map sheet, lot and block numbers and property lines of parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality, or of adjoining municipalities.

- () 9. The existing direction of surface flow and the system of drainage of the site and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage.
- () 10. Existing and proposed spot elevations and/or contours.
- () 11. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated, or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information that may assist the Engineering Department in the determination of floodway and flood hazard area limits.
- () 12. Driveway locations and pavement and right-of-way widths of existing streets within two hundred (200) feet of the site.
- () 13. The boundary, nature and extent of wooded areas, swamps, bogs, and wetlands and ponds within the site and within two hundred (200) feet thereof.
- () 14. Existing manholes, sewer lines, fire hydrants, waterlines, utility poles and other topographical features of a physical or engineering nature within the site and within two hundred (200) feet thereof.
- () 15. All existing structures and buildings within the site and within two hundred (200) feet of the site, including their use.
- () 16. All existing structures and buildings on the site, an indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain, referenced to existing and proposed lot lines.

- () 17. Location, use, ground coverage, front, rear and side setbacks of all buildings and other pertinent improvements.
- () 18. Existing and proposed public easements or rights-of-way and purposes thereof.

Preparer of Checklist

Date

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SUBMISSION CHECKLIST for a
PRELIMINARY PLAT of a SITE PLAN

- A. The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.
- B. Required Documents. Submission of an application of a preliminary plat of a site plan to the Gloucester County Planning Department shall include all of the following items:
- () 1. Four (4) sets of plans and attachments.
 - () 2. Two (2) copies of any required supporting documentation.
 - () 3. One (1) copy of the County application form for site plan approval.
 - () 4. One (1) copy of this checklist form.
 - () 5. Payment of the proper application fee, as set forth in the County Land Development Resolution.
 - 6. Submission to outside agencies.
 - () a. A listing of the outside governmental agencies retaining jurisdiction over the application.
 - () b. Status of the application with those agencies retaining jurisdiction.

() c. For development applications in the Pinelands Area of Gloucester County, a copy of one (1) of the items set forth in Section 804A of the County Land Development Resolution shall be submitted to the County.

() 7. Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

C. Plat Requirements.

1. General Requirements.

a. Any preliminary plat of a site plan submitted to the County approving authority for its approval shall be prepared, signed and sealed by a professional licensed to practice in the State of New Jersey, as detailed below:

(1) Depiction of existing conditions on a site plan.

(a) Survey: Showing existing conditions and exact locations of physical features including metes and bounds, drainage, waterways, specific utility locations, and easements: by a land surveyor.

[1] Survey information may be transposed to the site plan if duly noted as to the date of the survey, by whom, and for whom.

(b) Vegetation, general flood plain determination, or general locations of utilities, buildings, or structures: by an architect, planner, engineer, land surveyor, or other person acceptable to the reviewing governmental body.

(2) Preparation of site plan.

- (a) The locations of proposed buildings and their relationship to the site and the immediate environs: by an architect or engineer.
- (b) The locations of drives; parking layout; pedestrian circulation; and means of ingress and egress: by an architect, planner, or engineer.
- (c) Drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a water course: by an engineer only.
- (d) Other drainage facilities: by an architect or engineer.
- (e) Utility connections and on-tract extensions: by an engineer or architect.
- (f) Off-tract utility extensions: by an engineer only.
- (g) On-site sanitary sewage disposal or flow equalization facilities: by an engineer only.
- (h) Landscaping, signs, lighting, screening or other information not specified above: by an architect, planner, engineer, or other person acceptable to the reviewing governmental body.

(i) The general layout of a preliminary site plan for a multiple building project, showing the development elements including their relationship to the site and immediate environs: by an architect, planner or engineer.

b. Site plans shall not be drawn at a scale smaller than one (1) inch equals fifty (50) feet nor larger than one (1) inch equals ten (10) feet. If the size of the site would require the use of sheets larger than thirty by forty-two (30 x 42) inches in order to show the entire site on one (1) sheet, the detailed information for the site plan shall be shown in sections on sheets not larger than thirty by forty-two (30 x 42) inches, which sheets shall be keyed to an overall plat of the site drawn at a scale of not less than one (1) inch equals two hundred (200) feet. The site plan shall be based on a monumented, current certified boundary survey prepared, signed and sealed by a land surveyor licensed to practice in the State of New Jersey. The plat shall be certified by the surveyor as to the boundaries and physical conditions of the site. The date of the survey and the name of the person making same shall be shown on the map. If twelve (12) months or more have passed since the date of (or date of last recertification of) the survey, it shall be recertified and, if necessary, brought up-to-date.

- ()
2. Title Block. The title block shall include the information required pursuant to NJAC 13:40-1.
 3. The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:

- () a. Title of "Preliminary Plat - Site Plan".
 - () b. Name of the development, if any.
 - () c. Tax Map sheet, block and lot numbers of the site, as shown on the latest municipal Tax Map, the date of which should also be shown.
 - () d. Date of the original plan and all revisions thereto.
 - () e. Names and addresses of the owner and developer, so designated.
 - () f. Names, signatures, addresses and license numbers of the engineer, architect, land surveyor or planner who prepared the plan. The plat shall bear the embossed seal of said professional.
 - () g. If the site plan contains more than one (1) sheet, each sheet shall be numbered and titled.
4. A schedule shall be placed on the site plan indicating:
- () a. The acreage of the tract and site (the portion of the tract involved in the site plan).
 - () b. The floor area of the existing and proposed buildings, listed separately.
 - () c. The proposed use or uses, and the floor area devoted to each use.
 - () d. Proposed and required lot dimensions and front, rear and side yard setbacks.
 - () e. Proposed and required off-street parking spaces.
 - () f. Acreage, square footage and percentage of the site retained in unoccupied open space.

- () 5. A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five hundred (500) feet of the property-in-question.
- () 6. The names and addresses of all owners of, and property lines of, parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality within which the site is located. The list of property owners shall also indicate the status of all parcels within two hundred (200) feet of the subject site.
- () 7. North arrow.
- () 8. Written and graphic scales.
- () 9. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated, or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Engineering Department in the determination of floodway and flood hazard area limits. In cases where all or a portion of a site is located in an unnumbered "A" Zone as shown on the Flood Insurance Rate Maps of the Federal Emergency Management Agency, the applicant shall undertake and submit such studies as are necessary to determine the base flood elevations.
- () 10. Driveway locations and pavement and right-of-way widths of existing streets within two hundred (200) feet of the site.
- () 11. The boundary, nature and extent of wooded areas, swamps, bogs, wetlands and ponds within the site and within two-hundred (200) feet thereof.

- () 12. Existing and proposed manholes, sewer lines, fire hydrants, waterlines, utility poles and all other topographical features of a physical or engineering nature within the site and within two hundred (200) feet thereof.
- () 13. All existing structures and buildings within the site and within two-hundred (200) feet of the site, including their use.
- () 14. All existing structures and buildings on the site, an indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain, referenced to existing and proposed lot lines.
- () 15. Location, use, finished grade level, ground coverage, first floor and basement elevations, front, rear and side yard setbacks of all existing buildings and other pertinent improvements.
- () 16. All existing and proposed public easements or rights-of-way and the purposes thereof.
- () 17. A grading plan showing existing and proposed grading contours at one (1) foot intervals throughout the tract, except that if slopes exceed five percent (5%), a two (2) foot interval is permissible. Data shall be National Oceanographic and Atmospheric Administration (NOAA) data (formerly known as U.S. Coast and Geodetics) (MSL=0), and the source of data shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be shown to clearly delineate proposed grading.
- 18. On-Site Drainage Plan.
 - () a. The drainage plan shall be presented in graphic form which shall clearly show the street and lot layout, and those items which are pertinent to drainage, including existing and proposed contours as previously required.

- () b. The plan shall outline each area contributing to each inlet.
 - () c. All proposed drainage shall be shown with pipe type and sizes, invert and grate or rim elevations, grades and direction of flow. The direction of flow of all surface waters and of all streams shall be shown.
 - () d. The drainage plan shall be accompanied by complete drainage calculations made in accordance with the standards set forth in the County Specification Manual.
19. Off-Site Drainage Plan. The plat shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:
- () a. The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basins for determining basin limits shall be shown.
 - () b. The pertinent off-site existing drainage shall be shown with elevations of inverts and grades to the nearest one-tenth (0.1) foot.
 - () c. All existing plans for drainage improvements shall be shown.
 - () d. In the event that a temporary drainage system is proposed, full plans of that system shall be shown.
 - () e. The off-site drainage plans shall be accomplished by profiles of all proposed drainage, showing existing details; pipe sizes, types, inverts and crowns and slopes;

all proposed structures and connections; and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross sections at intervals not exceeding one hundred (100) feet shall be shown for all open channels.

- () 20. All sites which are the subject of a preliminary site plan application and which are located within the distances as shown in the table below shall have at least two (2) concrete monument bench marks on the National Oceanographic and Atmospheric Administration (NOAA) datum (formerly known as U.S. Coast and Geodetics). All contours shall be based and referenced to these bench marks. The elevation of the monuments shall be shown on the plans as part of the site plan application to the County. The preferable precision shall be 0.035 run in miles. The monuments shall be set at the intersection of the parcel property lines with the proposed right-of-way line, and each monument shall be located by centerline station and offset dimension. These monuments shall be set prior to the submission of preliminary site plans, and shall be shown on preliminary and final site plans.

<u>Site Plan</u>	<u>Distance to Nearest Horizontal Control</u>
Less than 2 acres	2 Miles
2 acres to 50 acres	6 Miles
Over 50 acres	12 Miles

21. New Jersey System of Plane Coordinates.

- () a. The property lines of a tract which is the subject of a site plan application shall be placed on the New Jersey System of Plane Coordinates if they are located within the distances as shown in the table above. The coordinates of all monuments shall be shown on the preliminary and final site plan plats.

- () b. Sites not located within the criteria set forth in the table above may not be required to use the New Jersey System of Plane Coordinates, at the discretion of the County Engineer. In that case, existing and proposed lines shall be shown. A closed traverse shall be run to current acceptable standards with preferable precision of at least one (1) in twenty thousand (20,000).

22. Where work is to be done in the County right-of-way, a detailed plan at a scale of not less than one (1) inch equals thirty (30) feet showing the layout of any intersection, including driveways, with a County road. This plan shall show the following:

- () a. Road profiles showing existing elevations along the centerline of the County road, that shall conform to County stationing, every twenty five (25) feet, extending one-hundred (100) feet beyond the property line or the end of road improvements, whichever is greater. Pipe sizes, slope, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities shall also be shown.

- () b. Proposed gutterline elevations and top of curb grades shall be determined by the applicant's engineer, and supplied to the County Engineer's Office for review and approval.

- () c. Full cross-sections every fifty (50) feet and at critical points along the County road, that shall conform to County stationing, shall be provided, and shall be drawn at a scale of one (1) inch equals five (5) feet horizontal and vertical. These cross-sections shall give the elevations for the existing centerline and edge of road, the proposed gutterline and top

of curb grades, and the cross-slope of any widened section of pavement along the County road. These sections shall be extended to the proposed right-of-way line to show any regrading (cut or fill) required within the shoulder area.

- () d. Pavement markings, signs, and traffic control islands.
- () e. Existing and proposed signs, lighting standards, utility poles, and trees of eight (8) inches in diameter or larger and thirty (30) inches or higher within the County right-of-way, except in heavily wooded areas.
- () 23. Boring Logs. Unless the County Engineer shall determine that no boring logs are required, or that, when required, boring logs may be deferred to the final plat stage, the preliminary plat shall be accompanied by a set of boring logs and soil analyses. Boring logs shall show soil types and characteristics encountered, groundwater depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one-tenth (0.1) foot.
- () 24. Tax Map sheet, lot and block numbers and property lines of parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality, or of adjoining municipalities.
- () 25. The plat shall show the location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as open space, indicating the facilities to be provided in such areas.

- () 26. The capacity of off-street parking areas and the location and dimensions of all access drives, aisles and parking stalls shall be shown on the site plan. The location and treatment of existing and proposed entrances and exits to public right-of-way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other devices necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single-unit trucks or buses and semitrailers that will enter the site each day.
- () 27. A graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation shall be provided. If the developer desires to have the appropriate provisions of Title 39 of the New Jersey Revised Statutes governing motor vehicle operation made applicable to the site, thereby allowing municipal police regulation of traffic control devices, he shall submit a formal request and a detailed plan meeting the requirements of the New Jersey Department of Transportation. The County Engineer shall advise the developer regarding the details of such a plan.
- () 28. The location and size of proposed loading facilities.
- () 29. Locations of curbs and sidewalks.
- () 30. Cross sections showing the composition of pavement areas, curbs and sidewalks.
- () 31. Location of signs and drawn details showing the size, materials of construction, height and content of all signs.
- () 32. Location of handicapped facilities, including parking spaces and ramps, where applicable.

- () 33. A "tree-save" plan shall be submitted, which generally outlines the limits of tree removal and disturbance within existing and proposed County rights-of-way and easements.
- () 34. A Traffic Impact Study shall be submitted, which addresses the requirements set forth in the County Specification Manual.
- () 35. Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site, and provisions to be made for site maintenance.
- 36. Sectionalization and Staging Plan. If large uses, such as shopping centers, multi-family dwelling developments, industrial parks or other such uses are proposed to be developed in stages, the developer shall submit a sectionalization and staging plan showing the following:
 - () a. The anticipated date for commencing construction of each section or stage. The staging of development on the site shall be such that if development of the site were discontinued after the completion of any stage, the developed portion of the site would comply in all respects to the requirements of the County Land Development Resolution and be provided with adequate drainage and utility systems.

- () b. Those improvements that will be completed in each stage prior to application for Certificate of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings on the site and adjoining properties.
- () 37. The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for preliminary site plan review.

Preparer of Checklist

Date

SUBMISSION CHECKLIST for a FINAL PLAT
of a SITE PLAN

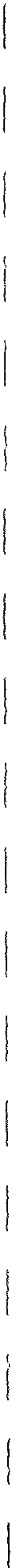
- A. The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.
- B. Required Documents. Submission of an application of a final plat of a site plan to the Gloucester County Planning Department shall include all of the following items:
- () 1. Four (4) sets of plans and attachments.
 - () 2. Four (4) sets of all roadway improvement plans.
 - () 3. Two (2) copies of any required supporting documentation.
 - () 4. One (1) copy of the County application form for site plan approval.
 - () 5. One (1) copy of this checklist form.
 - () 6. Payment of the proper application fee, as set forth in the County Land Development Resolution.
 - 7. Submission to outside agencies.
 - () a. A listing of the outside governmental agencies retaining jurisdiction over the application.

- () b. Status of the application with those agencies retaining jurisdiction.
- () c. For development applications in the Pinelands Area of Gloucester County, a copy of one (1) of the items set forth in Section 804A of the County Land Development Resolution shall be submitted to the County.
- () 8. Other submittals that may be required by the County Engineering Department, the County Planning Department, or federal, state or local law.
- () C. Plat Requirements. The final plat shall include all data required for the preliminary plat of the site plan, shall be drawn to incorporate all changes required as a condition of preliminary approval, shall be drawn to specifications as required for a preliminary plat and shall be titled "Final Plat-Site Plan".

Preparer of Checklist

Date

APPENDIX C - COMMON DRIVEWAY AGREEMENT



COMMON DRIVEWAY AGREEMENT

"The Grantor hereby reserves for all future owners of this property and the adjoining property, a common driveway in accordance with the plan of premises, attached hereto as Exhibit A, and reserves unto all future owners of this property and the adjoining property, common and unrestricted right to pass over said common driveway for ingress and egress. The purpose of this restriction is to provide in perpetuity the common use of the driveway by all future owners of this property and the adjoining property, and to provide that no structure or barrier of any kind shall be erected upon the driveway which would in any way limit free access to either parcel. Grantor further restricts all ingress and egress to this property to the single common driveway. The purpose of this restriction is to guarantee that traffic shall enter or exit the property only at this common driveway, and that there shall be no other access to the County Road. The Grantor further specifically declares that the maintenance of the above mentioned common driveway, and any and all costs for repairs to the same, shall be jointly the responsibility of Grantor and/or all future owners of this property and the adjoining property, and that all such costs and expenses for said maintenance or repairs shall be divided equally between said property owners".

APPENDIX D - EASEMENT FORMS



PREPARED BY: _____

DRAINAGE EASEMENT

THIS INDENTURE made this _____ day of _____, 19 __, between _____ party of the first part, hereinafter referred to as the "Grantor", and THE COUNTY OF GLOUCESTER, a body politic in the State of New Jersey, whose mailing address is North Broad Street, Woodbury, NJ, 08096, party of the second part, hereinafter referred to as the "Grantee":

WHEREAS, the Grantor has applied for a subdivision approval for certain lands and premises, and the Gloucester County Planning Board has assigned to such application the designation _____; and

WHEREAS, the Grantor is the owner in fee simple of certain land and premises situate in the City/Township of _____, County of Gloucester and State of New Jersey, a part of which lands and premises are hereinafter more particularly described and covered by this Deed of Easement; and

WHEREAS, the Grantee desires a right of entry over the lands and premises of the Grantor for the express purpose of removing obstructions to the free flow of water through the storm drainage ways, water ways, and flood plains; and

WHEREAS, the Grantee does not intend to assume the maintenance of said ways, which shall remain the responsibility of the Grantor, but the Grantee may in its discretion desire to establish, maintain, clean and service said ways to insure the free passage of water;

continued . . .

NOW, THEREFORE, be it acknowledged that the Grantor, for and in consideration of the sum of One Dollar (\$1.00) paid to the said Grantor by the said Grantee, the receipt whereof is hereby acknowledged, does hereby grant, bargain, sell, convey, transfer and deliver to the said Grantee, its successors and assigns, an easement over and through the land premises owned by the said Grantor and situate in the City/Township of _____, County of Gloucester and State of New Jersey so said grantee may exercise its rights under this easement for the purpose of establishing and maintaining, cleaning and servicing storm water drainage ways, water ways, and flood plains over and through the lands of the said Grantor, said land being, more particularly described as follows:

The above description is in accordance with the description furnished by the Gloucester County Engineer. Together with the rights to all things necessary or incidental to effectuate the intentions and desires of the parties as set forth in the preamble hereof.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal this day and year first above written.

WITNESS:

BE IT REMEMBERED that on this _____ day of _____, 19____, before me, the subscriber, personally appeared _____, who I am satisfied is the person who signed the within instrument and acknowledged that he signed, sealed and delivered the same as his act and deed. ALL OF WHICH IS HEREBY CERTIFIED.

ROAD EASEMENT

KNOWN ALL MEN BY THESE PRESENTS that the undersigned,

hereinafter called grantor, in consideration of the sum of ONE (\$1.00) DOLLAR do hereby grant and dedicate unto THE COUNTY OF GLOUCESTER, a political subdivision of the State of New Jersey, whose mailing address is North Broad Street, Woodbury, New Jersey 08096, its successors and assigns, a perpetual easement across the grantor's land for a public road, said easement being in the City/Township of , County of Gloucester, State of New Jersey, and is described as follows:

CONTAINING acre(s) of land more or less.

BEING part of Lot(s) , Block(s) , Plate(s) on the Official Tax Assessment Map of the

ALSO BEING part of the same land and premises which and , his wife, conveyed to of the Gloucester County Clerk on in Book of Deeds, pages

IN WITNESS WHEREOF, the grantor(s) has (have) hereunto set his (their) hand(s) and seal(s), or caused the (these) presents to be signed by its proper corporate officers, and caused its proper corporate seal to be hereto affixed this day of 19

Signed, Sealed and Delivered
in the Presence of

Prepared By

continued . . .

Road Easement (cont.)

STATE OF

SS.

COUNTY OF

BE IT REMEMBERED, that on this day of , 19 ,
before me, the subscriber, personally appeared
who, I am satisfied, is (are) the person(s) named in and who
executed the within instrument, and thereupon acknowledged
that signed, sealed and delivered the same as act and
deed, for the uses and purposes herein expressed, and that the
full and actual consideration paid or to be paid for the transfer
of title to realty evidenced by the within deed, as such
consideration is defined in P.L. 1968, c.49, Sec.1(c) is \$1.00.

STATE OF

SS.

COUNTY OF

BE IT REMEMBERED, that on this day of , 19 ,
before me, the subscriber, personally appeared
of who I am satisfied is the person who signed the within
instrument, and he acknowledged that he signed, sealed with the
corporate seal and delivered the same as such officer aforesaid,
and that the within instrument is the voluntary act and deed of
such corporation, made by virtue of a Resolution of its Board of
Directors. The full and actual consideration paid or to be paid
for the transfer of title to realty evidenced by the within deed,
as such consideration is defined in P.L. 1968, c.49, Sec.1(c), is
\$1.00.

ROAD EASEMENT

TO

County of Gloucester

DATED: , 19 .

Prepared by

PREPARED BY: _____

SIGHT EASEMENT

THIS INDENTURE made this _____ day of _____, 19____
BETWEEN _____ (grantors)
(indicate marital, corporate, or partnership if applicable, and
State of incorporation) hereinafter known as the Grantor(s) and
residing at _____
_____, in the City/Township of _____
and State of _____, and the COUNTY OF
GLOUCESTER, a municipal corporation of the State of New Jersey,
with principal offices located at North Broad Street, Woodbury,
New Jersey, 08096, hereinafter known as the grantee.

WITNESS that, it is in the interest of the general public
and the welfare of the County of Gloucester that the lands
hereinafter described shall at all times remain open space for
the purpose of permitting pedestrians and the operators of
vehicles to see across said lands, and to provide a clear view of
pedestrians for on-coming vehicles;

NOW, THEREFORE, in consideration of the benefits accruing
to the grantor and to the public, the grantor does hereby
dedicate an easement in the hereinafter described land for the
following purposes:

(1) There shall not be erected at any time on said
lands any building, structure, sign or fence which may in any way
interfere with the line of sight of pedestrians or operators of
vehicles traversing the abutting streets, roads or highways.
However, such varieties of ground cover or shrubs having an
ultimate height of no more than twenty-four (24) inches may be
planted in the area designated below.

continued . . .

(2) The undersigned owner of the land and grantor of this easement shall at all times insure that a clear line of sight for pedestrians or operators of vehicles traversing the abutting streets, roads or highways is maintained across the land hereinafter described by clearing any brush, trees, weeds or other growth or any other debris from the area described, and maintaining any ground cover or shrubs at a height of no more than twenty-four (24) inches.

(3) In the event that the owner or successor(s) fail to maintain a clear sight triangle, the County of Gloucester, its agents, representatives or employees may enter upon and re-enter upon said lands hereinafter described for the purpose of clearing any brush, trees, weeds or other obstructions upon said land, for the purpose of establishing a clear sight or view of pedestrians or operators of vehicles traversing the abutting streets, roads or highways and the owner or successor(s) shall reimburse the County for expenses therefore.

The lands affected by this declaration are described in the metes and bounds description attached hereto;

AND BEING KNOWN as a portion of Block , Lot(s)
subject to existing easements and rights of record.

IN WITNESS WHEREOF, the Grantor(s) has/have hereunto set hand and seal, OR the Grantor has caused its corporate seal to be hereto affixed and attested by its proper corporate officer this
day of , 19

ATTEST:

(Witness)

(Grantor)

(Grantor)

(Corporate seal, if applicable)

NOTE: Names of signatories to be typed below their
signatures, with corporate title if applicable.

PREPARED BY: _____

SLOPE EASEMENT

THIS INDENTURE made this _____ day of _____, 19____, between hereinafter referred to as the "Grantor", and THE COUNTY OF GLOUCESTER, a body politic in the State of New Jersey, hereinafter referred to as "County".

WHEREAS, the Grantor is the owner in fee simple of certain lands and premises, a part of which lands and premises are hereinafter more particularly described and covered by this Deed of Easement; and

WHEREAS, the Grantor has applied for site plan or subdivision approval for this land and premises, and the Gloucester County Planning Board has assigned to such application the designation _____; and

WHEREAS, under the approval of said application, the Grantor is required to construct and maintain a slope within said lands and premises; and

WHEREAS, the County desires a right of entry over the lands and premises of the Grantor for the exclusive purpose of maintaining said slope in the event that Grantor fails to do so in a manner acceptable to the County; and

WHEREAS, the County does not intend to assume the maintenance of this easement, which shall forever more remain the responsibility of the Grantor, his successors and assigns, but the County may, in its discretion, desire to come on to the lands and premises for the purposes as aforesaid.

continued . . .

NOW, THEREFORE, BE IT ACKNOWLEDGED that the Grantor, for and in consideration of the sum of One Dollar (\$1.00) paid to said Grantor by the County, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell, convey, transfer and deliver to said County, its successors and assigns, an easement over and through the land and premises owned by said Grantor and situate in the City/Township of _____, County of Gloucester, and State of New Jersey, for the purposes as aforesaid, said lands being more particularly described as follows:

ALSO BEING part of the same land and premises which _____, conveyed to _____, by deed dated _____, and recorded in the Office of the Gloucester County Clerk on _____, in Book _____ of Deeds, Pages _____.

continued . . .

TOEGETHER with the rights to all things necessary or incidental to effectuate the intentions and desires of the parties as set forth in the preamble hereof. The parties specifically acknowledge that in the event that the County exercises its rights under this easement, to come on to the premises to maintain said slope, it shall have the right thereafter to proceed in any action allowed against the Grantor, his successors and assigns, to obtain reimbursement for any and all costs and expenses in connection with maintaining said slope.

The Grantor, his successors and assigns, shall insure at all times, that no structure or sign will be placed on said slope which will in any way interfere with the maintenance and purposes of said slope.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal this day and year first above written.

WITNESS:

STATE OF NEW JERSEY :

ss.

COUNTY OF GLOUCESTER:

BE IT REMEMBERED that on this day of
19 , before me, the subscriber, personally appeared, who I am
satisfied is the person who signed the within instrument, and
acknowledged that he or she signed, sealed and delivered the same
as his act and deed. ALL OF WHICH IS HEREBY CERTIFIED.

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PREPARED BY: _____

STORM WATER MANAGEMENT RESTRICTION AND EASEMENT

THIS INDENTURE made this _____ day of _____, 19____, between _____, party of the first part, hereinafter referred to as the "Grantor", and THE COUNTY OF GLOUCESTER, a body politic in the State of New Jersey, whose mailing address is North Broad Street, Woodbury, New Jersey 08096, party of the second part, hereinafter referred to as the "Grantee":

WHEREAS, the Grantor has applied for a subdivision or site plan approval for certain lands and premises, and the Gloucester County Planning Board has assigned to such application the designation _____; and

WHEREAS, the Grantor is the owner in fee simple of certain lands and premises situated in the City/Township of _____, County of Gloucester and State of New Jersey, a part of which lands and premises are hereinafter more particularly described and covered by this Restriction in a Deed of Easement; and

WHEREAS, the Grantor has agreed that it will maintain in good condition all storm drainage facilities included in the hereinafter described property, including but not limited to detention and retention basins, grass channels, infiltration trenches, or seepage pits; and

WHEREAS, the Grantee desires a right of entry over the lands and premises of the Grantor for the express purpose of removing obstructions, and maintaining said lands and premises, in order to ensure the free flow of water into and through storm drainage facilities, including but not limited to, detention and retention basins, grassed channels, infiltration trenches, or seepage pits; and

continued . . .

WHEREAS, the Grantee does not intend to assume the maintenance of said facilities, which shall remain the responsibility of the Grantor and/or its successors and assigns, but the Grantee may, in its discretion, as a result of the Grantor's failure to maintain said facilities, desire to enter onto the premises for the purpose of maintenance and repair of said facilities; and

WHEREAS, the Grantor, for itself, its successors and assigns, and/or its successors in interest in the property, agree to be bound by the terms of this restriction and easement.

NOW, THEREFORE, be it acknowledged that the Grantor, for and in consideration of the sum of One Dollar (\$1.00) paid to the said Grantor by the said Grantee, the receipt whereof is hereby acknowledged, does hereby grant, bargain, sell, convey, transfer and deliver to the said Grantee, its successors and assigns, an easement over and through the land and premises owned by the said Grantor and situate in the City/Township of _____, County of Gloucester and State of New Jersey, for the purpose of repairing and maintaining said storm water management facility over and through the lands of said Grantor, said land being more particularly described as follows:

In the event that Grantee does exercise its discretion to exercise its right of entry in order to maintain or repair said facilities, the cost of said actions shall be reimbursed to the Grantee by the Grantor, or its successors, successors in title, or assigns. In the event that the Grantor, its successors, successors in title, or its assigns, shall be more than one person or entity, they shall be jointly, severally, and individually responsible for the reimbursement to the Grantee for all costs incurred in connection with said maintenance, including any costs incurred in connection with the collection of said reimbursement, including but not limited to court costs and attorneys' fees.

The Grantor, on its own behalf and on behalf of any future owner of the above described property, or any successor in title to the Grantor, agrees to be bound by the terms of this restriction and easement.

The above description is in accordance with the description furnished by the Gloucester County Engineer. Together with the rights to all things necessary or incidental to effectuate the intentions and desires of the parties as set forth in the preamble hereof.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal the day and year first above written.

Attest/Witness:

STATE OF NEW JERSEY :

ss.

COUNTY OF _____ :

BE IT REMEMBERED that on this _____ day of _____, 19____, before me, the subscriber, personally appeared _____, who I am satisfied is the person who signed the within instrument, and acknowledged that he or she signed, sealed and delivered the same as his act and deed. ALL OF WHICH IS HEREBY CERTIFIED.

[illegible]

APPENDIX E - PERFORMANCE GUARANTEE FORM

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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APPENDIX E - PERFORMANCE GUARANTEE FORM

as required by the above identified plans, profiles, specifications, and cost estimate of improvements by means of your drafts on us, at sight, accompanied by your written certification by the County Engineer that certain installation and construction work remains to be completed and that proceeds of your drafts will be retained and used by you to make any payments with you might thereafter be required to make by reason of the failure of said (Owner/Developer) to complete the construction and installation of improvements, and further, that you will refund to us the amount paid, less any amounts which may have been paid by you for the construction and installation of said improvements.

This Letter of Credit may be drawn upon by the Treasurer, County of Gloucester in the event that the above described improvements are not completed within the specified time.

The Letter of Credit may also be drawn upon by the County of Gloucester if a maintenance guarantee, as required by the County, is not deposited with the County, prior to the expiration date of this Letter of Credit.

We specifically agree that your drafts will be honored regardless of any objection made by (Owner/Developer) or any third party, even if said objections indicate that all the required improvements have been completed. It shall be the responsibility of (Owner/Developer) to resolve any disputes with the County of Gloucester and payments on drafts will not be withheld as a result of any such disputes.

All drafts hereunder must be marked "Drawn on (Financial Institution), Letter of Credit No. ." All drafts must be drawn on or before the expiration date of .

Attest:

Very truly yours,

Witness

(Officer of Financial Institution)

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