

**BOROUGH OF HAMPTON
SITE PLAN/ SKETCH PLAN CHECKLIST
(SECTION VI OF HAMPTON BOROUGH CODE)**

Subject: _____ **Date Received:** _____
Applicant: _____ **Reviewed By:** _____
Block: _____ **Lot:** _____ **Sheet 1 of 2**

GENERAL	Complies		
	Yes	No	N.A
1. The applicant shall submit the following items to the Planning Board Secretary at least 2 weeks prior to a regular meeting: a. Required number of copies of application (3 copies) b. Required number of copies sketch plat (12 copies) c. Receipt of taxes paid from the Borough Tax Collector (3 copies) d. Proof of submission to Soil Conservation Service; letter (3 copies) e. Proof of submission to County Planning Board; letter (3 copies) f. Proof of submission to County Department of Health; letter (3 copies) g. Required fees			
2. In the event the applicant is not the owner of the property, a notarized letter from the owner authorizing submission of application shall be included.			
3. The applicant, if a corporation or a partnership, shall submit if applicable, a statement as to Stockholders or partners in accordance with Chapter 336 of the Laws of 1977 (N.J.S.A. 40:55D-48.1 to 40:55D-48.4)			
4. A title block on the lower right corner of the sheet with the following information: a. Name of Site Plan b. Block, lot, and tax map sheet number c. Borough of Hampton, Hunterdon County d. Scale and graph scale e. The sheet number and total number of sheets f. Name and address of person or firm that prepared the plat including signature, qualification, and license number g. Date of original plan and subsequent revision date(s), including a brief description of each revision h. All plats shall be based on tax map information or similar accurate base			
5. The plans shall be signed and sealed by licensed New Jersey Land Surveyor			
6. The name(s) of the record owner(s) of tract being divided or developed.			
7. If the tract is too large to fit onto one sheet, then the portion(s) to be subdivided shall be identified on a separate key map.			
8. The name and address of the applicant, if other than record owner.			
9. Lines for signatures and dates of approval for the borough engineer, approving authority chairman, approving authority secretary and the Borough Clerk preferable above the title block			
10. All drawings shall be clearly and legibly drawn to scale of not less than 1"=50'			
11. The direction of north and reference meridian.			
12. The location of both existing and proposed wells and on-site sewage disposal shall be shown on the plans.			
13. The metes and bounds of each line(course) required to plot the entire tract. The error of closure shall not exceed 1 in 10,000.			
14. Lot lines, lot numbers, and the full names of record owners of adjoining properties, including properties across a street or across a municipal boundary line, and including all properties within 200 feet of the boundaries of the entire tract subject of the application for development shall be shown			
15. A key map showing the entire development and its relation with surrounding area, at a scale not less than 1"=800'.			

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GENERAL Complies
Yes No N.A

16. Block limits, zone district boundaries and municipal boundaries, where applicable, shall be shown within tract being developed and within 200 feet thereof, by heavy lines that will not be confused with lot lines.			
17. A schedule in the margin area shall state the zoning district, proposed and required lot area in acres and square foot, frontage, depth, and width as well as the required front, rear, and side yard setbacks.			
18. The plat shall indicate elevations and contours, existing and proposed, at 5-foot vertical intervals for slopes averaging 10 percent or greater, and at 2-foot vertical intervals for land of lesser slope to determine the general slope and natural drainage of the high and low points.			
19. The location of existing and proposed property lines, streets, buildings, watercourses, ponds, railroads, bridges, culverts, drain pipes, wetlands, wooded areas, high points, rock outcrops, shallow depth to bedrock areas, sinkholes, depressions, and any other natural features on-site and within 200 feet of the site.			
20. All distances as measured along the right of way lines of existing streets abutting property to the nearest intersection with any other public streets.			
21. If the site lies within the R-5 Zoning District, then, the following items must be provided: a. Topography map showing existing contours at 2-foot intervals. b. Areas clearly identified showing the following slopes as measured between 10-foot contour lines per Section G: Area 1, 30 percent or higher; Area 2, 20-29 percent; Area 3, 11 to 19 percent; Area 4, 0 to 10 percent. c. Calculations, in square footage and acres, of amount of area in various slope categories listed above.			
22. A copy, triplicate, of any protective covenants or deed restrictions on the subject tract.			
23. A stormwater management plan in accordance with the requirements of Article VII of the ordinance.			
24. If the application has been submitted previously, then , old name of application shall be provided.			