



**BOROUGH OF LINCOLN PARK**  
**34 CHAPEL HILL ROAD \* LINCOLN PARK, NJ 07035-1998**  
**OFFICE OF THE ENGINEER**  
**(973) 694-6100 Ext. 2024/2025 \* Fax: (973) 270-2042**

DOC. #LPRResSPCheckList-01-040312

BOROUGH OF LINCOLN PARK  
RESIDENTIAL DEVELOPMENT  
SITE PLAN CHECK LIST GUIDELINES

Four (4) prints of a *Site Plan*, showing the following information shall be submitted to the *Building Department* with an application for a permit.

If upon review by the Department it is determined that additional information is required, this *check list* will be returned to you. ONLY circled items need to be further addressed and added to the *Site Plan*, before revised copies are resubmitted for the Department's review.

Address: \_\_\_\_\_ Block # \_\_\_\_\_ Lot# \_\_\_\_\_  
 Plan Prepared By: \_\_\_\_\_ Address: \_\_\_\_\_, N.J.

<u>Plan Date/Revision No.</u>	<u>Review Date</u>	<u>Status/Remarks</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Item Description</u>	<u>Shown On Plan</u>			<u>Remarks</u>
	<u>Yes</u>	<u>No</u>	<u>N/A</u>	
1. Scale: 1"=20' or 1"=30'				
2. Prepared/signed/sealed by a New Jersey P.E., L.S. or Architect (NOTE: A signed & sealed survey must accompany all applications)				
3. Name of record owner				
4. <i>Tax Map Sheet</i> reference number				
5. Filed subdivision map reference number				
6. Block, lot & house numbers				
7. Lot boundaries: Bearings & distances				

8. Location, dimensions & type of dwelling (ranch, colonial, split-level, etc.)				
9. Location & dimension of detached garage, carport & other accessory buildings/structures				
10. Location of exterior walks, steps, terraces, porches, fences, ditches, swales, etc.				
11. Location & construction details of retaining walls (with <i>Top &amp; Bottom</i> elevations at key locations), cellar window wells, etc.				
12. Location of driveways and approaches				
13. <i>Zoning Ordinance</i> established <i>Setback Lines</i> and dimensions/distances				
14. Location, dimension & title of any easements & designation as to <i>Private</i> or <i>Public</i>				
15. Lot width along " <i>Front Setback Line</i> "				
16. Street <i>Right-of-Way</i> width				
17. Existing & proposed <i>Right-of-Way</i> improvement (pavements, sidewalks, etc.) locations & dimensions/width				
18. Location & size of all existing & proposed utility lines within the roadway/ <i>Right-of-Way</i> & on the lot (Water, Sanitary Sewer, Telephone, Gas, Electric, Cable TV, etc.)				
19. Location & size of proposed service lines – including materials and class/type – and indicating Sanitary Sewer <i>Peep Hole &amp; Water Curb Box</i> locations (Water, Sanitary Sewer, Storm Drains, etc.)				
20. Topographic contour lines of existing grades @ 2' intervals (Based on NJGS 1929 Datum) shown as dashed lines				
21. Topographic contour lines of proposed grades @ 2' intervals (Based on NJGS 1929 Datum) shown as solid lines				
22. Location & elevation of vertical <i>Benchmark</i> that was used				
23. Location & cross-section construction detail of drainage swales – including slopes & key invert elevations				
24. Yard drain/dry well locations & construction details				

<p>25. Elevations at the following key points/locations:</p> <ul style="list-style-type: none"> <li>A. Basement/crawl space</li> <li>B. First floor of dwelling</li> <li>C. Garage finished floor</li> <li>D. Carport/other accessory buildings</li> <li>E. Finished curb or crown of street @ point of prolongation intersection of the side property lines with the curb line and/or roadway centerline</li> <li>F. Existing &amp; finished grade at each corner or point of deflection along the building footprint</li> <li>G. Existing &amp; finished grade at each corner of the lot</li> <li>H. Existing &amp; finished grade at each side of abrupt changes in grade (retaining walls, sloped embankments, etc.)</li> <li>I. Existing &amp; proposed grades @ side property lines, alongside of dwelling</li> <li>J. Pipe locations/sizes/slopes and invert/rim elevations of all water, sanitary sewer/storm drainage manholes/inlets along the lot frontage/within easements wherever service connection lines are proposed or such existing facilities potentially conflict with any proposed construction</li> </ul>				
<p>26. Profile of driveway showing existing and proposed grades – extending from the edge of the roadway/pavement to the garage/carport floor and adhering to the following grade parameters:</p> <ul style="list-style-type: none"> <li>A. First 20' from the road: 2% maximum</li> <li>B. Last 10' adjacent to the garage/carport entrance: 5% maximum</li> <li>C. Between "A." &amp; "B." above: 1% - 12%</li> <li>E. Intersect roadway at 90°/right angle, or as close thereto as possible with explanation where not complied with</li> <li>F. Depiction of "sight distance triangles" with confirmation as to adequate "sight distances" based on posted speed limit</li> </ul>				

<p>27. Driveways for lots along County &amp; other major roadways must have an on-site paved turn-around area alongside of the driveway, so as to eliminate the requirement to back out into the roadway</p>				
<p>28. Driveway typical cross-section and construction detail – width, materials, <i>Base/Intermediate/Surface</i> course thickness</p>				
<p>29. Roof leader drain discharge treatment:                  A. On-site dry well, connection to storm drainage system manhole/inlet structures, etc. will be the primary acceptable means                  B. Splash pads will <b>ONLY</b> be permitted where it is clear that no adverse impact will result on on-site/off-site properties or public <i>Rights-of-Way</i></p>				
<p>30. Where sanitary sewer <i>Peep Holes</i> or water service <i>Curb Boxes</i> fall within paved areas – concrete, bituminous concrete, pavers, etc. – such facilities shall be fitted with a cast iron utility box, appropriately labeled “Water” or “Sewer”</p>				
<p>31. <b>Areas of the Borough not served by a Municipal Water System:</b>                  A. Must show the proposed well location and all critical setback distances                  B. Must have secured a Borough permit from the Health Dept.                  C. Must have secured a State\ permit</p>				
<p>32. <b>Areas of Borough not served by Municipal Sanitary Sewer System:</b>                  A. Must show all proposed septic system components/dimensions/sizes with critical setback distances                  B. Must have secured a Borough permit from the Health Dept. <b>Must submit two (2) additional copies of the Site Plan</b></p>				
<p>33. Copy of a <i>Road Opening Permit</i> as issued by the Office of the Borough Clerk, wherever work is proposed within the public <i>Right-of-Way</i> or connection to a public utility</p>				