

Sign Details & Submission Checklist

This Checklist outlines the information required as part of an application for site plan approval of a sign.

In all cases where a required item is not included in the submission or on the plan, an indication of why it has not been submitted should appear as an addendum to the checklist. Requests for waivers should be in writing and should include the reasons for the request.

Indicate in the first column if the items are submitted. The other column is for official use only.

Name of Applicant:
Docket Number (for official use only):

	<u>Submitted</u>	<u>Completeness</u>
1) Twenty copies of the application and Two copies of the Checklist	_____	_____
2) 20 Copies of Map	_____	_____
3) 20 Copies of supporting information	_____	_____
4) Evidence of Submission to:		
County Planning Board	_____	_____
State D.O.T.	_____	_____
D & R Canal Commission	_____	_____
5) Fees & Escrow (Include W-9 form)	_____	_____

Contents of a Sign Site Plan

The sign site plan shall be clearly and legibly drawn or reproduced at an appropriate scale. It shall show or be accompanied by the following information:

	<u>Submitted</u>	<u>Completeness</u>
(1) Show the name of the applicant	_____	_____
(2) Show the correct Block and Lot Numbers	_____	_____
(3) Show the legal title box, included within shall be the name, address and seal of a licensed NJ surveyor.	_____	_____
(4) Shall have a north point, scale, date, on which the survey was prepared and the date and description of each revision.	_____	_____
(5) The names and property owners and tax map lot numbers of all adjoining properties.	_____	_____
(6) The Tract Name, Tax Map sheet, block & lot numbers, date, reference meridian, graphic scale and the names and addresses of the following:		
a) Record Owner(s)	_____	_____
b) Applicant(s)	_____	_____
(7) The location of:		
a) all buildings on subject property	_____	_____
b) all man made features	_____	_____
c) Dimension all buildings and building setback lines	_____	_____

	<u>Submitted</u>	<u>Completeness</u>
8) For free standing signs, provide the following:		
a) Location of proposed sign	_____	_____
b) All sign dimensions	_____	_____
c) Total square footage of proposed sign.	_____	_____
d) Materials, colors, lighting and lettering/logo of proposed sign	_____	_____
e) Details of supporting structure for proposed sign	_____	_____
f) Details (location, size, etc.) of any existing sign	_____	_____
g) all wooded areas	_____	_____
h) Show all structures on adjacent properties within 25' of the property line.	_____	_____
i) Show all driveways on adjacent properties	_____	_____
9) For attached signs provide the following:		
a) Building elevations showing location of proposed sign by dimensions	_____	_____
b) All sign dimensions	_____	_____
c) Total square footage of proposed sign.	_____	_____
d) Materials, colors, lighting and lettering/logo of proposed sign	_____	_____
e) Details (location, size, etc.) of any existing sign	_____	_____
10) Deeds restrictions, covenants, easements and/or Right of ways pertaining to the subject property.	_____	_____