

**SITE PLAN APPLICATION  
CHECKLIST**

**CHECK IF COMPLETED**

**FOR OFFICE USE ONLY**

- |  |       |
|--|-------|
| <input checked="" type="checkbox"/> 1. Zoning Application  | _____ |
| <input checked="" type="checkbox"/> 2. Site Plan Applications & Site Plans (15 copies of both)   | _____ |
| <input checked="" type="checkbox"/> 3. Proof of ownership (i.e. Deed, Tax Bill and/or Lease)<br>(Agreement for Sale of Property from the City of Camden) | _____ |
| <input checked="" type="checkbox"/> 4. Signed Escrow Fee Agreement   | _____ |

**PRIOR TO SUBMISSION OF ANY SITE PLAN APPLICATIONS EVERY  
APPLICANT MUST CALL FOR A PRE-APPLICATION CONFERENCE.**

**IT IS STRONGLY ADVISED THAT THE APPROPRIATE PROFESSIONALS BE  
PRESENT AT SAID MEETING.**

**PRE-APPLICATION CONFERENCE FEE: \$500.00**

*(ACCORDING TO SECTION 577-270 OF THE CITY'S ZONING CODE)*

**\*NOTE:**

- A. Incomplete applications will not be processed.**
- B. Submission hours are 8:30am to 4:30pm, Monday through Friday. All applications must be stamped "received" by the Division of Planning. No outside drop-offs will be processed.**
- C. All plans must be folded with *Title Block* facing upward.**
- D. Whenever public notice is required, the Division of Planning shall prepare procedures for said notification and advise applicant of its readiness.**

**Revised 8/27/2020**

The following checklist pertains to PLOT PLANS:

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- |   |       |
|---|-------|
| <input checked="" type="checkbox"/> 1. Name and Address of owner and applicant  | _____ |
| <input checked="" type="checkbox"/> 2. Name, signature, licenses #, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect (as applicable).       | _____ |
| <input checked="" type="checkbox"/> 3. Title block denoting type of application, tax map sheet, county municipality, block and lot, and street address.   | _____ |
| <input checked="" type="checkbox"/> 4. Key map not less the 1" – 1000" showing location of tract to surrounding street, municipal boundaries, etc. within 500'.                                     | _____ |
| <input checked="" type="checkbox"/> 5. Schedule for required and proposed zone requirements for Lot area, frontage, setbacks, imperious coverage, parking, etc.                                     | _____ |
| <input checked="" type="checkbox"/> 6. North arrow to top of sheet, scale and graphic scale.  | _____ |
| <input checked="" type="checkbox"/> 7. Signature block for board chair, secretary, zoning officer/ administrative officer and engineer.   | _____ |
| <input checked="" type="checkbox"/> 8. Date of property survey  | _____ |
| <input checked="" type="checkbox"/> 9. Acreage of tract to nearest tenth  | _____ |
| <input checked="" type="checkbox"/> 10. Date of original and all revisions  | _____ |
| <input checked="" type="checkbox"/> 11. Size and location of existing or proposed structures and their dimension of setbacks  | _____ |
| <input checked="" type="checkbox"/> 12. Location and dimensions of any existing or proposed streets   | _____ |
| <input checked="" type="checkbox"/> 13. All proposed lot lines and area of lots in square feet  | _____ |
| <input checked="" type="checkbox"/> 14. Copy of and plan delineation of any existing or proposed deed restriction   | _____ |
| <input checked="" type="checkbox"/> 15. Any existing or proposed easement or land reserved or dedicated for public use  | _____ |
| <input checked="" type="checkbox"/> 16. Existing streets, other right-of-way or easements; water courses, wetlands, soils floodplains, or other environmentally Sensitive area within 200' of tract | _____ |
| <input checked="" type="checkbox"/> 17. Topographical features of subject property from USGS 7.5 minute maps  | _____ |

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- 18. Boundary, limits, nature and extent of wooded areas, Specimen trees and other significant physical features** \_\_\_\_\_
- 19. Drainage calculations** \_\_\_\_\_
- 20. Proposed utilities: sanitary sewer, water, storm water management, telephone, cable TV and electric** \_\_\_\_\_
- 21. Soil erosion and sediment control plan if more than 5000 sq. ft.** \_\_\_\_\_
- 22. Spot and finished elevations at all property corners, corners of Structures, existing or proposed first floor elevations** \_\_\_\_\_
- 23. Construction details road and paving cross-sections and profiles if no profiles needed** \_\_\_\_\_
- 24. Lighting plan and details** \_\_\_\_\_
- 25. Landscape plan and details** \_\_\_\_\_
- 26. Site identification signs, traffic control signs, and directional signs** \_\_\_\_\_
- 27. Sight triangles** \_\_\_\_\_
- 28. Vehicular and pedestrian circulation patterns** \_\_\_\_\_
- 29. Parking plan indicating spaces, size and type aisle width internal Collectors, curb cuts, drives and driveways and all ingress and Egress areas with dimensions** \_\_\_\_\_
- 30. Preliminary architectural plan and elevations** \_\_\_\_\_
- 31. Environmental impact report, parcels 2 acres or larger** \_\_\_\_\_
- 32. Plan paper size should be 24 by 36** \_\_\_\_\_