

**BOROUGH OF PENNS GROVE
PLANNING BOARD APPLICATION PROCEDURES**

THE PENNS GROVE PLANNING BOARD MEETS THE SECOND MONDAY OF EVERY MONTH (UNLESS OTHERWISE NOTICED).

DOCUMENTATION: The application, copies of intended publication and 200-ft. mailings, and any other related documents must be submitted to the Planning Board Secretary by the third Wednesday of the month. The Secretary will then forward the application and related documentation to the planning Board's Review Committee. Once the Review Committee has deemed the application complete, it will then be referred to the Planning Board Chairman, who will set the Hearing date.

The applicant must provide fourteen (14) copies of each of the following:

- a. Application
- b. Plot plans (for subdivisions or site plans, as applicable. Refer to instructions).
- c. Building plans (as applicable).

FEES: All applicable fees pursuant to the Fee Schedule are to be presented to the Planning Board Secretary at the time the application is submitted.

PROOF OF NOTIFICATION: Proof of notification, as identified in the instructions, is to be presented to the Planning Board Secretary at least ten (10) days prior to the meeting.

INSTRUCTIONS

The applicant should follow these instructions together with the General Rules and Regulations of the Planning Board in preparation and submission of all applications for development in the Borough of Penns Grove. The applicant is reminded that it is his or her obligation to comply with all Borough Ordinances, County Regulations, State and Federal laws and Notice Requirements, which may apply to the applicant's situation. This instruction packet shall apply to all applications, but due to the numerous miscellaneous regulations and provisions that may apply, it is not intended to be all inclusive of the eventual requirements that may be imposed by the Planning Board. **THE APPLICANT IS FURTHER ADVISED THAT IT IS HIS OR HER OBLIGATION TO ENSURE THAT THE PROPOSED DEVELOPMENT COMPLES WITH THESE REGULATIONS.** A list of the most common boards/agencies requiring approval, if applicable to a specific application are:

- 1. Salem County Planning Board
- 2. Penns Grove Sewerage Authority
- 3. Penns Grove Water Supply Company
- 4. Borough of Penns Grove Fire Chief
- 5. New Jersey Department of Transportation
- 6. Construction Code Official
- 7. Engineer

I. DEFINITIONS

Minor Subdivision

A minor subdivision is defined as any subdivision resulting in not more than three lots fronting on an existing minor street, not involving any new street or road, or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel of adjoining property, and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance, or Penns Grove Code, Chapter 192, "Subdivision of Land".

Major Subdivision

A major subdivision is defined as any subdivision, which is not classified as a minor subdivision. The instructions contained in Part I are applicable to applications for major and minor subdivisions. The applicant is encouraged to contact the Land Use Secretary if there are any questions in the processing of the application.

Site Plan Review

A site plan is defined as a development plan of one or more lots on which the following is shown:

- a. The existing and proposed conditions of the lot, including, but not necessarily limited to, topography, vegetation, drainage, flood plains, marshes, and waterways.
- b. The location of all existing and proposed buildings, drives, parking spaces, walkways, means of ingress and egress, drainage facilities, utilities, landscaping, structures, signs, lighting, screening devices, and trash dumpsters.
- c. Any other information that may be reasonably required in order to make an informed decision pursuant to an ordinance requiring review and approval of site plans by the Planning Board.

Use Permits and changes of Use Applications

A use permit is defined as an authorization to an applicant to commence a specific use and shall be obtained from the Zoning Administrative Officer prior to initiating that use. A change in use is defined as an application, which seeks to change the specific use of property, which use is otherwise permitted in the zone where the property is located. The applicant must file an appropriate application together with a plan or plot indicating the existing conditions of the property together with the proposed development. Generally, a use permit or change of use application will be in conjunction with a site plan approval.

Variances and Development Applications

If the applicant is proposing a development, which will require a variance from the Zoning Ordinance, the applicant should contact the Building Inspector's Office or an Attorney for specific instruction on compliance with the applicable law.

Lot Line Adjustment

A Lot Line Adjustment is defined as the relocation of an existing lot line. Generally, requests for a lot-line adjustment should not result in the new or any adjacent lots being a non-confirming size or dimension.

II. PROCEDURE FOR FILING APPLICATION

The applicant shall submit the appropriate application and all information as requested on the application. Failure to completely furnish the requested information may delay the application. The application must be signed, dated and notarized.

The applicant shall submit **FOURTEEN (14) COPIES** of the application, plot plans, building plans, and related documents, no later than 30 days prior to the month for which the applicant desires to be heard by the Board. Any applications received after the cut-off date will be deferred until the following month.

1. Preliminary Approval

The applicant shall submit an application for preliminary approval together with engineering and architectural plans, which may be in a tentative form for discussion purposes. The applicant is encouraged, if necessary, to contact the agencies listed above in order to expedite his or her application.

2. Final Approval

The applicant shall submit an application for final approval together with detailed drawings and specifications. Final approval shall only be granted if the applicant has complied with the standards established by ordinance, other applicable laws and regulations and the conditions of the preliminary approval.

The applicant shall comply with the Notice Requirements listed below and evidence of such compliance shall be filed with the Board prior to the hearing of the application.

The applicant shall comply with the Fee Schedule as defined in the Penns Grove Borough Land Use Ordinance. The appropriate review fee shall be filed with the Board prior to the hearing of the application. Such fees, except for escrow accounts as established by ordinance, are to be considered non-refundable by the applicant.

Applications by a Corporation or Partnership must comply with the disclosure requirements, if applicable, as indicated in the General Rules.

The applicant shall submit with the application proof that no taxes or assessments for local improvements are due or delinquent on the property, which is the subject of the application, or other property within the Borough of Penns Grove to which the applicant holds legal title. This proof may be a receipted tax bill, cancelled check, or letter from the Borough Tax Collector. If taxes or assessments are due, any approvals given shall be conditioned upon prompt payments of such taxes or assessments or other adequate provision for payment of same.

The applicant is strongly advised to submit all applications and permits for a proposed development at the same time to expedite the approval process. The applicant shall follow the instructions contained in Parts II, A and B, as to the procedure for filing both preliminary and final Site Plan approvals.

III. NOTICE REQUIREMENTS

The Land Use Secretary shall, within seven (7) days after receipt of a request, make and certify a list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice. A fee of Ten (\$10) Dollars will be assessed for this service.

All applications for development, i.e. subdivision, site plan review, conditional use, use permit or change in use application shall not be afforded a hearing unless the following notice requirements are complied with by the applicant.

A. Types of Notice

1. Public notice shall be given by publication in the Official Newspaper of the Municipality (South Jersey Times) at least ten (10) days prior to said hearing. The applicant shall file with the Board prior to said hearing, an affidavit of publication.

2. Notice shall be given to the owners of all real property as shown on the current tax duplicate or duplicates located within a two hundred (200) foot radius of the property, which is the subject of such hearing and whether located within or without the municipality in which an applicant's land is located. Such notice shall be given by one of the following:
 - a. Serving a copy thereof on the property owner as shown on the current tax duplicate, or,
 - b. Mailing a copy thereof, by certified mail, to the property owner at his/her address as shown on the current tax duplicate; a return receipt is not required.
 - c. Notice to a partnership owner may be made by service upon any partner.
 - d. Notice to a corporate owner may be made by service upon its president, vice-president, secretary, or person authorized by appointment or by law to accept service on behalf of the corporation.
3. Notice of all hearing on applications for development involving property located within two hundred (200) feet of an adjoining municipality shall be by personal service or certified mail to the Clerk of such Municipality. This notice shall be in addition to the notice required to be given pursuant to Section II (above) to the owners of lands in adjoining municipalities, which are located within 200 feet of the subject lot.
4. Notice shall be given by personal service or certified mail to the County Planning Board of the hearing on an application for the development of property adjacent to an existing county road or proposed road shown on the Official County Map or on the County Master Plan, adjoining other county land or situated within 200 feet of a municipal boundary.
5. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state highway.
6. Notice shall be given by personal service or certified mail to the director of the Division of State and Regional Planning in the Department of Community Affairs of a hearing on an application for development of property, which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk.
7. All notices herein above specified shall be given at least ten (10) days prior to the date fixed for hearing and the applicant shall file an affidavit of proof of service with the Planning Board.

B. Form of Notice

All notices required to be given shall state the date, time and place of the hearing; the nature of the matters to be considered, and identification of the property proposed for development by the street address, reference to lot and block numbers. The Notice shall also state the time and location where any maps or documents associated with the application may be viewed, as required by law. The notice shall be in easily understandable language and must full and completely describe the intended development.

C. Proof of Notice

In addition to presenting proof of serving the notices described in this section, the applicant shall execute an affidavit certifying her/she was served proper notice to all required parties in accordance with applicable state, and local law.

IV. **COMPLETED APPLICATIONS**

- A. There shall be no action taken on an application unless it is deemed to be complete. A completed application shall be one that complies with the Borough Ordinances, State laws, and rules of the Planning Board.
- B. The applicant must be aware that the Planning Board may require additional information from the applicant or submission of his/her plans for approval to other governmental authorities in order that it may make an informed decision.
- C. The applicant may request waiver for certain requirements, at the discretion of the Board.

UPON APPROVAL, IF ANY ALTERATIONS ARE TO BE DONE, APPLICATIONS MUST BE FILED AND A BUILDING PERMIT OBTAINED FROM THE CONSTRUCTION CODE OFFICE. A PERMIT MUST BE OBTAINED FOR SIGNS AND A CERTIFICATE OF OCCUPANCY MUST BE APPLIED FOR AND ISSUED BEFORE OPENING A BUSINESS.

ORDINANCE NO: 2002-16

PROPOSAL FOR SITE PLAN REVIEW ORDINANCE

BOROUGH OF PENNS GROVE

SITE PLAN ORDINANCE

In order to protect and preserve the road network of the township, ensure the efficient and safe movement of traffic, promote the development of a well-ordered community, further the objectives of comprehensive planning and best serve and protect the public health, safety and general welfare, no public, professional, commercial, industrial or other nonresidential or nonagricultural or general purpose use and no multiple-family dwelling use, except for developments consisting of two-family dwellings and except as otherwise provide in this section, shall be permitted, nor shall any zoning permit be issued or occupancy permit countersigned for such uses until site plan approval has been received. Notwithstanding the above-stated requirements, the Borough of Penns Grove Planning Board may waive site plan review requirements when the lot under consideration is already substantially developed and the use proposed is substantially the same as the already existing. If an applicant desire to see a waiver of the site plan review requirements as set forth herein, the applicant shall submit an application requesting such relief to the Planning Board and pay such application fee as is otherwise required by ordinance.

DEFINITIONS

Preliminary Site Plan A development plan of one or more lots on which is shown the existing and proposed conditions of the lot, including but not necessarily limited to topography, vegetation, drainage, flood plains, marshes and waterways; 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 any other information that may be reasonably required in order to make an informed determination concerning the adequacy of the plan in accordance with the requirements of this ordinance, zoning, and the Borough Master Plan.

Minor Site Plan A development plan of ten or fewer lots or ten acres, whichever is less, which does not involve planned development, any new street or extension of any off-tract improvement which is to be prorated pursuant to Section 30 of N.J.S.A. 40:55D-42, and contains the information reasonably required in order to make an informed determination as to whether the requirements established by ordinance for approval of a minor site plan have been met.

Major Site Plan Any site plan not meeting the definition of a minor site plan shall be deemed a major site plan.

PRELIMINARY MAJOR AND MINOR SITE PLAN SUBMISSION REQUIREMENTS

In addition to the information required for a zoning permit, materials to be submitted with each application for site review shall clearly show the conditions on and adjacent to the site at the time of the application, the features of the site which are being incorporated into the proposed use or building and the appearance and function of the proposed use of building. Site plans shall be signed and sealed by either a New Jersey licensed professional engineer or registered architect. It shall be drawn in black-on-white at a scale not less than one (1) inch equals fifty (50) feet. As a minimum, the application shall provide the following information, including plans for both before and after conditions. The

following list will be provided to the applicant as a checklist and all of the documents, materials, and signatures must be provided except those items waived by the Board either of it's own volition or after petition by the Applicant for such waivers shall be provided before the application can be deemed complete.

Checklist for Site Plan Review Application to the Planning Board of the Borough of Penns Grove

Required	Received	
_____	_____	Application forms and Checklists (14 copies)
_____	_____	Application Fees and Escrows in accordance with the Fee Schedule, Article VI, Chapter 30, Land Use Procedures and Fees
_____	_____	Proof of notification of property owners within 200 feet
_____	_____	Affidavit of publication of Public Notice
_____	_____	Proof of notice to any other State, County, Regional or Municipal Body or Interest in accordance with Ordinance and as described in the Notice requirements of the General Rules and Regulations of the Zoning Board of Adjustment, Borough of Penns Grove
_____	_____	Certification from the Borough Tax Collector that all taxes and assessments are paid to date
_____	_____	Photographs of lands and structures involved in application (14 copies)
_____	_____	Graphic renderings of proposed signage including images, type, materials and dimensions (14 copies)
_____	_____	Names, Titles and addresses of all expert witnesses to testify
_____	_____	Names and addresses of all stockholders or partners owning 10% or greater interest in corporation or partnership making application
_____	_____	A written statement delineating the exact proposed use requested as well as any proposed Accessory uses. Indicate frequency and intensity of each use.
_____	_____	Sketch plat or plans outlining the location, nature and extent of any variances requested, to scale (not less than 1" – 100") indicating the relation of existing and/or proposed structures (14 copies)
_____	_____	Scale drawings (not less than .25" – 1') of proposed buildings, alterations, additions, or changes to existing structures (10 copies)
_____	_____	Site Plan in accordance with the provisions of the General Rules and Regulations of the Planning Board, Borough of Penns Grove, and Borough Ordinance (14 copies)
_____	_____	Key Map at not less than 1" – 50' including the below information (14 copies)
_____	_____	Title block:
_____	_____	Name, title, address and license number of the professional preparer(s) of the plot plan if applicable
_____	_____	Name, title and address(s) of the owners of record
_____	_____	Scale (written and graphic)
_____	_____	Date of original preparation and of each subsequent revision thereof with a list of specific revisions entered on each sheet
_____	_____	North arrow
_____	_____	Names and addresses of partners or stockholders as required by ordinance
_____	_____	Affidavit of ownership
_____	_____	Acreage figures (both with and without areas within public right-of-way)
_____	_____	Approval signature lines. Planning Board Chair, Board Engineer, Secretary
_____	_____	Existing block and lot number(s) of the lot(s) as they appear on the Borough Tax Map

Checklist for Site Plan Review Application to the Planning Board of the Borough of Penns Grove (continued)

Required Received

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|-------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | Tract boundary line (heavy solid line) |
| _____ | _____ | The location of existing and proposed property lines, streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drainpipes, any natural features such as treed areas, both within the tract and within 200 feet of the tract |
| _____ | _____ | The location and width of all existing and proposed utility easements and rights-of-way, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled |
| _____ | _____ | The location and width of all existing easements and rights-of-way |
| _____ | _____ | Zoning districts affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development |
| _____ | _____ | Proposed buffer and landscaped areas and the location and identification of existing vegetation with an indication as to whether it is to remain or be removed |
| _____ | _____ | A landscape plan showing the proposed location of all plantings, screening and buffering, a legend listing the botanical and common names, the sizes at the time of planting, a planting schedule method of irrigation, the total quantity of each plant, and the location of each plant keyed to the plat. |
| _____ | _____ | Delineation of flood plains, including both floodway and flood fringe areas, flood zone, flood elevation of lowest floor level. |
| _____ | _____ | Test borings, percolation rates and water levels obtained in accordance with N.J.A.C. 7:9-2.1 et seq. and other County standards. |
| _____ | _____ | Contours as shown on the U.S.G.S. topographic sheets and proposed grades. |
| _____ | _____ | Delineation of streams, wetlands, marshes, ponds flood plains rivers and land subject to flooding within the tract and within one hundred feet (100') thereof. A Letter of Interpretation (LOI) from the N.J. Department of Environmental Protection shall be submitted for all delineated wetlands. |
| _____ | _____ | The names and addresses of all adjacent property owners and adjacent block and lot numbers as they appear on the most recent tax list prepared by the Borough Tax Assessor. |
| _____ | _____ | Size, height and location of all proposed buildings (including grades), structures, signs and fences. |
| _____ | _____ | The location and design of any off-street parking or loading area, showing size and location of bays, aisles and barriers, curbing and paving specifications. |
| _____ | _____ | All means of vehicular access and egress to and from the site onto public streets, showing the size and location of driveways, sidewalks, fire lanes and curb cuts, sight triangle easements, and any other proposed devices necessary to prevent difficult traffic situations. |
| _____ | _____ | The application shall include plans and computations for any storm drainage system as may be required by the Board Engineer. |
| _____ | _____ | Detailed floor plans and signed and sealed, scaled architectural elevations. (Major site plans only) |
| _____ | _____ | Evidence of the submission of the application(s) for other agency approvals having jurisdiction Over the application and/or required by the Board Engineer. |

DEVELOPMENT REVIEW PROCEDURES

Application Procedures

Any applicant for site plan review and approval within the jurisdiction of the Planning Board shall obtain all necessary forms from the Land Use Secretary. Said Secretary shall inform the applicant of the steps to be taken in securing planning board action and the boards regular meeting dates. The applicant shall be given the checklist of requirements above.

General Review Procedures

1. All site plans as defined by this chapter, are subject to the review and approval requirements specified herein.
2. Any site plan seeking a variance as part of its plan is required to give proper notice pursuant to Borough Code 30-29 and 30-30. Any site plan deemed to be a major site plan shall also make such notice.
3. The Planning Board shall determine on the advice of the board engineer and the land use secretary that the application is complete and properly submitted and therefore subject to review, or that the application is incomplete, in which case the developer shall be advised within 45 days of his initial submission as to the additional material required. If the application is complete, it shall be so certified by the land use Secretary as of the day that it met all requirements specified in this chapter for the purposes of the commencement of the time period for action.
4. An amended or revised application shall be submitted in the same manner as the original application.
5. At the request of the developer, the Planning Board shall grant an informal review of a concept plan for development for which the developer intends to submit a formal application for review. No fees shall be required for such an informal review. The developer shall not be bound by any concept plan for which review is requested and the Planning Board shall not be bound by any such review. The Board at its discretion may appoint a committee to handle such reviews.
6. An applicant for site plan review may make a sketch submission for classification purposes. If a sketch submission results in classification as a major site plan, the application shall not be deemed complete until all preliminary application requirements have been met. Notwithstanding this procedure for sketch submission, nothing shall prohibit applicant from initially submitting an application to the Planning Board for preliminary Major Site Plan approval.
7. Whenever review or approval of the application by the County Planning Board is required pursuant to N.J.S.A. 40:27-6.6, the Planning Board shall condition any approval that it grants on the timely receipt of a favorable report on the application by the County Planning Board or approval by said board by it's failure to report therein within the required time period.
8. In reviewing any site plan and application, the Planning Board shall be guided by any pertinent comprehensive plan recommendations, policies and proposals, any specific standards relating to particular uses contained in this chapter and the following general site design standards:

- a. Every effort shall be made to either preserve the landscape in its natural state or to improve existing site conditions in keeping with adjacent areas.
- b. Wherever possible, excessive cut or fill should be avoided, floodplains respected and, where necessary, incorporate in the design of erosion control measures, including terracing, stilling ponds, surface water retention basins, grassed slopes, grassed swales, etc.
- c. The orientation and siting of buildings, the unique characteristics of the site shall be taken into account with consideration given to relating buildings and accessory uses to the topography of the site; creating desirable focal points; preserving a natural view; providing desirable space enclosures; and respecting the established character of surrounding neighborhood.
- d. The site plans shall provide for the development of the project as a unified whole with design features that will tie principal, accessory and other site structures together and relate site features successfully and harmoniously to similar elements in surrounding buildings or structures. In criticizing these aspects of the site plan, the Board shall consider the massing of architectural elements, the nature and positioning of windows, doors and other building height, paving materials, landscape materials and pedestrian and vehicle accommodations and furnishings. In the case of auto parking areas, truck loading areas, utility buildings and structures and similar accessory areas and structures, special consideration shall be given to the use of screen planting or other screening methods, where said features or structures are incongruous with the existing or contemplated character of adjacent areas.

FINAL MAJOR SITE PLAN SUBMISSION REQUIREMENTS

(to be added)

Design Standards

General

- A. All land developments, which are subject to the Borough of Penns Grove Planning Board approval, shall provide improvements according to the design standards and criteria herein established.

Where a land development abuts a Borough road, or shall have an impact on the Borough road system or drainage areas, improvements determined by the Borough Engineer and the Borough Planning Board, shall be required of sufficient design and capacity to satisfactorily accommodate the anticipated impact on the Borough road

Right-of-Way and Streets

The right-of-way requirements for existing and proposed Borough roads shall conform with the classification of Borough roads contained in the adopted Borough Master Plan or Official Map and the improvements as defined on the diagram of "Cross-Section Requirements".

Subdivisions and/or Site Plans that adjoin or include existing Borough roads that do not conform to widths as shown on the adopted Borough Master Plan or Official Map shall dedicate additional right-of-way along either one or both sides of the Borough road. If the land development is only on one side of the Borough road, one-half (1/2) of the total required right-of-way shall be dedicated, measured from the existing centerline of the right-of-way.

When by reason of special or unusual conditions or to conform to the adopted Borough Master Plan or Official Borough Map, said total additional right-of-way is to be secured from just one (1) side of an existing road, only one half (1/2) of

the additional total right-of-way may be required to be dedicated or granted as a highway easement and remaining area proposed for right-of-way shall be reserved for future acquisition and all building set-backs shall be measured from the limits of the reserved area.

When a major subdivision results in lots abutting Borough roads which are classified as a Borough Arterials one of the following shall be required:

1. A marginal service road where a subdivision has more than one thousand (1,000) feet of frontage on one side of a Borough road.
2. The frontage shall be reversed so that the lots contiguous to such Primary Arterial will front on an internal street with no direct access to the Borough road.

Where subdivisions abut Borough roads, and marginal roads or reverse frontage are provided, the improvements to the Borough road shall be limited to the following:

1. Drainage facilities made necessary by the construction of the land development.
2. Uniform grading of the additional right-of-way or easement for Borough road purposes shall be carried out subject to the approval of the Borough Engineer. Topsoil shall be uniformly distributed over the entire area and seeded.
3. Curbs for a distance of two hundred (200) feet from the curb return each side of any new road connecting with a Borough road located a minimum of twenty (20) feet of the centerline of the existing pavement.
4. A transition of the curb to one (1) foot off the existing pavement shall be provided or some alternate solution to minimize any traffic hazards which is acceptable to the Borough Engineer. The transition shall be at a rate of ten (10) feet of curb for each foot of offset from the existing pavement.
5. The area between the existing pavement and new curb shall be improved in accordance with the specifications of the Diagram of Borough Road Cross-Sections.

Where a subdivision involves land with frontage on a Borough Arterial or a Borough Collector Road, which due to its size, shape or other peculiar or unusual circumstance makes the provision of a marginal road or reverse frontage impractical or unnecessary, the lot, or lots, in the subdivision shall have driveways so designed that it is possible to turn vehicles on the lot and it is not necessary to back out on the road.

No subdivision with frontage on a Borough road showing lands controlling access to Borough roads shall be approved except where the ownership of such lands is by a public body.

Intersections

Intersections of new streets with a Borough road shall be located so that there will be unobstructed sight along road and across their included corners for a distance specified in Section 5.4 of this Resolution.

Streets or roads connecting with any Borough road shall be at right angles whenever possible, and intersections of less than sixty (60) degrees (measured at the centerline of streets) shall not be permitted.

Only one new street connecting with the Borough road system shall be permitted for a subdivision except where frontage exceeds eight hundred (800) feet is present. In this case, the following shall apply:

1. Street shall not connect with the Borough road at less than eight hundred (800) foot intervals.
2. In spacing of streets, consideration shall be given to the location of existing intersections on both sides of the subdivision.
3. Streets, which connect with the Borough road from opposite sides of the Borough road, shall not be offset.
4. If special or unusual circumstances require the streets to be offset, they shall be separated by at least two hundred (200) feet between their centerlines.

The minimum practical grades shall be maintained on streets connecting with Borough roads on the approaches to the intersection.

The radii of curbs at intersections where either or both roads are in the Borough road system shall meet the following standards:

- | | | |
|---------------|---|------------------|
| 1. Arterials | - | Fifty (50) feet |
| 2. Collectors | - | Forty (40) feet |
| 3. Minors | - | Thirty (30) feet |

The radii of right-of-way lines at intersections where either road or both roads are in the Borough Road System shall be twenty-five (25) feet.

Sight Triangles

Sight triangle easement may be required as recommended by the Borough Engineer except where existing trees covered by regulations of municipal Shade Tree Commissions or existing buildings are involved.

The area bounded by the right-of-way lines and a straight line connecting "sight points" on street centerlines which are the following distances from the intersections of the centerline.

1. Where a minor street intersects a Collector road in the Borough System ninety (90) feet on the minor, and two hundred (200) feet on the collector.
2. Where a collector or minor street or road intersects an Arterial and either is in the Borough System, ninety (90) feet back on the collector and three hundred (300) feet on the Arterial.
3. Where a collector intersects a collector street or road, and either is in the Borough System, two hundred (200) feet on the road designated as through road in the adopted "Through Street Resolution" of the Borough and ninety (90) feet on the other collector.
4. Where an Arterial intersects and arterial street or road and either is in the Borough System, two over-lapping sight triangles shall be required formed by three hundred (300) feet and ninety (90) feet on each artery

The Borough shall have the right to compel the owner to remove any obstruction to vision within the sight triangle not conforming to the standards controlling the area, upon proper and sufficient notice to the property owner.

1. Frontage of one hundred (100) feet and less – one (1) driveway
2. Frontage of one hundred (100) feet to three hundred (300) feet – two (2) driveways
3. Frontage of over three hundred (300) feet – as recommended by the Borough Engineer.

Where two (2) or more driveways serve a single site, they shall be located at least fifty (50) feet apart measured by the closest edges.

Driveways shall be so located as to avoid undue interference with or restriction of free movement of normal road traffic so that areas of traffic congestion shall not be created. In accordance with this principle, driveways shall be constructed where road alignment and road profile are favorable.

Right-of-way Radii

The radii right-of-way lines at intersections where either or both roads are in the Borough Road System shall be a minimum of twenty-five (25) feet.

Sidewalks

Each land development subject to Borough approval shall provide a sidewalk within the Borough road right-of-way if such is required by a zoning, or subdivision ordinance.

No sidewalks will be required along the Borough road in the case of a subdivision providing a marginal access street or reverse frontage.

Sidewalks may be required in the Borough right-of-way in order to protect pedestrian traffic while facilitating vehicular traffic when no local ordinance provides for the installation of sidewalks.

Curb cut ramps shall be provided for the physically handicapped at all intersections.

Design standards for sidewalks shall be as set forth in Chapter 189 Article II.

1. In all cases, the sidewalk shall conform to standard slope specifications of sidewalk and sidewalk area which shall be $\frac{1}{4}$ " per foot rising from the top of standard curb, except where depressed curb type driveways and cut ramps require a lowering of the sidewalk grade. In such cases sidewalk grades shall be approved by the Borough Engineer.

Curbing

Each land development requiring Borough site plan approval shall install a curb and gutter along the entire property frontage of the Borough road if such is required by the following:

1. Curbing is deemed necessary for traffic control.
2. Curbing is required by the Borough Engineer to handle existing or potentially adverse drainage conditions.
3. Curbing is existing at contiguous sites.
4. Curbing required by any zoning, subdivision or other ordinance of the municipality.

The alignment and grade of curb and gutter are to be determined by the Borough Engineer. In special cases at driveway openings curb returns rather than depressed curbing may be required by the Borough Engineer.

Where depressed curbs are used at driveways, the following specifications shall apply:

1. Existing curb or curb and gutter. To construct a depressed curb in locations where either curb or gutter exists. They shall be removed and replaced in accordance with the specifications as set forth by the Borough Engineer.
2. New depressed curb: New depressed curb shall be constructed in accordance with specifications as set forth by the Borough Engineer.
3. Height of depressed curb above street pavement or shoulder; the cope of the depressed curb shall be no greater than one and one-half inches higher than the gutter grade.
4. The horizontal transition of depressed curb from full curb height to depressed curb height shall not exceed eighteen (18) inches.
5. Any existing curb opening not required by the proposed developer shall be closed as set forth by the Borough Engineer.

Paving

Each land development requiring Borough site plan approval shall install paving in the area between the edge of existing pavement and new curb along the entire property frontage of the Borough road in accordance with the standards and specifications as set forth by the Borough Engineer.

All off-street parking, driveways and loading areas shall be paved with materials and to standards and specifications forth by the Borough Engineer.

To facilitate the safe and efficient movement of traffic into and out of a land development, the Borough Planning Board may as a condition of the land development approval require the installation of specified directional, regulatory or advisory signs or pavement markings at designated locations on the land development on the Borough right-of-way. Such signs shall be of a size, color and design as specified in the Manual and Uniform Traffic Control Devices for Streets and Highways, as amended and supplemented by the New Jersey Department of Transportation.

No advertising sign, device or marking may be designed to be erected on or overhang a Borough's right-of-way. Advertising signs which revolve, move, flash, or give the illusion of movement shall be prohibited within twenty-five (25) feet of the existing or proposed future curb line.

Off Street Parking

Each land development, subject to Borough Planning Board Site Development approval shall provide on site the number of off street parking spaces required by and zoning, subdivision, or other ordinances of the Municipality.

1. Minimum dimensions for parking spaces shall be (15) fifteen feet by (20) twenty feet
2. Arrangement of parking spaces of (10) ten or more vehicles will adhere to one of the following diagrams.
3. All Parking areas with a capacity of (5) five or more vehicles shall have the spaces striped.

Off Street Loading

Each land development subject to Borough Planning Board site development approval shall provide on its lot the number of off-street truck loading or unloading spaces required by any zoning, subdivision, or other ordinance of the municipality.

No part of any off street truck loading or unloading space shall be located within the Borough road right-of-way including the sidewalk areas.

Off street truck loading and unloading spaces shall be located and designed to permit any truck to maneuver from a driveway into and off of such space without encroaching upon any portion of an (Borough road) existing or proposed right-of-way including a sidewalk area.

Each truck loading and unloading space shall be at least thirty-five (35) feet in length, twelve (12) feet in width, and a clear fourteen (14) feet in height.

Customer Service Areas

Any site plan, subject to approval by the Borough Planning Board, that provides temporary stopping space or maneuvering space for vehicles of customers or patrons seeking service at a roadside business establishment such as a side grocery or farm produce stand, filling station, drive-in bank, etc., shall be so located that the stopping or maneuvering space is at least ten (10) feet beyond the right-of-way line of the Borough road.

Acceleration Lanes

- A. Where a driveway serves right turning traffic from a parking area providing 200 or more parking spaces or where a newly constructed road serving a major subdivision consisting of at least fifty (50) new homesites, or a facility generating a peak hour traffic volume of fifty (50) or more vehicles, or a Borough road has an existing or expected future peak hour traffic volume exceeding 1,000 vehicles per hour, an acceleration lane shall be provided.
 1. Where a Master Plan, Official Map, or Traffic Control Plan exists which shows the proposed location of jug handles and/or overpasses.

2. Where a development is proposed that provides two hundred (200) or more parking spaces on the site.
3. Where the sight distance is below that recommended in Section 5.5.
4. Where the existing level of service is level "C" during the time period when the Borough road would be utilized by drivers entering and leaving the development, as described in the Highway Capacity Manual (1965 or later editions) published by the Highway Research Board.
5. Where development warrants left turn lanes, or jug handles as recommended in the Manual of Uniform Traffic Control Devices, published by the Federal Department of Transportation.

B. Public Utility Relocation

When improvements herein required result in existing utility poles, telephone circuit boxes, fire hydrants, light standards or other above ground utility structures to be relocated along a Borough road, the applicant developing the land shall be responsible for the relocation of said utilities.

All utilities shall be located behind the curb line. The location of said utility structures shall be approved by the Borough Engineer.

An acknowledgement of the applicant's responsibility for relocating utility structures shall be required, by certified mail, prior to the granting of final approval and such relocation of said utility structures shall also be noted on final construction plans to be reviewed by the Borough Engineer.

Drainage

In order to prevent an adverse drainage condition relating to a Borough road or Borough drainage area, each land development subject to Borough subdivision/site plan review and approval shall provide adequate drainage structures in accordance with the standards of this Resolution for handling storm water that is generated on and/or through land development and that now flows or will flow directly to a Borough road or under a Borough bridge or culvert.

The requirement of drainage and flood control easements as a condition for subdivision approval shall be intended to prevent an adverse drainage condition on a Borough drainage facility and said requirements shall be at the recommendation of the Borough Engineer. The Borough Engineer shall also make recommendations as to the width of the easement.

- C. No drainage easements shall be required for subdivision boundaries between two (2) existing lots in which no new building lots are created.
- D. Where no drainage will flow to the Borough road that is adjacent to the site but where in order to serve the site, any driveway, acceleration or deceleration lane, shoulder or other facility will be installed within the adjacent Borough right-of-way, drainage facilities shall be installed in the Borough road under or in conjunction with such driveways, acceleration and deceleration lanes, shoulders or other facilities in accordance with standards set by the Borough Engineer and standards as set forth in this Resolution.

In lieu of any required drainage or flood control easement off-tract, the Borough Planning Board may accept a cash contribution to cover the cost, or, the applicant proportional share thereof of the drainage or flood control easement, provided that the applicant has demonstrated to the satisfaction of the Borough Planning Board and Borough Engineer. That said applicant cannot secure the easement at a fair price, and no potentially hazardous condition will result.

Calculations for drainage shall be as follows unless the Borough Engineer deems it necessary to alter a specific drainage design:

1. Rainfall Intensity. Provide for one of the following storm frequencies:
 - a. 15 minutes rainfall once in 2 years
 - b. 30 minutes rainfall once in 5 years
 - c. 45 minutes rainfall once in 15 years
 - d. 60 minutes rainfall once in 25 years
2. A minimum intensity factor "1" equal to 2.6 inches of rainfall per hour satisfies the above requirement.
3. Runoff Determination. In setting the value of the runoff coefficient, "C" consideration will be to the physical features of the drainage basin and the Borough Planning Board and Borough Engineer's estimate of its future development. Due consideration will be given to Municipal Zoning Ordinances by the Borough Planning Board in estimating the future density of development of the drainage basin. In general, the value of the runoff coefficient "C" will fall within the following range:

Classification	Runoff Factor "C"
Parklands, Golf Courses, Etc.	0.15 to 0.30
Open Residential	0.30 to 0.50
Dense Residential and Business	0.50 to 0.70
Commercial and Industry	0.70 to 0.90

4. In computing runoff the rational formula shall be used:

$$Q = CIA$$

In which,

- Q = volume in cubic feet per second
- C = Runoff factor
- I = Intensity of rainfall in inches per hour
- A = Watershed area in acres

5. All storm sewers shall serve two major functions:
 - a. To carry the maximum discharge for which it is designed.
 - b. To transport suspended solids in such a manner that deposits in the sewer are kept to a minimum.

G. Open channel design shall be as follows:

1. Permissible design velocities (feet per second):

Excavation Material	Velocity
Fine sand to firm sand	2.5 to 3.5
Stiff clay to hardpan	3.75 to 6.00
Concrete lined ditch	.5

2. Velocity shall be controlled by use of check dams or ditch banks. They shall be protected by use of sod, riprap, or paving as design velocity dictates.

3. Discharge flow shall be the "Manning Formula".

a. Values of "N" – Manning Formula:

.015 – Best concrete lined ditch

.025 – Best unlined ditch

.03 to .15 – Fair to poor natural streams and water courses

H. Sewers shall be designed using the Manning Formula for flow in pipes.

1. Pipes shall be considered "flowing full" at maximum capacity.

2. Minimum design velocity at "flowing full" condition shall be three (3) feet per second.

3. Friction factor "H" shall be 0.015 for circular cross-section, non-porous concrete pipe. Other cross-sections or pipe materials shall be commensurate friction factors as may be approved by the Borough Engineer.

I. Sewer pipe shall be circular reinforced concrete pipe Class III Wall B minimum 18" ID unless otherwise directed by the Borough Engineer and laid with not less than two (2) feet depth of cover over top of pipe wherever possible. Joints shall be made with "O-Ring" rubber gaskets when necessary.

J. Corrugated aluminum pipe, pipe arch, or helical corrugated pipe shall comply with the Standard Specifications for Corrugated Aluminum Alloy Culbert Pipe and Pipe Arch ASSHO designation M-211-65. The minimum thickness of the aluminum pipe to be used shall be: less than 24 inch diameter or equivalent, 0.075 inches (14 gauge); 24 inch diameter but less than 48 inch diameter or equivalent, 0.105 inches (12 gauge); 49 inch but less than 72 inch diameter or equivalent, 0.135 inch (10 gauge); and 72 inch diameter or equivalent, and layer, 0.164 inches (8 gauge).

K. In pipe sizes less than forty-eight (48) inches in diameter, all transitions in slope, horizontal direction, junctions and change in pipe sizes shall be confined to manholes, catch basins, or other accessible structures designed for one or more of these purposes. In forty-eight (48) inch pipelines and larger, vertical, and horizontal deflections may be accomplished using one hundred (100) foot radius curves or greater.

L. Catch basins and manholes shall be constructed in accord with New Jersey State Standard Specifications for Road and Bridge Construction. Casting curb head height shall be two (2) inches greater than curb height specifications. Castings shall conform to New Jersey DOT Standards.

M. Inlet spacings shall not exceed four hundred (400) feet or a design inlet flow of 6.0 CFS; whichever condition shall be more stringent. Access manholes shall be spaced at four hundred (400) feet intervals (maximum) through right-of ways and at sewer junctions where there are no catch basins.

N. Ends of pipe starting or terminating in an opening ditch shall have suitable headwalls and riprap unless otherwise specified by the Borough Engineer.

O. "Dish" street intersections are not permissible without prior permission of the Borough Engineer. Sufficient catch basins shall be constructed at each street intersection to avoid gutter overflow and at low points in the street grade.

Culverts and Bridges – New

A. The Borough may, upon specific agreement assume responsibility for the future maintenance of culverts or bridges on new public roads within land developments when approved by the Borough Planning Board and the Borough Engineer before construction. The design and calculations shall be made by the applicant's Engineer.

1. The drainage basin upstream of the proposed bridge or culvert shall exceed one-half (1/2) square miles in area and pipe diameter exceeds forty-eight (48) inches.
2. The structure shall be designed to carry A.A.S.H.O. H 20-44 loading
3. Deck width of culverts shall be the full width of the road right-of-way with integral headwalks and guiderails.

B. Deck width of bridges shall be the approved pavement width plus one (1) or two (2), five-foot wide, sidewalks or suitable shoulders.

C. Plans and specification of proposed structures shall be submitted to and receive approval from the Borough Engineer.

D. The developer shall notify the Borough upon commencement of construction so that periodic inspections during construction can be made by the Borough Engineer.

E. Upon completion of construction final inspection and certification shall be made by the Borough Engineer in order to certify that the construction is in accord with the approved plan and specifications.

Culverts and Bridges – Existing

A. In the event that a portion of a Borough road passing over a culvert must be widened, as a consequence of the construction of a land development, and where the developer's frontage includes both sides of a stream, and the existing structure has adequate waterway area and is not scheduled for replacement because of existing structural inadequacy, the developer shall lengthen all culverts having a span of forth-eight (48) inches or less to the full width of the proposed right-of-way.

B. In the further event that the developer's property fronts on only one side of the Borough road, the culvert of which must be lengthened as a consequence of the land development, the developer shall lengthen the culvert on both sides of the R.O.W. of a Borough road.

C. Plans for proposed work shall have the approval of the New Jersey Division of Water Policy and Supply and the Borough Engineer. The Borough Engineer upon approving the plans will determine the amount of bond to be posted to guarantee the satisfactory completion of the work.

D. Prior to commencement of construction, the developer will be required to obtain a permit from the Salem Borough Bridge Department. All requirements of the permit shall prevail except that no additional posting of bond will be required.

E. In cases where the developer's frontage includes only one side of a stream and the structure is scheduled for early placement for hydraulic or structural reasons, or is of such construction that widening of the existing structure is unpractical in the opinion of the Borough Engineer, or has been widened in the past to accommodate the future pavement width, the developer shall make a cash payment sufficient to cover the cost of the improvement. This cost will be determined by the Borough Engineer using current competitive bid prices for the units involved.

Culverts and Bridges – Off-Site and Off-Tract

All land developments in any major drainage basin or tributary thereof producing surface runoff, not accompanied by leaching basins, will be considered to directly increase the hydraulic requirements of all existing culverts and bridges which are located downstream from the upstream limits of said land development, and to contribute toward creation of adverse drainage conditions at all such structures.