Application Checklist

N.J.A.C. 16:47 Appendix H-2

All access applications require the following information to be deemed checklist complete, unless indicated as not applicable to that particular permit:

- ☐ One copy of the completed and signed application, appropriate fee, and any required MT-156 form, Power of Attorney.
- ☐ One copy of the application checklist indicating the exact location of each item being submitted, including page number.
- ☐ One copy of the municipal tax map including municipal title block, showing block number, lot number, and lot lines.
- ☐ One copy of the current deed for the lot or site, including any easements. For street permits, this information is only required for new streets or private streets.
- ☐ Existing and proposed percentage and turning movement volumes of traffic using each street or driveway on the lot or site, including non-State highway access. Schematic drawings and supporting documentation shall be included for all percentages provided. This information is not required for lot subdivision or consolidation permits where there is no State highway access, or for temporary driveway permits.
- ☐ Zoning designation for the lot or site, including a copy of the municipal map indicating this information and the location of the lot or site. This information is not re quired for street permits.
- ☐ Existing and proposed square footage for retail, office, or warehouse uses; number of units for residential developments; rooms for hotels and motels; or appropriate unit of measure for other land uses. Any proposed staging shall indicate the size and type of development for each stage.
- ☐ Type and percentage of type of vehicles anticipated to use the access.
- ☐ Description of existing and proposed attachments to any Department drainage system. This information is not required for lot subdivision or lot consolidation permits or for the preliminary access plan submission for step one of the two-step application review process.
- ☐ Drainage calculations for existing and proposed condition. This information is not required for lot subdivision or lot consolidation permits, or for the preliminary access plan submission of step one of the two-step application review process.

- ☐ Identification of all waivers requested including completed form MT-159, prepared pursuant to N.J.A.C. 16:47-9.9.
- ☐ Pursuant to N.J.A.C. 16:47-9.5(h), copies of transmittals and proofs of service, which are dated and include the name of the recipient of the copy of the application, sent to the following:
  - Municipal engineer
  - County engineer
  - Municipal clerk
  - County planning board in which the lot or site is located
  - Any other municipality or county within the traffic impact study area
- ☐ Travel demand management plan (optional).
- ☐ Justification for exceptions to design standards. This information is not required for lot subdivision or lot consolidation permits, or for the preliminary access plan sub mission of step one of the two-step application review process.
- ☐ One copy of the conformance analysis, pursuant to N.J.A.C. 16:47-5.1, for the subject lot or site.
- ☐ Statement identifying all additional Department permits required to be applied for by the applicant.
- ☐ Three copies of the traffic impact study for major with planning review access applications, or as required by the Department, prepared pursuant to N.J.A.C. 16:47 Appendix F. This information is not required for lot subdivision or lot consolidation permit.
- ☐ Three copies of a traffic signal progression analysis prepared pursuant to N.J.A.C. 16:47 Appendix G if a traffic impact study is not required and a new signal is pro posed or if existing traffic signals do not meet the mini mum signal spacing requirements in Table G-1 or if changes to phasing/timing of existing signals are proposed with out adding a new traffic signal.
- ☐ Three copies of the traffic signal warrants analysis for new traffic signals. This information is not required for lot subdivision or lot consolidation permits.
- ☐ Six copies of detailed plans as described in N.J.AC. 16:47 Appendix H-3 or H-4, if following the two-step ap plication review process, along with six copies of the plans checklist indicating the exact location, by sheet number, of each plans checklist item.

- ☐ Discussion of mass transportation considerations that have been included in the proposed development. This could include documentation regarding bus stops, bus shelters, bus turnouts, or carpool facilities.
- ☐ Copies of notifications provided to the Pinelands, Highlands, or Meadowlands Commissions, as appropriate.
- ☐ Three copies of the completed and signed Hydrology and Hydraulics Checklist for Access or Operations Permits (Developers) found in the NJDOT Roadway Design Manual Section 10.2.2 (BDC17MR-04 dated September 22, 2017).