Pre-Application Meeting Checklist

N.J.A.C. 16:47 Appendix H-1

A letter requesting a pre-application meeting shall include the following information:

- ☐ Name of the site owners.
- ☐ Lot or site location including route, direction, milepost, municipality, and county.
- ☐ Size and type of each different existing and proposed land use and ITE land use designations.
- ☐ Discussion of documentation required for other than ITE land uses.
- ☐ Opening date or plan for staging of development, including build-out year.
- ☐ Type of permit being applied for.
- ☐ Description of involvement with any department electrical facility including, but not limited to, a traffic signal or highway lighting, including any proposed additions or change.
- ☐ Names and titles of people expected to attend the pre-application meeting.

The following shall be included with the request letter:

- ☐ Suggested agenda for the meeting.
- ☐ One copy of a lot or site conformance determination as described in N.J.A.C. 16:47-5.1.
- ☐ Four copies of the trip generation, distribution, and assignment for the lot or site's driveways or streets, for each land use and time period analyzed, including all supporting documentation and narrative description.
- ☐ Four copies of the proposed plan or survey for the lot or site clearly showing existing and proposed buildings, including the square footage of each building, traffic pat terns, access, and highway improvement schemes under consideration.
- ☐ Four copies of the traffic signal warrant analysis ad dressing all warrants if a new traffic signal is involved.
- ☐ Four copies of the municipal tax map including municipal title block, showing block number, lot number, and lot lines.