

CHECKLIST NO. 4  
FOR DETERMINING COMPLETENESS OF APPLICATION FOR  
**CELLULAR TOWER SITE PLAN APPROVAL**  
LAND USE ORDINANCE  
TOWNSHIP OF CLINTON, HUNTERDON COUNTY, NEW JERSEY

Name of Application \_\_\_\_\_ Application No. \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ Date Filed \_\_\_\_\_

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the applicant, a specified requirement is waived by the municipal agency. The request waiver shall be granted or denied within 45 days of receipt of said request.

	Comments
<input type="checkbox"/> 1. Calculation of the application fee (Section 165-13), and the review escrow (Section 165-14).	
<input type="checkbox"/> 2. Individual checks made out to Clinton Township in the amount calculated for the application fee, review escrow and variance, if applicable.	
<input type="checkbox"/> 3. A completed Completeness Checklist No. 4 (latest revision) with written explanations for <u>all</u> requested completeness waivers.	
<input type="checkbox"/> 4. Six (6) completed application forms. 12 additional copies to be provided to Board Administrator upon determination of completeness.	
<input type="checkbox"/> 5. Completed Escrow Agreement signed by owner and applicant.	
<input type="checkbox"/> 6. Certification from the Clinton Township Tax Collector that all taxes and assessments on the property are paid.	
<input type="checkbox"/> 7. Certification that applicant is owner or authorized agent, or consent of owner to file application.	
<input type="checkbox"/> 8. Six (6) Surface Water Management Plans in accordance with Section 165-232, including pre- and post-development calculations and drainage area maps. 12 more copies to be submitted upon completeness determination.	

	Comments
<p><input type="checkbox"/> 9. Six (6) Environmental Impact Statements in accordance with Section 165-72, including a Letter of Interpretation from NJDEP. 12 more copies to be submitted upon completeness determination.</p>	
<p><input type="checkbox"/> 10. Six (6) black or blue line prints of plans prepared by a New Jersey licensed professional engineer or land surveyor. Each sheet must be <u>signed</u> and <u>sealed</u> by the appropriate professional. 12 more copies to be submitted upon completeness determination.</p>	
<p><b><u>Plans shall show or include the following:</u></b></p>	
<p><input type="checkbox"/> 11. Map scale not less than 1 inch = 100 feet showing the entire tract on one sheet.</p>	
<p><input type="checkbox"/> 12. A Key Map showing the entire site, the surrounding area (at least 1,000 feet from the property) and any and all zone district boundary lines in the surrounding area.</p>	
<p><input type="checkbox"/> 13. Site name.</p>	
<p><input type="checkbox"/> 14. Scale and reference meridian. The reference source (i.e. deed, etc.) of the meridian should be identified.</p>	
<p>15. Name and address of the following:</p>	
<p><input type="checkbox"/> a. Professional responsible for preparing the plans,</p>	
<p><input type="checkbox"/> b. Owner of the site, and</p>	
<p><input type="checkbox"/> c. Applicant/subdivider.</p>	
<p><input type="checkbox"/> 16. Date of the plans and revision block identifying any and all revisions.</p>	
<p><input type="checkbox"/> 17. The name of the owner and the block and lot designation of any and all properties located within 200 feet of the site.</p>	
<p><input type="checkbox"/> 18. Existing contours at 2 feet intervals within the site and 200 feet of the property.</p>	
<p><input type="checkbox"/> 19. The tax map sheet, block and lot numbers.</p>	
<p><input type="checkbox"/> 20. The location, use, and ground floor area of all existing and proposed buildings, with building setback. At least two tie dimensions to the property lines should be shown per proposed and existing building.</p>	

	Comments
<p><input type="checkbox"/> 21. Lot line dimensions. Original boundary survey used to prepare the plan should also be provided with the application.</p>	
<p><input type="checkbox"/> 22. Location of all existing and proposed structures on the property, and within 100 feet of the property, including accessory structures and ground mounted equipment. Property lines of adjacent properties should be shown.</p>	
<p><input type="checkbox"/> 23. Location and capacity of proposed off-street parking areas and loading and unloading facilities. Parking calculations as set forth in the zoning ordinance, should be shown.</p>	
<p><input type="checkbox"/> 24. Location of all proposed streets, property lines, lot lines and areas. All lot areas are to be shown in acres and square feet. The area within the maximum depth of measurement should be identified if different from entire area.</p>	
<p><input type="checkbox"/> 25. Schedule of applicable zoning regulations pursuant to Section 165-86.</p>	
<p><input type="checkbox"/> 26. Elevations at the corners of all proposed buildings, paved areas, and property corners, if new buildings or paved areas are proposed.</p>	
<p><input type="checkbox"/> 27. Location of existing water courses, storm drainage systems, wells, sanitary disposal systems, water mains, sanitary sewers, wooded areas, stone and tree rows, easements, rights-of-ways, streets and structures.</p>	
<p><input type="checkbox"/> 28. Specifications for the construction of any onsite improvements (i.e. curb, pavement, fences, sidewalk, lighting, etc.).</p>	
<p><input type="checkbox"/> 29. Specific location and design of traffic control devices, signs, and lighting fixtures.</p>	
<p><input type="checkbox"/> 30. Preliminary architectural plans for proposed buildings or structures.</p>	
<p><input type="checkbox"/> 31. Location and treatment of proposed entrances and gates to public rights-of-ways, including the use of signals, channelization, and all other traffic alterations.</p>	
<p><input type="checkbox"/> 32. Separate application (and fee) for any conditional use or variance with the application.</p>	
<p><input type="checkbox"/> 33. The existing uses and structures on the site and abutting parcels.</p>	

	Comments
<p><input type="checkbox"/> 34. A report from a qualified expert certifying that the wireless telecommunications tower and equipment facility comply with the latest structural and wind loading requirements as set forth in the Building Officials and Code Administrators (BOCA) International, Inc. Code; or the electronic Industries Association/Telecommunications Industries Association (EIA/TIA) 222 Revision F Standard entitled "Structural Standards for Steel Antenna Towers and Antenna Supporting Structures" (or equivalent), as it may be updated or amended; or, such other code as may apply to these facilities, including a description of the number and type of antennas it is designed to accommodate.</p>	
<p><input type="checkbox"/> 35. a. A binding, irrevocable letter of commitment by the applicant to lease excess space on the tower to other potential users at prevailing market rates and conditions.</p>	
<p><input type="checkbox"/> b. The applicant's counsel shall simultaneously submit a separate opinion of counsel expressing such counsel's opinion as to the enforceability of such binding, irrevocable letter of commitment by the township under the laws of the State of New Jersey. The letter of commitment shall be recorded prior to issuance of a building permit. The letter shall commit and be binding upon the tower owner and successors in interest.</p>	
<p><input type="checkbox"/> 36. Elevations of the proposed tower and accessory building generally depicting all proposed antennas, platforms, finish materials, and all other accessory equipment.</p>	
<p><input type="checkbox"/> 37. A copy of the lease or deed for the property.</p>	
<p><input type="checkbox"/> 38. A plan which shall reference all existing wireless telecommunications facilities in the Township, any such facilities in the abutting town which provide service to areas within Clinton Township, and any changes proposed within the following twelve month period, including plans for new locations and the discontinuance or relocation of existing facilities.</p>	
<p><input type="checkbox"/> 39. A 360 degree perspective of the proposed tower at the proposed location from distances of 1,000', 1/2 mile, 1 mile and 2 miles drawn to an appropriate scale.</p>	

Application Deemed Complete:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This completeness determination subject to the applicant providing certified proof of the distribution of plans to the outside review agencies and Board consultants as indicated below:

<u>Agency</u>		<u>Consultant</u>	
Clinton Town Water Co. (if public water)	Yes/No	Board Architect	Yes/No
Clinton Twp Bd of Health (if well or septic)	Yes/No	Board Attorney _____	Yes/No
Clinton Twp Constr Dept	Yes/No	Board Engineering Expert (w/ SWM)	Yes/No
Clinton Twp Fire Dept	Yes/No	Board Environmental Expert w/ EIS and SWM reports	Yes/No
Clinton Twp Police Dept	Yes/No	Board Geotechnical Expert w/ Geotechnical reports	Yes/No
Clinton Twp Sewer Auth. (if in service area)	Yes/No	Board Historic Expert	Yes/No
Hunterdon Cty Bd of Health (if well or septic)	Yes/No	Board Hydro Geological Expert w/ Hydro geologic report	Yes/No
Clinton Twp Envir. Comm.	Yes/No	Board Landscape Architect	Yes/No
Clinton Twp. Hist. Comm.	Yes/No	Board Lighting Expert	Yes/No
		Board Planner	Yes/No
		Board Traffic Expert	Yes/No
		Board Radio Frequency Expert	Yes/No

Application Incomplete pending the Board's determination regarding the following written waiver requests:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Application Incomplete with the following information to be submitted or written waiver requests provided:

By: \_\_\_\_\_ Date: \_\_\_\_\_