



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

Corporate Headquarters
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www.maserconsulting.com

August 14, 2020

VIA COURIER

Ms. Sandy Belan, Secretary
Borough of Hightstown Planning Board
156 Bank Street
Hightstown, NJ 08520

Re: City Line at Hightstown
Minor Subdivision and
Preliminary and Final Major Site Plan
Block 8, Lot 12
Block 21, Lots 1-14, 20 & 26
Block 30, Lots 1-7 & 10-13
Borough of Hightstown, Mercer County, NJ
MC Project No. 16001094B

Dear Ms. Belan:

On behalf of the Applicant, 3PRC, LLC, Maser Consulting respectfully submits the following “collated” documents in support of Preliminary and Final Site Plan Approval for the referenced project. As we discussed, and by copy of this letter, we are submitting directly to your professionals:

- Check #1049 in the amount of **\$1,750.00** (application fee), calculated as follows:
Minor Subdivision (\$500); Preliminary Site Plan (\$750.00); Final Site Plan (\$500.00);
- Check #1048 in the amount of **\$56,620.20** (escrow fee), calculate as follows:
Minor Subdivision (\$600/lot x 3); Preliminary SP (\$0.10 per sf being disturbed x 365,468sf); Final Site Plan - \$0.05 per sf disturbed x 365,468sf. **and W-9 Tax Payer ID;**
- Original + Twenty (20*) copies of the Application including Escrow Agreement, Disclosure, Checklists;
- Six (6)* full size + 15 reduced copies of the:
 - Preliminary and Final Site Plan, prepared by Maser Consulting, consisting of 30 sheets, dated August 14, 2020;
 - Minor Subdivision Plan, prepared by Maser Consulting, consisting of 2 sheets, dated August 10, 2020;
 - Fire Truck and Circulation Plan, prepared by Maser Consulting, sheet 1 of 1, dated August 14, 2020;
 - ALTA Survey, prepared by Maser Consulting, Sheet 1 of 1, dated January 19, 2017, last revised August 10, 2020;
 - B&T Survey, prepared by Maser Consulting, Sheet 1 of 1, dated April 25, 2019, last revised June 3, 2020;
 - Architectural plans, prepared by Feinberg and Associate, PC;



- Four (4*) each of the:
 - Draft Public Notice (**to be provided under a separate cover**);
 - Legal Description and Exhibit for Mechanic Street r.o.w. easement dedication;
 - Copy of submission to the Mercer County Planning Board.
 - Stormwater Management Report, prepared by Maser Consulting, dated August 2020;
 - Stormwater Management Maintenance Report, prepared by Maser Consulting, dated August 2020;
 - Report of Subsurface Exploration and Infiltration Evaluation, prepared by Maser Consulting, dated July 18, 2017;
 - Report of Subsurface Exploration and Foundation Evaluation, prepared by Maser Consulting, dated March 13, 2018;
 - Preliminary Report of Infiltration Evaluation, prepared by Maser Consulting, dated March 23, 2020;
 - Wetland Delineation Report, prepared by Maser Consulting, dated January 2020;
- Twenty-one (21*) each of the:
 - Traffic Impact Study, prepared by Maser Consulting, dated August 14, 2020;
 - Environmental Impact Assessment, prepared by Maser Consulting, dated August 2020;
- CD containing all plans and reports in PDF format.
***From which I am taking 3 copies for submission directly to your professionals.**

Please review for placement on the next available PB Agenda. Should you have any questions, or require additional materials, please do not hesitate to contact this office.

Very truly yours,

MASER CONSULTING

A handwritten signature in black ink, appearing to read 'Simonne Vaccaro', written in a cursive style.

Simonne Vaccaro
Sr. Permit Coordinator

Enc.
cc: Jolanta Maziarz, PB Attorney (w/enclosures via UPS)
Carmela Roberts, PB Engineer (w/enclosures via UPS)
Brian Slaugh, PB Planner (w/enclosures via UPS)
Peter Wersinger, PRC
William A. Feinberg, AIA
Yosef Portnoy

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. 3PRC, LLC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <u>P</u> Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 141 West Front Street, Suite 410	
	6 City, state, and ZIP code Red Bank, NJ 07701	
	7 List account number(s) here (optional)	

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	
83	-4072350

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶  Stanley J. Korewya, Jr., Pres. & COO	Date ▶ <u>8/14/2020</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

3PRC LLC

BOROHT

Borough of Hightstown

DATE	INVOICE NO	DESCRIPTION	INVOICE AMOUNT	DEDUCTION	BALANCE
8-11-20	CR081320A	City Line Htwn Escrow	56620.20		56620.20
CHECK DATE	8-13-20	CHECK NUMBER	1048	TOTAL >	56620.20
			56620.20		56620.20

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

3PRC LLC
40 Monmouth Park Highway
West Long Branch NJ 07764

Provident
1502 Rte 35 South
Ocean Township, NJ 07712

55-7230/2212

1048

DATE 08/13/2020

Pay:*****Fifty-six thousand six hundred twenty dollars and 20 cents

\$ ****56,620.20

VOID FOR ALL USES 180 DAYS FROM ISSUE

Mary Riccardi

[Signature]

TO THE ORDER OF
Borough of Hightstown
156 Bank Street
Hightstown Borough, NJ 08520

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK—HOLD AT AN ANGLE TO VIEW

⑈00000 1048⑈ ⑆ 221272303⑆ ⑈ 1003430210⑈

3PRC LLC

BOROHT

Borough of Hightstown

DATE	INVOICE NO	DESCRIPTION	INVOICE AMOUNT	DEDUCTION	BALANCE	
8-11-20	CR081320B	City Line Htwn app fee	1750.00		1750.00	
CHECK DATE	8-13-20	CHECK NUMBER	1049	TOTAL >	1750.00	1750.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

3PRC LLC
40 Monmouth Park Highway
West Long Branch NJ 07764

Provident
1502 Rte 35 South
Ocean Township, NJ 07712

55-7230/2212

1049

DATE 08/13/2020

Pay:*****One thousand seven hundred fifty dollars and no cents

\$ ****1,750.00

VOID FOR ALL USES 180 DAYS FROM ISSUE

Mary Picard

[Signature]

TO
THE
ORDER
OF

Borough of Hightstown
156 Bank Street
Hightstown Borough, NJ 08520

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK—HOLD AT AN ANGLE TO VIEW

⑈00000 1049⑈ ⑆ 2 2 1 2 7 2 3 0 3 ⑆ ⑆ 1 0 0 3 4 3 0 2 1 0 ⑈

BOROUGH OF HIGHTSTOWN
156 BANK STREET
HIGHTSTOWN, NJ 08520
609-490-5100, ext. 617

PLANNING BOARD APPLICATION

The applicant must submit 21 copies of the completed application and plans; see checklist for sizes.

The application, with supporting documentation, must be filed with the Planning Board Secretary no less than 31 days prior to the meeting at which the application is to be considered.

NOTE: Some applications may be subject to additional fees, please refer to Chapter 26, Section 10, "Land Use" in the Revised General Ordinances of the Borough of Hightstown

To be completed by Borough Staff

Dated Filed: _____ Application Number: _____

Application Fees: _____ Escrow Deposit: _____

Scheduled for:

Review for Completeness: _____

Hearing Date: _____

1. APPLICANT

Name: 3PRC, LLC

Address: 141 West Front Street, Suite 410
Red Bank, NJ 07701

Telephone: 732-222-2000

Fax: 732-222-6410

E-mail: pwersinger@prcgroup.com

Mailing Address: same as above

Applicant is a: (LLC)
 Corporation Partnership Individual

Corporations must be represented by an attorney

Attorney's Name: Peter S. Wersinger, III. - The PRC Group

Address: 141 West Front Street, Suite 410
Red Bank, NJ 07701

Telephone: 732-222-2000

If the applicant is a corporation or partnership, please attach a list of the names and address of all persons having a 10% interest or more in the corporation or partnership.

2. The relationship of the Applicant to the property in question is:

Owner Lessee Purchaser (under contract) Other, specify

3. If owner is other than applicant, provide the following information:

Owner: Borough of Hightstown (Block 21, Lot 20; Block 30, Lots 10-13)
Owner's Address: 148 N. Main Street
Hightstown, NJ 08520
Telephone: 609-490-5100

Applicant is the owner of all other parcels

4. Type of Application (check all that apply)

- A. SITE PLAN
 Waiver Preliminary Final
 Amendment to an Approved Site Plan
- B. MINOR SUBDIVISION
 Preliminary Final
Number of lots to be created including remainder lot 3
- C. MAJOR SUBDIVISION
 Preliminary Final
Number of lots to be created including remainder lot _____
- D. VARIANCE
 Hardship Use Substantial Benefit
Section(s) of Ordinance from which a variance is requested:

- E. Conditional Use
- F. Conceptual Review
- G. Appeal decision of an Administrative Officer
- H. Interpretation of Map or Ordinance
- I. Other

Please specify: _____

5. Explain in detail the exact nature of application: _____

The applicant proposes a adaptive reuse of two existing Industrial buildings as multi-family buildings and the construction of New townhouse, mixed use, and amenity buildings. The project proposes 343 Apartment units, the 43 townhouse units, and one manager's unit for a Total of 387 residential units along with amenity space and associated Site improvements. Optionally the applicant may reduce the number of residential units to 377 and construct 16 hotel rooms within the proposed mixed use building.

6. Waivers requested of Development Standards and/or Checklist Requirements: n/a

7. Subject PROPERTY

A. Address: Bank Street, Academy Street

8 12
B. Block 21 Lot(s) 1-14, 20 & 26
30 1-7, ~~8~~ & 10-13

C. Zoning District Bank Street Redevelopment Area

D. Is the subject located on a:

- County Road State Road
 Within 200 feet of a Municipal Boundary

E. Use of Property:

Existing: Industrial

Proposed: Residential

F. Are there any existing or proposed deed restrictions, easements, right-of-ways or other dedication? NO YES (Attach Copies) *to be provided under separate cover*

G. List all maps and other exhibits accompanying this application.

Preliminary and Final Site Plan, Subdivision Plat, Alta Survey, Architectural Plans, Stormwater Management Report, SWM Maintenance Report, Traffic Impact Study, Environmental Impact Study, Geotechnical Reports, Flood Hazard Area Verification

See cover letter

8. Applicant's PROFESSIONALS

A. ENGINEER Yosef Portnoy - Maser Consulting PA
Address 331 Newman Springs Road, Suite 203
Red Bank, NJ 07701
Telephone 732-383-1950
Email yportnoy@maserconsulting.com
Fax 732-383-1984

B. PLANNING CONSULTANT Jim Constantine - LRK
Address Public Ledger Building, Suite 756
150 S. Independence Mall West
Philadelphia, PA 19106

Telephone 267-804-7040
 Email jconstantine@lrk
 Fax _____

C. TRAFFIC ENGINEER Michelle Briehof - Maser Consulting PA
 Address 331 Newman Springs Road, Suite 203
Red Bank, NJ 07701
 Telephone 732-383-1950
 Email mbreihof@maserconsulting.com
 Fax 732-383-1984

D. ARCHITECT William A. Feinberg, AIA - Feinberg & Associates, PC
 Address 1010 Haddonfield-Berlin Road, Suite 411
Voorhees, NJ 08043
 Telephone 856-782-0100
 Email bfeinberg@feinbergdesign.com
 Fax 856-782-8656

E. List any other expert who will submit a report or who will testify for the Applicant.
 Name: Michael Carnivale- Maser Consulting PA
 Field of Expertise: Geotechnical Engineering
 Address 331 Newman Springs Road, Suite 203
Red Bank, NJ 07701
 Telephone 732-383-1950
 Email mcarnivale@maserconsulting.com
 Fax 732-383-1984

9. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the Applicant's professionals:

APPLICANT'S PROFESSIONALS	REPORTS NEEDED
<u>Yosef Portnoy - Maser Consulting PA</u>	<u>All</u>
<u>Peter S Wersinger, III</u>	<u>All</u>
<u>William A. Feinberg, AIA - Feinberg & Associates, PC</u>	<u>All</u>
_____	_____

10. Certification from the Tax Collector that all taxes, water, sewer rents due on the subject property have been paid is provided. **TO BE SUBMITTED UNDER SEPARATE COVER**

11. Attach a copy of the Notice that will appear in the official newspaper of the municipality and that will be mailed to owners of all real property, as shown on the current tax duplicate, located within 200 feet in all directions of the property which is subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

THE PUBLICATION AND SERVICE OF THE AFFECTED OWNERS MUST BE ACCOMPLISHED **AT LEAST 10 DAYS PRIOR** TO THE DATE SCHEDULED BY THE ADMINISTRATIVE OFFICER FOR THE HEARING.

An affidavit of service on all property owners and proof of publication must be filed before the application will be complete and a hearing can proceed.

CERTIFICATION

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. (If the applicant is a corporation an authorized corporate officer must sign this. If the applicant is a partnership, a general partner must sign this.)

3PRC, LLC

* 
Signature of Owner

By: Stanley J. Koreyva, Jr., Pres. & COO

Application Addendum

PRC HIGHTSTOWN

Block 8, Lot 12

Block 21, Lots 1-14, 20 & 26

Block 30, Lots 1-7 & 10-13

Applicant/Owner

3PRC, LLC (Block 8, Lot 12; Block 21, Lots 1-14 & 26; Block 30, Lots 1-7)
141 West Front Street, Suite 410
Red Bank, NJ 07701

Block 21, Lot 20

Borough of Hightstown
148 N. Main Street
Hightstown, NJ 08520

Block 30, Lots 10-13

Borough of Hightstown
148 N. Main Street
Hightstown, NJ 08520

**ESCROW AGREEMENT
PLANNING BOARD
BOROUGH OF HIGHTSTOWN
156 BANK STREET, HIGHTSTOWN, NJ 08520**

This agreement made this _____ day of _____, 20____
between:

Applicant Name: _____ 3PRC, LLC _____

Company Name: (if applicable) _____ 141 West Front Street, Suite 410 _____

Address: _____ Red Bank, NJ 07701 _____

Phone: _____ 732-222-2000 _____

E-mail: _____ pwersinger@prcgroup.com _____

Type of Application: _____ Preliminary and Final Major Site Plan and Minor Subdivision _____

Amount of Escrow: _____ \$56,620.20 _____

Check Number: _____ 1048 _____

Hereinafter called "Applicant"

And;

The Borough of Hightstown, in the County of Mercer,
A municipal corporation of the State of New Jersey

Hereinafter called the "Borough"

WITNESSTH:

THAT the Applicant has submitted a development application to the Borough's Planning Board for consideration in accordance with the New Jersey Municipal Land Use Law and the Borough of Hightstown Zoning Ordinance and Subdivision Ordinance and Applicant hereby covenant and agrees as follows:


1. Applicant agrees to pay all costs related to the Borough's review and administration of the proposed application with said costs including but not limited to:

- A. Conceptual review, which entails professional consultant services as, may be required by the Borough.
 - B. Full application professional review by the Borough's Planning Board which entails profession consultant costs for: Planning, Engineering, Legal and other extraordinary consultant services as may be required by the Borough.
 - C. In house application review of the application by the Borough's Department of Health and any other extraordinary review by any other department, office or municipal employee as may be required by the Borough.
2. Applicant understands and agrees to pay all costs as set forth above from the date of initial application submission through the Borough's signature of approved plans which shall include any costs for extensions and revalidations.
 3. Applicant understands and agrees to deposit with the Borough's Planning Board an initial application filing fee in accordance with the fees and permits section of the Ordinance upon submission of the application.
 4. Applicant understands and agrees that the Borough will draw down from said deposit to cover costs as set forth in Section 1 above.
 5. Applicant understands and agrees to pay WITHIN TEN BUSINESS DAYS of receipt of the Borough's statement/billing all additional costs as may be incurred and billed to the applicant by the Borough relative to the review and administration of the application even if the costs of said review and administration exceed the initial filing fee deposit.
 6. Applicant understands and agrees that in the event applicant fails to pay a billed amount the Borough may discontinue Planning Board review and consideration on said application or if Planning Board approval has been previously given the Borough may deny issuance of a construction permit and/or certificate of occupancy or if permit has been previously issued the Borough may initiate a STOP WORK ORDER.
 7. The Borough agrees to refund to applicant any sum deposited with the Borough for review and administration of the application not spent nor needed by the Borough. Said refund will be issued by the Borough in accordance with the refund schedule and following completion of the Borough's review and administration of said application.
 8. APPLICANT AGREES AND UNDERSTANDS THAT IT IS INCUMBENT ON APPLICANT TO PERIODICALLY MONITOR THE STATUS OF SAID ESCROW ACCOUNT. APPLICANT AGREES AND UNDERSTANDS THAT

RESPONSIBILITY TO PAY ALL ESCROW CHARGES IS THE APPLICANT'S
EVEN IF APPLICANT SELLS OR CONVEYS SAID PROPERTY CITED ABOVE
TO ANOTHER PARTY.

3PRC, LLC by Stanley J. Koreyva, Jr., President & COO

Applicant's Name (Printed)

* 

Applicant Signature

8/17/2020
Date

Planning Board Secretary

Date

**Borough of Hightstown
Contribution Disclosure Statement
by Planning Board Applicant**

The following certification is required in accordance with subsection 26-9-5 of the Revised General Ordinances of the Borough of Hightstown. Any application not including this certification will be deemed incomplete.

Applicant name: 3PRC, LLC

Applicant address: 141 West Front Street, Suite 410
Red Bank, NJ 07701

Date of application: 8/14/2020

I HEREBY CERTIFY that the following is a true and complete list of any and all contributions made, during the twelve (12) months prior to the filing of this application, to or on behalf of any candidate, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee of, or pertaining to, the Borough of Hightstown, including any Mercer County Party Committee or political action committee (PAC) that is organized for the primary purpose of promoting or supporting Borough of Hightstown municipal candidates or officeholders:

Date	Amount	Recipient
		NONE

(Use additional pages if necessary.)

I FURTHER CERTIFY that I will provide continuing disclosure of any such contributions made following the filing of this Contribution Disclosure Statement and during the pendency of the application and/or approval process.

Subscribed and sworn before me this <u>14th</u> day of <u>August</u> , 20 <u>20</u> <u>Laurie DeLong</u> Notary Public My Commission Expires	3PRC, LLC by Stanley J. Koreyva, Jr., President & COO * <u>[Signature]</u> Signature of applicant _____ Date signed
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26-9-2 Checklist for Site Plans.

Subsection 26-9-00 Filing and Completeness of All Applications.

Applicants seeking subdivision, site plan and/or variance approvals shall file with the Planning Board Secretary twenty-one (21) completed copies of a completed application and the applicable Checklist with all plans, information and documents required therein. Applicants must organize and collate all information presented into twenty-one (21) individual packages and all plans shall be folded with the Title Block showing. No application will be accepted and/or deemed complete and placed on a Planning Board Agenda until the appropriate checklist is completed in full, all fees and escrow (if applicable) are paid, a completed W-9 provided, and plans and documents presented in collated form. Notices of hearings shall not be published or served until the application is deemed to be complete and a date scheduled for Public Hearing. All N.J. corporations and business entities, except sole proprietorships, must be represented by a N.J. Licensed Attorney in appearances before the Planning Board involving the practice of law, as defined by the N.J. Supreme Court, where witnesses are examined, legal authority is cited and laws and ordinances are interpreted.

All complete applications must be submitted no less than thirty-one (31) calendar days prior to the next available Planning Board Meeting date or will not be considered until the following Meeting date. However, the scheduling of a complete application on a Planning Board Agenda shall depend on the Board's business and shall be at the discretion of the Board Chair.

N.J.S.A. 40:55D-48.1 and 48.2 require that corporations or partnerships applying to the Planning Board for permission to subdivide land into six (6) or more lots, a variance to construct a multiple dwelling of twenty-five (25) or more units, or to use a site for commercial purposes, must disclose the names and address of all stockholders or individual partners owning at least ten percent (10%) stock or a ten percent (10%) or greater interest in the partnership.

Subsection 26-9-2 Checklist for Site Plans.

a. Requirements.

1. Designed, drawn, signed and sealed by a New Jersey licensed P.E., L.S., R.A., L.L.A. or P.P. as permitted by N.J.A.C. 13:40-7.1 et seq.
2. Title Block as prescribed by N.J.A.C. 13:40-8.
3. Name, title and address of applicant, owner and person preparing application.
4. Place for signature of Chairman and Secretary of Planning Board.
5. Place for signature of Borough Engineer.
6. Twenty-one (21) copies of a complete application and all drawings and documents. Fifteen (15) sets of drawings shall be half-size with graphical scale and six (6) sets of drawings shall be full-size.
7. List of all waivers requested.

- X 8. List of all variances requested from the Planning Board by Section of Ordinance.
- X 9. Tax map lot and block numbers.
- X 10. Date, scale and north arrow with reference meridian.
- X 11. Key map of the site with reference to surrounding areas and to existing street locations, containing existing buildings and lot lines within two hundred (200) feet of the site.
- X 12. Boundary and topographic survey of the total tract as required by N.J.A.C. 13:40-7.2, signed and sealed by the preparing N.J. Licensed Land Surveyor in accordance with N.J.A.C. 13:40-5. Topography within 200 feet of the boundary shall be shown and a reference datum indicated.
- X 13. Zone district in which property in question falls, zone district of adjoining properties and all property within a two hundred (200) foot radius of the property in question.
- X 14. Names of owners of all contiguous land and adjacent property within two hundred (200) feet as per certified list obtained from the Borough.
- X 15. Zoning requirements tabulated to show all bulk requirements of the zone and the bulk data existing and proposed. All variance conditions are to be noted as such.
- X 16. The entire property in question even though only a portion of said property is involved in the site plan.
- X 16A. The outside dimensions of existing and/or proposed principal buildings(s) and all accessory structures.
- X 17. Delineation of on-site wetlands as field identified by a qualified expert in accordance with the NJDEP standards, or statement by qualified expert that no wetlands or wetlands transition areas exist on-site. Copy of wetlands delineation report to accompany site plan submission.
- X 18. Significant existing physical features including streams, water courses, rock outcrops, swampy soil, etc.
- X 19. All driveways, streets, buildings and lot lines within two hundred (200) feet of site.
- X 20. All existing and proposed curbs and sidewalks.
- X 21. All existing and proposed utility lines within and adjacent to the subject property and full explanation of source of water supply and means of sewage disposal.
- X 22. Rights-of-way, easements and all lands to be dedicated to the municipality or reserved for specific uses.

- X 23. A grading plan with existing and proposed contours at one-foot intervals and finished first floor elevations. Additional spot elevations may be required to determine slopes in “critical” areas as deemed appropriate by the Borough Engineer.
- N/A 24. Plans and centerline profiles shall be provided for widening of all existing roadways.
- N/A 25. Half cross sections, 50 feet on center, shall be provided along the side of all widened existing roadways.
- X 26. Dimensions of lot, setbacks, front yard, side yards and rear yard; size, kind and location of fences.
- X 27. Drainage plan showing location of existing and proposed manholes, inlets, pipes, inverts, rims, grates, swales, berms, and other storm drainage facilities, including roof leaders. All pipe slopes, lengths and materials are to be identified.
- X 28. Storm drainage profiles for all diversion swales, waterways, storm sewer pipe and any other conduit not shown on roadway plan and profile sheets shall be provided.
- X 29. Stormwater Management Submission, including the following in accordance with Section 25-9 of the *Revised General Ordinances of the Borough of Hightstown*:
- a. Topographic base map
 - b. Environmental Impact Assessment, pursuant to Section 26-8 of the *Revised General Ordinances of the Borough of Hightstown*
 - c. Project Description and Site Plan
 - d. Land Use Planning & Source Control Plan
 - e. Stormwater Management Facilities Map
 - f. Hydrologic and Hydraulic Calculations
 - g. Maintenance & Repair Plan
- X 30. Location, dimensions and details of all signs.
- X 31. Typical construction details shall be provided. Details to be shown shall include: typical roadway cross section; storm sewer inlets and manholes (each type proposed); storm sewer headwalls, storm sewer trench; storm sewer flared-end section; underdrain; curb; curb end treatment, depressed curb; sidewalk; handicap ramp; street signs; warning and regulatory signs; sump pump/underdrain to storm sewer connection; any “poured in place” concrete details and reinforcing schedules; and all retaining wall details; and other details deemed appropriate by the Borough Engineer.
- X 32. A landscaping plan showing the site, all existing and proposed topography, existing on-site tree groupings and off-site tree groupings within 200 feet; typical planting details; detailed locations of proposed plant materials; and enlarged details for individual multi-family units, landscaped islands, and landscaped berms. All trees and tree groups shown shall be classified as to

general size and species. Proposed materials with a fall planting hazard are to be noted as such.

- X 33. Plans of off-street parking, parking area layout and off-street loading facilities showing location and dimensions of individual parking spaces, loading areas, aisles, traffic patterns and driveways for ingress and egress.
- X 34. Details of all proposed outdoor lighting including site lighting stanchion locations including the 0.5 foot-candle boundary limit in plan form, details showing type of light(s), height of light(s), style of light(s), typical footing detail; typical illumination pattern (to Scale); color and wattage of lights; all lighting details may be included on the landscaping plan.
- X 35. Architectural plans showing, as a minimum, the first floor plan and front, rear and side elevations of all proposed principal buildings and structures and all accessory buildings and structures, and their materials and treatment.
- N/A 36. Submission of Community Impact Statement, pursuant to Section 26-7.
- X 37. Submission of Environmental Impact Assessment, pursuant to Section 26-8.
- X 38. Contribution Disclosure Statement, pursuant to Subsection 26-9-5 of the *Revised General Ordinances of the Borough of Hightstown* .
- X 39. Owner's Certification or Affidavit of Title prepared by an N.J. Attorney at Law or N.J. Title Company with Commitment to insure and Consent to file the application.
- X 40. A draft public notice.
- * 41. Proof that no taxes, assessments, or sewer and water charges are due or delinquent on the subject property.
- X 42. Disclosure of ownership, if required, pursuant to N.J.S.A. 40:55D-48.1 and 48.2.
- X 43. Completion of W-9 form to accompany payment of applicable fees and escrow accounts.

*to be submitted under separate cover

b. Additional Instructions and Notes for All Applicants (Site Plan).

1. Plans may be reviewed by the Borough Engineer, Zoning Officer, Planning Consultants and other interested parties.
2. In addition, as required, the Mercer County Planning Board must receive a copy of the application and plan(s), and may review the plan and make comments.
3. The applicant shall give public notice by publication in the official newspaper of the Borough at least ten (10) days prior to the date of the hearing.

4.

(a) Affidavit of Service of Notice of Hearing on all owners of property within two Hundred (200) feet of subject property as shown on the current Borough Tax duplicate. A certified list of property owners obtained from the Borough Tax Assessor and Affidavit, along with USPS certified mail receipts arranged in the same order as the certified list of property owners (mounted on 8½ x 11” bond paper, six (6) receipts to a page), shall be submitted to the Planning Board Secretary at least forty-eight (48) hours prior to the hearing.

(b) Affidavit of Publication of Notice of Hearing in the official newspaper of the Borough at least ten (10) days prior to hearing (obtain this affidavit from the newspaper and submit to the Planning Board Secretary at least forty-eight (48) hours prior to the scheduled hearing).

5. Notice shall be sent to the following:

(a) Adjoining municipality (Clerk) if the property is located within two hundred (200') feet.

(b) The County Planning Board if the property is adjacent to a County road or affects a County drainage facility.

(c) The Commissioner of Transportation, if the property is adjacent to a State Highway.

(d) All public utilities in the Municipality registered pursuant to N.J.S.A. 40:55D-12.1.

6. The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and/or the surrounding area. This includes, but is not limited to, buildings and structures with State or Federal historical designation or of local significance, or which are located within the Borough's Stockton Street Historic District. No application shall be deemed incomplete for lack of such additional information.