

# MERCER COUNTY PLANNING BOARD SUBMISSION REQUIREMENTS CHECKLIST



Documents must be submitted to the Planning Department Staff at least (14) days prior to the scheduled Planning Board meeting. This checklist is only to check for *Administrative Completeness*. For *Substantial Completeness*, submitted documents need to include all technical data and information required under Volume 2 of the Mercer County Land Development Ordinance, as determined by County Land Development Review Staff. Please see [Worksheet A for Stormwater](#) and [Worksheet B for Traffic Impact](#) requirements.

## All Applications Submission Requirements (One Physical & Digital Copy of Each):

- Signed Submission Letter from Applicant or Authorized Representative
- Signed County Planning Board Application with Notarized Owner Consent to File & Applicant Certification
- Fee Schedule (Filled Out and Signed) with Fee Check(s) (Check(s) made payable to "County of Mercer")
- Signed and Sealed Survey (Conducted by a licensed surveyor if existing documents are referenced in accordance with NJAC 13:40-7.2 (a.)1)
- Signed and Completed Submission Requirements Checklist (Copy of this checklist)

## Subdivision Specific Requirements (One Physical & Digital Copy of Each):

- Signed and Sealed Subdivision Plan Set (Only 24" by 36" Site plans will be accepted)  
(Plans must reflect all requirements contained in Volume I & II of the County Land Development Ordinance)
- Stormwater Impact Report, Drainage Calculations & Drainage Worksheet A (if applicable)
- Traffic Impact Study & Traffic Impact Worksheet B (if applicable)

## Site Plan Specific Requirements (One Physical & Digital Copy of Each):

- Signed and Sealed Site Plans (Only 24" by 36" Site plans will be accepted)  
(Plans must reflect all requirements contained in Volume I & II of the County Land Development Ordinance)
- Stormwater Impact Report, Drainage Calculations & Drainage Worksheet A (if applicable)
- Traffic Impact Study & Traffic Impact Worksheet B (if applicable)

## Small Wireless Facility Specific Requirements (One Physical & Digital Copy of Each):

- Signed and Sealed Facility Plans & Design Specifications (Only 24" by 36" Site plans will be accepted)
- Structural Report

## Please Submit the Following Additional Items if Available (One Physical & Digital Copy of Each):

- Copy of the Local Engineer Report (if available)
- Copy of Local Municipal Application and/or Resolution (if available)
- Stormwater Maintenance Plan (if available)
- County Road Improvement Plans (If applicable and if available)
- Copy of Any Deed of Dedication or Easement, Metes and Bounds Description and/or Exhibit (if available)

**CERTIFICATION:** I hereby certify that I have reviewed the County Land Development Ordinance and that the information and exhibits herewith submitted are true and correct to the best of my knowledge. I certify that I am the owner or have been authorized by the owner or contract purchaser to file this application. I understand that if all application materials are not submitted in a timely manner, my application will not be reviewed or scheduled for an appearance before the County Planning Board.

X \_\_\_\_\_  
Signature of Applicant or Designated Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date