



BOROUGH OF EATONTOWN LAND DEVELOPMENT APPLICATION CHECKLIST

Name of Applicant _____ Application No. _____

Block(s) _____ Lot(s) _____ Date filed _____

An application shall not be considered complete until all the materials and information specified below have been submitted, unless upon receipt a written waiver request from the applicant, a specified requirement is waived by the municipal agency. The waiver request shall be granted or denied within 45 days of receipt of said request. If an item is considered by the applicant to be "NOT APPLICABLE", a waiver request should be made.

ITEM NUMBER	MINOR		MAJOR				VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	BOROUGH MARK	COMMENTS
	SUBDIVISION	SITE PLAN	PRELIM		FINAL		40:55D-70							
			SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculation of the application fee and the review escrow	COMPLIES			
											WAIVER			
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual checks made out to Borough of Eatontown in the amount calculated for the application fee, and the review escrow	COMPLIES			
											WAIVER			
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A completed checklist with written explanations for all requested completeness waivers	COMPLIES			
											WAIVER			
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Borough of Eatontown application forms	COMPLIES			
											WAIVER			
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ownership Disclosure Affidavit	COMPLIES			
											WAIVER			
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribution statement pursuant to Borough Ordinance #02-2009	COMPLIES			
											WAIVER			
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax Collector Certification from the Eatontown Borough Tax Collector that all taxes and assessments on the property are paid in full.	COMPLIES			
											WAIVER			
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified list of property owners within 200' of the property as prepared by the Eatontown Borough Tax Assessor	COMPLIES			
											WAIVER			
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Monmouth County Planning Board application copy of a check made payable to "Monmouth County"	COMPLIES			
											WAIVER			
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Freehold Soil Conservation District (FSCD) application. Copy of a check made payable to "FSCD"	COMPLIES			
											WAIVER			

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12	•	•	•	•	•	•	•	•	•	Completed Monmouth County Health Department application. Copy of a check made payable to "Monmouth County"	COMPLIES			
											WAIVER			
13	•	•	•	•	•	•	•	•	•	Copies of all easements, covenants, and deed restrictions including metes and bounds descriptions on or affecting the property in question.	COMPLIES			
											WAIVER			
14	•	•	•	•	•	•	•	•	•	Six (6) black or blue line prints prepared by a New Jersey licensed engineer or a licensed Land Surveyor. Each sheet must be signed and sealed by the appropriate professional.	COMPLIES			
											WAIVER			
15	•	•	•	•	•	•	•	•	•	A digital copy of the plan in a format approved by the Borough Engineer. Plan to show lot lines, easements, buffers, existing and proposed structures.	COMPLIES			
											WAIVER			
16	•	•	•	•	•	•	•	•	•	Public Utility "will serve" letters	COMPLIES			
											WAIVER			
17			•	•	•	•				Environmental Impact Assessment	COMPLIES			
											WAIVER			
18	•	•	•	•						Six (6) copies of the Surface Water Management plans in accordance with NJAC 7:8, including pre- and post-development calculation and drainage area maps. Eight (8) more copies to be submitted upon determination of completeness	COMPLIES			
											WAIVER			
19	•	•	•	•						Certification from the Eatontown Borough Tax Assessor approving the block and lot designations	COMPLIES			
											WAIVER			
20			•	•						Certification from the Borough of Eatontown approving the road names and subdivision names	COMPLIES			
											WAIVER			
21		•	•						•	An affirmative statement in writing indicating how all applicable conditional use standards are met	COMPLIES			
											WAIVER			
22			•							A conceptual development plan of the property in accordance with the "conventional lot" requirements of the Borough Land Use Ordinance (yield plan)	COMPLIES			
											WAIVER			

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23					•	•					COMPLIES			
										An engineer's estimate of all the improvements identified on the approved preliminary plan, which remain to be completed at the time of final plat	WAIVER			
24					•	•					COMPLIES			
										An engineer's estimate of all the improvements identified on the approved preliminary plan, whether completed or remaining to be completed	WAIVER			
25					•	•					COMPLIES			
										Deed description including metes and bound for all easements, buggers and right of way dedication, as identified on the approved preliminary plan.	WAIVER			
26														
a		•		•							COMPLIES			
										A description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured.	WAIVER			
b		•		•							COMPLIES			
										A statement containing estimated of daily water consumption, volume and nature of sewage, waste and water to be disposed of descriptions of water supply and sewage treatment facilities.	WAIVER			
c				•							COMPLIES			
										A statement on the anticipated number of shifts and number of employees per shift	WAIVER			
27						•					COMPLIES			
										As-built drawing depicting all the proposed site improvements approved during the preliminary site plan application and any deviations noted in the actual constructed improvements.	WAIVER			
28						•	•	•			COMPLIES			
										Photograph(s) of the subject premises that may prove useful in helping the Board make a more informed decision on the application.	WAIVER			

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Plans shall show or include the following:

29	•	•	•	•	•	•	•	•	•	Map scale not less than 1 inch = 100 feet showing the entire tract on one sheet not exceeding 24"x36".	COMPLIES		
											WAIVER		
30	•	•	•	•	•	•	•	•	•	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.	COMPLIES		
											WAIVER		
31	•	•	•	•	•	•	•	•	•	Site or subdivision name.	COMPLIES		
											WAIVER		
32	•	•	•	•	•	•	•	•	•	Scale and reference meridian. The reference source (i.e. deed, filed map, etc) of the meridian shall be identified.	COMPLIES		
											WAIVER		
33	•	•	•	•	•	•	•	•	•	Name, address, and phone number of the professional responsible for preparing the plans.	COMPLIES		
											WAIVER		
34	•	•	•	•	•	•	•	•	•	Name, address, and phone number of the Owner of the property.	COMPLIES		
											WAIVER		
35	•	•	•	•	•	•	•	•	•	Name, address, and phone number of the Owner of the property.	COMPLIES		
											WAIVER		
36	•	•	•	•	•	•	•	•	•	Date of the plans and revision block identifying any and all revisions.	COMPLIES		
											WAIVER		
37	•	•	•	•	•	•	•	•	•	Approval signature block for Board Chairman, Secretary and Borough Engineer	COMPLIES		
											WAIVER		
38	•	•	•	•	•	•	•	•	•	The name and address of the owner and the block and lot designation of any and all property located within 200 feet of tract.	COMPLIES		
											WAIVER		
39	•	•	•	•	•	•	•	•	•	The tax map sheet. The block and lot numbers of the subject property and any and all properties within 200 feet of the tract.	COMPLIES		
											WAIVER		
40	•	•	•	•	•	•	•	•	•	All existing streets, roads, watercourses and water bodies on the property and within 500 feet of the property.	COMPLIES		
											WAIVER		
41	•	•	•	•	•	•	•	•	•	Lot line dimensions. Original boundary survey used to prepare the plan should be provided with the application.	COMPLIES		
											WAIVER		
42	•	•	•	•	•	•	•	•	•	Location and use of all existing structures on the property and within 100 feet of the tract. Property lines of adjacent properties shall be shown.	COMPLIES		
											WAIVER		

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43	•	•	•	•	•	•		•	•	Location of all proposed streets, property shown lines, lot line and areas. All lot areas to be shown in acres and square feet. The area within the maximum depth of measurement should be identified if different from the entire area.	COMPLIES		
										WAIVER			
44	•	•	•	•	•	•		•	•	Dimensional ties from existing structures to property lines. Ties from proposed structures to property lines for site plans. A minimum of two ties per structure.	COMPLIES		
										WAIVER			
45	•	•	•	•	•	•		•	•	Building envelope of each proposed lot as defined by the minimum yard setbacks required by the zoning ordinance.	COMPLIES		
										WAIVER			
46	•	•	•	•	•	•		•	•	Schedule of applicable zoning regulations.	COMPLIES		
										WAIVER			
47	•	•	•	•	•	•		•	•	Existing wells and septic system on the property and within 100 feet of the property.	COMPLIES		
										WAIVER			
48	•	•	•	•	•	•		•	•	Location of any critical environmental areas, wooded areas, stone rows, tree rows, rights of way, structures, isolated trees >4" diameter and stream corridors on the property and within 500 feet of the property.	COMPLIES		
										WAIVER			
49	•	•	•	•	•	•		•	•	Show all easements dedications, metes and bound, and purpose of the plan.	COMPLIES		
										WAIVER			
50	•	•	•	•	•	•		•	•	Existing contours at 2 feet intervals within the tract and within 200 feet of the tract.	COMPLIES		
										WAIVER			
51	•	•	•	•	•	•		•	•	Proposed contours at 2 feet intervals within the tract.	COMPLIES		
										WAIVER			
52	•	•	•	•	•	•		•	•	Plans, profiles, and cross sections of all streets, common driveways or private roads, provide a request for inspection by the Borough Engineer.	COMPLIES		
										WAIVER			

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53	•	•	•	•		•					Plans, profiles, of utility layouts (i.e. sanitary sewers, storm sewers, water mains, gas and electric).	COMPLIES		
												WAIVER		
54	•		•	•	•	•					A soil erosion and Sedement Contract Plan in accordance with the Standards for Soil Erosion in New Jersey.	COMPLIES		
												WAIVER		
55		•	•	•	•	•			•		Location, specifications and lighting for all outdoor storage.	COMPLIES		
												WAIVER		
56	•		•	•							A minimum of two (2) soil logs, together with the permeability test results for each proposed lot or use if on-site sewerage disposal system proposed.	COMPLIES		
												WAIVER		
57			•	•	•	•					Residential cluster details including amount (SF and acres) and location of common open space to be provided, location and description of the organization to be established for the ownership and maintenance of any common space.	COMPLIES		
												WAIVER		
58			•	•							Details for the construction of any on-site improvements (i.e. curb, pavement, fences, sidewalk, lighting, etc.).	COMPLIES		
												WAIVER		
59			•	•	•						A Landscaping Plan	COMPLIES		
												WAIVER		
60			•	•	•						A Lighting Plan	COMPLIES		
												WAIVER		
61			•	•	•						Specific Location and design of traffic control devices, signs and traffic signals.	COMPLIES		
												WAIVER		
62		•	•	•	•	•		•	•		Location and dimensions of all off street loading areas.	COMPLIES		
												WAIVER		
63			•	•	•						Location and treatment of proposed entrances and gates to public rights of way, including use of signals, channelization and all other traffic alterations.	COMPLIES		
												WAIVER		
64		•	•	•	•				•		Use of existing and proposed buildings by floor area. Floor area and ground area of existing and proposed buildings in square feet.	COMPLIES		
												WAIVER		
65		•	•	•	•				•		Parking requirement calculations and the location of the parking area. The actual spaces should be designated for existing parking areas. Show dimensions from parking spaces to the property lines, street and structures.	COMPLIES		
												WAIVER		
											Elevations of the corners of all	COMPLIES		

66		•		•		•				proposed buildings, paved areas and property corners, if new buildings or paved areas are proposed.		WAIVER	
67		•		•		•				Location of any solid waste, and recyclable storage facilities.		COMPLIES	
												WAIVER	

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68		•		•					• Preliminary architectural plans for proposed building or structures, including floor plans and elevators.		COMPLIES		
											WAIVER		
69		•		•					All certifications and signature lines in accordance with the Map Filing Act.		COMPLIES		
											WAIVER		
70		•		•					Location and description of all monuments, whether found or to be set in accordance with the Map Filing Act.		COMPLIES		
											WAIVER		
71		•		•					The tract boundary lines, right of way lines and easement areas shall be defined with accurate dimensions including bearing and distances, curve data including central angle, radius, arc, and accurate dimensions to the actual street intersections.		COMPLIES		
											WAIVER		
72				•					A certification from the applicant's engineer stating that the final plat conforms to the preliminary plat as submitted and approved.		COMPLIES		
											WAIVER		
73				•					The entire tract on one sheet at the same scale as the Tax Map sheet it appears on.		COMPLIES		
											WAIVER		

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: _____

Complete Streets Policy

The Borough of Eatontown shall develop an integrated and connected multimodal transportation system of Complete Streets that serve all neighborhoods and populations. Towards this end:

1. All transportation projects shall create Complete Streets that allow safe, environmentally healthy, economically sound, equitable, accessible, and convenient travel along and across streets for users of all ages and abilities and for all modes of transportation, including motorists, bicyclists, public transportation vehicles and their passengers, and pedestrians and strive to meet the following goals:
 - a) **Safety:** Eliminate all road fatalities, significantly reduce crash severity and injury, and minimize crime risk.
 - b) **Environment:** Improve air quality, water quality, and stormwater management; reduce flooding; mitigate traffic congestion
 - c) **Economic:** Stimulate economic prosperity.
 - d) **Health:** Increase physical activity and social connectivity with the goal of lowering the risk of obesity, reducing chronic disease and promoting wellness.
 - e) **Equity:** Implement policies and distribute funding and other resources equitably and responsibly in all neighborhoods, particularly in priority communities; improve non-motor vehicle transportation systems.
2. The Planning Board, Zoning Board of Adjustment, along with their respective planning and engineering professionals, shall incorporate this Complete Streets policy into its reviews and recommendations of major site plan and development/redevelopment projects; that all initial planning, designing studies and reviews for projects requiring funding or approval by the Borough should (a) evaluate the effect of the proposed project on safe travel by all users, and (b) identify measures to mitigate any adverse impacts on such travel that are identified.
3. This section shall apply to all public and/or private transportation projects, including those using funds awarded by, the federal, state, regional, county, municipality, or any other local agency. This shall include new construction, reconstruction, resurfacing, restoration, repaving, rehabilitation, private development projects, and maintenance of highways, roads and streets.
4. The Eatontown Borough Council, Borough Planner and Engineer shall routinely work in coordination with each other and adjacent jurisdictions, and any relevant advisory committees/teams, to create Complete and Green Streets and to ensure consistency with the Borough of Eatontown's Master Plan and Elements and any other existing Pedestrian/Bicycle/Multimodal Plans, Stormwater Management Plans, and Pollution Prevention Plans.
5. Within two years of the effective date of this Policy, the Complete Streets Advisory Committee working with the Borough Administrator shall recommend priority items and create a feasible timeline to inventory and update procedures, policies, plans, documents, training programs, performance measures and other guidance documents to be consistent with this policy. The purpose of this policies and practices review is to identify areas where tenets of this policy will need to be incorporated. This includes, but is not limited to, funding, planning, designing, operating, and maintaining transportation infrastructure. The Eatontown Borough Council will use this audit to incorporate this policy as updates to its procedures, plans, policies, etc. as they are scheduled.
6. Transportation projects and Master and Capital Plans shall include, when appropriate and feasible, sustainable design elements, including, but not limited to:
 - a. Green stormwater infrastructure practices
 - b. Traffic Calming
 - c. Shade trees and other vegetation
 - d. Permeable pavements — including those made from recycled materials such as rubber, concrete, glass, and plastic.
7. Transportation projects and Master and Capital Plans shall include where appropriate and feasible pedestrian and bicycle design elements and transit amenities, including but not limited to: curb extensions, sidewalks, radar feedback signs, pedestrian countdown signals, pedestrian refuge islands, road diets, lane width reductions, chicanes, roundabouts, bike lanes, protected bike lanes, bike parking, lighting, wayfinding, seating, trash receptacles, transit amenities, etc.
8. The Borough Administrator shall implement this Policy and formally coordinate with the Borough Planner and Engineer with advice and input from the Planning Board, Zoning Board of Adjustment, and Complete Streets Advisory Committee to set measurable goals to ensure the successful implementation of the Complete Streets Policy in priority communities.
9. The Eatontown Borough Council shall utilize the most current editions of guides, manuals, and best practices on street design, construction, operations, and maintenance that apply to bicycle, pedestrian, transit, stormwater and highway facilities. All manuals, standards, and guidelines shall be made publicly available online, when applicable.

Public Participation

1. The Eatontown Borough Council has established a Complete Streets Advisory Committee to help the Borough of Eatontown to comply with the Complete Streets policy/ordinance and to provide ongoing feedback to the Borough related to the implementation of the Complete Streets Policy/Ordinance. The Complete Streets Advisory Committee, through the coordination of the Borough Administrator, shall solicit the feedback of a broad group of stakeholders including, but not limited to:
 - a. Borough Elected Officials;
 - b. Law Enforcement;
 - c. Public Works;
 - d. Planners;
 - e. Engineers;
 - f. Emergency Medical Service (EMS);
 - g. Fire;
 - h. School;
 - i. Business and Developer Community;
 - j. Civic and Advocacy Groups;
 - k. Public Health Professionals;
 - l. Transit Professionals; and
 - m. Community Members, including Persons with Disabilities, Senior and Youth Organizations, Persons Representing Low- and Moderate-Income Communities, People with limited or no access to a vehicle, People with limited English proficiency, and persons of a racial/ ethnic minorities.
2. Beginning with the planning stage, the Borough of Eatontown shall identify an existing process or develop a new process that allows for public participation in decision-making concerning the design, planning, and use of streets and roadways covered by this Policy.

Exceptions

1. A transportation project may not be required to accommodate the needs of a particular user group if the Borough Administrator and Borough Engineer/Planner determines in writing that any one of the following occur:
 - a. The use of the transportation facility by the particular user group is prohibited by law;
 - b. There is a demonstrated absence of both a current and future need to accommodate the category of user (absence of future need may be shown via demographic, school, employment, and public transportation route data that demonstrate, for example, a low likelihood of bicycle, pedestrian, or transit activity in an area over the next 20 years); and
 - c. The adverse impacts of implementing this Complete Streets Policy significantly outweigh the benefits.
 - d. Public projects will be reviewed by the Borough professionals and they will deem whether or not the project is in the public's best interest.
2. An exception shall be granted only if:
 - a. Request for an exception is submitted in writing, with supporting documentation, and made publicly available with a minimum of 30 days allowed for public input; and
 - b. The exception is approved in writing by the Borough Administrator and Borough Engineer/Planner and the written approval is made publicly available except in extenuating circumstances.

Program Reporting

1. The Complete Streets Advisory Committee shall establish benchmarks, develop plans and set goals to ensure the successful implementation of the Complete Streets Policy. To make sure all users can travel safely and conveniently along highways, roads and streets within the Borough's jurisdiction and in its priority communities. Each year the Complete Streets Advisory Committee shall prepare a report to the Borough Council identifying barriers and proposing solutions to successful implementation of the Complete Streets policy in priority communities.
2. The annual report will allow the Eatontown Borough Council to evaluate implementation of the Complete Street policy. Each annual report shall include the data collected pursuant to program reporting, as well as a list of ongoing and completed transportation projects during that fiscal year. If any exceptions are applied to transportation projects pursuant to exceptions to Complete Streets Requirements herein, such projects and the relevant exceptions should be identified in the annual report. All benchmarks and reports shall be made publicly available online.
3. The Borough Administrator shall assign appropriate responsibility to collect and monitor data under the Borough's jurisdiction and in coordination with the County and State when available to determine compliance with the Complete Streets Advisory Committee's benchmarks. Benchmarks shall include but are not limited to:
 - a. Mileage of new and existing bicycle infrastructure included in priority communities (e.g., bicycle lanes, bike parking, paths, and boulevards)
 - b. Linear feet (or mileage) of new and existing pedestrian infrastructure (e.g., sidewalks, trails, transit amenities)
 - c. Number of new and existing ADA-compliant infrastructure (e.g., curb ramps, pedestrian buttons)
 - d. Number of new street trees
 - e. Number of Green Street practices (e.g., rain gardens, bioswales, permeable pavement)
 - f. Number of pedestrian and bicycle lighting improvements.
 - g. Bicycle and pedestrian counts
 - h. Commute mode percentages (e.g., drive alone, carpool, transit, bicycle, walk)
 - i. The number and percentage of designated transit stops accessible via sidewalks and curb ramps
 - j. The number, locations, and causes of collisions, injuries, and fatalities by each mode of transportation
 - k. The percentage of children walking or bicycling to school

Complete Streets Checklists

1. The Eatontown Borough Council shall develop and adopt one or more Complete Streets Checklists to be used during the project selection, planning, designing, construction, funding and maintenance of all transportation projects.
2. Each item in the checklist must include an area to provide a brief description for how the item is addressed, not addressed, or not applicable to the Complete Streets policy.
3. The checklist shall explain the process for granting exceptions and indicate who is responsible for approving any exceptions before they are granted.
4. The Borough Planner or Engineer shall be responsible for completing the checklists and/or reviewing the checklists. For Borough funded projects in which there is no applicant the Borough's Planner and Engineer will be solely responsible for completion and review. Applicants that come before the Planning and Zoning Board of Adjustment, however, will have their professionals complete the checklist and submit it to the respective Board's professionals for review.
5. A complete streets checklist shall entail but is not limited to:
 - a. Existing pedestrian, bicycle, transit, motor vehicle, and truck/freight accommodations (facilities) and operations
 - b. Traffic volumes — Existing safety and/or access issues Americans with Disabilities Act (ADA) compliance
 - c. Land use within the study area including trip generators — Existing and proposed streetscape elements including furniture, trees, or other environmental enhancements
 - d. Review of existing plans
 - e. Proposed pedestrian, bicycle, transit, motor vehicle, and truck/freight accommodations (facilities) and desired future operations
 - f. ADA compliance of the proposed design
 - g. Compatibility with the surrounding land use and density
 - h. Consistency with applicable design standards and guidelines
 - i. Opportunities to improve public health through physical activity and mobility options
 - j. Opportunities to manage stormwater through green infrastructure
6. All complete street checklists shall be made publicly available.

Checklist - When completing the checklist, a brief description is required for each "Item to be Addressed" as a means to document that the item has been considered and can include supporting documentation.

Complete Streets Checklists

CONCEPT
DEVELOPMENT

PRELIMINARY
ENGINEERING

CONSTRUCTION

MAINTENANCE

CONCEPT DEVELOPMENT CHECKLIST

Item To Be Addressed	Checklist Consideration	Yes	No	N/A	Required Description
EXISTING BICYCLE, PEDESTRIAN AND TRANSIT ACCOMMODATIONS	<p>Are there accommodations for bicyclists, pedestrians (including ADA compliance) and transit users included on or crossing the current facility?</p> <p>Examples include (but are not limited to):</p> <ul style="list-style-type: none"> • Sidewalks • Public seating • Bike racks • Transit shelters 				
EXISTING BICYCLE AND PEDESTRIAN OPERATIONS	<p>Has the existing bicycle level of traffic stress and pedestrian suitability on the current transportation facility been identified?</p> <p>Have the bicycle and pedestrian conditions within the study area, including pedestrian and/or bicyclist treatments, volumes, important connections and lighting been identified?</p> <p>Do bicyclists/pedestrians regularly use the transportation facility for commuting or recreation?</p> <p>Are there physical or perceived impediments to bicyclist or pedestrian use of the transportation facility?</p> <p>Have the existing volumes of pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime crossing been collected/provided?</p>				
EXISTING TRANSIT OPERATIONS	<p>Are there existing transit facilities within the project area, including bus and train stops/stations?</p> <p>Is the transportation facility on a transit route?</p> <p>Is the transportation facility within two miles of "park and ride" or "kiss and go" lots?</p> <p>Are there existing or proposed amenities including pedestrian seating/shelters, bicycle racks or parking available at these lots or transit stations? Are there bike racks on buses that travel along the facility?</p>				
EXISTING MOTOR VEHICLE OPERATIONS	<p>Are there existing concerns within the study area, regarding motor vehicle safety, traffic volumes/ congestion or access?</p>				
EXISTING TRUCK/ FREIGHT OPERATIONS	<p>Are there existing concerns within the study area, regarding truck/ freight safety, volumes, or access?</p>				
EXISTING ACCESS AND MOBILITY	<p>Are there any existing access or mobility considerations, including ADA compliance?</p>				

CONCEPT DEVELOPMENT CHECKLIST

Item To Be Addressed	Checklist Consideration	Yes	No	N/A	Required Description
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	Are there any schools, hospitals, senior care facilities, educational buildings, community centers, residences or businesses of persons with disabilities within or proximate to the study area?		
LAND USAGE	Have you identified the predominant land uses and densities within the study area, including any main street, historic districts or special zoning districts?		
MAJOR SITES	Is the transportation facility in a high-density land use area that has pedestrian/bicycle/motor vehicle and transit traffic? Have you identified the major sites, destinations, and trip generators within or proximate to the study area, including prominent landmarks, employment centers, recreation, commercial, cultural and civic institutions, schools, and public spaces?		
EXISTING STREETScape	Are there existing or planned street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area?		
RESURFACING	Can additional road uses be supported and/or safety improved by reconfiguring lanes within the same roadway width? Examples include but not limited to, lane narrowing, lane reconfiguration, lane reduction (road diet), on-street bicycle parking, hi-viz crosswalks, painted curb extension, etc.		
EXISTING PLANS	Are there any comprehensive planning documents that address bicyclist, pedestrian or transit user conditions within or proximate to the study area? Examples include (but are not limited to): <ul style="list-style-type: none"> • School Travel Plans • Municipal or County Master or Redevelopment Plan • Local, County and Statewide Bicycle and Pedestrian Plans • Sidewalk Inventories • MPO Transportation Plan • NIDOT Designated Transit Village 		
IMPERVIOUS COVER	Is there an opportunity to remove impervious surface as part of this project?		
PRIORITY COMMUNITIES	Does the project area include Priority Communities (as defined by Complete Streets policy)?		
SAFETY	Does the crash history of the study area include injuries and fatalities of all road users?		
STORMWATER MANAGEMENT	Does the project area have a history of flooding? Is the project area in a combined sewer system and subject to combined sewer overflows? Does nonpoint source pollution from the project area runoff into a critical water body?		
PUBLIC HEALTH	Does the Community Health Needs Assessment (CHNA) or Community Health Improvement Plan (County Health Department) identify need for health improvements in the project area? Examples include health in safe zones, increases in number/length of walking/bicycling paths.		

statement of compliance		Yes	No	If NO, please describe why (refer to Exemptions Clause)
The plan or roadway improvement accommodates bicyclists, pedestrians, transit users of all ages and abilities, and addresses the related public health, priority communities, and environmental goals as set forth in the Borough of Eatontown's Complete Streets Policy.				

PRELIMINARY ENGINEERING CHECKLIST

Item To Be Addressed	Checklist Consideration	Yes	No	N/A	Required Description
BICYCLIST, PEDESTRIAN, AND TRANSIT ACCOMMODATIONS	Does the proposed project design include accommodations for bicyclists described in the NJDOT Complete Streets Guidebook?				
	Examples include (but are not limited to)				
	Bicycle facilities:				
	• Bicycle path/bicycle lane/bicycle route/bicycle boulevard				
	• Wide outside lanes or improved shoulders				
	• Bicycle actuation at signals (loop detectors and stencil or other means)				
	• Signs, signals and pavement markings specifically related to bicycle operation on roadways or shared-use facilities				
	• Bicycle safe inlet grates				
	Bicycle amenities:				
	• Call boxes (for trail or bridge projects)				
	• Drinking fountains (also for trail projects)				
	• Secure long term bicycle parking (e.g., for commuters and residents)				
	• Secure short-term bicycle parking				
	Bicycle amenities:				
	• Call boxes (for trail or bridge projects)				
	• Drinking fountains (also for trail projects)				
	• Secure long term bicycle parking (e.g., for commuters and residents)				
	Does the proposed project design address accommodations for pedestrians?				
	Examples include (but are not limited to):				
	Pedestrian facilities: Sidewalks (preferably on both sides of the street); mid-block crosswalks; striped crosswalks; geometric modifications to reduce crossing distances such as curb extensions (bulb-outs); pedestrian-actuated traffic signals such as High Intensity Activated Crosswalk Beacons, Rapid Rectangular Flashing Beacons; dedicated pedestrian phase; pedestrian signal heads and pushbuttons; pedestrian signs for crossing and wayfinding, lead pedestrian intervals; high visibility crosswalks (e.g., ladder or zebra); pedestrian-level lighting; in-road warning lights; pedestrian safety fencing; pedestrian detection system; pedestrian over pass/underpass; and median safety islands for roadways with (two or more traffic lanes in each direction)				
	Pedestrian amenities: Shade trees; public seating; drinking fountains				

PRELIMINARY ENGINEERING CHECKLIST

Item To Be Addressed	Checklist Consideration	Yes	No	N/A	Required Description
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BICYCLIST, PEDESTRIAN, AND TRANSIT ACCOMMODATIONS (con't)	Does the proposed project design include accommodations for bicyclists described in the NIDOT Complete Streets Guidebook?				
	Have you coordinated with the corresponding transit authority to accommodate transit users in the project design?				
	Transit facilities: Transit shelters, bus turnouts				
	Transit amenities: public seating, signage, maps, schedules, trash and recycling receptacles				
	Have you coordinated with the corresponding transit authority to accommodate transit users in the project design?				
	Transit facilities: Transit shelters, bus turnouts				
BICYCLIST AND PEDESTRIAN OPERATIONS	Is the proposed design consistent with the desired future bicyclist and walking plans (e.g., Master Plan/ Elements) within the project area including safety, volumes, comfort and convenience of movement, important walking and/or bicycling connections, and the quality of the walking environment and/or availability of bicycle parking?				
TRANSIT OPERATIONS	Does the proposed design address the desired/anticipated future transit conditions within the project area, including bus routes and operations and transit station access to support transit usage and users?				
MOTOR VEHICLE OPERATIONS	Does the proposed design address the desired future motor vehicle conditions within the project area, including volumes, access, important motor vehicle connections, appropriateness of motor vehicle traffic to the particular street (e.g., local versus through traffic) and the reduction of the negative impacts of motor vehicle traffic?				
TRUCK/FREIGHT OPERATIONS	Does the proposed design address the desired future truck conditions within the project area, including truck routes, volumes, access, mobility and the reduction of the negative impacts of truck traffic?				
ACCESS AND MOBILITY	Does the proposed design address accommodations for those with access or mobility challenges such as the disabled, elderly, and children, including ADA compliance? Examples include (but are not limited to): Curb ramps, including detectable warning surface; accessible signal actuation; adequate sidewalk or paved path (length & width or linear feet); acceptable slope and cross-slope (particularly for driveway ramps over sidewalks, over crossings and trails); and adequate green signal crossing time				
LAND USAGE	Is the proposed design compatible with the predominant land uses and densities within the project area, including any historic districts, main streets, or special zoning districts?				
MAJOR SITES	Can the proposed design support the major sites, destinations, and trip generators within or proximate to the project area, including prominent landmarks, commercial, cultural and civic institutions, and schools, public spaces?				
STREETScape	Does the proposed design include landscaping, street trees, planters, buffer strips, or other environmental enhancements such as drainage swales?				

PRELIMINARY ENGINEERING CHECKLIST

Item To Be Addressed	Checklist Consideration	Yes	No	N/A	Required Description
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DESIGN STANDARDS OR GUIDELINES	Does the proposed design follow all applicable design standards or guidelines appropriate for bicycle and/or pedestrian facilities? Examples include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) – <i>A Policy on Geometric Design of Highway and Streets</i> , <i>Guide for the Development of Bicycle Facilities</i> , <i>Guide for the Planning, Design, and Operation of Pedestrian Facilities</i> ; <i>Public Right-of-Way Accessibility Guide (PROWAG)</i> ; <i>Manual on Uniform Traffic Control Devices (MUTCD)</i> ; <i>Americans with Disabilities Act Accessibility Guidelines (ADAAG)</i> ; <i>National Association of City Transportation Officials (NACTO) - Urban Bikeway Design Guide</i> ; <i>Urban Streets Stormwater Guide</i> ; New Jersey Department of Transportation (NJDOT) - <i>Bicycle Compatible Roadways & Bikeways Planning and Design Guidelines</i> , <i>Pedestrian Planning and Design Guidelines</i> , <i>Complete Streets Design Guide</i> , Rutgers University <i>Green Infrastructure Guidance Manual</i> ; ITE <i>Designing Walkable Urban Thoroughfares</i>				
SAFETY	Does the proposed project design include elements from the FHWA Proven Safety Countermeasures? Examples include, but are not limited to, road diets, medians and pedestrian islands, lead pedestrian intervals, etc.				
STORMWATER MANAGEMENT	Has an impervious cover assessment been performed and have impervious surface areas been minimized while meeting engineering standards and guidelines?				

CONSTRUCTION CHECKLIST					
Item To Be Addressed	Checklist Consideration	Yes	No	N/A	Required Description
MAINTENANCE OF TRAFFIC	During construction, will safe access be maintained for all users, including pedestrians, bicyclists, transit users, and delivery vehicles?				
DETOURS	Will detour routes for all users on site or nearby be provided and clearly marked, including advanced warning signs?				
Borough Planner Sign-Off					
statement of compliance		Yes	No	If NO, please describe why (refer to Exemptions Clause)	
The plan or roadway improvement accommodates bicyclists, pedestrians, transit users of all ages and abilities, and addresses the related public health, Priority Communities, and environmental goals as set forth in the Borough of Eatontown's Complete Streets Policy.					

MAINTENANCE CHECKLIST

Item To Be Addressed	Checklist Consideration	Yes	No	N/A	Required Description
MAINTENANCE OF TRAFFIC	During construction, will safe access be maintained for all users, including pedestrians, bicyclists, transit users, and delivery vehicles?				
DETOURS	Will detour routes for all users on site or nearby be provided and clearly marked, including advanced warning signs?				
STREET CLEANING	Does the street cleaning include the shoulder or roadway to the curb?				
	Are the sidewalks cleaned on a regular basis?				
SNOW REMOVAL	Does snow plowing block or push snow into crosswalks, blocking clear access?				
	Does the Town shovel out crosswalks or enforce residential requirements to clean snow from the crosswalk right of way?				
RE-STRIPING	Can additional road uses be supported and/or safety improved by reconfiguring lanes within the same roadway width? Examples include (but are not limited to): <ul style="list-style-type: none"> • Lane narrowing • Lane reconfiguration • Lane reduction (road diet) • On-street bicycle parking • High-visibility crosswalks • Painted curb extension, etc. 				
STORMWATER MANAGEMENT	Does the maintenance plan include procedures to not obstruct drainage (e.g., inlets, curb-cuts, grates, etc.) into the green infrastructure facility? Has landscaping been maintained?				

Public Works Sign-Off

statement of compliance

The Borough's roadway maintenance and snow removal plan accommodates bicyclists, pedestrians, and stormwater management installations as set forth in the Borough of Eastontown's Complete Streets Policy.

Yes

No

If NO, please describe why (refer to Exemptions Clause)