

## **MINOR SUBDIVISION CHECKLIST**

- ( ) Original and 14 copies of application forms
- ( ) Application form signed and notarized
- ( ) Owners Consent
- ( ) 15 complete sets of sketch plat
- ( ) 11 copies of lot layout (excluding details and construction plans)
- ( ) Scale not less than 1" to 100'
- ( ) Plans collated, stapled, folded to a dimension not to exceed 10" x 12"
- ( ) Plans no greater than 36" x 42" size
- ( ) Application fee
- ( ) Escrow fee
- ( ) Signed W-9 form
- ( ) Signed authorization form
- ( ) Three (3) complete "Tax and Assessment Payment Report" forms which will be forwarded to the Collector of Revenue office for verification that no delinquent taxes or assessments are due
- ( ) Percolation test and soil log results (if applicable) certified by New Jersey Licensed Professional Engineer
- ( ) Soil type
- ( ) Evidence of soil erosion and sediment control plan submittal to Freehold Soil Conservation Service (if disturbance of 5,000 square feet or more of soil)
- ( ) Evidence of submittal to New Jersey Department of Transportation for Route 18 Access Permit and Drainage Permit (Route 18 properties only)
- ( ) Evidence of submittal to New Jersey Department of Environmental Protection for stream encroachment permit (if applicable)
- ( ) A statement indicating that the property which is the subject of the application for development is free of delineation as a freshwater wetland, as more particularly defined in

N.J.S.A. 13:9B-3 et seq, or if any part of the property which is the subject of the application for development is delineated as "freshwater wetland", then the applicant shall show such areas on a survey of the property, prepared by a licensed surveyor of the State of New Jersey.

- ( ) Evidence of submittal to Middlesex County Planning Board (if on County road or involving County drainage structure)
- ( ) Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract
- ( ) A written statement setting forth the intentions of the applicant in regard to the proposed character of the subdivision, whether for the sole purpose of the sale of land or for the construction and sale of homes, with data as to the number, price range, size, floor plan and the outside design of homes, deed restrictions, date of beginning and completion of construction and proposed method of maintaining parking or recreational areas. The statement shall also contain an acknowledgment that the applicant is familiar with the Township's Look Alike Ordinance and Tree Removal Ordinance and will abide by the terms of both ordinances.
- ( ) Such other items and information pertaining to the site as the Department of Planning and Engineering reasonably determines would be necessary or helpful to the Planning Board in reviewing the application.

The following shall be on the plans submitted:

- ( ) Key map showing site and its relation to surrounding area
- ( ) Entire tract shown on one sheet
- ( ) Plat based on a new or existing survey of the property being subdivided, tied into N.J. State plane coordinate system of 1983 as per revised statutes title 45:8
- ( ) Location of that portion which is to be subdivided in relation to the entire tract
- ( ) Plans signed and sealed by a New Jersey Licensed Land Surveyor (survey data only) and by a New Jersey Licensed Professional Engineer if engineering has been performed
- ( ) Zone data table
- ( ) The tract name, tax map sheet, block and lot number, date, reference meridian, scale and the following names and addresses:

- ( ) The record owner or owners
- ( ) The subdivider
- ( ) The person who prepared the map
- ( ) Acreage of tract to be subdivided to the nearest hundredth of an acre
- ( ) Accurate length of all existing and proposed lot lines
- ( ) Proposed lot lines
- ( ) Existing lot lines to remain
- ( ) Existing lot lines to be removed
- ( ) Minimum building setback line on all lots
- ( ) Existing and proposed wells or sanitary sewer systems on tract
- ( ) Area of existing and proposed lots to the nearest 100th of an acre
- ( ) Existing and proposed streets, sidewalks, storm drains, radii, curbs, bridges, culverts
- ( ) Size and location of all driveways and curb cuts proposed and on adjoining properties
- ( ) Setback distance of all existing and proposed structures from each lot line
- ( ) Natural features, such as wooded areas and rock formations
- ( ) Existing and proposed structures
- ( ) Existing and proposed screening and landscaping, including a planting plan, with quantity, species, caliper and location of planting noted
- ( ) All existing schools, zoning and special district boundaries within two hundred (200) feet of the property. Such features shall be shown on a separate map or as a key map on the detailed map itself.
- ( ) All lot lines, streets, roads, streams, wooded areas and other physical features on or within two hundred (200) feet of the extremities of the proposed subdivision and the existing land use of all adjacent land.

- ( ) Location of existing trees with caliper of 4 inches dbh or more
- ( ) Existing and proposed contours at a scale not to exceed 1"=50' or greater at (1) foot intervals based on North American Vertical Datum of 1988 and State Plane Coordinate System North American Datum 1983 to determine general slope and natural drainage of the land. Where necessary to evaluate drainage, the Board shall require contours to be shown for all lands within 200 feet of the property in question.
- ( ) Existing and proposed easements (sight triangle included)
- ( ) The distances, as measured along the centerlines of existing streets abutting the property to the nearest intersection with any public street
- ( ) Location of existing edge of pavement and proposed edge of pavement of all roadways abutting site
- ( ) Location of existing right-of-way lines (both sides) of all streets abutting the subdivision
- ( ) Location of all existing and proposed storm drainage structures and utility lines including telephone, power, water, sewer, gas, etc., whether publicly or privately owned, with pipe sizes, grades and direction of flow
- ( ) Names of all owners of record of all adjoining property, and property directly across the street or streets from the property involved, and the block and lot numbers of all the property shown on the plan
- ( ) Location of all land which lies within the 100 year flood line as depicted on the current State of New Jersey, Department of Environmental Protection, Division of Water Services, Bureau of Flood Plain Management, Delineation of Flood way and Flood Hazard Area Maps.
- ( ) Location of all areas with seasonal high-water table at the surface, including lakes and ponds.
- ( ) Location of all areas with seasonal high water table within one and a half (1-1/2) feet of the surface.
- ( ) Subdivision map including site layout and pertinent site features on CAD-generated data file submitted on CD-ROM or other current digital media. The file shall be either the most current version AutoCAD drawing file compatible or a DXF format drawing interchange file compatible with AutoCAD.
- ( ) All documents, reports and plans shall also be submitted in a PDF file.