

MINOR SUBDIVISION CHECKLIST

Please complete ALL items on the checklist. Indicate "X" if submitted, N/A if it does not apply to your application and "W" if you will be requesting a waiver from submittal. A request of waiver must be submitted in writing with justification as to the reason a waiver should be granted. Failure to complete all items will result in an incomplete application.

Applicant _____ Block _____ Lot _____

Application No. _____ Date Submitted _____

Plan Name _____

Items required for submittal of application (MINOR SUBDIVISION)	Submitted (check)	Staff Use Only
1. 15 copies of plat		
2. 15 copies of completed application form		
3. A key map showing the entire subdivision and its relation to surrounding areas, preferably at a scale of not less than 400 feet to the inch		
4. Subdivision plan drawn on one of the following sheet sizes: 8 ½"x11"; 11"x17"; 24"x36" or 30" x 42"		
5. Certification of an engineer or licensed land surveyor as to the accuracy of the details of the plat		
6. Copy of any protective covenants or deed restrictions applying to the land being subdivided		
7. All easements, public and private		
8. Existing zoning		
9. Name of adjoining lot owners and their Tax Map Block and Lot numbers.		

Items required for submittal of application (MINOR SUBDIVISION)	Submitted (check)	Staff Use Only
10. Tax Map block and lot numbers, date, reference meridian, graphic scale and name and address of owner; name and address of person preparing plan and map and name and address of subdivider, if other than the owner		
11. Tract boundary lines, right-of-way lines of streets, easements and other right-of-way, land to be reserved or dedicated to public use and all lot lines with accurate dimensions, bearings or deflections, angles, radi, arc and central angles of all curves		
12. Minimum front side and rear building setback lines for each lot		
13. Location of all existing monuments		
14. All streets, roads and utilities proposed, mapped or built within 200 feet of the subdivision		
15. All lots being subdivided together with the boundary and acreage of the entire tract and the number of new lots being created; the area of each lot shall be shown correctly to within 1 square foot		
16. All existing and proposed property lines within and immediately adjoining to the tract and all lines to be eliminated; all lot lines are to be shown correctly to hundredths of a foot		
17. The shortest distance from any existing building to any proposed and/or existing lot line		
18. Accurate delineation of flood-plains, federal flood hazard zones, wetlands, conservation easements and any other environmentally sensitive areas should be shown on the plan		

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19. All existing buildings and structures and their uses, wooded areas, rock outcrops and isolated trees with a diameter of 6 inches or more measured 5 feet above ground level; all streams, lakes, drainage right-of-way and streets within the limits of the tract being subdivided and within 500 feet thereof. Any existing features to be removed or relocated shall be indicated. Contours at 2 foot Intervals and general drainage systems shall be shown (The information required herein for isolated trees and 2 foot contour intervals shall not be required on any lots which would be 5 acres or larger in size after subdivision)		
20. Percolation or permeability rates and soil logs shall be performed for each lot. Test results, estimated seasonal high water table and soil morphology shall be shown on the plan and conform to the requirements of N.J.A.C. 7:9A, et seq.		
21. Copy of Deed		
22. Application fee paid		
23. Escrow Deposit Paid		
24. Escrow Agreement Signed		
25. Certification from Tax Collector that Taxes are Paid Current		