

APPENDIX D-4

COMPLETENESS CHECK LIST
f o r
MINOR SUBDIVISION
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Minor Subdivision Application is filed with either the Planning Board or the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List _____ Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

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<u>MINOR SUBDIVISION</u>	<u>Provided</u>	<u>Waiver</u>
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L General Requirements

Submission of completed Application Form and Check List (22 copies).

Payment of application fees and escrow deposit. .

Certification that the Applicant is the owner of the land or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.

Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et seq.

Submission of written certification from Tax Collector that all taxes and assessments are paid to date.

Submission of plats or plans (22 sets) signed and sealed by a N.J.P.L.S. and folded with title block revealed.

If freshwater wetlands are present, or are suspected to be present, on or near the subject property, then one of the following must be submitted:

A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands, and establishing the required transition areas, or,

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A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder, or,

A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.

If the property in question is located within the Pinelands Area, then a Certificate of Filing must be obtained from the Pinelands Commission and submitted to the Board prior to the application being deemed complete for consideration by the Board.

II. Plat Details

Scale of not less than 1" = 50'.

Key map at scale of 1" = 1,000', showing the location of the tract to be subdivided with reference to surrounding areas, existing streets which intersect or border the tract.

Title block in accordance with the Rules governing Title Blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40- 1 et seq.), including:

- Name of Development;
- Name, signature, address, and license number of the Professional(s) who prepared the plan(s);

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Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.

Scale (written and graphic).

Name, address and telephone number of the Owner(s) of Record.

Name, address and telephone number of Developer.

Acreage of the tract to be subdivided to the nearest tenth of an acre.

Distance in feet to the nearest intersection.

North arrow with reference meridian.

Approval block with signature lines for Chairman, Secretary and Board Engineer.

Existing block and lot number(s) of the property to be subdivided as they appear on the Tax Map, and proposed block and lot number(s) and street addresses as approved in writing by the Tax Assessor.

Existing tract boundary line and all proposed lot lines with bearings and distances.

The location of that portion which is to be subdivided in relation to the entire tract.

All existing structures within the portion of the tract to be subdivided.

A schedule indicating the acreage of the tract, the number of lots, the zone, minimum required lot areas, proposed area for each new lot, and the required and proposed setbacks, yards and dimensions.

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The location of all existing streets (including names and right-of-way widths), structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking areas, loading areas, driveways, watercourses, floodplains, railroads, bridges, culverts, drain pipes, and any natural features such as wooded areas, wetlands and lands subject to flooding, marshes, swamps, bogs, ponds, flood hazard zones and 100 year flood elevation, both within the tract and within two hundred feet (200') of its boundary.

The name of all adjoining property owners as well as those across any street or easement, as disclosed by the most recent municipal tax records.

The Tax Map sheet, block and lot numbers of adjoining property owners as well as those across any street or easement.

The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.

The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.

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A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided shall be provided to the Board, or certification that none exists.

Minor subdivisions involving a corner lot shall provide a sight triangle easement.

A statement from the applicant noting if the minor subdivision will be perfected by deed or by map.

If the minor subdivision is to be perfected by the filing of a map, the map must show all existing and proposed monuments, and must conform to all of the requirements set forth in the Map Filing Law.

If the minor subdivision is to be perfected by deed, then the appropriate deed documents, including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications, shall be submitted to the Board for approval prior to filing with the County Recording Officer.

No minor subdivision involving any street(s) which do not conform to the right-of-way widths specified in the Master Plan or on the Official Map shall be approved unless the additional half width right-of-way necessary to make the street(s) conforming shall be granted to the Municipality, or other agency having jurisdiction.

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As a condition of any approval granted by the Board, the applicant must obtain the following approvals when applicable to the project:

Municipal Water and Sewer Utility,		
Ocean County Planning Board,		
Ocean County Utilities Authority,		
Ocean County Soil Conservation District,		
Ocean County Board of Health approval,	—	—
New Jersey Department of Environmental Protection:		
Wetlands,	—	—
Waterfront Development, CAFRA,	—	
Sanitary Sewer System Extensions,		—
Potable Water System Extensions, Stream Encroachment,		
New Jersey Department of Transportation,		—
The Pinelands Commission, if located within the Pinelands Area;		
All other outside agency approvals as may be required.		

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III. <u>Residential Site Improvement standards</u>		

An Engineering Report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the Engineering Report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.

A Stormwater Management Report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.

A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.

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Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.

If any *de minimis* exceptions from the requirements of the Residential Site Improvement Standards are requested, an application must be filed in writing with the municipal approving authority and shall include the following:

1. A statement of the requirements of the standards from which an exception is sought;
2. A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and
3. A statement of the nature and extent of such practical difficulties.

If any waivers are requested, the waiver request must be submitted in writing to the New Jersey Department of Community Affairs, with a copy to the administrative officer of the Township, and shall include the following information:

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1. A copy of the development application as submitted to the municipal approving authority; and		
2. A brief memorandum to the Commissioner of the Department of Community Affairs containing sufficient information upon which to base a determination, including:		—
<ul style="list-style-type: none"> • A short description of the project in narrative form; 		
<ul style="list-style-type: none"> • A citation to the particular site improvement standard from which waiver is requested; 		—
<ul style="list-style-type: none"> • A clear description of the condition(s) giving rise to the request; 		
<ul style="list-style-type: none"> • A clear description of the anticipated result if the standard were to be followed; 		
<ul style="list-style-type: none"> • The name, address, and telephone number of a contact person for the developer; and 		
<ul style="list-style-type: none"> • The name, address, and telephone number of a contact person for the municipal approving authority. 		—

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The applicant's engineer must provide to the Board a written certification which states that, with the exception of any waivers or <i>de minimis</i> exceptions requested, the project has been designed in full compliance with the requirements of the Residential Site Improvement Standards.		