

**APPENDIX D-5**

**COMPLETENESS CHECK LIST**  
f o r  
**PRELIMINARY MAJOR SUBDIVISION**  
**APPLICATION**

**Notice To Applicants:** This form must be completed and returned to the Administrative Officer when a Preliminary Major 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)

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**For Planning Board Use Only:**

**Docket No.** \_\_\_\_\_ **Date Received by Board:** \_\_\_\_\_

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**PRELIMINARY MAJOR                      Provided Waiver  
SUBDIVISION APPLICATION            or Shown Requested**

**I. 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., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with Title Block revealed.

Submission of Environmental Impact Statement, Composite Environmental Constraints map and test borings, percolation rates, water levels and ground water samples as set forth in Sections 55A-77D and 55B-77D of the Land Use Ordinance.

Submission of Traffic Impact Analysis. 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:

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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,

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" = 100'.

Key Map at scale of 1" = 1,000'.

Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:401 et seq.), including:

    Name of Development;

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Name, signature, address, and license number of the Professional(s) who prepared the

Plan; — —

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 the Developer.

North Arrow with reference meridian.

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

Names of all owners of and property lines of parcels within two hundred (200) feet of the land to be subdivided, including properties across the street, as shown on the most recent records of the Township, shall be included on the plan.

The Tax Map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest Township Tax Map. — —

All existing streets, watercourses, floodplains, floodway and flood hazard areas within the proposed subdivision and within two hundred (200) feet of the boundaries thereof shall be shown on the plan.

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Both the width of the paving and the width of the right-of-way of each street and existing public easements and township borders within two hundred (200) feet of the subdivision shall be shown.

All existing structures shall be shown along with an indication of those which are to be destroyed or removed and the front, rear and side yard dimensions of those which are to remain.

The boundaries, nature and extent of wooded areas and the location of any other significant physical features including swamps, bogs and ponds within the proposed subdivision and within two hundred (200) feet thereof shall be shown.

The detailed layout of the proposed development showing all exist and/or proposed lots, streets, utilities, curbs, sidewalks, traffic and street signs, street lighting and grading and drainage improvements, including plans, profiles, cross-sections and construction details drawn in accordance with the detailed provisions set forth in the Barnegat Township Land Use Ordinance, shall be provided. Detailed plans for Soil Erosion and Sediment Control shall be submitted in conformance with the requirements of the Ocean County Soil Conservation District.

Preliminary utility layouts showing the methods of connection and sources of service shall be provided.

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If the subdivision is to be developed in sections, then the plan shall include a sectionalization and staging plan showing each such section.

The proposed location and area, in acres or square feet, of all required or proposed open space shall be shown on the plan.

The area(s) reserved for recreational purposes shall be shown on the plan. In addition, detailed plans for improvement of these areas for active and passive recreation shall be provided as required by ordinance.

All proposed public easements or rights-of-way, the purposes thereof and proposed streets within the subdivision shall be shown on the plan. The proposed streets shall show the right-of-way and pavement widths.

Existing one (1) foot interval contours based on United States Coast and Geodetic Survey datum (MSL + 0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract in question and shall be certified by a New Jersey Licensed Land Surveyor as to accuracy, except that where the slopes exceed five percent (5%), a two (2) foot interval may be used. The source of the elevation datum base shall be noted on the plan.

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A schedule should be placed on the plan indicating the acreage of the tract, the number of lots, the zone, minimum required and provided lot areas, setbacks, yards and dimensions and the percentage of recreation acreage provided.

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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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All proposed lot lines and the areas of all lots, in square feet, shall be shown.

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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.

A Landscape Plan shall be provided showing the proposed location of all proposed plantings, buffer areas and screening strips, a legend listing the botanical and common names of each proposed plant type, the sizes at the time of planting, a planting schedule, method of irrigation, and the total quantity of each plant type.

The proposed first floor elevation, garage floor elevation and basement floor elevation, if applicable, shall be shown on the plan for each existing and/or proposed dwelling.

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The existing system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage, shall be shown on the plan.

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The acreage of the drainage area (or areas) of each natural or man-made watercourse traversing the subdivision, including the area within the subdivision and the area upstream from the subdivision.

Soil borings to a depth of ten (10) feet and percolation tests shall be submitted [one (1) for each five (5) acres] for all subdivisions where on-site sanitary disposal septic systems are proposed. The location of the soil borings and percolation tests shall be indicated on the plan.

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**III. Residential Site Improvement Standards**

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.

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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.

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:

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<b><u>PRELIMINARY MAJOR SUBDIVISION APPLICATION</u></b>	<b>Provided Waiver or Shown Requested</b>
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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:

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:
  - A short description of the project in narrative form;
  - A citation to the particular site improvement standard from which waiver is requested;

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<u>PRELIMINARY MAJOR SUBDIVISION APPLICATION</u>	<b>Provided or Shown</b>	<b>Waiver Requested</b>
<ul style="list-style-type: none"> <li>• A clear description of the condition(s) giving rise to the request;</li> <li>• A clear description of the anticipated result if the standard were to be followed;</li> <li>• The name, address, and telephone number of a contact person for the developer; and</li> <li>• The name, address, and telephone number of a contact person for the municipal approving authority.</li> </ul>	—	—

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