

## **PRELIMINARY SUBDIVISION CHECKLIST**

- ( ) Original and 14 copies of application forms
- ( ) Application form signed and notarized
- ( ) Owners Consent
- ( ) 15 complete sets of preliminary 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)
- ( ) Traffic study, including anticipated traffic volumes, capacity of existing or proposed roads, traffic impact on road network and need for traffic improvements
- ( ) Evidence of submittal to New Jersey Department of Environmental Protection for stream encroachment permit (if applicable)

- ( ) A Letter of Interpretation from N.J. Dept. of Environmental Protection Freshwater Wetlands Division, including evidence that notice was given to the Municipal Clerk pursuant to N.J.S.A. 13:9B. If the N.J. Dept. of Environmental Protection deems that wetlands are present, or the applicant does not receive a response to its request for a letter of interpretation, 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)
- ( ) Storm drainage calculations, in accordance with Chapter 192 which shall include:
  - a. Comprehensive hydrologic and hydraulic design calculations for the predevelopment and postdevelopment conditions for the specified design storms. Runoff generated from adjoining properties flowing onto the project shall be included in the calculations.
  - b. Analysis of the possible impact on upstream and downstream drainage facilities and adjoining properties.
- ( ) Soils Report based on onsite boring logs or soil pit profiles. A minimum of two soil boring or soil pits for each proposed stormwater basin shall be provided.
- ( ) Stormwater System Maintenance and Repair Plan which shall include:
  - a. Specific preventative maintenance tasks and schedules;
  - b. Cost estimates including estimated cost of sediment, debris and trash removal;
  - c. Name, address and telephone number of party responsible for preventative and corrective maintenance.
- ( ) Environmental Impact Assessment Report in accordance with Town Code Section 132-31.
- ( ) 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
- ( ) 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
- ( ) Plans signed and sealed by a New Jersey Licensed Land Surveyor (survey data only) and by a New Jersey Licensed 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
- ( ) Proposed lot lines
- ( ) Existing lot lines to remain
- ( ) Existing lot lines to be removed
- ( ) Setback distance of all existing and proposed structures from each lot line
- ( ) Area of lots shown to nearest square foot
- ( ) 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
- ( ) 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.
- ( ) Location of existing trees with caliper of 6 inches d.b.h. or more
  
- ( ) Existing and proposed contours at a scale not to exceed 1"=50' or greater at one (1) foot intervals based on National Geodetic Vertical Datum 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.
- ( ) High and low points of all proposed streets, proposed cross sections and centerline profiles of all proposed streets
- ( ) Existing and proposed easements
- ( ) 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 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
  
- ( ) Plans and profiles of all proposed utility layouts, including storm drainage, sanitary sewers and waterlines, showing feasible connections to existing utility systems or to proposed systems, which will be installed before the plat is submitted for final approval

- ( ) Statement of the steps to be taken by the subdivider to eliminate any downstream drainage problems which may be caused by the development of the subdivision and to mitigate impact from prior upstream development
- ( ) If fixtures other than Public Service Electric and Gas or Jersey Central Lighting, the location, direction of illumination and intensity of all outdoor lighting. Type of fixture and height of lighting are to be indicated and isolux lines are to be superimposed on the plan.
- ( ) Manufacturers catalogue cut sheet for proposed lighting
- ( ) 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.
- ( ) Stormwater Management Facilities illustrated on a map of the same scale as the contour map which shall include:
  - a. Total area to be paved or built upon, proposed surface contours, land area to be occupied by the stormwater management facilities and the type of vegetation thereon;
  - b. The layout of the proposed drainage system. Each drainage area flowing to an inlet, ditch or other point of collection or discharge shall be outlined on the map indicating the acreage of the drainage area, the predevelopment and postdevelopment runoff and capacities of existing and proposed pipes.
  - c. Details of the stormwater management facility design during and after construction, including discharge provisions, discharge capacity for each outlet at different levels of detention and emergency spillway provisions with maximum discharge capacity of each spillway.
  - d. Surface flow of water from high points to swales, curbs, ditches, streams, inlets and other points of collection shall be shown by small arrows.
- ( ) Environmental Risk Audit (ERA) in accordance with Township Code Chapter 132-58.1 I(2)

- ( ) Recycling Plan, which shall include details as to the storage, collection, disposition and recycling of recyclable materials as listed in Chapter 114
- ( ) 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.