

**ZONING BOARD OF ADJUSTMENT
FINAL MAJOR SUBDIVISION CHECKLIST**

Name of Applicant:

The following checklist is designed to inform applicants as to what is required in preparing final major subdivision plans for board review. Applicants should check off items to confirm that it is included as part of the submission. **CHECK LIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD.** Utilities, details, profiles, etc. may be shown on separate sheets. This checklist must be submitted with the application. Applications filed which includes a waiver request for any of the above items, shall be accompanied by a written statement in support of each waiver request.

*The total number of copies to be submitted is dependent upon which Board hears your application. This information can be found in the cover sheet of the application.

Office Use	Applic Use	
(a) General Requirements		
		1. Completed application form (one original and five copies). *Maximum number of copies required is 30.
		2. Overall subdivision plan in reduced form 11" x 17" (14 copies), to be shown on one sheet. *Maximum number of copies required is 30.
		3. Complete subdivision plan signed and sealed by appropriate professional pursuant to State licensing requirements Section N.J.S.A. 45:8-45 (6 copies). *Maximum number of copies required is 30.
		4. Plans not to exceed 24" x 36" and all sheets must be the same size. All plans must be collated and folded. *Maximum number of copies required is 30.
		5. Application and Escrow Fees. Separate checks required.
		6. Fire Protection Plan in accordance with Township Section 10B-118.1 through 10B-118.4 or Borough Section 17A-118.1 (6 copies) *Maximum number of copies required is 30.
		(a) Fire protection map (14 copies *Maximum number of copies required is 30.) indicating: [1] existing and proposed hydrants [2] distances between hydrants [3] distances to nearest hydrant [4] water main location, size and location where supply is coming from
		(b) Narrative containing information regarding the relevant fire protection sector as well as distances and spacing of fire hydrants. 14 copies to be submitted, *Maximum number of copies required is 30. This information must also include : [1] exposure distances [2] accessibility of fire hydrants [3] demonstrating that fire flows at nearby fire hydrants, meets or exceeds Township standards [4] size and type of building construction [5] intended use and occupancy of building [6] fire protection practices

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(a) General Requirements (continued):		
		7. Completed checklist. (6 copies) *Maximum number of copies required is 30.
		8. Certificate from the Tax Collector stating that all taxes and assessments paid to date.
		9. If required, completed variance appeal form and/or conditional use form. (6 copies) *Maximum number of copies required is 30.
		10. Completed W-9 and escrow agreement.
		11. Submission of historic preservation plan, pursuant to municipal ordinances including: [a] Photographs of the property in question and surrounding properties [b] Product specifications, where available [c] Elevations and details for proposed new construction [d] Floor plans [e] Documentation sufficient to demonstrate how the proposed improvement appears in context [f] Archaeological and historic sites survey [g] Archaeological and historic sites construction protocol [h] Delineated historic protection area or pre-mapped historic preservation area.
(b) Subdivision Plat: legibly drawn or reproduced at a scale of not less than (1" = 100'). Plats shall be drawn by a land surveyor licensed by the state.		
		1. The final plat shall be accompanied by a statement from the municipal engineer that he has received a map showing all utilities and all other required on-tract improvements in exact location and elevation, identifying those portions already installed and those to be installed and specifying those utilities and other on-tract improvements that are to be covered by performance or maintenance guarantees.
		2. At a minimum: one corner of the plat should have horizontal coordinates and vertical datum based upon municipal monumentation. If available, applicant is to provide this information on disk using NJ State Plan Coordinates (NAD 83 & NGVD 88).
		3. The final plat of a subdivision showing any bridge or culvert across or under a public road or street within the subdivision shall be accompanied by a statement from the engineer of jurisdiction that the has approved the final construction plans for any such bridges and culverts shown thereon and specifying the amount deemed necessary to be included in any performance guarantee to assure the completion thereof.
(c) Final Subdivision Plat: legibly drawn or reproduced at a scale of not less than (1" = 100'). Preliminary plats shall be drawn by a land surveyor licensed by the state.		
		1. Tract name.
		2. Tax Map sheet, lot and block numbers.
		3. Date, north arrow and graphic scale (min. 1"=200').
		4. Name, address and signature of record owner.
		5. Name and address of applicant (if other than owner).
		6. Property owners in schedule form within 200' of parcel.

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(c) <u>Final Subdivision Plat (continued):</u>		
		7. Key Map at a scale of 1" = 400', showing following information within 500 feet (200 feet in the Borough) of the property: a) Zoning districts and boundary delineations. b) Streets and roads. c) Streams, water courses, bodies of water, and property lines. d) Master Plan designations. e) Block and lot numbers.
		8. Name, address and seal of person who prepared map.
		9. Acreage of tract to be subdivided, to the nearest tenth of an acre.
		10. Sufficient elevations or contours to determine the general slope and natural drainage of the land and the high and low points and cross sections and center line profiles for all proposed new streets.
		11. Tract boundary lines, all lot lines and other site lines with accurate dimensions, bearings or deflection angles and radii areas and central angles of all curves.
		12. Right-of-way lines of streets, easements and other rights-of-way.
		13. Land to be reserved or dedicated to public use.
		14. Proposed street names.
		15. The designation of the purpose of any easement or land reserved or dedicated to public use shall be designated and the proposed use of sites, other than residential, shall be noted.
		16. Plans and profiles of proposed utility layouts, including sewers, storm drains, water, gas and electricity showing feasible connections to existing or any proposed utility systems.
		17. Proposed lot and street numbers as obtained from the municipal engineer. Each block shall be numbered and the lots within each block shall be numbered consecutively.
		18. All required setback lines on each lot.
		19. Location and elevation of a permanent bench mark together with a notation as to the datum from which it was established. Location and description of all monuments.
		20. Acreage of all proposed lots to the nearest hundredths.
		21. Names of owners, lot numbers and block for all adjoining land.
		22. If applicable, percolation and soil log test for each lot if they have not been made and shown on the preliminary plat for each lot.
		23. Certification by engineer or surveyor as to accuracy of details of plat.
		24. Certification that the applicant or agent or owner of the land has given consent under an option agreement.
		25. Zoning regulations for district and proposed dimensions in schedule form.
		26. Location of existing buildings, driveways and service utilities and notation as to being removed or retained.
		27. Monumentation along existing and proposed right-of-way lines in accordance with the "Map Filing Law" standards.
		28. Master Plan designations for right-of-way, open space, recreation, etc.

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(c) Final Subdivision Plat (continued):		
		29. When approval of a plat is required by any officer or body of a municipality, county or state, such approval shall be certified by the Board Secretary or Municipal Clerk on the plat source pursuant to the Map Filing Law..
		30. Title Block in compliance with N.J.A.C. 13:40-1.1 et. seq.
(d) Required Notes for All Plans:		
		1. If the extension of water mains is required, the spacing and location of hydrants will comply with the standards of Elizabethtown Water Company and approved by the Municipal Engineer and Fire Prevention Official.
		2. Electric, telephone, CATV and all other wire served utility extensions and services shall be installed underground with standards established by the servicing utility company and approved by the municipal engineer.
		3. All drainage and sewer easements for public purposes shall be dedicated to the municipality, unless otherwise noted.
		4. All construction to be in accordance with the final construction plans as approved by the municipal engineer.
		5. All areas where natural vegetation and/or specimen trees are to remain shall be protected by the erection of fencing and no disturbance shall occur prior to inspection by the municipal engineer and the issuance of written authorization to proceed with construction. These protective measures shall not be altered or removed without the approval by the municipal engineer..
		6. All street lighting to be approved by the municipal engineer.
(e) Requirements for Residential Clusters:		
		1. The location and extent of common open space, with accurate dimensions, bearings and acreage.
		2. Documentation of title to common open space and the documentation establishing the owning entity, in final and recordable form subject to an accompanied by the approval of the municipal attorney and board attorney.
		3. For developments involving zero lot line units or structures, a plan showing imaginary lot lines to demonstrate compliance with required lot line standards.
		4. The declaration of covenants and restrictions in final and recordable form, subject to and accompanied by the approval of the municipal attorney and board attorney.
		5. Plans and elevation drawings for all buildings (except for single family lots proposed to be sold as vacant land to individual purchasers).
(f) Required Contents of Environmental Information Statement:		
		1. Location and extent of Common Open Space, with accurate dimensions, bearings & acreage.
		2. Documentation of title to Common Open Space and the documentation establishing the owning entity, in final and recordable form subject to and accompanied by the approval of the municipal engineer.
		3. For developments involving zero lot line units or structures, a plan showing imaginary lot lines to demonstrate compliance with required lot line standards.
		4. The declaration of covenants and restrictions in final and recordable form, subject to and accompanied by the approval of the Township Attorney (Board Attorney).
		5. Plan and elevation drawings for all buildings (except for single family lots proposed to be sold as vacant land to individual purchasers).

Applications filed which includes a waiver request for any of the above items, shall be accompanied by a written statement in support of each waiver requested.

The undersigned, hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This day of , 20

Print Applicant's Name

Applicant's Signature

Print Owner's Name

Notary
(Seal)

Owner's Signature