

26-75.1 Minor Subdivision and Minor Site Plan Checklist.

APPLICATION FOR APPROVAL OF MINOR SUBDIVISIONS AND MINOR SITE PLANS (Page 1 of 3)		Submitted	Not Applicable	Waiver Requested
	(Note: for details of all submissions, see Article III. Applicant should check off all items as submitted, not applicable, or waiver requested. If waiver is requested, reasons shall be indicated in separate submission.)			
1.	Plat or plan drawn and sealed by a P.E., L.S., P.P. or R.A. as permitted by law and based on a current survey.	YES		
2.	Scale: 1" = 30' or as approved by Board Engineer.	YES		
3.	Current survey upon which plat or plan is based.			
4.	Map size: 8—½" x 13" 15" x 21" 24" x 36" 30" x 42"	YES		
5.	Key map: 1,000' radius, street names, zoning districts.	YES		
6.	Title block and basic information: a. Title b. Date of original preparation and date(s) of revision c. North arrow and reference meridian d. Ratio scale and graphic scale e. Tax map block, lot numbers and zone f. Name, address and license number of person preparing plat or plan, signed and sealed g. Name and address of owner of record and applicant, if different from the owner	YES YES YES YES YES YES YES		
7.	Signature of the applicant, and, if the applicant is not the owner, the signed consent of the owner.	YES		
8.	A map of the entire tract or property showing the location of that portion to be divided therefrom, giving all distances and showing all roads abutting or transversing the property. Development boundaries shall be clearly delineated.	YES		
9.	The name of all adjoining property owners as disclosed by the most recent Borough tax records.	YES		
10.	Names of adjoining municipalities within 200 feet.	YES	N/A	

APPLICATION FOR APPROVAL OF MINOR SUBDIVISIONS AND MINOR SITE PLANS (Page 2 of 3)		Submitted	Not Applicable	Waiver Requested
11.	The location of existing and proposed, including details: a. Property lines b. Streets c. Buildings (with an indication as to whether existing buildings will be retained or removed) d. Buildings within 200 feet of the site e. Parking spaces and loading areas. f. Roadways, driveways and curbs g. Water courses h. Railroads i. Bridges j. Drainage pipes and other improvements k. Natural features and treed areas, both on the tract and within fifty (50) feet of its boundary l. Sewer, water and other utilities m. Lighting including photometrics and landscaping n. Signage including details o. Refuse areas p. Soil Erosion and Sediment Control Plan q. Compliance with Soil Removal and Fill Placement requirements r. Subsurface structures demolition s. Tree save plan	YES YES YES YES YES YES YES YES YES		
12.	Area in square feet of all existing and proposed lots.	YES		
13.	Bearings and distances of all existing and proposed property lines.			
14.	Sufficient elevations or contours at 2-foot internals, including finished grades and finished floor elevations.	YES		
15.	The location and width of all existing and proposed utility, drainage and other easements, including but not limited to, sight triangle easements.	YES		
16.	Front, side, and rear setback lines.	YES		
17.	Chart of the zoning requirements for the zone, what is proposed, and variances indicated.	YES		
18.	Delineation of flood plain and wetlands areas.		YES	
19.	A copy of any protective covenants or deed restrictions applying to the lands being subdivided or developed.			
20.	Tax payment certification			
21.	Fifteen (15) sets of folded plans	YES		

APPLICATION FOR APPROVAL OF MINOR SUBDIVISIONS AND MINOR SITE PLANS (Page 3 of 3)		Submitted	Not Applicable	Waiver Requested
22.	For subdivisions, if the applicant intends to file the approved subdivision with the County Register, the plat shall be prepared in compliance with the "Map Filing Act" P.L. 1960, C.141 (C.46.2309.9 et seq.) and bear the signature block noted in item 23 below.			
23.	For subdivisions, if the applicant intends to file by deed(s) record of the approved subdivision with the County Register, the following signature block shall be provided on the deed(s):			
24.	<p>If a property is located within the "Waterfront Redevelopment Area," "Crossway Creek Redevelopment Area," or "Jernee Mill Road Redevelopment Area," a copy of the following shall be submitted:</p> <p>a. A fully executed redevelopment agreement and any amendments thereto; and</p> <p>b. Written verification that SERA has reviewed and approved the proposed development plans.</p>			
Checklist prepared by <u>STEVEN CONSIDINE</u> Checklist revised by Board: _____ Application found complete on: _____ Application found incomplete on: _____		Date: <u>06-23-2025</u> _____ Date: _____		

THE ARCHITECT: -



STEVEN CONSIDINE

REG. ARCHITECT NJ LIC # 11454