

**ZONING BOARD OF ADJUSTMENT
MINOR SUBDIVISION CHECKLIST**
Township Section 10B-230

Name of Applicant: _____

The following checklist is designed to inform applicants as to what is required in preparing minor 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" (6 copies, 14 if there is a variance), 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 (10 sets,; 14 if a variance is requested). 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.
		4. Application and Escrow Fees. Separate checks required.
		5. 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.
<input type="checkbox"/>	<input type="checkbox"/>	(a) Fire protection map (6 copies, *Maximum number of copies required is 30.) indicating: <input type="checkbox"/> [1] existing and proposed hydrants <input type="checkbox"/> [2] distances between hydrants <input type="checkbox"/> [3] distances to nearest hydrant <input type="checkbox"/> [4] water main location, size and location where supply is coming from
<input type="checkbox"/>	<input type="checkbox"/>	(b) Narrative containing information regarding the relevant fire protection sector as well as distances and spacing of fire hydrants. 6 copies to be submitted, *Maximum number of copies required is 30.) This information must also include : <input type="checkbox"/> [1] exposure distances <input type="checkbox"/> [2] accessibility of fire hydrants <input type="checkbox"/> [3] demonstrating that fire flows at nearby fire hydrants, meets or exceeds Township standards <input type="checkbox"/> [4] size and type of building construction <input type="checkbox"/> [5] intended use and occupancy of building <input type="checkbox"/> [6] fire protection practices
		6. Completed checklist. (6 copies) *Maximum number of copies required is 30.
		7. Letter from the Tax Collector stating that all taxes and assessments paid to date.
		8. If required, completed variance appeal form and/or conditional use form. (6 copies) *Maximum number of copies required is 30.
		9. Completed W-9 and escrow agreement.
		10. Two copies of the sealed survey for the entire tract.

Office Use	Applic Use	
<input type="checkbox"/>	<input type="checkbox"/>	11. Submission of historic preservation plan, pursuant to municipal ordinances including:
<input type="checkbox"/>	<input type="checkbox"/>	[a] Photographs of the property in question and surrounding properties
<input type="checkbox"/>	<input type="checkbox"/>	[b] Product specifications, where available
<input type="checkbox"/>	<input type="checkbox"/>	[c] Elevations and details for proposed new construction
<input type="checkbox"/>	<input type="checkbox"/>	[d] Floor plans
<input type="checkbox"/>	<input type="checkbox"/>	[e] Documentation sufficient to demonstrate how the proposed improvement appears in context
<input type="checkbox"/>	<input type="checkbox"/>	[f] Archaeological and historic sites survey
<input type="checkbox"/>	<input type="checkbox"/>	[g] Archaeological and historic sites construction protocol
<input type="checkbox"/>	<input type="checkbox"/>	[h] Delineated historic protection area or pre-mapped historic preservation area.

(b) Subdivision Plat:

		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.
<input type="checkbox"/>	<input type="checkbox"/>	7. Key Map at a scale of 1" = 400', showing the following information within 700 feet of the property:
<input type="checkbox"/>	<input type="checkbox"/>	a) Zoning districts and boundary delineations.
<input type="checkbox"/>	<input type="checkbox"/>	b) Streets and roads.
<input type="checkbox"/>	<input type="checkbox"/>	c) Streams, water courses, bodies of water, and property lines.
<input type="checkbox"/>	<input type="checkbox"/>	d) Master Plan designations.
<input type="checkbox"/>	<input type="checkbox"/>	e) Block and lot numbers.
		8. Area of original tract.
		9. Lot and house numbers of proposed lots.
		10. Zoning regulations for district and proposed dimensions in schedule form
		11. All required building setback lines as well as the shortest distance from existing buildings on the tract to new or existing property lines.
		12. Master Plan designations for right-of-way, open space, recreation, etc.
		13. Title Block in compliance with N.J.A.C. 13:40-1.1 et. seq.
		14. 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 Plane Coordinates (NAD 83 & NGVD 88).

(c) Existing and Proposed Features:

		1. Size, shape and locations of buildings on the tract, on adjoining property and on opposite side of the adjacent street(s).
		2. Steep slope locations of grades in excess of 25 percent.
		3. Rock outcroppings, and/or boulder fields.
		4. Contours of site: two (2') foot intervals in the Township; One (1') foot intervals in the Borough.
		5. Locations, type and size of sanitary sewer and water services and connection within the tract and adjacent servicing mains.

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(c) Existing and Proposed Features (continued):														
		6. Locations of on-site and off-site electric, telephone, gas and CATV facilities and service line connections.												
		7. Utility easements with owner entity identification.												
		8. Location of tree masses including type and approximate height.												
		9. Location of hedgerows and/or screening, fences, walls, etc.												
		10. Locations of streams, ponds, swales, ditches including flow direction, flood hazard areas, floodway lines, wetland areas and waterway corridors.												
		11. Existing and proposed survey markers at all property line corners.												
		12. Monumentation along existing and proposed right-of-way lines in accordance with the "Map Filing Law" standards.												
		13. Percolation and soil log test results and locations with the appropriate Health Agency approval signature, when connection to existing or proposed utility systems cannot be obtained.												
(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 the 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 purpose shall be dedicated to the Township or Borough, 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. On minor applications, if plat is not to be filed with County) Note on plan: "Deed of both lots must be recorded with the Mercer County Clerk's Office.												
(e) Required Signature Format on All Plans:														
		Approved by the ZONING BOARD OF ADJUSTMENT as a Minor Subdivision Development. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____</td> <td style="width: 50%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Chairman</td> <td style="border: none;">Date</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Secretary</td> <td style="border: none;">Date</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Engineer</td> <td style="border: none;">Date</td> </tr> </table>	_____	_____	Chairman	Date	_____	_____	Secretary	Date	_____	_____	Engineer	Date
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Application 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 undersigned (applicant) _____ (owner) hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This _____ day of _____, 19____.

Applicant

Notary

Owner