

LAND USE

205 Attachment 2

Township of North Brunswick

**Appendix B**  
**Minor Subdivision Completeness Checklist**  
**(To be completed by applicant)**  
**[Amended 5-15-2006 by Ord. No. 06-09]**

	<b>Submitted</b>	<b>Waiver Requested</b>	<b>N/A</b>	
1.	_____	_____	_____	Original and 14 copies of application forms.
2.	_____	_____	_____	Application form signed and notarized.
3.	_____	_____	_____	Owner's consent.
4.	_____	_____	_____	15 complete sets of the plat shall be submitted, together with 15 reduced copies of the plat measuring 11 inches by 17 inches.
5.	_____	_____	_____	Scale not less than 1 inch to 100 feet and shall conform to N.J.S.A. 46:23-9.9 et seq.
6.	_____	_____	_____	Plans no greater than 36-inch x 42- inch size.
7.	_____	_____	_____	Application fee.
8.	_____	_____	_____	Escrow fee.
9.	_____	_____	_____	Signed escrow release form.
10.	_____	_____	_____	Three 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.
11.	_____	_____	_____	Survey of property which is less than 1 year old prepared by a New Jersey Licensed Land Surveyor showing: <ul style="list-style-type: none"><li>a. Boundaries of the property.</li><li>b. Building and setback lines and the lines of all existing streets, roads, reservations, easements, rights-of-way and areas dedicated to public use, within 200 feet of the property.</li><li>c. Title, reference meridian, scale.</li><li>d. Name and address of record owner.</li><li>e. Name, address, professional license number and seal of the surveyor who prepared the survey.</li></ul>

NORTH BRUNSWICK CODE

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12. _____	_____	_____	Percolation test and soil log results (if applicable) certified by New Jersey License Professional Engineer.
13. _____	_____	_____	Soil report, including location of seasonal high ground water table.
14. _____	_____	_____	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).
15. _____	_____	_____	Evidence of submittal to New Jersey Department of Transportation for Access Permit and/or Drainage Permit (Route 1, 27 and 130 properties only).
16. _____	_____	_____	Evidence of submittal to New Jersey Department of Environmental Protection for Stream Encroachment Permit (if applicable).
17. _____	_____	_____	A statement indicating that the property which is the subject of the application for development is free of delineation as a freshwater wetland, as more particularly defined in N.J.S.A. 13:9B-3 et seq., or if any part of the property which is the subject of the application for development is delineated as "freshwater wetland," then the applicant shall show such areas on a survey of the property, prepared by a Licensed Surveyor of the State of New Jersey.
18. _____	_____	_____	Evidence of submittal to Middlesex County Planning Board (if on county road or involving county drainage structure).
19. _____	_____	_____	Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract.
20. _____	_____	_____	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.

## LAND USE

The following shall be on the plans submitted:

Submitted	Waiver Requested	N/A		
21.	_____	_____	_____	Title of plat.
22.	_____	_____	_____	Key map showing site and its relation to surrounding area. Map shall be at a scale of not less than one inch equals 1,000 feet. Names of all streets and Township boundaries within 500 feet shall be shown.
23.	_____	_____	_____	Entire tract shown on one sheet.
24.	_____	_____	_____	Plat based on a new or existing survey of the property being subdivided, as per N.J.S.A. 45:8.
25.	_____	_____	_____	Location of that portion which is to be subdivided in relation to the entire tract.
26.	_____	_____	_____	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.
27.	_____	_____	_____	Written and graphical scales.
28.	_____	_____	_____	Zone data table.
29.	_____	_____	_____	The tract name, tax map sheet, block and lot number, date, reference meridian, scale and the following names and addresses:  <ul style="list-style-type: none"> <li>a. The record owner or owners.</li> <li>b. The subdivider.</li> <li>c. The person who prepared the map.</li> </ul>
30.	_____	_____	_____	Acreage of tract to be subdivided to the nearest hundredth of an acre.
31.	_____	_____	_____	Accurate length of all existing and proposed lot lines.
32.	_____	_____	_____	Proposed lot lines.
33.	_____	_____	_____	Existing lots lines to remain.
34.	_____	_____	_____	Existing lot lines to be removed.
35.	_____	_____	_____	Minimum building setback line on all lots.

NORTH BRUNSWICK CODE

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36.	_____	_____	_____	Existing and proposed wells or sanitary sewer systems on tract.
37.	_____	_____	_____	Areas of existing and proposed lots shown to nearest hundredth of an acre and in square feet.
38.	_____	_____	_____	Existing and proposed streets, sidewalks, storm drains, radii, curbs, bridges, culverts.
39.	_____	_____	_____	Setback distance of all existing and proposed structures from each lot line.
40.	_____	_____	_____	Natural features, such as wooded areas and rock formations.
41.	_____	_____	_____	Existing and proposed structures.
42.	_____	_____	_____	Existing and proposed buffer screening and landscaping, including a planting plan, with quantity, species, caliper and location of planting if required.
43.	_____	_____	_____	All existing schools, zoning and special district boundaries within 200 feet of the property. Such features shall be shown on a separate map or as a key map on the detailed map itself.
44.	_____	_____	_____	All lot lines, streets, roads, streams, wooded areas and other physical features on or within 200 feet of the extremities of the proposed subdivision and the existing land use of all adjacent land.
45.	_____	_____	_____	Location of existing trees with caliper of 4 inches dbh or more.
46.	_____	_____	_____	Existing and proposed contours at 2-foot intervals based on National Geodetic Vertical Datum 1929 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.
47.	_____	_____	_____	Existing and proposed easements (sight triangle included).
48.	_____	_____	_____	The distances, as measured along the center lines of existing streets abutting the property to the nearest intersection with any public street.

LAND USE

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49.	_____	_____	_____	Location of existing edge of pavement and proposed edge of pavement of all roadways abutting site.
50.	_____	_____	_____	Location of existing right-of-way lines (both sides) of all streets abutting the subdivision.
51.	_____	_____	_____	Location of all existing and proposed storm drainage structures and utility lines excluding telephone, power, water, sewer, gas, etc., whether publicly or privately owned, with pipe sizes, grades and direction of flow.
52.	_____	_____	_____	Location of all the 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 Floodway and Flood Hazard Area Maps. If the stream has not been studied, then a copy of Application for Delineation to NJDEP Land Use Regulation, shall be provided, if applicable.
53.	_____	_____	_____	Such other items and information pertaining to the site as the Planning and Engineering Departments reasonably determine would be necessary or helpful to the Planning or Zoning Board in reviewing the application.