

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]**

	Submitted	Waiver Requested	N/A	
1.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original and 14 copies of application forms.
2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form signed and notarized.
3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner's consent.
4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15 complete sets of the plat shall be submitted, together with 15 reduced copies of the plat measuring 11 inches by 17 inches.
5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale not less than 1 inch to 100 feet and shall conform to N.J.S.A. 46:23-9.9 et seq.
6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans no greater than 36-inch x 42- inch size.
7.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee.
8.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escrow fee.
9.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed escrow release form.
10.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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>

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12.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Percolation test and soil log results (if applicable) certified by New Jersey License Professional Engineer.
13.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil report, including location of seasonal high ground water table.
14.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evidence of submittal to New Jersey Department of Transportation for Access Permit and/or Drainage Permit (Route 1, 27 and 130 properties only).
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evidence of submittal to New Jersey Department of Environmental Protection for Stream Encroachment Permit (if applicable).
17.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of submittal to Middlesex County Planning Board (if on county road or involving county drainage structure).
19.	<input type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>	Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract.
20.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.

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The following shall be on the plans submitted:

	Submitted	Waiver Requested	N/A	
21.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title of plat.
22.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire tract shown on one sheet.
24.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plat based on a new or existing survey of the property being subdivided, as per N.J.S.A. 45:8.
25.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of that portion which is to be subdivided in relation to the entire tract.
26.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written and graphical scales.
28.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zone data table.
29.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acreage of tract to be subdivided to the nearest hundredth of an acre.
31.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate length of all existing and proposed lot lines.
32.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed lot lines.
33.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing lots lines to remain.
34.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing lot lines to be removed.
35.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum building setback line on all lots.

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36.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed wells or sanitary sewer systems on tract.
37.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas of existing and proposed lots shown to nearest hundredth of an acre and in square feet.
38.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed streets, sidewalks, storm drains, radii, curbs, bridges, culverts.
39.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Setback distance of all existing and proposed structures from each lot line.
40.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural features, such as wooded areas and rock formations.
41.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed structures.
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Existing and proposed buffer screening and landscaping, including a planting plan, with quantity, species, caliper and location of planting if required.
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing trees with caliper of 4 inches dbh or more.
46.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Existing and proposed easements (sight triangle included).
48.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The distances, as measured along the center lines of existing streets abutting the property to the nearest intersection with any public street.

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49.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing edge of pavement and proposed edge of pavement of all roadways abutting site.
50.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing right-of-way lines (both sides) of all streets abutting the subdivision.
51.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.