

**ZONING BOARD OF ADJUSTMENT  
PRELIMINARY MAJOR SUBDIVISION CHECKLIST  
Borough Section 17A-162  
Township Section 10B-158**

Name of Applicant

The following checklist is designed to inform applicants as to what is required in preparing preliminary major subdivision plans for board review. Applicants should check off item to confirm that it is included as part of the submission. **CHECK LIST ITEMS OMITTED CAN RESULT IN 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 include a waiver request for any of the check list 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) <u>General Requirements</u>
		1. Completed application form (original + 5 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 (14 copies). 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 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 is 30.
		(a) Fire protection map (14 copies *Maximum number of copies is 30) indicating: <ul style="list-style-type: none"> <li>[1] existing and proposed hydrants</li> <li>[2] distances between hydrants</li> <li>[3] distances to nearest hydrant</li> <li>[4] water main location, size and location where supply is coming from</li> </ul>
		(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 is 30. This information must also include : <ul style="list-style-type: none"> <li>[1] exposure distances</li> <li>[2] accessibility of fire hydrants</li> <li>[3] demonstrating that fire flows at nearby fire hydrants, meets or exceeds Township standards</li> <li>[4] size and type of building construction</li> <li>[5] intended use and occupancy of building</li> <li>[6] fire protection practices</li> </ul>
		6. Completed checklist. (original + 5 copies) *Maximum number of copies 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 is 30.

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(a) <b>General Requirements (continued):</b>		
		9. Completed W-9 and escrow agreement.
		10. Two copies of the sealed survey for the entire tract.
		11. Submission of historic preservation plan, pursuant to municipal ordinances including: <ul style="list-style-type: none"> <li>[a] Photographs of the property in question and surrounding properties</li> <li>[b] Product specifications, where available</li> <li>[c] Elevations and details for proposed new construction</li> <li>[d] Floor plans</li> <li>[e] Documentation sufficient to demonstrate how the proposed improvement appears in context</li> <li>[f] Archaeological and historic sites survey</li> <li>[g] Archaeological and historic sites construction protocol</li> <li>[h] Delineated historic protection area or pre-mapped historic preservation area.</li> </ul>
(b) <b>Preliminary Subdivision Plat:</b> 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. The Preliminary Plans shall be designed in compliance with the provisions of ??? and shall show the following information:		
		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.
		7. Name, address and seal of person who prepared the map.
		8. Key Map at a scale of 1" = 400', showing the following information within 1,500 feet (200 feet in the Borough) of the property: <ul style="list-style-type: none"> <li>a) Zoning districts and boundary delineations.</li> <li>b) Streets and roads.</li> <li>c) Streams, water courses, bodies of water, and property lines.</li> <li>d) Master Plan designations.</li> <li>e) Block and lot numbers.</li> </ul>
		9. The location of that portion of the land to be subdivided in relation to the entire tract.
		10. Location and right-of-way widths of streets and roads within 400 feet of any part of the property proposed to be subdivided.
		11. Suggested street names.
		12. Zoning regulations for district and proposed dimensions in schedule form
		13. Proposed block, lot numbers, property lines and dimensions of lots of the land to be subdivided.
		14. All required building setback lines as well as the shortest distance from existing buildings on the tract to new or existing property lines.

		15. Master Plan designations for right-of-way, open space, recreation, etc.
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(b) <b>Preliminary Subdivision Plat (continued)</b>		
		16. Title Block in compliance with N.J.A.C. 13:40-1.1 et. seq.
		17. 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) <b>Existing and Proposed Features:</b>		
		1. Bench mark and data from which it was derived. The location and elevation of a permanent bench mark, accessibly placed, together with a notation as to the datum from which it was established and sufficient elevations of 5 foot contours to determine the general slope and natural drainage.
		2. Locations of streams, waterway corridors, water courses, flood hazard and flood plain areas, bodies of water and wetland areas. Location and elevation of all existing watercourses.
		3. Rock outcroppings, and/or boulder fields.
		4. Right-of-way dedications with acreage and boundary information.
		5. Steep slope locations of grades in excess of 15 feet.
		6. Size, shape and locations of buildings on the tract, on adjoining property and on opposite side of the adjacent street(s).
		7. Location and elevation of existing buildings, sewers and water mains and all other significant features. However, elevations or contours need not be shown for land subdivisions with a gross area of less than 10 acres or for subdivisions containing no new streets or roads.
		8. Location of hedgerows and/or screening, fences, walls, etc.
		9. Location of scenic, historical, archaeological and landmark sites.
		10. Location of tree masses including type and approximate height.
		11. <b>FOR BOROUGH APPLICATIONS:</b> Location of individual specimen trees greater than eight (8) inches caliper along proposed utility easements, road right-of-ways extending fifty (50) feet on each side of said right-of-way, and public/private pedestrian bicycle/access easements.
		11. <b>FOR TOWNSHIP APPLICATIONS:</b> A tree survey that shall: a. Denote the location and approximate height of those trees on the site, including both those being removed and preserved, that are within 200 feet of the construction's limit of disturbance, which shall include all utilities and driveway areas, and that are eight (8) inches caliper D.S.H. or greater. Trees with multiple trunks shall be shown on the tree survey if the average of the D.S.H. of the tree's multiple trunks is eight (8) inches caliper or greater.
		b. Include a tree removal/preservation key detailing size, species and condition of the trees shown on the survey.
		c. Delineate the limit of disturbance for construction taking into account vehicular access and egress, equipment and material storage, grading, utilities installation and other construction activity that may detrimentally impact the remaining trees. The limit of disturbance should extend to the drip line of the trees, at a minimum and be species specific.
(d) <b>Drainage and Utility Plan:</b>		
		1. Existing and proposed contours of site: two (2') foot intervals in the Township; One (1') foot interval in the Borough.
		2. Center line profile and cross sections at 25 foot intervals, for all proposed streets.
		3. Plans and profiles of proposed utility lines layouts and easements for sewers, storm drains, water, gas, electric and CATV, as well as parks, playgrounds and other public areas.
		4. Plan of proposed utility layout for sanitary and storm sewers, electric, telephone, CATV, gas and street lighting.
		5. Location and type of inlets, storm and sanitary sewer pipes, swales, berms, storm detention facilities, etc.

		6. Location of off-site/adjacent electric, telephone, gas, water, storm and sanitary sewers and CATV servicing mains and service line connections.
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<b>(d) Drainage and Utility Plan (continued):</b>		
		7. Utility easements with owner entity identification.
		8. Plan, profile and grades of existing adjacent roads/street which provide direct access into the proposed development.
		9. Proposed building setback lines for each street.
		10. If applicable, location of proposed percolation and soil logs and results of such test on the plan for on-site private septic systems.
		11. Construction details of on-tract improvements, including street cross sections, drainage structures, curbs, sidewalk/bicycle paths, pipe beddings, etc.
		12. Monumentation along existing and proposed right-of-way lines in accordance with the "Map Filing Law" standards. Bench mark and data from which it was derived.
		13. All streets and other areas proposed to be dedicated to the public or designed for public use..
		14. Where the preliminary plat covers only a part of the entire holding, a sketch of the prospective future street system of the unsubmitted part shall be furnished. The street system of the submitted part will be considered in the light of adjustments and connections with the future street system of the part not submitted..
<b>(e) Landscaping &amp; Lighting Plan:</b>		
		1. Location, height and types of proposed plantings and/or screenings.
		2. Location of existing trees greater than eight (8) inch caliper with species identification.
		3. Location of existing shrubs, hedgerows and screening..
		4. Location of existing and proposed street site lighting, height, type and illuminair standard.
<b>(f) Soil Map:</b>		
		1. Location of steep slopes in excess of seven (7) percent, with markings showing slope percentages.
		2. Location of soil group type boundaries with soil identification.
		3. Location of buildings and/or storm water detention basin facilities.
		4. Location of streams, wetlands and approximate areas of aquifer recharge and discharge.
		5. Location of areas of high water table and/or bedrock.
<b>(g) Soil Erosion &amp; Sedimentation Control Plan:</b>		
		1. Existing and proposed contours at two foot intervals.
		2. Location of present and proposed drains and culverts with their discharge capacities and velocities and supporting computations and identification of conditions below outlets.
		3. A site grading plan showing proposed cut and fill areas together with existing and proposed profiles of these areas.
		4. All drainage and sewer easements for public purpose shall be dedicated to the Township or Borough, unless otherwise noted.
		5. Delineation of any area subject to flooding from 100 year storm in compliance with the Flood Plains Act or applicable municipal zoning.
		6. Delineation of streams within the project area.
		7. Location of all proposed soil erosion and sediment control facilities.
		8. Proposed sequence of development.
		9. Planned soil erosion and sediment control measures and facilities with supporting computations based

		upon standards promulgated by the New Jersey Conservation Soil Committee.
		10. Soil erosion control details.
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(g) <b><u>Soil Erosion &amp; Sedimentation Control Plan (continued):</u></b>		
		11. Plans for maintenance of permanent soil erosion and sediment control measures and facilities during and after construction, including responsibility for maintenance of facilities after the development is completed.
(h) <b><u>Requirement for Residential Cluster only:</u></b>		
		1. Location and extent of Common Open Space.
		2. Statement of the nature of owning entity (e.g. Homeowners' Association), and a description of the documentation which will provide for the maintenance of the Open Space in perpetuity.
		3. An outline of the covenants and restrictions describing the rights, limitations and obligations of the owners and occupants of the dwelling units relative to the Common Open Space.
		4. For developments involving zero lot line units or structures, a plan showing imaginary lot lines to demonstrate compliance with lot line standards.
		5. Schematic plans and elevation drawings for all buildings (except for single-family lots proposed to be sold as vacant land to individual purchases).
(i) <b><u>Required Notes for All Plans:</u></b>		
		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..
(j) <b><u>Required Contents of Environmental Information Statement:</u></b>		
		1. Map, list and description of soil types on the site, derived from Mercer County Soil Survey.
		2. Brief description of the surficial geology of the area.
		3. Estimate potable water demand in gallons per day and the source of water supply.
		4. Character, estimated tonnage and method of solid waste disposal and storage.
		5. Proposed uses, processes or equipment which will affect the ambient air quality, such as, but not limited to, those relating to heating, air conditioning, incineration and materials processing.
		6. Information and calculations regarding proposed drainage including total area to be paved or built upon, estimating volume and rate of runoff, proposed changes to existing drainage, drainage plans, and details in accordance with the municipal ordinance.
		7. Soil Erosion and Sedimentation Control, together with report.
		8. Traffic study, including widths and conditions of existing roads in the area and impacts of the proposed developments on traffic volumes.
		9. Required governmental licenses, permits and approvals and the status of each.

