

Checklist No. 1
Sketch Plat/Minor Subdivision Approval

Applicant & Address: _____

Block & Lot _____ Submission Date: _____

Name of Project: _____

Signature of Applicant: _____ Phone: _____

All applications for Sketch Plat/Minor Subdivision must be submitted to the Administrative Officer of the appropriate Board at least three (3) weeks prior to a regularly scheduled Board Meeting. All plans must be folded wit the title block, date & revision date showing.

| Applicant | | | Township | | |
|--------------|----------------|------------------|--------------|----------------|------------------|
| Plats Comply | Not Applicable | Waiver Requested | Plats Comply | Not Applicable | Waiver Requested |

| | | | | | | | |
|---|---|--|--|--|--|--|--|
| 1 | Application fee with separate computation calculation | | | | | | |
| 2 | 15 copies of the completed applicaton form. 4 copies of completed checklist | | | | | | |
| 3 | 15 copies of blue or black line prints | | | | | | |
| 4 | All documents properly certified & sealed by the appropirate N.J. licensed professional persons (P.E., P.L.S., P.P., C.L.A., R.A. | | | | | | |
| 5 | Name & address of the owner, applicant & preparer of plans. Applicants Disclosure Statement, if filed as Corporation or Partnership. | | | | | | |
| 6 | Names of all current proপরty owners within 200' of the property & identify soucre of information. | | | | | | |
| 7 | Plans must identify: | | | | | | |
| | a. Tract Name. | | | | | | |
| | b. Totatl Tract area & the portion to be subdivided | | | | | | |
| | c. Date of original prepartation & all revisions | | | | | | |
| | d. North arrow & reference meridian | | | | | | |
| | e. Graphic & written scale | | | | | | |
| | f. Number of proposed lots. | | | | | | |
| | g. Tract zone & schedule of existing zoning criteria & proposed conditions. | | | | | | |
| | h. Tax map sheet, block & lot numbers | | | | | | |
| | i. Reference bench mark identified & shown. | | | | | | |
| 8 | Certification of owner noted on the plans (if other then applicant) as follows: " I certify that I am the owner of this property & consent to the filing of this application." _____ Date: _____ | | | | | | |
| | | | | | | | |

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| 9 | Certification from Tax Collector that all taxes & assessments on the property are paid. | | | | | | |
| 10 | Review block for signatures of City Engineer, Secretary & Chairperson. | | | | | | |
| 11 | Application Fees for any variances required. | | | | | | |
| 12 | Four copies of existing & proposed protective covenants or deed restrictions applying to the land being subdivided & copy of any deed(s) of record. | | | | | | |
| 13 | Completed applications with appropriate fees & required information submitted directly to these Agencies with <u>copies</u> to the City for verification of these submissions: | | | | | | |
| | Hunterdon County Planning Board | | | | | | |
| | Hunterdon County Soil Conservation District | | | | | | |
| | D&R Canal Commission | | | | | | |
| | Lambertville Historic Commission (as required) | | | | | | |
| 14 | Written verification of proposed tax lot numbers as obtained from the City Tax Assessor | | | | | | |
| 15 | Map of subdivision drawn at a scale of not less than 1"=100' on sheet size 24"x36" | | | | | | |
| 16 | Key map drawn at a scale of not less than 1"=400' showing the subdivision & surrounding properties within 1,000' radius including zoning boundaries. | | | | | | |
| 17 | Existing Topography shown as follows: | | | | | | |
| | a. Based upon accurate field or aerial topographic survey. USC&GS datum. | | | | | | |
| | b. 5' contour interval for slopes exceeding 20% | | | | | | |
| | c. 2' contour interval for slopes less than 20% | | | | | | |
| | d. Spot elevation for areas of slope less than 1% slope | | | | | | |
| | e. All topographic information must be shown for adjoining area within 200' of the property boundary. | | | | | | |
| 18 | Plans showing existing & proposed street pavement widths. | | | | | | |

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| 19 | Existing property lines showing bearings, distances & radius with indication of source of data. Proposed property lines showing approximate dimensions. For Minor Subdivision see item 28. | | | | | | |
| 20 | Approximate net & gross lot areas to the nearest 1/10 acre. For Minor Subdivision see item 29 | | | | | | |
| 21 | Proposed building envelopes with setback lines shown & dimensioned. Setbacks for all existing buildings from existing/proposed property lines & indication of whether they will be retained or removed. | | | | | | |
| 22 | Location of all man-made & natural features both on-site & within 200' of the property including, but not limited to: | | | | | | |
| | dedicated open space, culverts, structures, drain pipes, water courses, railroads, bridges, wooded areas, rock outcrops, wetlands (specific source & notation if there are any wetlands present), swamps, buildings, streets, drainage right-of-ways & sewer & water facilities. | | | | | | |
| 23 | Plan drawings of all existing & the concept of all proposed drainage & utility layouts. | | | | | | |
| 24 | Location of any flood hazard areas with delineation & elevation of 100-year & 500-year flood boundary & source of data. | | | | | | |
| 25 | Plan meets requirements of "Map Filing Law" if plan, rather than deeds are to be filed in the Hunterdon County Clerk's Office. | | | | | | |
| 26 | Certification by owner stating whether or not the parcel in question has been part of previous minor subdivision approval within the last three years. If so, the Applicant must provide a copy of the previous plan & Resolution of Approval. | | | | | | |
| 27 | Plans indicating location & complete purpose or restrictions of any easement or land reserved or dedicated for any use. | | | | | | |

