

City of Lambertville

Checklist No. 1 – Sketch Plat / Minor Subdivision Approval

Applicant Address: _____

Block & Lot: _____ Submission Date: _____

Name of Project: _____

Applicant's Signature: _____

Phone Number: _____ Email Address: _____

All applications for Sketch Plat / Minor Subdivisions must be submitted to the Administrative Officer of the appropriate Board at least 21 Days prior to the next regularly scheduled Board meeting. All plans must be folded with the title block, date and revision date showing.

		Applicant			City of Lambertville		
		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 application form and 4 Copies of the checklist.						
3.	15 Copies of blue or black line prints.						
4.	All documents properly certified and sealed by the appropriate N.J. licensed professional persons.						
5.	Name & address of the owner, applicant & preparer of plans. Applicants Disclosure Statement if filed as Corporation or Partnership.						
6	Names of all current property owners within 200' of the property & identify source of information.						
7	Plans must identify the following:						
	a. Tract name.						
	b. Total Tract area & the portion to be subdivided.						
	c. Date of original preparation & revisions.						
	d. North arrow & reference meridian.						
	e. Graphic & written scale.						

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	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 than applicant) as follows: "I certify that I am the owner of this property & consent to the filing of this application". Applicant must sign & date certification.						
9	Certification from Tax Collector that all taxes & assessments on the property are paid in full.						
10.	Review block for signatures of City Engineer, Board Secretary and Board Chairperson.						
11.	Application fees for all variances required.						
12.	4 Copies of existing & proposed protective covenants or deed restrictions applying to the land being subdivided & copy of any deed(s) record.						
13.	Completed applications with appropriate fees & required information submitted directly to these Agencies with <u>copies</u> provided to the City for verification:						
	Hunterdon County Planning Board						
	Hunterdon County Soil Conservation District						
	D&R Canal Commission						
	Lambertville Historic Commission						
14	Written verification of proposed tax lot numbers as obtained by the City Tax Assessor.						
15.	Map of subdivision drawn at a scale of not less than 1"=100' on sheet size 24" x 36"						
16	Key map drawn at a scale of not less than 1"=400' showing the subdivision & surrounding properties within 1000' radius including zoning boundaries.						
17.	Existing Topography shown as followed:						
	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% slop						

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	e. All topographic information must be shown for adjoining area within 200' of the property boundary.						
18	Plans showing existing & proposed street pavement widths.						
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 and 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 of land reserved or dedicated for any use.						
28	Plans drawn from actual boundary survey &						

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	certified as being accurate & true by a Licensed Surveyor. Existing & proposed property lines with bearings, distances to nearest 1/100', radius, curve length & central angel.						
29	Net/gross lot areas for proposed lots & remaining land calculated in square feet and 1/1000 acre.						
30	Results & location of <u>all</u> attempted percolation test & soil log data certified by a licensed P.E. & include letter of acceptance by Local or County Health Agency.						
	OR						
	Show proposed connection to existing sanitary sewer & include letter of acceptance & permits from the Lambertville Sewage Authority.						
31	Location of existing wells & septic systems on site & within 100' of property.						
32	Location of possible well siting & geologist report verifying a sufficient supply of available portable water.						
	OR						
	Show proposed connection to existing public water system & include letter of acceptance from the Water Company.						