

**Submission Checklist for Major Subdivisions – Sketch Plat, Preliminary Plat
and Final Plat Details**

The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.

The requirements for completeness are included on the checklists in Article IV, Sections 1, 4, 7, 9 and 11.

Section 1

- | <u>Item</u> | <u>Description</u> |
|--------------------|---|
| () C.1 | <u>Certification as to the Non-Applicability of Industrial Site Recovery Act ("ISRA") N.J.S.A. 13:1K, et seq., and N.J.A.C. 7:26B, et seq., for industrial properties.</u> |
| () C.2 | <u>A Preliminary Assessment ("PA")/Site Investigation ("SI") Report in accordance with NJDEP technical requirements for site remediation (NJAC 7:26E).</u> |
| () C.3 | <u>A No Further Action ("NFA") Determination from NJDEP or a Response Action Outcome issued by a licensed site remediation professional for each Area of Concern ("AOC"), or similar agency declaration issued by the New Jersey Department of Environmental Protection for a Known Contaminated Site ("KCS"), or for any site in which a release, or a suspected release, or any reportable contaminants has occurred.</u> |

Section 9

- | <u>Item</u> | <u>Description</u> |
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| () A. | <u>Adequate proof that no taxes or assessments for local improvements are due or delinquent on the subject property.</u> |
| () B. | <u>Evidence that the proposed subdivision or site plan conforms with all other applicable provisions of other sections of this ordinance; if not, the exact nature of any variance or waiver required.</u> |
| () C. | <u>Maintenance arrangements for any common open space to be included as part of the development.</u> |

Section 11

- | <u>Item</u> | <u>Description</u> |
|-------------|--|
| () A. | <u>Cover sheet with signature block. Title block denoting type of application, municipality, county, tax map sheet, block and lot, street address. Schedule of zoning requirements and conformance to same.</u> |
| () B. | <u>Major subdivision sketch plats for discussion purposes shall be drawn to a scale of not less than 1 in. = 200 ft. and shall, as a minimum, include Items A. to S. of Section 10, "Minor Subdivisions".</u> |
| () C.1. | <u>An application for preliminary plat review and approval shall include a completed application form, together with a preliminary plat which shall be clearly and accurately drawn or reproduced at a suitable scale and not less than 1 in. = 100 ft.; prepared by a professional engineer and NJ licensed land surveyor with certification blocks per the NJ Map Filing Law indicating that the outbounds of the tract have been accurately located; designed in compliance with the provisions of Article V of the ordinance; and show or be accompanied by the following information:</u> |
| () C.1.a. | <u>A key map, based on the Logan Township Zoning Boundaries Map, showing: the entire subdivision, the proposed street pattern in the area to be subdivided; the distance to the nearest existing developed area; and the relationship of the subject tract to the surrounding area and road system.</u> |
| () C.1.b. | <u>The name of the proposed subdivision; applicable municipal tax map sheets; block and lot numbers; preparation date and revisions, North arrow; reference meridian; graphic and written scale; and the following names and addresses:</u>

<u>Name and address of the sub-divider / applicant.</u>

<u>Name and address of the professional who prepared the plat with raised seal and original signature.</u> |
| () C.1.c. | <u>Acreage, separately listing acreage of riparian lands, of the tract to be subdivided to the nearest tenth of an acre and the number of lots to be formed. The dimensions of all proposed lot lines of all new lots being created and parcels being retained to the nearest foot and any existing lot lines to be eliminated by the proposed subdivision shall be clearly indicated.</u> |
| () C.1.d. | <u>The location of existing and proposed property lines; existing or proposed railroads or bridges; existing buildings and structures with an indication of whether they will be retained or removed; proposed</u> |

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building setback lines from streets; and the outline of any wooded areas, together with the limit of any proposed clearing and trees 30" in diameter or greater. Vegetation information, as outlined in this ordinance may be required in any major subdivision application at the request of the Logan Township Planning Board.

- () C.1.e. Profiles and cross sections of proposed streets within the subdivision and existing streets and highways abutting the subdivision. Typical cross-sections of streets shall clearly indicate the type and width of paving, location of curb, location and sidewalks and street tree locations. Buffer or screen planting locations, any existing or proposed sight triangles at intersections and the radius of the curb lines shall be indicated.
- () C.1.f. Elevation contours as outlined in the ordinance. All contour lines shall be referenced to the National Geodetic Vertical Datum - 1929. Appropriate contour designations shall show existing ground elevations and proposed elevation in any areas to be regraded.
- () C.1.g. All existing watercourses shall be shown and the application shall include or be accompanied by the data outlined in Article IV, Section 11, Section C.1.g.
- () C.1.h. The total acreage of the drainage basin, upstream of the proposed subdivision of any water course, running through or adjacent to said subdivision.
- () C.1.i. The total acreage of the drainage basin (of which the subdivision is part) to the nearest downstream drainage structure.
- () C.1.j. The location and extent of drainage or conservation easements and stream encroachment lines.
- () C.1.k. The location, extent and water level of all existing or proposed lakes or ponds located within or adjacent to the subdivision.
- () C.1.l. The plat shall show or be accompanied by plans and computation for a storm drainage system and information for all utilities, including the following:
 - The location and extent of any proposed dry wells, ground water recharge basins, retention basins or other water conservation devices. Plans of proposed utility layouts (sewer, storm drains, water, gas, electricity) shall be included and shall indicate feasible connections to existing or proposed utility systems.

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- All existing or proposed storm sewer lines within or adjacent to the subdivision, showing size and profile of the lines, direction of flow and location of manholes and inlets and all calculation sheets used for the design of the proposed storm sewer system.
 - Copy of preliminary approval letter from the Logan Township Municipal Utility Authority for any sewage or water distribution systems. When a private, centralized system is proposed, copies of approval letters from the Logan Township Municipal Utility Authority and appropriate counties and state agencies.
 - When a public or acceptable private community sewage system is not available or proposed within a reasonable period of time, uniformly distributed soil borings are to be provided in accordance with Article IV, Section 11.C.1.I.2 together with evidence of submission to the county health department.
- () C.1.m. Any lands to be dedicated or reserved for public use shall be clearly indicated.
- () C.1.n. The location of all underground or surface utilities and easements to accommodate them shall be clearly identified.
- () C.1.o. A copy of any protective covenants or deed restrictions proposed for application to the land being subdivided shall accompany the preliminary plat.
- () C.1.p. The location of standards, distance from intersections and illumination factors for all street lighting shall be included.
- () C.1.q. An area acceptable to the Planning Board as to location and shape, suitable for Township recreation purposes, shall be shown. Such area shall comprise not less than fifteen percent (15%) of the land area to be developed and shall be developed according to the ordinance. Such parcels, when approved by the Planning Board, constitute an amendment to the Logan Township Comprehensive Management Plan and may be donated by the developer to the Township or will be reserved for a period of one (1) year from the date of preliminary approval, during which time the Township may institute acquisition procedures.
- () C.1.r. A Soil Erosion and Sediment Control Plan.
- () C.1.s. Sight triangle provided in accordance with ordinance requirements.

- | <u>Item</u> | <u>Description</u> |
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| () C.1.t. | <u>Letters from utility companies and municipal utility authority stating that public water and sewer is available, including capacity.</u> |
| () C.1.u. | <u>Traffic Impact Statement including existing traffic counts with a minimum of seven (7) consecutive days for a 12 hour cycle from 6:30 A.M. to 6:30 P.M. for the impacted area. Traffic counts should be conducted such that they are representative of typical and peak usage in the area.</u> |
| () C.1.v. | <u>Community / Financial Impact Statement (CIS / FIS) specifically related to Logan Township and Gloucester County in coordination with local school districts.</u> |
| () C.1.w. | <u>The location and design of any off-street parking or loading areas, showing size and location of bays, barriers, pedestrian access, vehicular access and number of parking or loading spaces, and calculations on which parking is based.</u> |
| () C.1.x. | <u>A list of other agencies requiring their approval and the status of the application of these agencies.</u> |

Final Submission Requirements

Section 4

- | <u>Item</u> | <u>Description</u> |
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| () C.2 | <u>The required fee or fees, as established in the ordinance.</u> |
| () C.4 | <u>A subdivision plat conforming to the "Map Filing Law", New Jersey Statue 46:23-9-9.</u> |
| () C.5 | <u>Confirmed payment of property taxes, liens fees, etc.</u> |

Section 7

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| () B. | <u>Signature of the chairman and the secretary of the review board will not be affixed until the developer has posted the guarantees required pursuant to the ordinance.</u> |
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Section 11

- | <u>Item</u> | <u>Description</u> |
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| () D.1 | <u>Date, location and name of the subdivision, name of the owners, graphic and written scale and reference meridian.</u> |
| () D.2. | <u>Tract boundary lines, right-of-way lines of streets, street names, easements and other right-of-way, land to be reserved or dedicated to public use, lot lines and other site lines - all with accurate dimensions, bearings or deflection angles and radius, arcs and central angles of all curves.</u> |
| () D.3. | <u>The purpose of any easement or land reserved or dedicated to public use shall be designated and the proposed use of sites other than residential shall be noted.</u> |
| () D.4. | <u>All natural and artificial water courses, streams, shorelines, water boundaries and encroachment lines shall be shown.</u> |
| () D.5. | <u>Each block shall be numbered and the lots within each block shall be numbered consecutively beginning Number 1.</u> |
| () D.6. | <u>Minimum building setback lines on all lots and other sides.</u> |
| () D.7. | <u>Location and description of all monuments.</u> |
| () D.8. | <u>Names of owners of adjoining land parcels.</u> |
| () D.9. | <u>Certification by a licensed land surveyor as to the accuracy of details of the plat.</u> |
| () D.10. | <u>Certification that the applicant is owner, or equitable owner, of the land or a representative thereof, or that the owner has given consent under the option agreement.</u> |
| () D.11. | <u>An updated certification from the tax collector that there are no delinquent taxes charged to the property involved in the subdivision.</u> |
| () D.12. | <u>The preliminary plat, engineering details, cross-sections and profiles of streets and plan and profiles of storm drainage systems approved by the Township Engineer shall be required to accompany the final plat with all conditions of preliminary approval met and reviewed by the engineer prior to the final plat submission.</u> |
| () D.13. | <u>If applicable, plans and profiles of sanitary sewers and water mains, approved by the municipal utilities authority, will be required to accompany the final plat.</u> |

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- () D.14. When approval of a plat is required by an officer or body of the municipality, county or state, approval shall be certified on the plat prior to its filing in the office of the county clerk.

- () D.15. All approvals, notices and permits from other agencies.

- () D.16. Performance guarantees, approved by the municipal Solicitor as to form and the municipal engineer as to amount, sufficient to insure the satisfactory completion of improvements and facilities as required by the resolution of the Planning Board granting preliminary approval. The developer's engineer shall submit a detailed engineer's estimate for review and approval by the municipal engineer.

Preparer of Checklist

Date