

Submission Checklist for Minor Subdivision Plans

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, 9 and 10.

Section 1

- | <u>Item</u> | <u>Description</u> |
|-------------|---|
| () C.1 | <u>Certification as to the Non-Applicability of Industrial Site Recovery Act ("ISRA") 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 4

- | <u>Item</u> | <u>Description</u> |
|-------------|---|
| () 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 Statute 46:23-9-9.</u> |

Section 9

- | <u>Item</u> | <u>Description</u> |
|-------------|--|
| () 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> |

Item Description

- () C. Maintenance arrangements for any common open space to be included as part of the development.

Section 10

Item Description

- () A. A key map showing the entire subdivision in relation to the surrounding area and roadway system. The key map shall be taken from the "Logan Township Zoning Boundaries Map", with the property plotted herein.
- () B. All existing structures, roadways, driveways, and wooded areas within the parcel to be subdivided and within 200 feet of said parcel.
- () C. The name and address of the owner and applicant, as well as the name of all property owners within 200 feet, as disclosed by the most recent municipal tax records.
- () D. Cover sheet signature block. Title block denoting type of application, municipality, county, tax map sheet, block and lot and street address, Schedule of zoning requirements and conformance to same.
- () E. The tax map sheet, block and lot numbers.
- () F. All existing and proposed street and easements (including public utility easements) within or adjoining the proposed subdivision, with right-of-way widths clearly indicated.
- () G. The dimension of all proposed lot lines of all new lots being created and parcels being retained; and any existing lot lines to be eliminated by the proposed subdivision shall be clearly indicated.
- () H. Location, size and direction of flow of all streams, brooks, lakes, wetlands, and floodplain, watercourses, drainage structures and drainage ditches in the area to be subdivided and 300 feet of the proposed subdivision.
- () I. North arrow, written and graphic scales, the date of preparation and revision dates.
- () J. Acreage of the entire tract and new parcels being proposed.
- () K. Number of new lots being created.
- () L. Name and address of the owner, sub-divider / applicant and professional preparing the plat with raised seal and original signature.
- () M. The classification of the zoning district or districts in which the proposed subdivision is located.

- | <u>Item</u> | <u>Description</u> |
|-------------|---|
| () N. | <u>The location of any proposed open space or recreation area.</u> |
| () O. | <u>Soil types shall be plotted on the plat as determined from S.C.S. Soil Survey Maps or a field survey by a qualified soil scientist.</u> |
| () P. | <u>A copy of any covenants or deed restrictions that is intended to cover all or any part of the tract.</u> |
| () Q. | <u>Building envelope(s) and setbacks.</u> |
| () R. | <u>A Certificate Title signed by a member of the New Jersey Bar or Title Officer or authorized agency of a title insurance company licensed to do business in the State of New Jersey, which certificate shall confirm that the owner is the applicant as shown on the plat.</u> |
| () S. | <u>A survey showing the location of the subject property, the location of all proposed development, and existing and proposed facilities to provide water for the use and consumption of all buildings and sanitary facilities which will serve the proposed developments. The following information shall be included as outlined in S1 and S2.</u> |
| () S.1. | <u>On-site treatment and holding facilities: location, size, type and capacity of any proposed on-site wastewater treatment or holding facilities or the location and size of sanitary sewer collection line.</u> |
| () S.2. | <u>Soil borings and percolation tests: If on-site sewage disposal is proposed, results of soil borings and percolations tests, in accordance with N.J.S.A. 58:11-23 et seq. and the regulations adopted pursuant thereto, shall be submitted at suitable locations with a tract map showing locations, logs, elevation of all test holes, indicating where ground water was encountered, estimating the seasonal high water table and demonstrating that such facility is adequate to meet the water quality standards contained in this Article.</u> |

Preparer of Checklist

Date