

LAND USE

230 Attachment 8

**Township of Delaware**

**Boundary Adjustments and Mergers/Boundary Adjustments and Exchanges –  
Checklist E  
[Amended 10-29-2007 by Ord. No. 2007-30LU]**

<p>Project Name:</p> <p>Street Location:</p> <p>Applicant:</p> <p>Signature of Applicant:</p>	<p>Zoning District:</p> <p>Block:                      Lot:</p> <p>Any section for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver(s) may be approved for subdivision purposes, but the information may be required prior to the issuance of a building permit.</p>
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Maps, Reports and Other Written Information Required for Complete Application		Complies		Waiver Req'd	N/A
		Appl.	Plan. Bd.		
1.	A completed checklist with all items addressed.				
2.	Three copies of the Township application.				
3.	Eighteen copies of the plat, folded so that the block, lot and owner's name are visible (rolled plats are not acceptable).				
4.	Application fee – Delaware Township.				
5.	Executed escrow agreement and appropriate review fee.				
6.	Any prior variance(s) or subdivision(s) including dates and details. Attach copy(ies) of resolution(s).				
7.	A copy of the deed by which title was obtained.				
8.	A copy of all recorded easements, restrictions and rights-of-way on the tract.				
9.	Affidavit of ownership or letter from owner authorizing submission of the plat if applicant is not the owner.				
10.	Certification from the Tax Collector indicating that all taxes have been paid to date on the property.				
11.	Certification from the Administrative Officer and the Board of Health Secretary indicating that all municipal levies and fees have been paid.				

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12.	Certification from the Tax Assessor indicating that the correct number for each Tax Block and each lot within each Tax Block as determined by the Municipal Tax Assessor is in conformity with the Municipal Tax Map.				
13.	Metes and bounds descriptions of the properties in question based upon current land survey information.				
14.	Description of purpose(s) of boundary adjustment(s).				
<b>PLAT DETAILS</b>					
15.	Plats shall be clearly and legibly drawn or reproduced at a decimal scale not less than one inch equals 100 feet.				
16.	Scale of map, both written and graphic.				
17.	All plats shall be of standard size, as specified by the Map Filing Law, namely, 8" x 13", 15" x 21", 24" x 36" or 30" x 42".				
18.	Name, address, and signature and seal of licensed New Jersey professional engineer or land surveyor who prepared plat.				
19.	Title block with name(s) and mailing address(es) of owner(s) and of applicant(s) if different from owner(s).				
20.	Key map taken from the Tax Map showing the location of the properties to be adjusted in relation to surrounding area. The affected area(s) shall be cross-hatched to distinguish the merger/exchange portion(s).				
21.	Current Tax Map Sheet number, block and lot numbers of properties to be adjusted.				
22.	Zone district in which properties are located; if within more than one district, the most accurate measurements available of the lands within each district.				
23.	Delaware and Raritan Canal Commission Review Zone designation.				
24.	North arrow, giving reference meridian.				
25.	Date of original plat; date of each revision.				
26.	Space on the plat for signatures of the Chairman and Secretary of the municipal agency and for municipal certification.				

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27.	Area in acres (if one acre or more) or in square feet (if less than an acre) to the nearest hundredth of lands to be exchanged or transferred.				
28.	Acreage of proposed lots after boundary adjustment(s) to the nearest hundredth of an acre.				
29.	Locations of existing and proposed property lines with their dimensions in feet to the nearest hundredth. (NOTE: Lot lines for tracts adjacent to existing public streets shall extend to the center of the street).				
30.	Bearings of all property lines shown in degrees, minutes and seconds.				
31.	Building setback lines (front, side, rear).				
32.	Lot frontage and lot width measured at the front setback line as required by this chapter for each lot. Inscribe a circle with a diameter equal to the minimum lot width as required by this chapter for each lot.				
33.	Lot depth, as required by this chapter for each lot.				
<p><b>NATURAL AND MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET</b>                      (may be waived if Board determines such information is not necessary based on the scope and purpose of the proposed lot line adjustment)</p>					
34.	Contours, based upon a site topographic survey, to determine the natural drainage of the land. Contour intervals shall be: up to 10% grade, every two feet; over 10% grade, every five feet. At least two benchmarks shall be set by the surveyor with locations noted on the plans.				
35.	Identification (with specific notation) of slopes greater than 15%.				
36.	Cliffs (steep overhanging rock faces).				
37.	Wetlands based on 1986 New Jersey Wetland Maps and mappings by the NJDEP.				
38.	Both 100- and 500-year floodplains shall be shown on the plat, as delineated on the most recent FEMA map, unless more specific information is available.				

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39.	Streams and adjacent floodplains, wetlands and steep slopes within 300 feet of the proposed disturbance associated with the development approval sought. In addition, all other natural or artificial water bodies and watercourses, whether continuous or intermittent, and their banks, and any area adjacent thereto that is subject to inundation by reason of overflow or backflow of flood waters, shall be shown.				
40.	Other physical features such as ridges, existing floodplain woodlands and other woodlands and shrub areas, hedgerows and fields on the tract or within 200 feet.				
41.	Locations of all existing structures within 200 feet of the tract and their setbacks from existing and proposed property lines or structures.				
42.	Locations and types of existing easements or rights-of-way, including power lines.				
43.	Locations of existing railroads, bridges, culverts, drainpipes, water and sewer mains and other manmade installations affecting the tract.				
44.	Locations of existing and proposed wells and septic systems.				
45.	Locations of any existing landfills or dumps on the site, including old farm dumps.				
<b>STREETS</b>					
46.	Locations, widths and names of all existing and proposed streets or private access ways on the property and within 200 feet of the tract.				
47.	Required roadway dedications.				
<b>EASEMENTS</b>					
48.	Sight triangles and easements where required.				
49.	Conservation, drainage and/or conservation and drainage easements, where required.				
50.	The purpose of any easement or land reserved or dedicated to public or common use shall be designated. Indicate the proposed use of such lands and proposed future responsibility for maintenance of such lands.				