

LAND DEVELOPMENT

LDO Attachment 7

Township of Freylinghuysen

**Checklist #3 – Preliminary Major Subdivision
[Amended 11-7-2018 by Ord. No. 2018-17]**

Applicant: _____ File No. _____
Block _____ Lot _____

This checklist is for general reference only. The reviewing authority may require further information. The following designations are to be used when completing the checklist:

√ - provided; NA – not applicable; W – waiver requested.

The applicant shall provide a written statement justifying the waiver request or why a checklist item is not applicable.

Item No.	Application Requirements	Applicant	Board
1.	Nineteen (19) copies of major subdivision plans clearly drawn, certified and sealed by New Jersey licensed land surveyor at a scale not smaller than 1 inch equals 50 feet showing metes and bounds of entire tract being subdivided and new property lines (indicate any lines to be eliminated). Five (5) copies must be full size and fourteen (14) may be submitted on 11" x 17" sheets		
2.	Sheet Sizes; 11" x 17", 24" x 36", 30" x 42". Folded to show title block.		
3.	The plans should contain the following: A. Name of Development B. Name, address and phone number of Owner C. Name, address and phone number of Applicant D. Date of Preparation E. Block and Lot(s) to be developed F. Name & Address, signature, seal, and license number of person(s) preparing the map G. Graphic and written scale, north arrow and reference meridian H. Revision box & date of each revision		
4.	Title block stating type of application, name of development, name of municipality, block and lot and street location.		
5.	Names of property owners within 200 feet of subject property, their block and lot designation, per the most recent tax record. Include a copy of the certified list of property owners obtained from the tax assessor.		
6.	Any municipal limits within 200 feet of the development and the names of the adjoining municipalities.		

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12.	Building envelopes excluding buffers and restricted areas showing delineated setback lines for each lot based on zone requirements.		
13.	Location of proposed structures showing setbacks required and distances from existing and proposed property lines.		
14.	Location of all structures (principal and accessory structures, driveways, parking areas, etc.) and wooded areas on, and within 200 feet of the existing tract boundaries with dimensions to existing property lines.		
15.	Lot width at street line of lot created; road frontage of remainder portion; cartway width; and width and name of right-of-way on which property fronts.		
16.	Location and size of existing and proposed utilities onsite and within 200 feet of the site with easement or right of way (if any) including: A. Sanitary sewers or septic systems B. Storm drains with grate and invert information C. Public water or wells D. Gas E. Telephone F. Electricity G. Cable TV		
17.	Location of any railroad tracks, bridges, culverts, driveways, sidewalks, parking spaces, etc.		
18.	Existing and proposed contours within 200 feet at ten-foot intervals for slopes at or over twenty-five percent grade and at two-foot intervals for slopes less than twenty-five percent grade. Provide spot elevations and top and bottom of wall elevations.		
19.	Soil classification data as mapped by the USDA Natural Resource Conservation Service for Warren County (NRCS).		
20.	Location and description of monuments, whether set or to be set.		
21.	A copy of all existing protective covenants or deed restrictions affecting the property and a statement as to whether such deeds or covenants are of record. Include a copy of the original deed documents.		
22.	An electronic copy of plans in .DWG format or a compatible format.		
23.	Copies of applications to Warren County Planning Board, Warren County Soil Conservation District, and/or NJDOT, if applicable.		
24.	One of the following: (a) A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying delineation of the boundaries of freshwater wetlands, or		

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	(b) A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder, or,		
	(c) A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands		
Note:	The Land Use Board may waive the above requirements upon receipt of a letter by a certified wetland scientist that no wetlands exist on site, in close proximity to the subject property, on adjacent properties, on contiguous property owned by the Applicant, or on large properties, if the area of disturbance resulting from the project is clearly outside the limits of potential wetland buffers, all subject to approval by the Land Use Board Engineer.		
25.	Depict critical areas and historic preservation districts.		
26.	Percolation or permeability test(s) results witnessed by the Warren County Health Department along with a certification by the engineer that each lot can support septic systems in accordance with NJAC 7:9A. The following shall be included:		
	A. Two (2) soil logs per lot		
	B. Permeability results for one of the test holes.		
	C. Location of test holes		
	D. Approximate location of primary disposal bed.		
27.	Plats involving a corner lot or lots, the required sight triangle easements.		
28.	Conceptual development plans for individual lots within the subdivision suitable to determine developability of the proposed lot.		
29.	Plans and computations for any storm drainage systems according to the Residential Site Improvement Standard, including drainage area map and the following:		
	A. The size, profile and direction of flow of all existing and proposed storm sewer lines within or adjacent to the tract and the location of each catch basin, inlet, manhole, culvert and headwall with the invert elevations of each.		
	B. The location and extent of any proposed dry wells, ground water recharge basins, detention basins or other water or soil conservation devices.		
30.	When a stream is proposed for alteration, improvement, or relocation, or when a drainage structure or fill is proposed over, under, in or along a running stream, and when the N.J.D.E.P. does not have jurisdiction, the following information shall be submitted:		
	A. Acreage of the drainage basin of any water course running through the property.		
	B. Delineation of the floodway, flood hazard area, and stream encroachment line, within the subject tract.		
	C. Hydraulic and hydrologic calculations supporting the determination of the floodway, flood hazard area and stream encroachment line including stream profiles, cross-sections of the affected stream.		
	All information and calculations submitted shall be in accordance with the requirements of the N.J.D.E.P.		
31.	Natural features on site, and within 200 feet of the site:		
	A. Cliffs and rock outcroppings		

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	B. Flood hazard area delineation based on NJDEP and FEMA mapping		
	C. Freshwater Wetlands, Transition Areas and vernal pools		
	D. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines		
	E. Aquifer recharge areas, including safe sustained ground water yield		
	F. Areas in which construction is precluded due to presence of stream corridors and riparian buffers as required by the Flood Hazard Control Act, and/or steep slopes		
	G. All areas to be disturbed by grading or construction		
32.	Delineation of steep slopes at the following categories: (i) 15% to 24.99% (ii) 25% or greater		
33.	Slope disturbance table setting forth the proposed areas of steep slope disturbance, in square feet, in each of the aforesaid categories.		
34.	Limits of disturbance for all construction activities		
35.	Environmental Impact Statement, applicability determined per §804C		
36.	Existing and proposed driveway locations with sight distance profiles. Sight distances shall conform to applicable Municipal Ordinance, based on posted speed limits. A design speed of 50 MPH shall be used if there is no posted limit.		
37.	Written confirmation of proposed lot numbers from the Municipal Tax Assessor.		
38.	Plan and Profile of existing and proposed roadways including: A. Location of edge of pavement, traffic striping and centerline B. Roadway names C. Roadway and right-of-way width D. Curbs, sidewalks and guide rail E. Water, storm and sanitary sewer structures and piping. F. All utilities including feasible connection points G. Horizontal and vertical alignment annotation H. Low and high points along profile I. Plan view at a scale not less than 1" = 50' J. Profile view at a scale of 1" = 50' horizontal and 1" = 5' vertical		
39.	Roadway cross sections every fifty feet along the centerline alignment		
40.	Signage, including location of signs and appropriate detail such as size, height, materials and lighting.		
41.	Soil erosion and sediment control plan		
42.	Sketch of any anticipated future road systems for preliminary plats that cover only a portion of the site thereof. Include all locations considered suitable for future connections to other adjoining tracts.		
43.	Earthwork summary and estimate of off-site borrow or export material.		
44.	Landscape Plan including the types, quantity, size and location of all proposed plantings. The scientific and common names shall be included. Include buffering plan showing berms, fences and construction details.		

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45.	Lighting Plan including the fixture types, pole types, mounting heights, direction, shielding, wattage, isolux patterns, time of operation and footing details. The Lighting Plan shall also show the minimum required footcandle isolux patterns superimposed on the proposed development plan to ensure proper lighting distribution.		
46.	Fire Protection Plans and Details including the proposed units, available water supply, storage tanks, watermain size, flow and hydrant/tank locations.		
47.	Location of material storage, equipment storage, storage trailers, stockpiles, waste material (stumps, rocks, construction debris, etc.)		
48.	Location of model home, temporary sales office, construction office, temporary parking, landscaping, lighting, fencing, sanitary facilities and signs.		
49.	Well testing plan, test results and report.		
50.	Off-Site or Public Improvements Plan at a scale sufficient to allow a thorough engineering review.		
51.	<p>Organization documents, including:</p> <p>A. Article of Incorporation for any Homeowners Assoc., Condominium Association, or other organization to maintain the common open space or community facilities.</p> <p>B. By-Laws and Membership Rules and Regulations of any such organization, defining its rights.</p> <p>C. A copy of the Master Deed detailing the rights and privileges of individual owners of common property.</p> <p>D. A copy of all materials submitted to the Dept. of Community Affairs as required by the N.J. Planned Real Estate Development Full Disclosure Act. Regulations and evidence of the status of acceptance of and/or approval by the Dept. of Community Affairs.</p> <p>E. Covenants or easements restricting the use of the common open space element.</p> <p>F. Covenants or agreements requiring homeowners or residents to pay the organization for the maintenance of the common open space and/or community facilities. This shall include a proposed schedule of membership fees for at least the first three years of operation.</p>		
52.	Copies of the proposed developers agreement, if any		
53.	Construction details		
54.	The first floor elevation of any existing and proposed building(s).		
55.	Locate any public or private well, including block and lot, within 500 feet of the property line.		
56.	Three copies of the appropriate application form(s); completely filled in. If any item is not applicable to the Applicant, it should so be indicated on the application form(s). If completeness waivers are sought, explain, in writing, why waivers should be granted.		
57.	All public property and property proposed to be dedicated in the tract, accurately outlined and described with existing or proposed uses designated.		
58.	The location and use of all property to be reserved by covenant in the deed for the common use of all property owners or otherwise.		
59.	When a stormwater management basin is proposed on a project: Major Development Stormwater Summary Sheet.		