

LAND USE AND DEVELOPMENT

215 Attachment 1

Township of Ewing

Checklists

**Checklist Details Required for
Minor Subdivision Plats and Minor Site Plans**

Note: See § 215-82 of this chapter for further details of submission requirements and procedures.

- _____ Application Form (7 copies)
- _____ Plats or Plans (7 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed
- _____ Scale of not less than 1 inch = 100 feet and one of four of the following standard sheet sizes: 8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"
- _____ Key map at less than 1 inch = 2,000 feet
- _____ Title block:
 - _____ Name of subdivision or development, Ewing Township and Mercer County
 - _____ Name, title, address and telephone number of subdivider or developer
 - _____ Name, title, address and license number of the professional or professionals who prepared the plot or plan
 - _____ Name, title and address of the owner or owners of record
 - _____ Scale
 - _____ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet
- _____ Acreage figures (both with and without areas within public rights-of-way) and North arrow
- _____ Approval signature lines
- _____ Existing block and lot number(s) of the lot(s) to be subdivided or developed, as they appear on the Township Tax Map
- _____ Subdivision or development boundary line (heavy solid line)

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- _____ The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and treed areas, both within the tract and within 200 feet of its boundary
- _____ The location and width of all existing and proposed utility easements
- _____ Zoning districts affecting the tract and all surrounding properties, including district names and requirements
- _____ Proposed buffer and landscaped areas
- _____ Delineation of floodplains, including both floodway and flood-fringe areas
- _____ Contours as required by the Township Engineer
- _____ Marshes, ponds and land subject to flooding within the tract and within 100 feet thereof
- _____ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Township Tax Assessor
- _____ Concerning minor subdivisions only, existing and proposed monuments
- _____ Concerning minor subdivisions applications only, and if the proposed lot(s) is (are) not served by a sanitary sewer, approval by the Township Board of Health of percolation tests, certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the test hole(s), test results and compliance with the “Individual Sewage Disposal Code of New Jersey” or applicable Township Board of Health ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer
- _____ Road right-of-way dedication and improvement, as applicable
- _____ Sight triangle easements, as applicable
- _____ Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications, as applicable

Signature and Title of person who prepared checklist

Date

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**Checklist details required for
Preliminary Major Subdivision Plats and Preliminary Major Site Plans**

Note: See § 215-83 of this chapter for further details of submission requirements and procedures.

- _____ Application Form (8 copies)
- _____ Plats or Plans (10 copies) signed and sealed by a New Jersey professional engineer and folded into eighths with title block revealed
- _____ Protective Covenants or Deed Restrictions (13 copies)
- _____ Scale of not less than 1 inch = 100 feet and one of four of the following standard sheet sizes: 8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"
- _____ Key map at less than 1 inch = 2,000 feet
- _____ Title block:
 - _____ Name of subdivision or development, Ewing Township and Mercer County
 - _____ Name, title, address and telephone number of subdivider or developer
 - _____ Name, title, address and license number of the professional or professionals who prepared the plot or plan
 - _____ Name, title and address of the owner or owners of record
 - _____ Scale (written and graphic)
 - _____ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet
- _____ North arrow
- _____ Certification of ownership or authorization to file application
- _____ Approval signature lines
- _____ Acreage to the nearest 1/10 of an acre and a computation of the area of the tract to be disturbed
- _____ The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor
- _____ Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed

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block and lot numbers as provided by the Township Tax Assessor upon written request

- _____ Tract boundary line (heavy solid line)
- _____ Zoning districts affecting the tract and all surrounding properties, including district names and requirements
- _____ The locations and dimensions of existing and proposed bridges and the location of natural features such as wooded areas and any extensive rock formations, both within the tract and within 200 feet of its boundaries
- _____ Existing and proposed contours as required by ordinance
- _____ The location and species associations of all existing individual trees or groups of trees having a caliper of six inches or more measured three feet above ground level. The proposed location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planting, the total quantity of each plant, and the location of each plant keyed to the plan or plat
- _____ Existing and proposed watercourses (including lakes and ponds) with the required information:
 - _____ 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, a report on the status of review by the State Department of Environmental Protection, Division of Water Resources
 - _____ Cross sections of watercourses and/or drainage swales at an appropriate scale showing the extent of floodplain, top-of-bank, normal water levels and bottom elevations at the locations specified in Chapter 215
 - _____ The location of all drainage structures upstream and downstream of the tract, as specified in Chapter 215
 - _____ The total acreage of the drainage basin of any watercourse running through or adjacent to the tract
 - _____ The location and extent of drainage and conservation easements and stream encroachment lines
 - _____ The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within 200 feet of the tract
- _____ Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.
- _____ Locations of all existing structures as required by Chapter 215

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- _____ Size, height and location of all proposed buildings, structures, signs and lighting facilities
- _____ All dimensions necessary to confirm conformity to the chapter requirements
- _____ The proposed location, direction of illumination, power and type of proposed outdoor lighting including details of lighting poles and luminaries
- _____ The proposed screening, buffering and landscaping plan, with the information required by Chapter 215
- _____ The location and design of any off-street parking area, showing size and location of bays, aisles and barriers
- _____ All means of vehicular access or egress to and from the site onto public streets, with the information required by Chapter 215
- _____ Plans and computations for any storm drainage systems as required by Chapter 215
- _____ The location of existing utility structures on the tract and within 200 feet of its boundaries
- _____ Plans of proposed improvements and utility layouts as required by Chapter 215
- _____ Plans, typical cross sections and construction details, horizontal and vertical alignment of the center line of all proposed streets and of existing streets abutting the tract as required by Chapter 215
- _____ A copy of any protective covenants or deed restrictions applying to the land being developed or an indication of them on the submitted plat or plan
- _____ Proposed permanent monuments
- _____ Environmental impact statement (See § 215-83C.): All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by an environmental impact statement, unless specifically waived by the Planning Board or the Zoning Board of Adjustment, as the case may be
- _____ The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information

Signature and Title of person who prepared checklist

Date

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**Checklist Details Required for
Final Major Subdivision Plats and Final Major Site Plans**

Note: See § 215-84 of this chapter for further details of submission requirements and procedures.

- _____ Application Form (7 copies)
- _____ Plats or Plans (8 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed
- _____ Scale of not less than 1 inch = 100 feet and one of four of the following standard sheet sizes: 8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"
- _____ All details stipulated in § 215-83A and B of this chapter.
- _____ All additional details required at the time of preliminary approval
- _____ A section or staging plan, if proposed
- _____ Detailed architectural and engineering data as required by Chapter 215
- _____ Certification from the Township Tax Collector that all taxes and assessments are paid up-to-date
- _____ Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract, as required by Chapter 215
- _____ Certification in writing from the applicant to the Board that the applicant has:
 - a) Installed all improvements in accordance with the requirements of the chapter
 - b) Posted a performance guarantee in accordance with § 215-101 of this chapter.
- _____ A statement from the Township Engineer regarding improvements installed prior to application

Signature and Title of person who prepared checklist

Date