


ZONING AND LAND DEVELOPMENT REGULATIONS

271 Attachment 4

 Township of Maplewood Essex County, New Jersey Submission Checklist for Minor Subdivision Approval Applicant – See Instruction and Notes on Last Page						Applicant			Twp.	
						Provided	N/A	Waiver Requested	Complete	Complete
Name of Applicant:										
Block	Lot(s)	Date								
#	Item	Ordinance Reference	Provided	N/A	Waiver Requested	Complete	Complete			
SECTION 1 – SUBMISSION REQUIREMENTS										
1.	Fifteen paper prints of plat.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>	WAIVER REQUESTS	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Four copies of application.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
3.	Four copies of checklist.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
4.	Applicable fees.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
5.	Certification by Tax Collector that taxes are paid to date.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
6.	Certification by Soil Conservation District.	§ 271-30B	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
Certification of Section 1 by Administrative Officer or designee. I certify that Section 1 of this checklist was reviewed by me on _____, and I determine as follows: <input type="checkbox"/> Incomplete <input type="checkbox"/> Forward to Township Engineer for Review										
Date _____		Signature _____		Title _____						
SECTION 2 – PLAT STANDARDS										
7.	Plats drawn by land surveyor; indicate surveyor’s signature, seal, license number and address.	§ 271-31A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8.	Improvements drawn by professional engineer; indicate engineer’s signature, seal, license number and address.	§ 271-31A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9.	Clearly and legibly drawn; based on actual survey certified by land surveyor licensed in New Jersey.	§ 271-31B(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10.	Graphic scale not less than one inch equals 30 feet.	§ 271-31B(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11.	Existing lots:	§ 271-31B(3)								
	Dimensions to 0.01 foot.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Area to nearest square foot.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12.	Proposed lots:	§ 271-31B(3)								
	Dimensions to 0.01 foot.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Area to nearest square foot.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13.	Area of original tract.	§ 271-31B(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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#	Item	Ordinance Reference	Applicant			Twp.	
			Provided	N/A	Waiver Requested	Complete	Complete
SECTION 2 – PLAT STANDARDS (Cont'd)							
14.	Existing lot lines to be eliminated.	§ 271-31B(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Sight triangles.	§ 271-31B(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Elevation information: Contours at two-foot intervals or spot grades, if contours impractical. High and low points. Final elevations of proposed lot corners.	§ 271-31B(7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Approximate location of existing structures and uses.	§ 271-31B(8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Location of streams, lakes, drainage rights-of-way and drainage structures.	§ 271-31B(9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Approximate location of one-hundred-year flood hazard areas.	§ 271-31B(9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Location of wooded areas.	§ 271-31B(9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	If subdivision less than five acres, location of isolated trees six inches or larger.	§ 271-31B(9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	For the subject tract, Tax Map sheet, block and lot numbers.	§ 271-31B(10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	For all adjacent lots, Tax Map sheet, block and lot numbers.	§ 271-31B(10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Title, including words "Minor Subdivision Plat for Final Approval".	§ 271-31B(10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	North arrow.	§ 271-31B(10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Application number.	§ 271-31B(10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Date of original drawing and each revision.	§ 271-31B(10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Key map showing: North arrow. Relation of subdivision to surrounding areas. Scale of not less than one inch equals 2,000 feet.	§ 271-31B(12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Zoning district(s).	§ 271-31B(13)					
30.	Owner's name, address, signature and phone number.	§ 271-31B(13)					

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			Provided	N/A	Waiver Requested	Complete	Complete
SECTION 2 – PLAT STANDARDS (Cont'd)							
31.	Applicant's name, address, signature and phone number.	§ 271-31B(13)					
32.	Plan preparer's name, address, signature and phone number.	§ 271-31B(13)					
Certification of Section 2 by Township Engineer or designee. I certify that Section 2 of this checklist was reviewed by me on _____, and I determine as follows: <input type="checkbox"/> Incomplete <input type="checkbox"/> Forward to Approving Authority for Completeness Declaration							
_____		_____		_____			
Date		Signature		Title			

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Instructions to Applicant

1. This checklist is to be utilized in conjunction with application for *Approval of Minor Subdivision*.
2. Applicant is to complete checklist as follows:
 - (a) Insert name of applicant, block and lot numbers, and date in appropriate locations at top of Page 1.
 - (b) Indicate, under the heading of "Applicant", the applicant's position relative to each checklist item. If the item has been provided, check "Provided." If it is the applicant's position that a particular item is not applicable to the application, check "N/A." Where permitted, if the applicant seeks a waiver from the checklist item requirement, check "Waiver Requested."
 - (c) Do not mark checkboxes under the heading of "Township." Do not mark the certification sections to be completed by the Township.

NOTE:

1. This checklist is not a substitute for the specific submission requirements contained in the Township Ordinance (Ch. 271, Zoning and Development Regulations). Refer to the actual ordinance for specific details.