

ZONING AND LAND DEVELOPMENT REGULATIONS

271 Attachment 5

 Township of Maplewood Essex County, New Jersey Submission Checklist for Minor Subdivision – Preliminary Approval <i>Applicant – See Instruction and Notes on Last Page</i>						Applicant		Twp.		
Name of Applicant: _____						Provided	N/A	Waiver Requested	Complete	Complete
Block _____		Lot(s) _____		Date _____						
#	Item				Ordinance Reference					
SECTION 1 – SUBMISSION REQUIREMENTS										
1.	Fifteen copies of preliminary plat at the required scale.				§ 271-29A(1)	☐	☐	WAIVER REQUESTS NOT PERMITTED	☐	☐
2.	Fifteen copies of representative layout of the development at a reduced scale; sheet size shall be 8 1/2" x 11" or 8 1/2" x 14" or 11" x 17".				§ 271-29A(1)	☐	☐		☐	☐
3.	Five copies of completed application form.				§ 271-29A(1)	☐	☐		☐	☐
4.	Five copies of checklist.				§ 271-29A(1)	☐	☐		☐	☐
5.	Three copies of existing or proposed protective covenants, deed restrictions and easements; if none, provide statement that none exist or are proposed.				§ 271-29A(1)	☐	☐		☐	☐
6.	Three copies of drainage calculations.				§ 271-29A(1)	☐	☐		☐	☐
7.	Three copies of soil erosion and sediment control data (see Art IV of Ordinance).				§ 271-29A(1)	☐	☐		☐	☐
8.	Applicable fees, including inspection fees if improvements are to be installed prior to final approval (see Art VI of Ordinance).				§ 271-29A(1)	☐	☐		☐	☐
9.	Certification by Tax Collector that taxes have been paid to date.				§ 271-29A(1)	☐	☐		☐	☐
10.	Disclosure of ownership interest if applicant is a corporation or partnership applying to: ☐ Subdivide a parcel into six or more lots, or ☐ Obtain a variance to construct a multiple dwelling containing 25 or more family units, or ☐ Obtain approval for a site to be used for commercial purposes.				§ 271-29A(2)	☐	☐		☐	☐
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: ☐ Incomplete ☐ Forward to Township Engineer for Review										
Date _____			Signature _____			Title _____				

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SECTION 2 – PRELIMINARY PLAT STANDARDS							
11.	Plats drawn by land surveyor; indicate surveyor’s signature, seal, license number and address.	§ 271-31A	☐	☐	☐	☐	☐
12.	Improvements drawn by professional engineer; indicate engineer’s signature, seal, license number and address.	§ 271-31A	☐	☐	☐	☐	☐
13.	Clearly and legibly drawn; based on survey certified by land surveyor licensed in New Jersey.	§ 271-31C(1)	☐	☐	☐	☐	☐
14.	Graphic scale not less than one inch equals 30 feet.	§ 271-32C(2)	☐	☐	☐	☐	☐
15.	Sheet size(s) no larger than 24 by 36 inches.	§ 271-31C(3)	☐	☐	☐	☐	☐
16.	If more than one sheet is used, provide a composite map no larger than 24 inches by 36 inches to show the entire subdivision and to identify the sheet on which each section is shown.	§ 271-31C(3)	☐	☐	☐	☐	☐
17.	Key map showing: North arrow. Depict entire subdivision in relation to surrounding areas. Names of principal roads. Scale of not less than one inch equals 2000 feet.	§ 271-31C(4)	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
18.	Title block showing: Name of the subdivision. Name of the municipality. Tax Map sheet, block and lot numbers. Date of preparation and most recent revision. North arrow. Application number.	§ 271-32C(5)	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐

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SECTION 2 – PRELIMINARY PLAT STANDARDS (Cont'd)							
19.	As to the owner, provide in the title block: Name. Address. Phone number. Signature.	§ 271-31C(5)	☐	☐	☐	☐	☐
20.	As to the applicant, provide in the title block: Name. Address. Phone number. Signature.	§ 271-31C(5)	☐	☐	☐	☐	☐
21.	As to the person(s) preparing the plat, provide in the title block: Name. Address. Phone number. Signature. Seal.	§ 271-31C(5)	☐	☐	☐	☐	☐
22.	Names of all property owners within 200 feet of the development.	§ 271-31C(6)	☐	☐	☐	☐	☐
23.	Dimensions: Tract acreage to the nearest 0.01 of an acre. Number of new lots. Each lot line dimension to the nearest foot. Each lot area to the nearest square foot.	§ 271-31C(7)	☐	☐	☐	☐	☐

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SECTION 2 – PRELIMINARY PLAT STANDARDS (Cont'd)							
24.	Elevation information: Existing contours at two-foot intervals. Proposed contours at two-foot intervals. Benchmark noted on plan. Datum.	§ 271-31C(8)	☐	☐	☐	☐	☐
25.	Existing natural features: Soil types, based on U.S. Soil Conservation Service data. Slopes exceeding 10%. Wooded areas. Individual trees larger than six inches outside of wooded areas.	§ 271-31C(9)	☐	☐	☐	☐	☐
26.	When altering or filling a stream, approval of the New Jersey Division of Water Resources	§ 271-31C(10)(a)	☐	☐	☐	☐	☐
27.	Cross-sections and profiles of watercourses showing the flood hazard area, top of bank, normal water level and bottom elevations at: At one-hundred-foot intervals, but at no less than two locations At fifty-foot intervals for 300 feet upstream and downstream of any existing or proposed culvert or bridge Whenever altering watercourses, erosion control measures during construction with typical ditch sections and profiles	§ 271-31C(10)(b)[1] § 271-31C(10)(b)[2] § 271-31C(10)(b)[3]	☐	☐	☐	☐	☐
28.	Upstream acreage of drainage basin of any watercourse running through adjacent to development, including watershed map based on USGS maps.	§ 271-31C(10)(c)	☐	☐	☐	☐	☐
29.	Flood hazard areas.	§ 271-31C(10)(d)	☐	☐	☐	☐	☐

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SECTION 2 – PRELIMINARY PLAT STANDARDS (Cont'd)							
30.	Existing and proposed drainage and conservation easements.	§ 271-31C(10)(e)	☐	☐	☐	☐	☐
31.	Location, extent and water level of all ponds within the development and within 200 feet of the development.	§ 271-31C(10)(f)	☐	☐	☐	☐	☐
32.	Existing storm sewer system: Size of all lines. Slope of all lines. Direction of flow. Locations of catch basins, inlets, manholes, culverts and headwalls. Calculations.	§ 271-31C(10)(g)[1]	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
33.	Proposed storm sewer system: Size of all lines. Slope of all lines. Direction of flow. Locations of catch basins, inlets, manholes, culverts and headwalls. Calculations.	§ 271-31C(10)(g)[1]	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
34.	Location and extent of proposed stormwater management devices: Plans. Calculations.	§ 271-31C(10)(g)[2]	☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐

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SECTION 2 – PRELIMINARY PLAT STANDARDS (Cont'd)							
35.	For all existing utilities and streets, show: Plans. Cross sections. Center-line profiles. Details. Type and width of street pavement. Curbs. Sidewalks. Bike routes. Shade trees.	§ 271-31C(11)	☐	☐	☐	☐	☐
36.	At existing intersections, show: Sight triangles. Curb radii. Crosswalks. Curb ramps. Street signs.	§ 271-31C(11)	☐	☐	☐	☐	☐

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SECTION 2 – PRELIMINARY PLAT STANDARDS (Cont'd)							
37.	For all proposed utilities and streets, show:	§ 271-31C(11)					
	Plans.		☐	☐	☐	☐	☐
	Cross sections.		☐	☐	☐	☐	☐
	Center-line profiles.		☐	☐	☐	☐	☐
	Details.		☐	☐	☐	☐	☐
	Type and width of street pavement.		☐	☐	☐	☐	☐
	Curbs.		☐	☐	☐	☐	☐
	Sidewalks.		☐	☐	☐	☐	☐
	Bike routes.		☐	☐	☐	☐	☐
	Shade trees.		☐	☐	☐	☐	☐
38.	At proposed intersections, show:	§ 271-31C(11)					
	Sight triangles.		☐	☐	☐	☐	☐
	Curb radii.		☐	☐	☐	☐	☐
	Crosswalks.		☐	☐	☐	☐	☐
	Curb ramps.		☐	☐	☐	☐	☐
	Street signs.		☐	☐	☐	☐	☐
39.	For existing easements or other rights-of-way within the development or within 200 feet thereof, show:	§ 271-31C(12)					
	Name of easement/right-of-way.		☐	☐	☐	☐	☐
	Location.		☐	☐	☐	☐	☐
	Width.		☐	☐	☐	☐	☐
	Purpose(s).		☐	☐	☐	☐	☐
	Text of deed restriction.		☐	☐	☐	☐	☐

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#	Item	Ordinance Reference	Provided	N/A	Waiver Requested	Complete	Complete
SECTION 2 – PRELIMINARY PLAT STANDARDS (Cont'd)							
40.	For proposed easements or other rights-of-way within the development or within 200 feet thereof, show: Name of easement/right-of-way. Location. Width. Purpose(s). Text of deed restriction.	§ 271-31C(12)	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
41.	Monuments: Existing — location and description. Proposed — location and description.	§ 271-31C(13)	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
42.	Lot line data: Existing lot lines to remain. Existing lot lines to be eliminated. Proposed lot lines. Setback lines with dimensions. Identify any lots to be dedicated for public use. Lot and block numbers as assigned by the Tax Assessor.	§ 271-31C(14)	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
43.	Existing structures to remain: Proposed use. Front, side and rear setbacks. Historical significance.	§ 271-31C(15)	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐

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SECTION 2 – PRELIMINARY PLAT STANDARDS (Cont'd)							
44.	Utility plans: Feasible connections to existing utility system(s). “Will serve” letter(s).	§ 271-31C(16)	☐	☐	☐	☐	☐
45.	Zoning district(s).	§ 271-31C(17)	☐	☐	☐	☐	☐
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: ☐ Incomplete ☐ 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 *Preliminary Approval of Major 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.