

LAND DEVELOPMENT

190 Attachment 4

Township of Allamuchy

CHECKLIST

Details Required for Minor Subdivision Plats and Minor Site Plans
[Amended 11-14-2018 by Ord. No. 2018-23]

NOTE: See § 190-803 of the Allamuchy Township Land Development Ordinance for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by the Land Development Ordinance
1				Application Form(s) and Checklist(s) (18 copies).
2				Application and Escrow Fees in accordance with § 190-901.
3				Plats or Plans (18 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with the Title Block revealed in accordance with § 190-803B.
4				Protective Covenants, Easements and/or Deed Restrictions (18 copies attached to checklist).
5				Scale of 1 inch equals not more than 20 feet on one of the following three standard sheet sizes (8 1/2" x 13," 15" x 21," or 24" x 36"), with all sheets submitted of the same size, and each with a clear perimeter border at least one-inch wide.
6				Key Map at 1 inch equals not more than 400 feet.
7				Title Block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including:
8				Name of the development, Township of Allamuchy, Warren County, N.J., with each sheet specifically titled with appropriately descriptive words;
9				Name, title, address and telephone number of subdivider or developer;
10				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan;
11				Name, title and address of the owner or owners of record;
12				Scale (written and graphic); and

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13				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
14				North arrow.
15				Acreage to the nearest tenth of an acre (both within and without areas within public rights-of-way).
16				Certification that the applicant is the owner of the land or his/her properly authorized agent, or certification from the owner that he or she has given his/her consent under an option agreement.
17				If the applicant is a partnership or a corporation, the names and addresses of all partners, or the names and addresses of all stockholders owning 10% or more of any class of stock in accordance with N.J.S.A. 40:55D-48.1 et seq.
18				Approval signature and date lines:
				Chairman;
				Secretary of the Board; and
				Township Engineer, where required.
19				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 block and lot number(s) as provided by the Township Tax Assessor upon written request.
20				Tract boundary line (heavy solid line), any existing and proposed subdivision or property line(s) within the tract, and the number of existing and proposed lots.
21				Zoning districts(s) affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
22				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, drainpipes, any natural features such as treed areas, both within the tract and within 100 feet of its boundary.
23				All dimensions necessary to confirm conformity to the ordinance, such as the size of the tract and any proposed lot(s), structure setbacks, structure heights, yards and building and lot coverages.

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24				The location and width of all existing and proposed easements and rights-of-way, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled, and to whom they will be granted.
25				Proposed buffer and landscaped areas and the location and identification of existing vegetation with an indication as to whether it is to remain or be removed.
26				Delineation of streams, ponds, marshes, lands subject to flooding and all “critical areas” as defined by ordinance, both within the tract and within 100 feet thereof, with corresponding topographic survey information.
27				Existing contours related to the USGS topographic datum, proposed grades, and the source of contour information.
28				Drainage calculations and proposed drainage improvements and details.
29				The name of all adjacent property owners and adjacent block and lot numbers as they appear on the most recent tax list prepared by the Township Tax Assessor.
30				Concerning minor subdivisions only, existing and proposed monuments.
31				Concerning minor site plans only, lighting details, sign details, circulation and parking details.
32				Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.
33				No minor subdivision or minor site plan involving any street(s) additional right-of-way width as specified in the Master Plan or Official Map and the street requirements of this ordinance shall be approved unless such additional right-of-way, either along one or both sides of said street(s), as applicable, shall be granted to the Township of Allamuchy or other appropriate governmental agency.
34				Plans of proposed improvements and utility layouts, as required by ordinance, and letters from appropriate county and state agencies granting approval for the extension of utility service(s) under their respective jurisdiction.

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35				No minor subdivision or minor site plan involving any corner lot shall be approved unless a sight triangle easement shall be granted as specified in this ordinance.
36				Deed descriptions including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications shall be submitted for approval and required signatures prior to filing with the County Recording Officer.
37				If the proposed lot(s) is (are) not served by a sanitary sewer, date of approval by the County Health Department of site evaluation 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) and boring(s), soil logs, proposed location of the septic disposal areas, test results, soil types, percolation rates and compliance with the Individual Sewage Disposal Code of New Jersey or applicable County Health Department ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.
38				Plans and typical cross sections and details of any retaining walls showing the height of the walls, the elevation at the top and bottom of each wall, the materials to be used, a cross section of the wall, any proposed plantings, any proposed safety barriers, and calculations of anticipated earth and hydrostatic pressures and surcharges.
39				Certification from the Township Tax Collector that all taxes and assessments are paid to date.
40				A list of all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project. The list shall include approvals required by the Township, as well as agencies of the county, state and federal government. Where approvals have been granted, copies of said approvals shall be attached. Where approvals are pending, a note shall be to that effect.
41				A compact disk containing the information and in the format specified in § 190-803A(3) of this ordinance.
42				Major development stormwater summary sheet shall be submitted when a stormwater management basin is proposed on a project.

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43				Referral to the Warren County Mosquito Control Commission on such applications as may be deemed appropriate by the Board Engineer that affects the health and safety of citizens of Allamuchy Township regarding mosquitos and mosquito infestation.

NOTE: The Board reserves the right to require additional information before granting minor approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information may include, but not be limited to, an Environmental Impact Statement and/or Traffic Impact Statement; provided, however, that no application shall be declared incomplete for the lack of such additional information.

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECKLIST

DATE