

LAND DEVELOPMENT

390 Attachment 4

Borough of Oceanport

Submission Application Checklists

**OCEANPORT BOROUGH
MONMOUTH COUNTY, N.J.
PLOT PLAN CHECK LIST**

PROJECT NAME: _____

LOT: _____

Date _____

BLOCK: _____

1.	POINT OF BEGINNING:	_____
2.	BEARINGS AND DISTANCES CLOCKWISE:	_____
3.	ADJOINING LOT & BLOCK NUMBERS:	_____
4.	LOT AREA:	_____
5.	ROAD NAMES & RIGHT-OF-WAY WIDTH:	_____
6.	EXISTING TOPOGRAPHY AND CONTOURS LABELED:	_____
7.	TIE TO NEAREST ROAD INTERSECTION:	_____
8.	EXISTING UTILITIES (STORM, SEWER, WATER)	_____
9.	OTHER UTILITIES (GAS, ELECTRIC, CABLE):	_____
10.	LEGEND:	_____
11.	GRAPHIC SCALE:	_____
12.	NORTH ARROW:	_____
13.	INFORMATION OF FACT REFERENCING CORRECT FILED MAP:	_____
14.	SIGNATURE OF BOTH ENGINEER AND LAND SURVEYOR:	_____
15.	ALL DIMENSIONS OF DWELLING:	_____
16.	SPOTS SHOTS AT ALL CORNERS OF DWELLING:	_____
17.	SETBACKS DIMENSIONED:	_____
18.	DRIVEWAY LABELED AND SLOPE OF DRIVEWAY SHOWN:	_____
19.	MIN. 2% YARD SLOPES:	_____
20.	TIES SHOWN FROM HOUSE TO PROPERTY LINE:	_____
21.	INDICATE DROPS IN FLOORS INSIDE DWELLING:	_____
22.	INDICATE LOCATION, SIZE OF PIPE AND DIRECTION OF FLOW OF SUMP PUMP DISCHARGE, IF APPLICABLE:	_____

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**OCEANPORT BOROUGH
MONMOUTH COUNTY, N.J.
FINAL SURVEY CHECK LIST**

PROJECT NAME: _____

LOT: _____ Date _____

BLOCK: _____

1.	POINT OF BEGINNING:	_____
2.	BEARINGS AND DISTANCES CLOCKWISE:	_____
3.	ADJOINING LOT & BLOCK NUMBERS:	_____
4.	LOT AREA:	_____
5.	ROAD NAMES & RIGHT-OF-WAY WIDTH:	_____
6.	EXISTING TOPOGRAPHY AND CONTOURS LABELED:	_____
7.	TIE TO NEAREST ROAD INTERSECTION:	_____
8.	EXISTING UTILITIES (STORM, SEWER, WATER):	_____
9.	OTHER UTILITIES (GAS, ELECTRIC, CABLE):	_____
10.	LEGEND:	_____
11.	GRAPHIC SCALE:	_____
12.	NORTH ARROW:	_____
13.	INFORMATION OF FACT REFERENCING CORRECT FILED MAP:	_____
14.	LOCATION AND TRIANGULATION OF SANITARY SEWER CLEANOUT AND WATER SERVICE SHUTOFF VALVE:	_____
15.	SIGNATURE AND SEAL OF LAND SURVEYOR:	_____
16.	ALL DIMENSIONS OF DWELLING:	_____
17.	SPOTS SHOTS AT ALL CORNERS OF DWELLING:	_____
18.	SETBACKS DIMENSIONED:	_____
19.	DRIVEWAY LABELED AND SLOPE OF DRIVEWAY SHOWN:	_____
20.	MIN. 2% YARD SLOPES:	_____
21.	TIES SHOWN FROM HOUSE TO PROPERTY LINE:	_____
22.	AS-BUILT ELEVATION OF FINISHED FLOOR AND GARAGE FLOOR:	_____
23.	INDICATE LOCATION, SIZE OF PIPE AND DIRECTION OF FLOW OF SUMP PUMP DISCHARGE, IF APPLICABLE:	_____

LAND DEVELOPMENT

**OCEANPORT BOROUGH
MONMOUTH COUNTY, NEW JERSEY**

**SITE PLAN COMPLETENESS CHECKLIST
(To be completed by applicant)**

	SUBMITTED	WAIVER REQUESTED	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original and 4 copies of application forms and a digital set emailed
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form signed and notarized
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner consent
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 complete sets of plans (site plan, lighting, details, etc.) and 1 digital set emailed (8 additional sets of plans to be provided upon determination of completeness - plan sets can be of a reduced plan size, at the discretion of the Board Chairman)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee and completed application/escrow fee schedule
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escrow fee and completed application/escrow fee schedule
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed escrow agreement
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed W-9 authorization form
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 complete "Tax and Assessment Payment Report" forms, which will be forwarded to the Tax Collector's office for verification that no delinquent taxes or assessments are due
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey of property which is less than 1 year old, prepared by a New Jersey licensed land surveyor, showing:
				a. Boundaries of the property
				b. Building and setback lines and the lines of all existing streets, roads, reservations, easements, rights-of-way and areas dedicated to public use, within 200 feet of the property
				c. Title, reference meridian, scale
				d. Name and address of record owner
				e. Name, address, professional license number and seal of the surveyor who prepared the survey
The following shall be on the plans submitted:				
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map showing site and its relation to surrounding area. Map shall be at a scale of not less than 1 inch equals 1,000 feet. Names of all streets and Township boundaries within 500 feet shall be shown.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans certified by appropriate professional as stipulated by New Jersey Revised Statutes Title 45:8, 13:40-7.1 et seq.

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	WAIVER			
	SUBMITTED	REQUESTED	N/A	
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date (of original and revisions), scale, and North arrow
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zone data, including zone district and Tax Map block, lot and street number
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and proposed buildings or structures, with spot elevations
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Names of all owners of record of all adjoining property, and property directly across the street or streets from the property involved, and the block and lot numbers of all the property shown on the plan
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed contours at 1-foot intervals based on National Geodetic Vertical Datum of 1929 to determine general slope and natural drainage of the land. Where necessary to evaluate drainage, the Board shall require contours to be shown for all lands within 200 feet of the property in question.
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed easements
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of all existing watercourses, wooded areas, rights-of-way, streets, roads, highways, freeways, railroads, canals, rivers, buildings, structures or any other feature directly on the property or beyond the property if such feature has an effect upon the use of said property
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing schools and zoning district boundaries within 200 feet of the property. Such features shall be shown on a separate map or as a key map on the detailed map itself.
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The distances, as measured along the center lines of existing streets abutting the property to the nearest intersection with any public street
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing edge of pavement and proposed edge of pavement of all roadways abutting site
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and proposed storm drainage structures and utility lines, including telephone, power, water, sewer, gas, etc., whether publicly or privately owned, with pipe sizes, grades and direction of flow
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed use or uses of land and buildings, including outdoor storage
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size and location of all driveways and curb cuts
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross sections and construction details of all streets, pavement, curb, sidewalks and walkways
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking and loading layout
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total number of parking or loading spaces
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of parking or loading spaces, aisles

LAND DEVELOPMENT

	WAIVER			
	SUBMITTED	REQUESTED	N/A	
				and parking islands
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interior traffic and pedestrian circulation
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Percent total impervious coverage
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Percent total building coverage
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building dimensions
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area, finished floor elevation and height of proposed and existing building or structures
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary architectural plans for proposed buildings, including building elevations (each side), indicating materials and colors to be used in construction, height and general design or architectural styling
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, direction of illumination and intensity of all outdoor lighting. Type of fixture and height of lighting area are to be indicated and Isolux lines are to be superimposed on the plan.
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's catalogue cut sheet for proposed lighting
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location, size, materials, illumination and construction details of existing and proposed signs
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed screening and landscaping, including a planting plan, with quantity, species, caliper and location of plantings
40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of and identification of proposed open spaces, parks or other recreation areas
41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, address, professional license number and seal of the architect, engineer, planner or surveyor preparing the site plan
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refuse enclosure location and detail
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fencing detail
44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Percolation test and soil log results (if applicable) certified by New Jersey licensed professional engineer
45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils report, including location of seasonal high groundwater table
46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of soil erosion and sediment control plan submittal to Freehold Soil Conservation Service (if soil disturbance meets or exceeds 5,000 square feet)
47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of submittal to New Jersey Department of Transportation for access permit and drainage permit (if applicable)
48.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic study, including anticipated traffic volumes, capacity of existing or proposed roads, traffic impact on road network and need for traffic improvements
49.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of submittal to New Jersey Department of Environmental Protection for stream

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	WAIVER			
	SUBMITTED	REQUESTED	N/A	
				encroachment permit (if applicable)
50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A letter of interpretation from New Jersey Department of Environmental Protection Freshwater Wetlands Division, including evidence that notice was given to the Municipal Clerk pursuant to N.J.S.A. 13:9B. If the New Jersey Department of Environmental Protection deems that wetlands are present, or the applicant does not receive a response to its request for a letter of interpretation, the applicant shall show such areas on a survey of the property, prepared by a licensed surveyor of the State of New Jersey.
51.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of submittal to Monmouth County Planning Board (if on county road or involving county drainage structure)
52.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater management report
53.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement of the steps to be taken by the applicant to eliminate any downstream drainage problems which may be caused by the development of the site and to mitigate impact from prior upstream development
54.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract
55.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement detailing size of proposed building, proposed use, number of tenants, number of employees, anticipated hours of operation, traffic, etc.
56.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Such other items and information pertaining to the site as the Board Engineer reasonably determines would be necessary or helpful to the Planning or Zoning Board in reviewing the application
57.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staging plan for any area that will be developed in stages; a total development plan must be submitted in accordance with this section
58.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of 100-year flood limit as depicted on current State of New Jersey, Department of Environmental Protection, Bureau of Flood Plain Management, Delineation of Floodway and Flood Hazard Area Map. If stream has not been studied, then a copy of the application for floodplain delineation to NJDEP Land Use Regulation Program should be provided, if applicable.

LAND DEVELOPMENT

**OCEANPORT BOROUGH
MONMOUTH COUNTY, NEW JERSEY**

**MINOR SUBDIVISION COMPLETENESS CHECKLIST
(To be completed by applicant)**

	SUBMITTED	WAIVER REQUESTED	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original and 4 copies of application forms and 1 digital set emailed
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form signed and notarized
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner's consent
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 complete sets of plat and 1 digital set emailed (8 additional sets of plans to be provided upon determination of completeness - plan sets can be of a reduced plan size, at the discretion of the Board Chairman)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale not less than 1 inch to 100 feet and shall conform to N.J.S.A. 46:23-9.9 et seq.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans no greater than 36 inches by 42 inches in size
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee and completed application/escrow fee schedule
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escrow fee and completed application/escrow fee schedule
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed escrow agreement
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed W-9 authorization form
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 complete "Tax and Assessment Payment Report" forms, which will be forwarded to the Collector of Revenue office for verification that no delinquent taxes or assessments are due
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey of property which is less than 1 year old, prepared by a New Jersey licensed land surveyor, showing:
				a. Boundaries of the property
				b. Building and setback lines and the lines of all existing streets, roads, reservations, easements, rights-of-way and areas dedicated to public use, within 200 feet of the property
				c. Title, reference meridian, scale
				d. Name and address of record owner
				e. Name, address, professional license number and seal of the surveyor who prepared the survey
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Percolation test and soil log results (if applicable) certified by New Jersey licensed professional engineer

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	SUBMITTED	WAIVER REQUESTED	N/A	
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil report, including location of seasonal high groundwater table
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of soil erosion and sediment control plan submittal to Freehold Soil Conservation Service (if disturbance of 5,000 square feet or more of soil)
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of submittal to New Jersey Department of Transportation for access permit and/or drainage permit (if applicable)
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of submittal to New Jersey Department of Environmental Protection for stream encroachment permit (if applicable)
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A statement indicating that the property which is the subject of the application for development is free of delineation as a freshwater wetland, as more particularly defined in N.J.S.A. 13:9B-3 et seq.; or if any part of the property which is the subject of the application for development is delineated as "freshwater wetland," then the applicant shall show such areas on a survey of the property, prepared by a licensed surveyor of the State of New Jersey
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of submittal to Monmouth County Planning Board (if on county road or involving county drainage structure)
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A written statement setting forth the intentions of the applicant in regard to the proposed character of the subdivision, whether for the sole purpose of the sale of land or for the construction and sale of homes, with data as to the number, price range, size, floor plan and the outside design of homes, deed restrictions, date of beginning and completion of construction and proposed method of maintaining parking or recreational areas
The following shall be on the plans submitted:				
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title of plat
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map showing site and its relation to surrounding area. Map shall be at a scale of not less than 1 inch equals 1,000 feet. Names of all streets and Township boundaries within 500 feet shall be shown.
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire tract shown on 1 sheet
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plat based on a new or existing survey of the property being subdivided, as per Revised

LAND DEVELOPMENT

	SUBMITTED	WAIVER REQUESTED	N/A	
				Statutes Title 45:8
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of that portion which is to be subdivided in relation to the entire tract
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans signed and sealed by a New Jersey licensed land surveyor (survey data only) and by a New Jersey licensed engineer if engineering has been performed
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written and graphical scales
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zone data table
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The tract name, Tax Map sheet, block and lot number, date, reference meridian, scale and the following names and addresses:
				a. The record owner or owners
				b. The subdivider
				c. The person who prepared the map
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acreage of tract to be subdivided to the nearest hundredth of an acre
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate length of all existing and proposed lot lines
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed lot lines
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing lots lines to remain
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing lot lines to be removed
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum building setback line on all lots
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed wells or sanitary sewer systems on tract
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas of existing and proposed lots shown to nearest 100th of an acre and in square feet
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed streets, sidewalks, storm drains, radii, curbs, bridges, culverts
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Setback distance of all existing and proposed structures from each lot line
40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural features, such as wooded areas and rock formations
41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed structures
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed buffer screening and landscaping, including a planting plan, with quantity, species, caliper and location of planting if required
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing schools, zoning and special district boundaries within 200 feet of the property. Such features shall be shown on a separate map or as a key map on the detailed map itself.
44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All lots lines, streets, roads, streams, wooded areas and other physical features on or within 200 feet of the extremities of the proposed subdivision and the existing land use of all

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	SUBMITTED	WAIVER REQUESTED	N/A	
				adjacent land
45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing trees with caliper of 4 inches dbh or more
46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed contours at 2-foot intervals based on National Geodetic Vertical Datum of 1929 to determine general slope and natural drainage of the land. Where necessary to evaluate drainage, the Board shall require contours to be shown for all lands within 200 feet of the property in question.
47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed easements (sight triangle included)
48.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The distances, as measured along the center lines of existing streets abutting the property to the nearest intersection with any public street
49.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing edge of pavement and proposed edge of pavement of all roadways abutting site
50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing right-of-way lines (both sides) of all streets abutting the subdivision
51.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and proposed storm drainage structures and utility lines, including telephone, power, water sewer, gas, etc., whether publicly or privately owned, with pipe sizes, grades and direction of flow
52.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all the land which lies within the 100-year flood line as depicted on the current State of New Jersey, Department of Environmental Protection, Division of Water Services, Bureau of Flood Plain Management, Delineation of Floodway and Flood Hazard Area Maps. If the stream has not been studied, then a copy of application for delineation to NJDEP Land Use Regulation shall be provided, if applicable.
53.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Such other items and information pertaining to the site as the Board Engineer reasonably determines would be necessary or helpful to the Planning or Zoning Board in reviewing the application

LAND DEVELOPMENT

**OCEANPORT BOROUGH
MONMOUTH COUNTY, NEW JERSEY**

**PRELIMINARY MAJOR SUBDIVISION
COMPLETENESS CHECKLIST
(To be completed by applicant)**

	SUBMITTED	WAIVER REQUESTED	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original and 4 copies of application forms and 1 digital set emailed
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form signed and notarized
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner's consent
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 complete sets of plans (site plan, lighting, details, etc.) and 1 digital set emailed (8 additional sets of plans to be provided upon determination of completeness - plan sets can be of a reduced plan size, at the discretion of the Board Chairman)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale not less than 1 inch to 100 feet and shall conform to N.J.S.A. 46:23-9.9 et seq.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans no greater than 36 inches by 42 inches in size
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee and completed application/escrow fee schedule
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escrow fee and completed application/escrow fee schedule
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed escrow agreement
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed W-9 authorization form
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 complete "Tax and Assessment Payment Report" forms, which will be forwarded to the Collector of Revenue office for verification that no delinquent taxes or assessments are due
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey of property which is less than 1 year old, prepared by a New Jersey licensed land surveyor, showing:
				a. Boundaries of the property
				b. Building and setback lines and the lines of all existing streets, roads, reservations, easements, rights-of-way and areas dedicated to public use, within 200 feet of the property
				c. Title, reference meridian, scale
				d. Name and address of record owner
				e. Name, address, professional license number and seal of the surveyor who prepared the survey

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	SUBMITTED	WAIVER REQUESTED	N/A	
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Percolation test and soil log results (if applicable) certified by New Jersey licensed professional engineer
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil report, including location of seasonal high groundwater table
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of soil erosion and sediment control plan submittal to Freehold Soil Conservation Service (if disturbance of 5,000 square feet or more of soil)
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of submittal to New Jersey Department of Transportation for access permit and/or drainage permit (if applicable)
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic study, including anticipated traffic volumes
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of submittal to New Jersey Department of Environmental Protection for stream encroachment permit (if applicable)
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A letter of interpretation from New Jersey Department of Environmental Protection, Freshwater Wetlands Division, including evidence that notice was given to the Municipal Clerk pursuant to N.J.S.A. 13:9B. If the New Jersey Department of Environmental Protection deems that wetlands are present, or the applicant does not receive a response to its request for a letter of interpretation, the applicant shall show such areas on a survey of the property, prepared by a licensed surveyor of the State of New Jersey.
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of submittal to Monmouth County Planning Board (if on county road or involving county drainage structure)
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm drainage calculations, including drainage area maps for on site and off site
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recycling plan, which shall include details as to the storage, collection disposition and recycling of recyclable materials
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A written statement setting forth the intentions of the applicant in regard to the proposed character of the subdivision, whether for the sole purpose of the sale of land or for the construction and sale of homes, with data as to the number, price range, size, floor plan and the outside design of homes, deed restrictions, data of beginning and completion of construction and proposed method of maintaining parking or recreational areas

LAND DEVELOPMENT

	SUBMITTED	WAIVER REQUESTED	N/A	
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Such other items and information pertaining to the site as the Board Engineer reasonably determines would be necessary or helpful to the Planning Board in reviewing the application
The following shall be on the plans submitted:				
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title of plat
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map showing site and its relation to surrounding area. Map shall be at a scale of not less than 1 inch equals 1,000 feet. Names of all streets and Township boundaries within 500 feet shall be shown.
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plat based on a new or existing survey of the property being subdivided, as per Revised Statutes Title 45:8.
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans signed and sealed by a New Jersey licensed land surveyor (survey data only) and by a New Jersey licensed engineer if engineering has been performed
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written and graphical scales
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zone data table
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The tract name, Tax Map sheet, block and lot number, date, reference meridian, scale and the following names and addresses:
				a. The record owner or owners
				b. The subdivider
				c. The person who prepared the map
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acreage of tract to be subdivided to the nearest hundredth of an acre
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed lot lines
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing lot lines to remain
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing lot lines to be removed
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Setback distance of all existing and proposed structures from each lot line
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas of lots shown to nearest square foot
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed location and area (in acres or square feet) of all required or proposed open space areas
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed streets, sidewalks, storm drains, radii, curbs, bridges, culverts
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural features, such as wooded areas and rock formations
40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed structures
41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed screening and landscaping, including a planting plan, with

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	SUBMITTED	WAIVER REQUESTED	N/A	
				quantity, species, caliper and location of planting noted
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing schools, zoning and special district boundaries within 200 feet of the property. Such features shall be shown on a separate map or as a key map on the detailed map itself.
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All lots lines, streets, roads, streams, wooded areas and other physical features on or within 200 feet of the extremities of the proposed subdivision and the existing land use of all adjacent land
44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing trees with caliper of 3 inches dbh or more
45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed contours at 2-foot intervals based on National Geodetic Vertical Datum of 1929 to determine general slope and natural drainage of the land. Where necessary to evaluate drainage, the Board shall require contours to be shown for all lands within 200 feet of the property in question.
46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High and low points of all proposed streets, proposed cross sections and center-line profiles of all proposed streets
47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed easements
48.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The distances, as measured along the center lines of existing streets abutting the property, to the nearest intersection with any public street
49.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of existing edge of pavement and proposed edge of pavement of all roadways within 200 feet of the property
50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and proposed storm drainage structures and utility lines, including telephone, power, water, sewer, gas, etc., whether publicly or privately owned, with pipe sizes, grades and direction of flow
51.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Names of all owners of record of all parcels within 200 feet from the property involved, and the block and lot numbers of all the property shown on the plan
52.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans and profiles of all proposed utility layouts, including storm drainage, sanitary sewers and waterlines, showing feasible connections to existing utility systems or to proposed systems and service connections, which will be installed before the plat is submitted for final approval
53.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement of the steps to be taken by the subdivider to eliminate any downstream drainage problems which may be caused by the

LAND DEVELOPMENT

	SUBMITTED	WAIVER REQUESTED	N/A	
				development of the subdivision and to mitigate impact from prior upstream development
54.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location, direction of illumination and intensity of all outdoor lighting. Type of fixture and height of lighting are to be indicated and Isolux lines are to be superimposed on the plan.
55.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's catalogue cut sheet for proposed lighting
56.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all land which lies within the 100-year flood line as depicted on the current State of New Jersey, Department of Environmental Protection, Division of Water Services, Bureau of Flood Plain Management, Delineation of Flood Way and Flood Hazard Area Maps. If the stream has not been studied, then a copy of the application for delineation to NJDEP Land Use Regulation shall be provided, if applicable.
57.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all areas with seasonal high water table at the surface, including lakes and ponds
58.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all areas with seasonal high water table within 1 1/2 feet of the surface

OCEANPORT CODE

**OCEANPORT BOROUGH
MONMOUTH COUNTY, NEW JERSEY**

**FINAL SUBDIVISION COMPLETENESS CHECKLIST
(To be completed by applicant)**

	SUBMITTED	WAIVER REQUESTED	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original and 4 copies of application forms and 1 digital copy emailed
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form signed and notarized
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owners consent
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 complete sets of final plat and 1 digital copy emailed
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale not less than 1 inch to 100 feet
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans no greater than 36 inches x 42 inches size
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee and completed application/escrow fee schedule
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escrow fee and completed application/escrow fee schedule
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed escrow agreement
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed W-9 authorization form
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 complete "Tax and Assessment Payment Report" forms, which will be forwarded to the Collector of Revenue office for verification that no delinquent taxes or assessments are due
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of protective covenants or deed restrictions that are intended to cover all or any part of the tract
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final map on CAD-generated data file submitted via email
The following shall be on the plans submitted:				
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire tract shown on 1 sheet
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plat based on a new or existing survey of the property being subdivided, as per Revised Statutes Title 45:8
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans signed and sealed by a New Jersey licensed land surveyor
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The tract name, Tax Map sheet, block and lot number, data, reference meridian, scale and the following names and addresses:
				a. The record owner or owners
				b. The subdivider
				c. The person who prepared the map
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acreage of tract to be subdivided to the nearest hundredth of an acre

LAND DEVELOPMENT

	SUBMITTED	WAIVER REQUESTED	N/A	
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate length of all existing and proposed lot lines
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and other site lines; with accurate dimensions, bearings or deflection angles, and radii, arcs and central angles of all curves
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The purpose of any easement of land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each block and the lots within each block, numbered in accordance with a number system provided by the Municipal Engineer
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum building setback line on all lots and other sites
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and description of all existing and proposed monuments
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Names of owners of adjoining land
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification by a licensed New Jersey land surveyor as to the accuracy of details of the plat, as required by law
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification that the applicant is agent or owner of the land or that the owner has given consent under an option agreement
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When approval of a plat is required by an officer or body of such municipality, county or state, approval shall be certified on the plat.
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross sections and profiles of streets, approved by the Township Engineer
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans and profiles of storm and sanitary sewers, water mains and hydrants approved by the Township Engineer, Fire and Sewerage Authority. All plans and profiles for gas, electric and telephone utilities are to be approved by the appropriate utility company.
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final grading plans showing 2-foot contours, the proposed solutions to difficult drainage problems that might be encountered as a result of the finished grades, and the location and elevation of the main levels of each building