

LAND USE

145 Attachment 3

Township of Pilesgrove

Checklist No. 3

Details Required for Minor Subdivision Plats and Minor Site Plans

[Amended 9-10-1996 by Ord. No. 96-3; 12-29-2000 by Ord. No. 120013; 7-12-2005 by Ord. No. 05-09; 7-10-2007 by Ord. No. 07-10; 10-24-2023 by Ord. No. 23-19]

NOTE: See § 145-56 of Chapter 145, Land Use, of the Code of the Township of Pilesgrove for further details of submission requirements and procedures.

- _____ 1. Application form(s) and checklist(s) (5 copies).
- _____ 2. Escrow fees required pursuant to § 145-60 of Chapter 145, Land Use.
- _____ 3. Plats or plans (5 copies) signed and sealed by a New Jersey professional land Surveyor or New Jersey professional engineer, as required, and folded into eighths with title block revealed along with one digital copy if available.
- _____ 4. Scale of not less than one inch equals 100 feet on one of three of the following standard sheet sizes: 8 1/2 inches by 13 inches; 15 inches by 21 inches; or 24 inches by 36 inches.
- _____ 5. Key map at not more than one inch equals 800 feet.
- _____ 6. Title block in accordance with the rules governing title blocks for professional engineers (N.J.S.A. 45:8-36), including:
- _____ 7. Name of subdivision or development, Township of Pilesgrove and Salem County;
- _____ 8. Name, title, address and telephone number of subdivider or developer;
- _____ 9. Name, title, address and license number of the professional or professionals who prepared the plat or plan;
- _____ 10. Name, title and address of the owner or owners of record;
- _____ 11. Scale (written and graphic); and
- _____ 12. Date of original preparation of each subsequent revision thereof and a list of the specific revisions entered on each sheet.
- _____ 13. Acreage figures (both with and without areas within public rights-of-way) and North arrow.
- _____ 14. Certification that the applicant is the owner of the land or his properly authorized agent or that the owner has given his consent under an option agreement.
- _____ 15. Concerning corporations or partnerships, a list of names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.
- _____ 16. Approval signature lines:

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- _____ 17. Chairman;
- _____ 18. Secretary; and
- _____ 19. Board Engineer.
- _____ 20. Existing block and lot number(s) of the lot(s) to be subdivided developed as they appear on the Township Tax Map.
- _____ 21. Tract boundary line (heavy solid line) and existing or proposed subdivision or property lines.
- _____ 22. Zoning districts affecting the tract, including district names and requirements, with a comparison to the application.
- _____ 23. 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 and any natural features such as treed areas, both within the tract and within 100 feet of its boundary.
- _____ 24. The location and width of all existing and proposed utility 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.
- _____ 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, floodplains, marshes, wetlands and lands subject to flooding within the tract and within 100 feet thereof.
- _____ 27. Contours as shown on the United States Geological Survey topographic sheets and proposed grades.
- _____ 28. 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.
- _____ 29. Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
- _____ 30. Concerning minor subdivisions only, existing and proposed monuments.
- _____ 31. Concerning minor site plans only, lighting details, sign details, circulation and parking details and drainage calculations and proposed drainage improvements and details.
- _____ 32. Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.
- _____ 33. Plans of proposed improvements and utility layouts and letters from utility companies, appropriate county and state agencies as required by ordinance.
- _____ 34. 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 Chapter 145, Land Use.

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- _____ 35. No minor subdivision plan shall be approved unless the complete right to farm provisions contained in § 145-40G of Chapter 145, Land Use, are prominently shown on the plat map and are agreed upon by the subdivider to be included in each agreement of sale with any contract purchaser of any of the subject lots.
- _____ 36. The locations of man-made and natural features, such as bridges, wetlands, treed areas, drainage divides, marshes and depressions, both within the tract and within 100 feet of its boundaries or beyond as necessary to determine off-site drainage impacts.]
- _____ 37. A field survey of the property’s (site’s) vegetation, soils, and hydrologic conditions that clearly identifies and characterizes all wetlands, wetland transition areas, and nonwetland areas in accordance with the methodology described in the “Federal Manual for Identifying and Delineating Jurisdictional Wetlands” (or a certification from a New Jersey licensed engineer stating that no such conditions or areas are present at the property) and verification of such delineation or certification in the form of a letter of interpretation (LOI) issued by the New Jersey Department of Environmental Protection (NJDEP).
 - a. For:
 - b. Applicant:
 - c. Affecting property known as:
 - d. Block _____, Lot _____ on the Pilesgrove Township Tax Map.

To the best of my knowledge the above submissions required pursuant to this checklist have been supplied with the exception of:

Secretary

Solicitor

Township Engineer