

LAND USE

145 Attachment 5

Township of Pilesgrove

Preliminary Major Subdivision Plan Checklist

[Added 7-12-2005 by Ord. No. 05-09; amended 7-10-2007 by Ord. No. 07-10; 10-13-2009 by Ord. No. 09-09; 6-11-2013 by Ord. No. 13-04; 10-24-2023 by Ord. No. 23-19]

Name of Applicant _____

Instructions

1. This checklist relates to the submission of preliminary major subdivision applications. If your application will require a variance, conditional use, or site plan, applications for these components must also be submitted.
2. You must address each of the items listed on the checklist in your application submission. If your plans do not include an item, you will be deemed incomplete.
3. Nonapplicable. You may only indicate that a particular item is nonapplicable (N/A) for the items which clearly do not apply to your application. If the item is applicable, you will be deemed incomplete.
4. Waiver requests. You may request that a specific item be waived by marking the appropriate “waiver requested” box and by providing written justification for the request. A determination on any waiver request will be made based upon the written justification or based upon testimony at a waiver hearing within 45 days. Waivers will only be granted for good and specific reasons and for information that is not necessary for the Board’s subdivision approval determination. Please be advised that applications that request waivers will not be deemed complete unless the Board grants the waivers requested.
5. Complete/incomplete applications. Please be advised that applications will not be heard by the Board until they have been deemed complete. Applications will not be scheduled and public notices should not be issued or published until the application is deemed complete by the Planning Board. Incomplete applications have no legal status. The time for a decision will only commence when an application is deemed complete. Five copies of all documents are needed for the completeness determination along with a digital copy of the application when possible and 5 copies of all documents are required of all documents at the time the application is deemed complete.
6. The Board reserves the right to require additional information before granting preliminary 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 shall include but not be limited to drainage calculations and traffic analyses; provided however, that no application shall be declared incomplete for the lack of such additional information.

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General Preliminary Major Subdivision Application Requirements

Check	Waiver	
		Completed application form(s)
		Completed checklist(s)
		Complete set of preliminary major subdivision plans
		Certificate from the Township Tax Collector that all taxes and assessments are paid to date
		Escrow fee and completed escrow agreement
		Environmental impact statement
		Stormwater management report
		Copies of any existing/proposed protective covenants or deed restrictions applying to the land being developed
		Evidence of the submission of the applications for other agency approvals having jurisdiction

Preliminary Major Subdivision Plat

Check	Waiver		Submission Requirement
		A.	Professional preparation
		1.	Major subdivision plats shall be drawn by a professional engineer and/or land surveyor licensed to practice in the State of New Jersey, provided that all engineering data shall be signed and sealed by a professional engineer and all surveying data shall be signed and sealed by a professional land surveyor.
		B.	Plat format
		1.	Plat scale plats shall be prepared at a scale of not less than one inch equals 50 feet and shall be submitted on one of four standard sheet sizes: 8 1/2 inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; or 30 inches by 42 inches. All plan sheets shall be the same size and folded into eighths with the title block revealed.
		2.	Overall subdivision plan If more than one sheet is required to show the entire tract being subdivided at the specified plat scale; an overall subdivision plan at a scale of not less than one inch equals 100 feet shall be submitted showing the entire subdivision and shall contain a key map indicating the sheets on which the various sections are shown
		3.	Title block. The title block on each sheet shall be in accordance with N.J.S.A 45:8-36 and shall include the following information:
			(a) Subdivision name
			(b) Township of Pilesgrove, Salem County,
			(c) Name, title, address and telephone number of the developer;
			(d) Name, title, address, telephone number, signature, seal, license number of professional who prepared plan;
			(e) Name, title and address of the owner or owners of record;

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		(f) Scale (written and graphic);
		(g) Date of original preparation and of each subsequent revision thereof
		4. North arrow on each plat or map
		5. Reduced drawings. Reduced sets of engineering drawings shall be provided when there are more than 20 full size sheets printed on 36" x 42" paper.
		C. Title sheet. The following information shall be shown on the title sheet(s):
		1. Key map at a scale of not more than one inch equals 800 feet showing the following information:
		(a) Zoning districts and boundary delineations;
		(b) Streets and roads
		(c) Streams, water bodies and watercourses
		(d) Property lines; block/lot designations within 800 feet of tract boundary
		2. Owner's certification signed by owner indicating that the owner has given consent for the application.
		3. Approval signature lines for Planning Board Chairman; Secretary; and Engineer.
		4. Zoning comparison table comparing each proposed lot with all applicable zoning provisions in tabular form
		D. Existing conditions plan. The existing site conditions shall be shown on an Existing conditions plan signed by a licensed professional land surveyor that includes the following:
		1. Natural features, such as wetlands, wetland buffers, vernal pools, soil types, groundwater recharge areas, critical habitats, treed areas, high points, marshes and depressions, both within the tract and within 100 feet of its boundaries. A letter of interpretation (LOI) from the NJDEP verifying the wetlands delineation shall be obtained and cited on the plan and all wetlands shall be defined by metes and bounds;
		2. Man-made features, such as streets, driveways, farm and woods roads, bridges, buildings, foundations, stone walls, graves, cisterns, wells, leach fields, and tile drains both within the tract and within 100 feet of its boundaries.
		3. Watercourses/bodies, and floodplains within the tract and within 100 feet of its boundary shall be shown; The basis of the floodplain delineation shall be indicated.
		4. Existing vegetation information indicating the location and species of all trees or groups of trees with a dbh in excess of 12 inches as well as other important vegetation. The location and species of trees to be preserved and to be removed. Vegetative cover conditions shall be described including cultivated land, permanent grassland, meadow, pasture, old field, hedgerow, woodland, and wetlands. Vegetative types shall be described by plant community, relative age, and condition.

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		5.	Existing topographic contours shall be shown as a dashed line at intervals of one foot where slopes are less than 10%; and intervals of two feet where slopes exceed 10%. All contour information shall be related to United States Geological Survey datum.
		6.	Existing structures and uses, within the tract and within 100 feet of its boundary, showing existing front, rear and side yard setback distances;
		7.	Existing easements and rights-of-way; their location and size; the use(s) for which they are intended; the manner in which the easements are controlled; and to whom the easements are granted.
		8.	Existing utility structures including the location and size of all pipes and structures; water and sewer mains, valves, hydrants, gas transmission lines and high-tension power lines on the tract and within 100 feet thereof;
		9.	Viewshed analysis showing the location and extent of views into the property from public roads and public open space.
		10.	Location of trails on the tract that are being used by the public;
		E.	Subdivision plat. The preliminary major subdivision plat shall show the following information. All existing information shall be clearly distinguished from proposed site development.
		1.	Tract acreage and area to be disturbed (to the nearest tenth of an acre);
		2.	Names of all property owners and lot and block numbers within 200 feet of the extreme limits of the tract;
		3.	Tax sheet, block and lot number(s) of the lot(s) being subdivided and preliminary designations for the proposed lots;
		4.	Tract boundary and subdivision lines; bearings and distances of each lot; number of lots;
		5.	Existing and proposed structures indicating the location, height and size of all structures, including all accessory structures (fences, garages, trash enclosures), and indicating the structures to be constructed, removed, and retained within the tract and within 100 feet of its boundary as well as all applicable front, rear and side yard setback distances;
		6.	Existing and proposed streets, including width of cartway and right-of-way; sight triangles, curb radii, curve data, and all related street plan information;
		7.	Existing and proposed easements and rights-of-way; their location and size; the use(s) for which they are intended; the manner in which the easements will be controlled; and to whom they will be granted.
		8.	Permanent monuments shall be shown, in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9 et seq.
		9.	Existing and proposed site access information indicating the means of vehicular access and egress from public streets; the location of driveways, sidewalks, fire lanes and curb cuts; channelization; signalization; acceleration/deceleration lanes; traffic control devices; and the location and design of any off-street parking or loading area showing the size and location of bays, aisles and barriers; and specifying curbing and paving details;

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		10.	Street profiles and cross sections, on same or separate sheet, of all existing and proposed streets within and abutting the tract by station at an acceptable scale with street construction details;
		11.	Lot dimensions necessary to demonstrate conformity with the established bulk regulations including structure setbacks, structure heights, yards, building/lot coverage, and floor area ratios for each proposed lot;
		F.	Grading/drainage plan. The grading/drainage plan shall clearly indicate existing and proposed site grading and may be combined with the utilities plan, provided that the information is clearly represented.
		1.	Existing topographic contours from the existing conditions plan shall be shown as screened or dashed lines
		2.	Proposed topographic contours shall be shown as a solid line at intervals of one foot where slopes are less than 10%, and at intervals of two feet where slopes exceed 10%. All contour information shall be related to United States Geological Survey datum.
		3.	Stormwater management conveyance and control facilities showing the location, size, profile, slope, and flow direction of all existing and proposed storm sewer lines, catch basins, inlets, manholes, culverts, headwalls, (including rim elevations and inverts); detention/retention basins and any other water/soil conservation or drainage devices; and any one-hundred-year floodplain; stream encroachment lines; or conservation easements within or adjacent to the tract;
		4.	Test boring data including logs, percolation rates and water levels in the vicinity of the proposed detention/infiltration basins and in the vicinity of proposed septic disposal fields
		5.	Cross sections and details, on same or separate sheet, of watercourses and/or drainage swales showing the extent of the floodplain, top of bank, normal water levels and bottom elevations at the locations required by the Board Engineer; as well as basin cross sections every 50 feet at right angles to the long access of the basin, each extending 75 feet beyond the top of the rim of the basin on each side.
		G.	Utilities plan. The utilities plan shall indicate existing and proposed utilities. The utilities plan may be combined with another required plan provided that the information is clearly presented.
		1.	Existing utility structures including location and size of all water and sewer mains, valves, hydrants, gas transmission lines, power distribution lines, septic disposal fields, and utility structures (i.e, pump stations) on the tract and within 100 feet thereof.
		2.	Proposed utility improvements including location and size of proposed water and sewer mains, connections to gas, telephone and electrical utility systems; septic disposal fields, and utility structures (i.e., pump stations); if private utilities are proposed, they shall fully comply with all township, county, state and federal regulations.
		3.	Fire protection information indicating location of fire lanes, hydrants, code designation of structures; fire protection practices; fire flow data;

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		4.	Profiles and details of existing/proposed sanitary sewage facilities and water mains with proposed connections.
		H.	Landscaping plan. The landscaping plan shall indicate existing vegetative conditions, areas that are to be protected or preserved, and proposed landscaping. The landscaping plan may be combined with another required drawing provided that the information is clearly presented.
		1.	Location and type of all proposed plantings, screening and buffering,
		2.	Planting legend listing the quantity, sizes and botanical and common names of each plant keyed to the landscaping plan.
		3.	Proposed topographic contours in landscaped areas;
		I.	Lighting plan. The lighting plan shall indicate the existing and proposed site lighting fixtures and conditions. The lighting plan may be combined with the Landscaping Plan provided that the information is clearly presented.
		1.	Site lighting Information indicating the location, height, direction of illumination, duration, power, and type of outdoor lighting; with details of lighting poles and luminaries,
		2.	Level of illumination indicated by footcandle levels or photometric contours for all proposed lighting fixtures;
		J.	Soil erosion and sediment control plan. A major subdivision application shall include a soil erosion and sediment control plan prepared in accordance with NJSA 4:24-39 et seq.
		1.	Soil erosion and sediment control plan as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Salem County Soil Conservation District.
		2.	Notes and details of soil erosion and sediment control plan.
		K.	Environmental impact statement (EIS). The EIS is defined as a stand-alone document that contains a comprehensive evaluation of environmental conditions and impacts prepared by a recognized environmental professional in accordance with § 145-57C of the Land Use Ordinance and includes:
		1.	Environmental impact assessment. The EIS shall contain a complete description of the project; inventory of site environmental conditions; review of applicable environmental regulations and policies; an assessment of project impacts; and a discussion of project alternatives and mitigative measures to eliminate/reduce impacts;
		2.	Environmental site assessment. A Phase IESA (preliminary assessment report) and, if warranted, Phase II sampling of recognized environmental conditions in accordance with ASTM and NJDEP guidance; former agricultural lands must be analyzed for residual pesticides in the surficial soils accordance with NJDEP recommendations;
		3.	Natural heritage database. Database search results and site specific investigation of the potential presence of any species listed in that or other readily available databases.

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		L.	Stormwater management report. The stormwater management report shall contain a complete discussion of the proposed stormwater management facilities and their design basis.
		1.	Stormwater management narrative describing stormwater management facility design and operation and including low impact checklist;
		2.	Drainage calculations of predeveloped and postdeveloped conditions including drainage area plan showing area to each inlet, cross drain, or conveyance device and the weighted runoff coefficient used in the computations for each area;
		3.	Stormwater management plan showing all structural and nonstructural measures that will be used to control the quantity and quality of the stormwater discharge from the project site;
		4.	Stormwater management maintenance plan (SMMP) prepared in accordance with NJDEP guidance and the requirements of the Pilesgrove Township Stormwater Management Plan.
		M.	Architectural plans. The subdivision application shall be accompanied by preliminary architectural drawings of the proposed structures prepared by a licensed architect showing the typical building elevations of the proposed dwellings or structures.
		N.	Preliminary greenway and ownership plan.
		O.	Conservation design process.
		1.	Conservation design open space plan overlay.
		2.	Residential dwelling location overlay.
		3.	Infrastructure overlay.
		4.	Subdivision plan overlay.