

LAND USE

650 Attachment 5

**Borough of Roselle**



**MINOR SUBDIVISION CHECKLIST**

Applicant's Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Case No.: \_\_\_\_\_

#	Requirement	Submitted	Not Applicable	Waiver Requested
(1)	All plats shall be based on accurate information at a scale of not more than one inch equals 100 feet to enable the entire tract to be shown on one sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	A location map showing the entire tract to be subdivided, giving the accurate location of all existing and proposed property and street lines, at a scale of one inch equals 1,000 feet, or larger scale, showing the entire subdivision and its relation to properties within ½ mile of the extreme limits of the subdivision, and the zoning classification of the proposed subdivision and of adjacent land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	The location of existing houses, buildings and other structures, with accurate dimensions from all existing and proposed lot lines, wooded areas and isolated trees more than five inches in diameter, and topography with the portion to be subdivided and within 200 feet thereof at twenty-foot, or smaller, contour intervals. (United States Geological Survey topographic quadrant map series are acceptable for topography at this stage.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	The name of the owner, all adjoining property owners and those across existing or proposed streets as disclosed by the most recent Borough tax records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	The tax map sheet, date of revision, block and lot numbers and zone district of the tract proposed to be subdivided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	Existing and proposed features. The location of existing and proposed streets, easements, public rights-of-way, streams, bridges, culverts and drainage ditches in and within 500 feet of the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7)	The original and proposed lot layout, lot dimensions, all required setback lines and the lot area of each lot in square feet and acreage. Lots shall be designated by letters for minor subdivisions and by consecutive numbers for major subdivisions until given official lot number designations by the Borough Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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(8)	As applicable, the date of original preparation and date of revision, if any, or plat, as well as the old name, if submitted previously under a different title.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9)	A preliminary environmental impact statement, as outlined in §650-21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10)	A concept landscape plan, prepared by a certified or licensed landscape architect, showing existing woodlands, isolated trees greater than five inches in caliper, existing topographic contours and all other natural features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11)	An aerial photograph on the drawings with the site boundaries outlined to evaluate the effects upon surrounding land uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(12)	In the case of a minor subdivision if wetlands exist, as per N.J.A.C. 7:7A-1 et seq., Freshwater Wetlands Protection Act, rules are to be complied with prior to submission of plans to the Borough. All areas of wetlands shall be depicted on plans with surveyors metes and bounds information for the outbounds of such areas. A letter of interpretation issued by the New Jersey Department of Environmental Protection shall be submitted indicating the presence or absence of freshwater wetlands on the parcel in question.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>