

LAND USE

650 Attachment 6

Borough of Roselle



PRELIMINARY MAJOR SUBDIVISION CHECKLIST

Applicant's Name: _____

Project Address: _____

Date: _____

Block: _____ Lot(s): _____

Case No.: _____

#	Requirement	Submitted	Not Applicable	Waiver Requested
C.	Preliminary plat details. The preliminary plat, notwithstanding any other requirement stipulated by the Chapter 650, shall be clearly and legibly drawn or reproduced at a scale of not less than one inch equals 100 feet, shall include the submission of the Borough's "Preliminary Major Subdivision Checklist," and shall contain or be accompanied by the following information, except that the Planning Board may waive any requirement or request additional information where it is clearly appropriate to the particular application:	☐	☐	☐
(1)	A key map at a scale of not smaller than one inch equals 1,000 feet, showing the relation of the portion to be subdivided to the entire tract and the relation of the entire tract to the neighborhood for at least 1,000 feet beyond its boundaries.	☐	☐	☐
(2)	The tract name, tax map sheet, block and lot number, date, reference meridian, graphic scale and the following names and addresses:	☐	☐	☐
	(a) The name and address of the record owner or owners.	☐	☐	☐
	(b) The name and address of the subdivider and, if a partnership or corporation, names of all individuals having more than 10% ownership.	☐	☐	☐
	(c) The name and address of the person who prepared the plat.	☐	☐	☐
	(d) The names of owners within 200 feet of the subject property.	☐	☐	☐
(3)	A survey map, prepared by a licensed surveyor of New Jersey, showing boundaries of the tract to be subdivided, with tract size to the nearest 1/100 of an acre.	☐	☐	☐

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(4)	Contours. Existing and proposed contours at five-foot intervals for slopes averaging 10% or greater and at two-foot intervals for land of lesser slope shall be required. Contours shall be in the United States Coast or Geodetic Control Survey Datum. At least two permanent bench marks for each 50 acres or portion thereof shall be established on opposite ends of the proposed subdivision, and their locations, descriptions and elevations shall be noted on the preliminary plat. Existing contours shall be shown beyond the limits of the subject tract for a distance of at least 200 feet.	☐	☐	☐
(5)	The location of existing and required setback lines, proposed building footprints, streets within 200 feet of the subdivision; and the location of existing and proposed buildings, watercourses, floodplains, railroads, bridges, culverts, drainpipes and all natural features, such as wooded areas.	☐	☐	☐
(6)	A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat.	☐	☐	☐
(7)	Plans and profiles showing proposed utility layouts (sanitary sewers, storm drains, water, gas, electric detention basins, etc.) showing feasible connections to existing or proposed utility systems. Cross sections of streets may be required by the Borough Engineer. Locations of fire hydrants and street lights shall be established with the aid of the Fire Protection Official and the Borough Engineer, respectively.	☐	☐	☐
(8)	The proposed names of all streets within the subdivision shall be shown and shall be subject to approval by the Planning Board.	☐	☐	☐
(9)	Each block and lot shall be numbered in accordance with the system of numbers, which will ultimately be the numbers shown on the Borough Tax Map.	☐	☐	☐

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(10)	A drainage plan shall be submitted, which shall show the existing contours and proposed contours, proposed finished grade elevations at street intersections and breaks in grade, proposed rates of grades of streets, locations of drainage sub-basin limits, proposed method of block drainage, including proposed (down) slope arrows and all drainage systems and structures, including sizes and invert and casting elevations. The plan shall be accompanied by a set of drainage computations certified by a professional engineer. Where brook or stream channel improvements are proposed or required, the plans for such improvements shall be approved by the State Department of Environmental Protection or the Union County Planning Board, where applicable.	☐	☐	☐
(11)	All proposed lot lines, dimensioned in feet and tenths, and the approximate area of all lots in square feet, as well as any open spaces proposed to be dedicated for public use.	☐	☐	☐
(12)	When the development of the subdivision or improvements within the subdivision are contingent upon improvements outside the boundaries of said subdivision, information shall be supplied by the subdivider prior to Planning Board consideration for preliminary approval that the improvements outside the subdivision shall be installed and shall be available to the subdivider prior to the issuance of any certificate of occupancy for the project or phase of a project that is the subject of a development application.	☐	☐	☐
(13)	Any open space proposed to be dedicated for public use or playgrounds or other public purpose and the location and use of all such property shall be shown on the plat.	☐	☐	☐
(14)	A statement accompanying the preliminary plat indicating the type of structure(s) to be erected and the approximate date of construction start; a tentative section plan for the entire subdivision indicating the estimated number of lots on which final approval will be requested for the first section.	☐	☐	☐
(15)	An environmental impact statement, as may be required by the Planning Board at the time of preliminary plat approval.	☐	☐	☐

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(16)	A soil survey map, prepared by a professional engineer, to indicate the different types of soils that exist on the subject tract and within 200 feet of the extreme limits of the subject tract. This map shall be in conformance with the soil survey of Union County, New Jersey, published by the United States Department of Agriculture. Where wetlands exist on or within 200 feet of the extreme limits of the subject tract, as per N.J.A.C. 7:7A-1 et seq., the wetlands boundary shall be superimposed on the soil survey map.	☐	☐	☐
(17)	If wetlands exist, as per N.J.A.C. 7-1 et seq. or 7A-1 et seq., Freshwater Wetlands Protection Act rules are to be complied with prior to submission of plans to the Borough. An area of wetlands shall be depicted on plans with surveyor's metes and bounds information for the out-bounds 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.	☐	☐	☐
(18)	A landscape plan, prepared by a certified or licensed landscape architect, at a minimum scale of one inch equals 50 feet or larger, illustrating the proposed site elements as they relate to existing structures and site amenities, including existing woodlands, isolated trees greater than five-inch caliper, existing topographic contours and any and all other natural features; the intent, location and type of all existing and proposed landscaping and buffering; and the location, form, height and width of other landscape architectural materials such as berms, fences, walls, site furnishings, bridges and walks.	☐	☐	☐
(19)	An aerial photograph with the site boundaries outlined to evaluate the effects upon surrounding land use.	☐	☐	☐
(20)	A traffic signage plan conforming to the requirements of §650-75, Subsection T.	☐	☐	☐