

LAND DEVELOPMENT

25 Attachment 6

Township of Aberdeen

Checklists

Checklist A
Details required for
Minor Subdivision Plats and Minor Site Plans
[Ord. No. 10-1987; Ord. No. 20-1990]

Note: See subsection 25-8.3 of the Aberdeen Township Land Development Chapter for further details of submission requirements and procedures.

<i>Applicant</i>	<i>Township Review</i>	Date of Application Submission
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Application Form (19 copies).

Plats or Plans (19 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.

Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").

Key map at less than 1" = 2000'.

Title block:

Name of Subdivision or development, Aberdeen Township and Monmouth County;

Name, title, address and telephone number of subdivider or developer;

Name, title, address and license number of the professional or professionals who prepared the plot or plan;

Name, title and address of the owner or owners of record;

Scale; and,

Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.

Acreage figures (both with and without areas within public rights-of-way) and north arrow.

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Approval signature lines.

Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map.

Subdivision or development boundary line (heavy solid line).

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, drain pipes, any natural features such as treed areas, and any historic features such as family burial grounds and buildings more than fifty (50) years old, both within the tract and within two hundred feet (200') feet of its boundary.

The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.

Zoning districts affecting the tract, including district names and requirements, and a comparison to the application.

Proposed buffer and landscaped areas.

Delineation of flood plains, including both floodway and flood fringe areas, wetlands, and lands with a topographic slope fifteen percent (15%) or greater.

Contours as shown on the U.S.G.S. topographic sheets.

Marshes, ponds and hydric soil lands within the tract and within one hundred feet (100') thereof.

The names of all adjacent property owners as they appear on the most recent tax list prepared by the Township Tax Assessor.

Certificate from the Township Tax Collector that all taxes and assessments are paid to date.

Concerning minor subdivisions only, existing and proposed monuments.

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Concerning minor subdivisions applications only, and if the proposed lot(s) is (are) not served by a sanitary sewer, approval by the Township Board of Health of percolation tests, certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the test hole(s), test results and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Township Department of Health Ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.

Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.

Environmental Impact Statement (see subsection 25-8.4c):

Any application for subdivision approval where ten lots or less are involved and all applications for minor site plan approval, either to the Planning Board or to the Zoning Board of Adjustment, as the case may be, may require an Environmental Impact Statement if specifically required by the appropriate Board.

Traffic Impact Statement (see subsection 25-8.4d):

Any application for subdivision approval where ten lots or less are involved and all applications for minor site plan approval, either to the Planning Board or to the Zoning Board of Adjustment, as the case may be, may require a Traffic Impact Statement if specifically required by the appropriate Board.

Disclosure Statement for Corporations or Partnerships

Any application for approval of a site to be used for commercial purposes shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock or interest.

Provisions for the separation and storage of recyclable materials.

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Checklist B
Details required for
Preliminary Major Subdivision Plats
and
Preliminary Major Site Plans
[Ord. No. 10-1987; Ord. No. 20-1990]

Note: See subsection 25-8.4 of the Aberdeen Township Land Development Ordinance for further details of submission requirements and procedures.

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Application Form (19 copies).

Plats or Plans (19 copies) signed and sealed by a N.J. Professional Engineer and folded into eighths with title block revealed.

Protective Covenants or Deed Restrictions (19 copies).

Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30 x 42").

Key map at less than 1" = 2000'

Title block:

Name of subdivision or development, Aberdeen Township and Monmouth County;

Name, title, address and telephone number of subdivider or developer;

Name, title, address and license number of the professional or professionals who prepared the plot or plan;

Name, title and address of the owner or owners of record;

Scale (written and graphic); and,

Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.

North arrow.

Certification of ownership or authorization to file application.

Approval signature lines.

Acreage to the nearest tenth of an acre and a computation of the area of the tract to be disturbed.

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The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor.

Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request.

Tract boundary line (heavy solid line).

Zoning districts, including district names and requirements, and a comparison to the application.

The locations and dimensions of existing and proposed bridges and the location of natural features such as wooded areas, and any extensive rock formations, both within the tract and within 200 feet of its boundaries.

Delineation of flood plains, including both floodway and flood fringe areas, wetlands and hydric soil lands; within the tract and within one hundred feet (100') thereof.

The location and species associations of all existing individual trees or groups of trees having a caliper of eight inches (8") or more measured three feet (3') above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development. The proposed location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planting, the total quantity of each plant, and the location of each plant keyed to the plan or plat.

Existing and proposed watercourses (including lakes and ponds) with required information:

When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the State Department of Environmental Protection, Division of Water Resources;

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		<p>Cross-sections of watercourses and/ or drainage swales at an appropriate scale showing the extent of flood plain, top of bank, normal water levels and bottom elevations at the locations specified in the Ordinance;</p> <p>The total acreage of the drainage basin of any watercourse running through or adjacent to the tract;</p> <p>The location and extent of drainage and conservation easements and stream encroachment lines;</p> <p>The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within 200 feet of the tract</p> <p>Existing and proposed contours as required by chapter.</p> <p>Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.</p> <p>Locations of all existing structures as required by Ordinance.</p> <p>Size, height and location of all proposed buildings, structures, signs and lighting facilities.</p> <p><u>All</u> dimensions necessary to confirm conformity to the chapter requirements.</p> <p>The proposed location, direction of illumination, power and type of proposed outdoor lighting including details and luminaries.</p> <p>The proposed screening, buffering and landscaping plan, with the information required by this chapter.</p> <p>The location and design of any off-street parking area, showing size and location of bays, aisles and barriers.</p> <p>All means of vehicular access or egress to and from the site onto public streets, with the information required by this chapter.</p> <p>Plans and computations for any storm drainage systems as required by this chapter.</p> <p>The location of existing utility structures on the tract and within 200 feet of its boundaries.</p>

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Plans of proposed improvements and utility layouts as required by this chapter.

Plans, typical cross sections and construction details, horizontal and vertical alignment of the centerline of all proposed streets and of existing streets abutting the tract as required by this chapter.

A copy of any protective covenants or deed restrictions applying to the land being developed or an indication of them on the submitted plat or plan.

The location and width of all existing and proposed utility easements the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.

Proposed permanent monuments.

Certificate from the Township Tax Collector that all taxes and assessments are paid to date.

In the case of any subdivision or site plan submission of a planned development, all of the required information for all of the properties comprising the planned development.

Disclosure Statement for Corporations or Partnerships

Any application for approval of a submission of six (6) lots or more or a site to be used for commercial purposes or a variance to construct a multiple dwelling of twenty-five (25) or more family units shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock or interest.

Environmental Impact Statement (see subsection 25-8.4c):

All preliminary major subdivision applications involving more than ten (10) lots and/or all preliminary major site plan applications shall be accompanied by an Environmental Impact Statement, unless specifically waived by the Planning Board or the Zoning Board of Adjustment, as the case may be.

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Checklist C
Details required for
Final Major Subdivision Plats
and
Final Major Site Plans
[Ord. No. 10-1987]

Note: See subsection 25-8.5 of the Aberdeen Township Land Development Ordinance for further details of submission requirements and procedures.

<i>Applicant</i>	<i>Township Review</i>	<i>Date of Application Submission</i>
		Application Form (19 copies).
		Plats or Plans (19 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
		Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
		All details stipulated in subsections 25-8.4b and 25-8.4c of the Ordinance.
		All additional details required at the time of preliminary approval.
		Certification from the Township Tax Collector that all taxes and assessments are paid up-to-date.
		Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by Ordinance.
		Certification in writing from the applicant to the Board that the applicant has:
		(a) Installed all improvements in accordance with the requirements of the chapter; and/or
		(b) Posted a performance guarantee in accordance with subsection 25-9.2 of the chapter
		A statement from the Township Engineer that all installed requirements have been inspected as provided in subsection 25-9.2 of the chapter and that any posted performance guarantee is sufficient in amount

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Signature and Title of person who prepared check list

Date

Reserved for Township use:

Complete Application or Incomplete Application

Date

Signature and Title of person who reviewed the
application for completeness.

Date of Notification to Applicant of Application Status.

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Checklist D
Details Required for
Variance Applications
[Ord. No. 10-1987; Ord. No. 20-1990]

Note: See subsection 25-8.2c of the Aberdeen Township Land Development Chapter for further details of submission requirements and procedures.

<i>Applicant</i>	<i>Township Review</i>	Date of Application Submission
		Application Form (19 copies).
		Plats or Plans (19 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
		Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
		Key map at less than 1" = 2000'.
		Title block:
		Name of subdivision or development, Aberdeen Township and Monmouth County;
		Name, title, address and telephone number of subdivider or developer;
		Name, title, address and license number of the professional or professionals who prepared the plot or plan;
		Name, title and address of the owner or owners of record;
		Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
		Acreage figures (both with and without areas within public rights-of-way) and north arrow.
		Approval signature lines.
		Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map.
		Subdivision or development boundary line (heavy solid line).

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Environmental Impact Statement (see subsection 25-8.4c):

Any variance applications to the Zoning Board of Adjustment not involving a site plan or subdivision application shall not require an Environmental Impact Statement unless specifically requested by the Board. The Zoning Board of Adjustment shall inform the applicant regarding any information that may be required.

Disclosure Statement for Corporations or Partnerships

Any application for approval of a variance to construct a multiple dwelling of twenty-five (25) or more family units shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock or interest.

The Board reserves the right to acquire additional information before granting approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area; provided however that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared check list Date

Reserved for Township use:

Complete Application or Incomplete Application Date

Signature and Title of person who reviewed the application for completeness.

Date of Notification to Applicant of Application Status.