

LAND USE REGULATIONS

35 Attachment 7

Township of Upper Freehold

CHECKLIST

Form 2:

DETAILS REQUIRED FOR MINOR SUBDIVISION PLATS AND MINOR SITE PLANS

Note: See Subsection 35-803 of the Upper Freehold Township Land Use Regulations for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required by The Land Development Ordinance
1				Application Form(s) and Checklist(s) (16 copies).
2				Application and Escrow Fees in accordance with Section 35-901.
3				Plats or Plans (16 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eights with the Title Block revealed in accordance with Subsection 35-803 B.
4				Protective Covenants, Easements and/or Deed Restrictions (16 copies attached to checklist).
5				Scale of 1" equals not more than 100' on one of the following four (4) standard sheet sizes (8 1/2" x 13", 15" x 21", 24" x 36" or 30" x 42"), with all sheets submitted of the same size, and each with a clear perimeter border at least 1" wide.
6				Key Map at 1" equals not more than 2,000'.
7				Title Block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including:
8				Name of the development, Township of Upper Freehold, Monmouth County, N.J., with each sheet specifically titled with appropriately descriptive words;
9				Name, title, address and telephone number of applicant;

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10				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan.
11				Name, title and address of the owner or owners of record;
12				Scale (written and graphic); and
13				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
14				North Arrow.
15				Acreage to the nearest tenth of an acre (both within and without areas within public rights-of-way).
16				Certification that the applicant is the owner of the land or his/her properly authorized agent, or certification from the owner that he or she has given his/her consent under an option agreement.
17				If the applicant is a partnership or a corporation, the names and addresses of all partners, or the names and addresses of all stockholders owning ten percent (10%) or more of any class of stock of the corporation in accordance with N.J.S.A. 40:55D-48.1 et seq.
18				Approval signature and date lines for the Chairman and Secretary of the Board and the Township Engineer.
19				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 number(s) as provided by the Township Tax Assessor upon written request.
20				Tract boundary line (heavy solid line), any existing and proposed subdivision or property line(s) within the tract, and the existing and proposed number of lots.
21				Zoning district(s) affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.

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22				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, both within the tract and within one hundred feet (100') of its boundary.
23				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.
24				All dimensions necessary to confirm conformity to the Ordinance such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards and building and lot coverages.
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, flood plains, marshes, wetlands, wetland buffers and lands subject to flooding within the tract and within one hundred feet (100') thereof.
27				Contours as shown on U.S.G.S. 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				Certification 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.

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32				Proposals for Soil Erosion and Sediment Control as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Monmouth County Soil Conservation District.
33				No minor subdivision or minor site plan involving any street(s) additional right-of-way width as specified in the Master Plan or Official Map and the street requirements of this Ordinance shall be approved unless such additional right-of-way, either along one (1) or both sides of said street(s), as applicable, shall be granted to the Township of Upper Freehold or other appropriate governmental agency.
34				Plans of proposed improvements and utility layouts.
35				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 this Ordinance.
36				Deed descriptions including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications shall be submitted for approval and required signatures prior to filing with the County Recording Officer.
37				If the proposed lot(s) is (are) not served by a sanitary sewer, date of approval by the Township Board of Health of site evaluation 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) and boring(s), soil logs, proposed location of the septic disposal areas, test results, soil types, percolation rates and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Township Board of Health Ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.

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38				A list of all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project. The list shall include approvals required by the Township, as well as agencies of the County, State and Federal government. Where approvals have been granted, copies of said approvals shall be submitted.
39				Whenever a stream, creek or other body of water borders or passes through a land area which is the subject of an application for development, the applicant shall so notify the Monmouth County Board of Recreation Commissioners, with copies of the proposed plans and/or plats, and shall provide evidence to the reviewing agency that such notice was duly provided. (Ord. No. 61-2000 § 2)
40				In the case of minor subdivisions only, the applicant shall post the moneys required pursuant to Subsection 35-901 A.15. to revise the Township Tax Map Sheets to indicate the approved subdivision. (Ord. No. 66-2000 § 4[81-800])

NOTE: The Board reserves the right to require additional information before granting minor 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 may include, but not be limited to, an Environmental Impact Statement and/or Traffic Impact Statement, provided, however, that no application shall be declared incomplete for the lack of such additional information.

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECKLIST. DATE.