

LAND DEVELOPMENT

276 Attachment 2

City of North Wildwood

Checklist

**Details Required for Minor Subdivision
Plats and Minor Site Plans
[Amended 8-4-2009 by Ord. No. 1565]**

Note: See § 276-64 of the North Wildwood City Land Development Ordinance for further details of submission requirements and procedures.

_____ Application Form (15 copies).

_____ Plats or plans (15 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 plus an additional copy of all plats and plans in portable document format (“pdf”) on a CD-Rom.

_____ Scale of not less than 1" = 100', one of four of the following standard sheet sizes (8 ½" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").

_____ Key map at less than 1" = 1,000'.

_____ Title block:

_____ Name of subdivision or development, City of North Wildwood, Cape May 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.

_____ Approval signature lines.

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- _____ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the City 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 wetlands and treed areas, both within the tract and within 100 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.
- _____ Proposed buffer and landscaped areas.
- _____ Delineation of floodplains, including both floodway and flood-fringe areas.
- _____ Contours as shown on the USGS topographic sheets.
- _____ Marshes, ponds and land subject to flooding within the tract and within 100 feet thereof.
- _____ The names of all adjacent property owners as they appear on the most recent tax list prepared by the City Tax Collector.
- _____ A statement from the City Tax Collector that all taxes and assessments are paid to date, or that adequate provision for their payments has been made, in a matter satisfactory to the municipality, evidence of which shall be submitted at the time of the hearing by the applicant.
- _____ Concerning minor subdivisions only, existing and proposed monuments.
- _____ Road right-of-way dedication and improvement, as applicable.
- _____ Sight triangle easements, as applicable.
- _____ Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.
- _____ Plans of proposed improvements and/or utility layouts as required by this ordinance; and required letters from appropriate state and county agencies granting approval for the extension of utility service(s).

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_____ Recent survey of the property.

Signature and title of person who prepared checklist

Date