

LAND USE, DEVELOPMENT AND ZONING

176 Attachment 7

Township of Waterford

Checklist

**Details Required for Minor Subdivision or Minor Site Plan
(§ 176-37)**

Township Application # _____

- _____ Fees set forth in § 176-20C(1) and (2) and § 176-20G or K
- _____ Signed escrow agreement
- _____ Certification from the Township Tax Collector that taxes are current
- _____ Certificate of filing from Pinelands Commission
- _____ Certified list of property owners
- _____ Notice mailed and published
- _____ Affidavit of personal or certified mail service
- _____ Proof of publication
- _____ Three copies of application, **which includes any requested design waivers or variances**
- _____ Three copies of signed checklist
- _____ Three copies of environmental impact statement and other studies and reports, if required
- _____ Three copies of protective covenants, easements and/or deed restrictions
- _____ Twelve copies of the minor subdivision plat or minor site plan
 - _____ A key map with North arrow
 - _____ Title block
 - _____ Name of subdivision, etc., on each sheet
 - _____ Name, title, address and telephone number of subdivider
 - _____ Name, title, address, telephone number, signature, seal and license number of professional who prepared the plat
 - _____ Name, title and address of the owner or owners of record
 - _____ Scale (written and graphic)
 - _____ Date prepared
 - _____ Dates and list of specific revisions entered on each sheet
 - _____ Space for the application number
- _____ Certification of ownership or consent from owner
- _____ If a corporation or partnership, names and addresses of all partners, or the names and addresses of all stockholders owning 10% or more of any class of stock of the corporation
- _____ Approval signature and date lines for the Chairman, Secretary (and Township Engineer in the case of minor subdivisions)

WATERFORD CODE

- _____ 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 clerk of the appropriate Board
- _____ Acreage figures to the nearest tenth (with/without areas within public rights-of-way)
- _____ Existing block and lot numbers
- _____ Proposed block and lot numbers provided by the Township Tax Assessor (for minor subdivisions)
- _____ Tract boundary line (heavy solid line)
- _____ Zoning district, area and bulk requirements, required and proposed
- _____ Location of existing and proposed property lines
- _____ Location, type and width of all existing and proposed easements
 - _____ Sight triangle for street corners and access drives
 - _____ When a common drive is proposed, also show limits for cross easements
 - _____ Utility
- _____ All wetlands, swamps, ponds, streams, intermittent or otherwise, rivers, lakes and lands subject to flooding within the tract and within 300 feet of the tract boundary lines
 - _____ Direction of flow
 - _____ Location of all drainage structures
 - _____ Floodplain limits
- _____ Existing and proposed uses
- _____ Existing and proposed wooded areas
- _____ Existing and proposed contours
- _____ Proposed buffer and landscaped areas including any deed restricted buffer, if required
 - _____ The location and identification of existing vegetation outside of wooded areas and an indication as to whether existing vegetation is to remain or to be removed
- _____ Existing and proposed monuments (for minor subdivisions)
- _____ Proposed utility layouts including sewers, storm drains and water lines, and feasible connections to gas, telephone and electrical utility systems
- _____ Existing and/or proposed well and septic system locations or public water and/or sewer connections
- _____ Lighting details (minor site plans)
- _____ Freestanding sign details showing location and dimensions (minor site plans)
- _____ Circulation and parking details including, sight triangles at intersections, driveways and aisles; parking spaces; ingress and egress; loading areas; sidewalks; curbs; railroad ties; handicapped parking and curb cuts; and improvement details for the above
- _____ Drainage calculations and any proposed drainage improvements, including full details

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- _____ When applicable, additional right-of-way width granted to the Township or other appropriate governmental agency
- _____ Letters from the appropriate county and state agencies granting approval for the extension of utility services under their respective jurisdiction shall be submitted with the application
- _____ Deed descriptions (including metes and bounds), for easements, covenants, restrictions and roadway dedications
- _____ Evidence that a duplicate copy of the application for minor development has been filed with any other agency (including but not limited to the Camden County Planning Board, Camden County Board of Health, and Camden County Soil Conservation District) having jurisdiction over any aspect of the proposed development
- _____ For applications for development proposing to be served by public water and/or sewer service, certification from the County and Municipal Utilities Authorities that such public water and/or public sewer service is available
- _____ Proposals for soil erosion and sediment control as required by NJSA 4:24-39 et seq. and soil limits and information based on the Camden County Soil Survey prepared by the USDA

NOTE: All plats, plans and documents shall contain the Township assigned application number

Date: _____

Signature and title of person who prepared checklist