

LAND USE AND DEVELOPMENT

102 Attachment 7

Township of Bethlehem

CHECKLIST
 FOR DETERMINING COMPLETENESS OF APPLICATION FOR
MINOR SUBDIVISION APPROVAL
 LAND USE ORDINANCE
 TOWNSHIP OF BETHLEHEM, HUNTERDON COUNTY, NEW JERSEY
[Amended 10-5-2006 by Ord. No. 255-37-2-2006]

 Name of Application _____ Application No. _____
 Block _____ Lot _____ Date Filed _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the Applicant, a specified requirement is waived by the municipal agency.

Note: See § 102-50 of the Bethlehem Township Land Development Ordinance for further details of submission requirements and procedures.

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
1. Application form including checklists (20 copies). § 102-50 A(1)(b)						
2. Plats (20 copies) that have been signed and sealed by a New Jersey professional engineer or New Jersey professional licensed surveyor, folded into eighths with the title block revealed. § 102-50 A(1)(a)						
3. Deed descriptions, including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications (20 copies).						
4. Application fee in accordance with Article IX, § 102-53.						
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BETHLEHEM CODE

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5. Certification from the Bethlehem Township Tax Collector that all taxes and assessments on the property are paid in full. § 102-50 B(7)						
6. Certification that applicant is owner or authorized agent, or consent of owner to file application.						
7. An Environmental Impact Statement prepared by a qualified environmental professional (CV to be attached to EIS) which is technically complete and meets the requirements of Section 102-51C (20 copies to be provided)						
<u>Plats shall show or include the following:</u>						
8. Map scale not less than 1 inch = 100 feet, using 1 of 4 standard sheet sizes: 8½ x 13; 15 x 21; 24 x 36; or 30 x 42 inches per ordinance § 102-50 B(2).						
9. A Key Map showing the entire tract at a scale of 1 inch equals not less than 2,000 feet. § 102-50 B(3)(a)						
10. Name of subdivision or development, Bethlehem Township and Hunterdon County. § 102-50 B(3)(b)[1]						
11. Name, address, and telephone number of the following: § 102-50 B(3)(b)[2]						
a. Professional responsible for preparing the plot or plan						
b. Owner or owners of the site						
c. Subdivider or developer						
12. Scale and reference meridian. The reference source (i.e. deed, etc.) of the median should be identified. § 102-50 B(3)(b)[5]						
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13.	Date of original preparation and revision block identifying any and all revisions. § 102-50 B(3)(b)[6]						
14.	Acreage figures (both with and without areas within public right of ways). § 102-50 B(3)(c)						
15.	The name of the owner and the block and lot designation of any and all property located within 200 feet of the site as shown on the most recent tax list. List shall be prepared by the Township Tax Assessor or Tax Collector. §102-51B(3)(g)						
16.	The tax map sheet, and existing block and lot numbers to be subdivided or developed. § 102-50 B(3)(e)						
17.	Certification from the Tax Assessor that the proposed block and lot numbers have been reviewed and approved.						
18.	The subdivision or development boundary line (heavy solid line). § 102-50 B(3)(f)						
19.	Approval signature lines for Board Chairman, Secretary, and Township Engineer. § 102-50 B(3)(d)[1], [2], [3]						
20.	The location of existing and proposed property lines (with the bearing and distances), buildings, parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes and any natural features such as wetlands and treed areas, both within the tract and within 200 feet of its boundary in accordance with ordinance § 102-50 B(3)(g).						
21.	The location and width of all existing and proposed utility easements. § 102-50 B(3)(h)						
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22. Zoning districts, including district names and requirements. § 102-50 B(3)(i)						
23. Proposed buffer and landscaping areas. § 102-50 B(3)(j)						
24. Delineation of floodplains, including both floodway and flood-fringe areas. § 102-50 B(3)(k)						
25. Contours as required by ordinance § 102-50 B(3)(l).						
26. Marshes, ponds and land subject to flooding within the tract and within 300 feet thereof. § 102-50 B(3)(m)						
27. Existing and proposed iron and copper pins. § 102-50 B(3)(o)						
28. If the proposed lot(s) is (are) not served by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system and a copy of any written review and report by the County Board of Health. The location(s) of the test hole(s), test results and compliance with the Individual Sewerage Disposal Code of New Jersey are shown on the plat and certified by a licensed professional engineer. § 102-50 B(3)(p)						
29. Road right of way dedication and improvement, as required by ordinance § 102-50 B(4).						
30. Sight triangle easements, as applicable, in accordance with ordinance § 102-50 B(5).						
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32. Tax Map scale drawing in accordance with ordinance § 102-52 B(8).						
33. Development occurs in Carbonate Rock District. (CRD) or Carbonate Drainage Area (CDA) and Carbonate Area District Cover Sheet and Phase I Checklist are attached.						
34. Plans and computations for any storm drainage systems as required by ordinance §102-51B(3)(w) and the Stormwater Control Ordinance.						
a. Upstream tributary drainage system information including topographic base map of the site that extends a minimum of 300 ft. beyond the limits of the proposed development.						
b. Proposed Stormwater site planning and design summary including both nonstructural and structural approaches. The plan describes the control of ground water discharge, stormwater quality problems as required by the Municipal Stormwater Management Plan and/ or the Municipal Stormwater Pollution Prevention Plan.						
c. Total area to be built upon, proposed area contours, land area to be occupied by the stormwater management facilities and types of vegetation thereon, land area to remain in natural vegetation, and details of the proposed plan to infiltrate, manage, control and dispose of stormwater.						
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d. Details of all stormwater management facility designs. Section 9.c.5.b of the Stormwater Control Ordinance.						
e. Comprehensive Hydrologic and Hydraulic design and discharge stability calculation for the design storms specified in Section 4 of the Stormwater Control Ordinance.						
f. The soil report if the proposed stormwater management control measures depend on the hydrologic properties of the soil.						
g. Maintenance and repair plan for the stormwater management facility that meets maintenance requirements of Section 10 of the Stormwater Control Ordinance.						
35. Application must show compliance with the requirements of the Growth Share Ordinance, section 101-10 of the Township Code.						
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Application Deemed Complete

Date_____

Application Deemed Incomplete

Date_____

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete

Date_____

Submission of additional information or written request for waivers of the following completeness items is required: