

DEVELOPMENT REGULATIONS

145 Attachment 4

Township of Commercial

Checklist Schedule D, Land Subdivision
Minor Subdivision Plats

Instructions: Fill in the name of the applicant or the development and date below. Then, using the column of brackets at left, place the appropriate letter that corresponds to the status of the item requested. An application shall not be considered complete until all the materials and information specified below have been submitted and determined to be complete by the Land Use Board.

Name of Applicant or Development _____ Date _____

Minor Subdivision Plats

C - Complete I - Incomplete NA - Not Applicable WR - Waiver Requested

Table with 3 columns: Applicant's Response, Description, and Official Use Only. It lists requirements for subdivision plats such as 'Twenty copies of the preliminary subdivision plat prepared under the supervision of...' and 'The plat shall be based on an actual field survey...'

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Applicant's Response		Official Use Only
<input type="checkbox"/>	5. The identification of all abutting land that is currently assessed as qualified farmland under the New Jersey Farmland Assessment Act	<input type="checkbox"/>
<input type="checkbox"/>	6. The location of that portion which is to be subdivided in relation to the entire tract, along with the entire tract's acreage and the acreage of that portion to be subdivided.	<input type="checkbox"/>
<input type="checkbox"/>	7. All existing and proposed lot lines with dimensions and existing lot lines to be eliminated with said lines certified by a New Jersey licensed land surveyor.	<input type="checkbox"/>
<input type="checkbox"/>	8. All existing structures and wooded areas within the portion to be subdivided and within 200 feet thereof. Also, any isolated trees with a diameter of eight inches or more measured three feet above ground level on the property involved.	<input type="checkbox"/>
<input type="checkbox"/>	9. All existing and proposed streets, easements and rights-of-way within or adjoining the proposed subdivision with the existing rights-of-way widths and proposed widths as set forth in the adopted Township Master Plan or as classified by the County of Cumberland, clearly indicated. Existing and proposed driveways or other entrances onto a public street. Street names, existing and proposed sight triangle easements or other easements and their purpose shall be shown.	<input type="checkbox"/>
<input type="checkbox"/>	10. The location and width of all existing and proposed utility easements in the area of the subdivision.	<input type="checkbox"/>
<input type="checkbox"/>	11. The location, size and direction of flow of all streams, brooks, drainage structures and drainage ditches in the area to be subdivided or within 200 feet of the subdivision.	<input type="checkbox"/>
<input type="checkbox"/>	12. The classification of the zoning district in which the proposed subdivision is located. If the property lies in more than one zoning district, the plat shall indicate all the zoning district lines. All front, side and rear setback lines shall be shown conforming to the requirements of the Township Development Regulations Ordinance.	<input type="checkbox"/>

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Applicant's Response		Official Use Only
[]	13. The location of any and all wetland areas and required wetlands transition areas or buffers within the proposed development as required under the "Fresh Water Wetlands Protection Act Rules," N.J.A.C. 7:7A, New Jersey Department of Environmental Protection. A copy of the applicable wetlands map and soils map of the site involved, as well as a calculation of the acreage of wetlands and uplands for each existing and proposed lot, shall be submitted in the event wetlands are located on the site. If wetlands are located on the site, then there must be submitted a letter of certification from a New Jersey-licensed professional engineer that at least 50% of the site involved is upland as required by § 145-26. Additionally, said wetlands must be mapped on the plat submitted.	[]
[]	14. For any application having a reserve parcel resulting from the subdivision which is capable of being subdivided further and which will have insufficient road frontage as a result of the proposed subdivision, or which will require the installation of a new street to allow for subdivision, the subdivision plat shall show provision of an approximate indication of an acceptable layout for the remainder of the tract to ensure that there is no adverse effect upon the development or the access to the remainder of the tract.	[]
[]	15. Contours at two-foot intervals for slopes averaging 5% or greater and one-foot contours for slopes less than 5%, unless determined by the approving engineer to be unnecessary in whole or in part.	[]
[]	16. A grading plan showing existing and proposed spot elevations based upon the United States Coastal Geodetic datum at the building comers of the building envelope, center lines of all abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations.	[]
[]	D. Minor Subdivision Filing. A plat containing all of the above information which is reviewed and approved as a minor subdivision may be filed as a plat if it is a certified survey that contains the signatures of the Chairman and Secretary of Planning Board and meets the requirements of the Map Filing Law.	

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**Checklist Schedule D, Land Subdivision
Preliminary Plat for a Major Subdivision**

Instructions: Fill in the name of the applicant or the development and date below. Then, using the column of brackets at left, place the appropriate letter that corresponds to the status of the item requested. An application shall not be considered complete until all the materials and information specified below have been submitted and determined to be complete by the Land Use Board.

Name of Applicant or Development _____ **Date** _____

Preliminary Plat for a Major Subdivision. A development application which is classified as a major subdivision shall not be considered complete until the information requirements of this section have been fulfilled, unless waived by the Land Use Board. In the box in the left column marked "Applicant's Response," please insert one of the following letters to indicate the status of the information or documentation required and included with this submission.

C – Complete I – Incomplete NA – Not Applicable WR – Waiver Requested

Applicant's Response		Official Use Only
<input type="checkbox"/>	A. Twenty copies of the preliminary plat shall be submitted and said preliminary plat shall be clearly and legibly drawn or reproduced in black on white, at a scale of not less than one inch equals 50 feet. It shall be prepared under the supervision of and be signed and sealed by a licensed New Jersey land surveyor, and any engineering design work shall be done by a licensed New Jersey professional engineer.	<input type="checkbox"/>
<input type="checkbox"/>	B. The plat shall be prepared in compliance with the design standards of the Township Development Regulations Ordinance and shall show or be accompanied by the following information, in addition to all that is required for a minor subdivision plat, including:	
<input type="checkbox"/>	1. Accurate bearings, headings and other boundary details, North arrow and graphic scale, Township tax map sheet, block and lot numbers for the tract and all surrounding areas, key map showing the entire development and its relation to surrounding areas and a title box, name and address of the record owner and the person preparing the plan with the appropriate seal and signature affixed, the date of the original drawing and the date and substance of each revision on each sheet.	<input type="checkbox"/>
<input type="checkbox"/>	2. The plan shall be based on a survey performed by a licensed New Jersey land surveyor.	<input type="checkbox"/>

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Applicant's Response		Official Use Only
<input type="checkbox"/>	3. Any structures of historic significance or a cultural resource within 200 feet of the subdivision shall be identified in accordance with the provisions of § 145-72K and L. (See Checklist E.) Such survey may be included in an environmental impact statement, if required for the application.	<input type="checkbox"/>
<input type="checkbox"/>	4. Topographic contours at two-foot intervals for slopes averaging 5% or greater and one-foot contours for slopes less than 5%. All elevations shall be related to a bench mark noted on the plat and wherever possible shall be based on U.S.G.S. mean sea level datum or approved local datum. Contours should show existing ground elevations and proposed elevations in areas to be graded. Elevations and contours need not be shown for those portions of any parcel to be retained by the person subdividing in an undeveloped state that are more than 200 feet from the lots being created.	<input type="checkbox"/>
<input type="checkbox"/>	5. Cross-sections and centerline profiles of proposed streets within the subdivision and existing streets which abut the subdivision.	<input type="checkbox"/>
<input type="checkbox"/>	6. All existing and proposed watercourses shall be shown, accompanied by the following information:	
<input type="checkbox"/>	a. When a stream is proposed for alteration, improvement or relocation or when a drainage system is proposed within the floodway of an existing stream, evidence of submission of the improvement to the Division of Water Resources of the New Jersey Department of Environmental Protection shall accompany the subdivision application.	<input type="checkbox"/>
<input type="checkbox"/>	b. Cross-sections of watercourses and or drainage swales at an approximate scale showing the extent of the floodplain, top of bank, normal water level and bottom elevations at the following locations:	
<input type="checkbox"/>	(1) At any point where a watercourse crosses the boundary of a subdivision.	<input type="checkbox"/>
<input type="checkbox"/>	(2) At fifty-foot intervals for a distance of 300 feet upstream and downstream of any proposed culvert or bridge within or adjacent to the subdivision.	<input type="checkbox"/>

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[]	(3) Immediately upstream and downstream of any point of junction of two or more watercourses.	[]
[]	(4) At a maximum of 300-foot intervals along all watercourses which run through or adjacent to the subdivision.	[]
[]	c. When ditches, streams, brooks or watercourses are to be altered, improved, or relocated, the method of stabilizing slopes and the measures to control erosion and siltation as well as typical cross-sections and profiles shall be shown on the plat or accompany it.	[]
[]	d. The boundaries of the floodplains within or adjacent to the subdivision.	[]
[]	7. Drainage information and plans:	
[]	a. Preliminary plans and profiles, at a scale of one inch equals 50 feet horizontally and one inch equals five feet vertically, of all proposed and existing storm sewers, drainage swales and streams within the subdivision, together with locations, sizes, elevations and capacities of any existing storm drain, ditch or stream to which the proposed facility will be connected.	[]
[]	b. The location and extent of any proposed dry wells, groundwater recharge basins, retention basins, flood control devices, sedimentation basins, or other water conservation devices.	[]
[]	c. Plans and computations for any stormwater management systems as required by § 145-72W including all existing and proposed storm sewer lines within or in lands or roads adjacent to the development and for all required off-site or off-tract drainage improvements showing size, profile and slope of lines, direction of flow and the location of each catch basin, inlet, manhole, culvert and head wall.	[]

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Applicant's Response		Official Use Only
[]	8. Preliminary plans and profiles of proposed improvements and utility layouts (sanitary sewers, storm sewers, erosion control, excavation, etc.) shall be provided at a scale of not more than one inch equals 50 feet horizontally and one inch equals five feet vertically, showing connections to existing and proposed utility systems.	[]
[]	9. When on-site wells and sewage disposal systems are proposed, the proposed location of the well and the location, results of permeation tests, and sufficient information to ensure that the grading plan for the major subdivision will be maintained as a result of such on-site utility location. At a minimum, a test boring and permeation test shall be taken for every four lots. When deemed necessary by the Land Use Board to determine the suitability of the soil to support new construction, further permeation test shall be submitted. Any subdivision or part thereof which does not meet the established sewage treatment requirements shall not be approved unless the proposed remedy to overcome such a situation is approved by the appropriate local, county or state agency. In a case where the exact location of such on-site utilities is not known, the preliminary plat shall contain a note stipulating that the integrity of the final grading plan for the major subdivision shall be maintained.	[]
[]	10. Identification of an area to be reserved for public use and acceptable to Township recreational purposes, to be approved by the Land Use Board, comprising an amount of the land area as required by § 145-72T. In the case of any major subdivision involving 20 or more lots, the location and other information regarding recreational or open space areas as set forth in § 145-72S, Planned developments, shall be provided.	[]
[]	11. A copy of any easements, protective covenants or deed restrictions applying to the land being subdivided.	[]

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[]	12. A landscaping and buffering plan showing any existing or proposed buffered areas and the proposed landscaping to be undertaken within the subdivision, including the planting of shade trees and typical lot landscaping. The plan shall show what existing or natural vegetation will remain and what will be planted including shade trees, indicating names of the plants and trees with dimensions, appropriate time and method of planting in detail. The plan shall indicate compliance with § 145-72E and BB.	[]
[]	13. A lighting plan indicating any existing or proposed street lighting to be installed as well as the location and design of proposed lighting for buildings, signs or grounds. The location of poles and distances from intersections for street lighting and illumination factors for all lighting is required to be provided.	[]
[]	14. An itemization of all improvements to be made to the site as required by Articles VI, VII and VIII of Commercial Township Development Regulations Ordinance, and such other improvements on site and off tract as the public interest may require, together with a listing of the work and materials to be used in installing such improvements, including estimated quantities so that the Township Engineer may formulate a performance guaranty estimate.	[]
[]	15. Details, locations and information on any proposed signs to be erected, constructed or to be placed anywhere on the property involved in accordance with the provisions of § 145-50 and any proposed outdoor storage as per § 145-48.	[]
[]	16. In the case of a planned residential cluster development, the preliminary plat shall be accompanied by a set of detailed development plans showing density patterns, site design, open land designations, building locations, utilities and other improvements and landscaping proposals.	[]
[]	17. Twenty copies of an environmental impact statement as per Checklist "E" are required to be submitted for all major subdivisions, including, if applicable a cultural resource survey as required by § 145-72K.	[]

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**Applicant's
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18. In the case of a development for which a homeowners' association is required or proposed as per § 145-72L, the subdivision plat shall be accompanied by such information as will permit the Land Use Board to make detailed findings concerning the ability of the association to adequately perform the function for which it is designed. Information to be submitted by the applicant in this regard and subject to approval and revision is as follows:
- a. The time when the association is to be created in relation to the project's timetable.
 - b. Mandatory or automatic nature of membership in the organization by a resident/occupant and his/her successor(s) as well as the Township.
 - c. Permanency of common, buffer, open space and recreational areas' or drainage improvement areas' protective covenants.
 - d. Liability of the organization for insurance, taxes and maintenance of all facilities.
 - e. Provisions made for pro rata sharing of costs and assessments.
 - f. Capacity of the organization to administer common facilities and preserve the benefits of the common, buffer, open space or recreational areas or drainage improvement facilities.
 - g. The restrictions, covenants and other devices establishing the automatic membership in the association and the responsibilities of membership.
 - h. Such other information as necessary to ensure that the provisions of § 145-72L are satisfied.

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19. For any development located on an arterial or collector road as defined in the adopted Township Master Plan or any development which will be expected to provide parking spaces for 50 or more vehicles, 20 copies of a traffic analysis will be required to be submitted as part of the preliminary submission. Said analysis shall be prepared by a qualified professional traffic engineer or planner and shall include the following:
- a. Estimated trip generation for said development.

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- b. Directional distribution of traffic from development.
 - c. Trip assignment and analysis.
 - d. A capacity analysis of all roadways to be affected by said development as determined by the above-referenced data.
 - e. Identification of congestion and turning-movement traffic.
 - f. An explanation of how the applicant proposes to handle any conflicts or problems, and/or recommendations for such conflicts' or problems' mitigation or elimination, including an assessment of the developer's share of such conflict and cost for their mitigation or elimination.
20. The identification of all abutting land that is currently assessed as qualified farmland under the New Jersey Farmland Assessment Act.
21. A copy of the applicable wetlands map and soils map(s) of the site involved as well as a calculation of the acreage of wetlands and uplands areas shall be submitted in the event wetlands are located on the tract involved. If wetlands are located on the tract involved, then there must be submitted a letter of certification from a New Jersey-licensed professional engineer that at least 50% of the tract involved is upland as required by § 145-26. Additionally, wetlands must be mapped on the plat or plan submitted.

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**Checklist Schedule D, Land Subdivision
Final Subdivision Plat**

Twenty copies of this completed checklist form and the final plat or plan of any approved subdivision shall be submitted to the Secretary of the Land Use Board showing and/or accompanied all of the required information detailed below.

A development application which is classified as a major subdivision shall not be considered complete until the information requirements of this section have been fulfilled, unless waived by the Land Use Board. In the box in the left column marked "Applicant's Response," please insert one of the following letters to indicate the status of the information or documentation required and included with this submission.

Name of Applicant or Development _____ **Date** _____

C – Complete I – Incomplete NA – Not Applicable WR – Waiver Requested

Applicant's Response		Official Use Only
[]	1. The final plat shall be drawn in ink on tracing cloth or its equivalent at a scale of not less than one inch equals 50 feet and in compliance with all the provisions of the Map Filing Law. The final plat shall be submitted in the following form: the original or equivalent duplicate, one translucent tracing cloth or its equivalent copy, two cloth prints and 20 separately folded, black-on-white prints.	[]
[]	2. A key map at a scale in which one inch equals not more than 1,000 feet, showing the entire subdivision and its relation to all features within one-half mile of the limits of the subdivision, with North arrow and title box on each sheet.	[]
[]	3. The name and address of the owner, subdivider and person preparing the plat.	[]
[]	4. The Township tax map sheet, block and lot numbers for the tract and all adjacent lots, title, graphic scale, North arrow, date of original drawing and the date and substance of each revision.	[]
[]	5. Names and addresses of all adjoining property owners as disclosed by the most recent tax records.	[]
[]	6. The identification of all abutting land that is currently assessed as qualified farmland under the New Jersey Farmland Assessment Act.	[]

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Applicant's Response		Official Use Only
<input type="checkbox"/>	7. The location of that portion which is to be subdivided in relation to the entire tract, along with the entire tract's acreage and the acreage of that portion to be subdivided.	<input type="checkbox"/>
<input type="checkbox"/>	8. All existing and proposed lot lines with dimensions and existing lot lines to be eliminated with said lines certified by a New Jersey-licensed land surveyor.	<input type="checkbox"/>
<input type="checkbox"/>	9. Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way land to be reserved or dedicated to public use, all lot lines other site lines, with accurate dimensions, bearings or detection angles, and radii arcs and central angles of all curves.	<input type="checkbox"/>
<input type="checkbox"/>	10. The purpose of any easement or land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.	<input type="checkbox"/>
<input type="checkbox"/>	11. New blocks and lots shall be numbered so as to conform with the Township Tax Map.	<input type="checkbox"/>
<input type="checkbox"/>	12. Minimum building setback lines on all lots and other sites shall be shown.	<input type="checkbox"/>
<input type="checkbox"/>	13. Cross-sections, profiles and established grades of all streets as approved by the Township Engineer.	<input type="checkbox"/>
<input type="checkbox"/>	14. Plans and profiles of all storm and sanitary sewers and water mains as approved by the Township Engineer.	<input type="checkbox"/>
<input type="checkbox"/>	15. A certificate from the Tax Collector that all taxes are paid to date.	<input type="checkbox"/>
<input type="checkbox"/>	16. A statement by the Township Engineer that he is in receipt of a map showing all utilities at exact location and elevation, identifying those portions already installed and those to be installed, and that the applicant has installed all improvements in accordance with the requirements of these regulations or has filed a corporate surety bond, a certified check, returnable to the applicant after full compliance, or any other type of surety approved by the governing body and approved as to form by the Township Solicitor, which is in sufficient amount to ensure the installation and maintenance of improvements. The provisions of N.J.S.A. 40:55D-53 shall govern said bonds and the completion, inspection and approval of said improvements and the payment of inspection fees.	<input type="checkbox"/>

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Applicant's Response		Official Use Only
<input type="checkbox"/>	17. The identification of all abutting land that is assessed as qualified farmland under the New Jersey Farmland Assessment Act.	<input type="checkbox"/>
<input type="checkbox"/>	18. Signature blocks for the Planning Board officials, Township Engineer and all other endorsements required by law.	<input type="checkbox"/>
<input type="checkbox"/>	19. The location and description of all monuments as required by the Township Development Regulations Ordinance and the New Jersey Map Filing Law and all of other details as required by said Map Filing Law.	<input type="checkbox"/>
<input type="checkbox"/>	20. For phased or staged development, only those portions for which approval is being requested and have been granted preliminary approval shall be shown on the final plat.	<input type="checkbox"/>