

**APPENDIX A, ARTICLE III**

**Checklist**

**Application for Final Approval of a Minor Subdivision (See Article VII for Details)**

**\*Important: Each item must be marked Submitted, Not Applicable or Waiver Requested\***

No.	Item	Submitted	Not Applicable	Waiver Requested
1	A completed application form and checklist.			
2	A certificate from the tax collector indicating that taxes are paid.			
3	All required application and escrow deposit fees.			
4	Names and addresses of property owners within 200' of the subject property, as disclosed by current tax records and identified by block & lot numbers.			
5	Title block indicating:			
	a. Name of development and street location.			
	b. Name and address of applicant, owner and authorized agent, if any.			
	c. Name and address of professional(s) preparing plans including signature, date, license number and seal.			
	d. Tax map block and lot numbers.			
	e. Date of plan preparation and revision box with date of each revision.			
	f. Development application number.			
	g. Written and graphic scale.			
6	Signature of applicant and, if applicant is not owner, signed consent of the owner.			
7	Name and address of the attorney representing parties, if any, and the name of each client represented.			
8	North arrow giving reference meridian.			
9	Copies of any protective covenants or deed restrictions applying to the subject property, including a statement as to whether such covenants or deeds are of record. A copy or abstract of the deed or deeds or other instruments by which title is derived with the names of all owners must also be provided.			
10	A key map showing the entire tract and its relation to the surrounding areas, including all roads, zone boundaries and municipal boundaries within one-half (1/2) mile of the subject property at a scale of one (1) inch equals not more than two thousand (2,000) feet.			
11	A zoning schedule indicating the zone(s) within which the property is located and required, existing & proposed conditions relative to lot area, width, frontage, yard setbacks, lot coverage, height, floor area, floor area ratio, density, open space, parking, loading, signs, etc.			
12	A list of required and obtained regulatory approvals and permits.			
13	A list of requested variances and exceptions.			
14	The location and dimensions of existing & proposed property lines, existing streets, streets shown on the Township's official map or master plan, structures (indicating the use of each structure and whether existing structures will remain or be removed), building setbacks, rights-of-way, easements, parking & loading areas, driveways, railroads, bridges, culverts, drain pipes, gas transmission lines, overhead utilities, historic sites/structures, wooded areas, watercourses, flood plains, wetlands or other environmentally sensitive areas on and within 200' of the subject property.			
15	A wetlands delineation or wetlands absence determination prepared by a qualified consultant and verified by a letter of interpretation from the New Jersey Department of Environmental Protection, if required pursuant to Section 21-14.1.a.			
16	Existing & proposed water supply, sewage disposal and stormwater drainage plans. Plans for individual on-site water supply and/or sewage disposal systems shall be accompanied by the necessary local, county and/or state agency approvals.			
17	The locations of percolation tests on each existing/proposed lot and a copy of the written approval of the tests and locations from the Bernards Township Health Department, if sewage disposal is to be handled by individual septic system(s). For each lot, the applicant shall submit test locations and written approvals from the Health Department for both a primary and secondary septic disposal field. The applicant must show on the development plan the locations and dimensions of both septic disposal fields.			

No.	Item	Submitted	Not Applicable	Waiver Requested
18	Existing & proposed topographic contour intervals based on U.S.C. & G.S. datum on and within 200' of the subject property as follows: - up to 3% grade = 1' intervals                      - over 3% grade = 2' intervals			
19	A steep slope map in accordance with Section 21-14.2.b, if the property contains any existing slopes of 15% or greater.			
20	A tree identification plan and an application for tree removal permit including the following (see § 21-45.3 for detailed requirements): a. Location of existing tree canopy and labeling of the canopy areas to be removed and to be preserved. b. Location of individual trees with a DBH equal to or greater than six inches identified by size and species within the limit of disturbance and 30 feet beyond the limit of disturbance, labeled to be removed or to be preserved. c. Location of individual trees with a DBH equal to or greater than ten inches identified by size and species within the property boundaries, labeled to be removed or to be preserved. d. Tree protection details. e. A list of all trees to be removed and, if replacement trees are required, a schedule in accordance with the table in § 21-45.1 indicating the number of replacement trees required and the number of replacement trees proposed.			
21	A landscaping plan in conformance with Section 21-43, including types, sizes and quantities of plantings and planting, staking and mulching details.			
22	A soil erosion and sediment control plan, if required pursuant to Section 21-27.			
23	Plans and profiles of proposed driveways.			
24	Existing & proposed easements or land reserved for or dedicated to public use, utility use or for the common use of property owners in the development, including a statement of the limits and purpose of the easement rights or dedicated land.			
25	Existing & proposed sight triangles.			
26	The elevation of the basement and first floor of existing & proposed buildings.			
27	Existing & proposed block and lot numbers.			
28	The area in square feet and to the nearest one hundredth of an acre of all existing & proposed lots.			
29	A sketch of the proposed/possible layout or disposition of remaining lands, if any.			
30	General soil information including soil logs.			
31	Drainage calculations.			
32	Source and date of the current property survey and a copy of the survey.			
33	Appropriate certification blocks as required by the Map Filing Law			
34	Monumentation as specified by the Map Filing Law.			
35	Dimensions, bearings, curve data, length of chords, chord bearings and central angles for all centerlines and rights-of-way and coordinate values for at least three (3) corners located around the tract based upon the New Jersey State Plane Coordinate System.			
36	The plat shall be prepared in compliance with the "Map Filing Act" P.L. 1960, (C.46.2309.9 et seq.).			
37	Delineation of riparian zones in accordance with Subsection 21-14.4.			
38	A plan showing all the details required in the procedures of Table 401-A, entitled Maximum Permitted Lot Yield & Minimum Improvable Lot Area Standards, Residential Development, R-1 Through R-7 Zones.			
39	For each proposed dwelling, cross sections shall be provided from the center of the road to the rear of the house in existing and proposed conditions; cross sections shall be provided perpendicular to the road through the center of the dwelling to a point 50' to the rear of the dwelling; the cross section shall be provided at a scale of 1" = 10' horizontal and 1" = 10' vertical.			