

**TOWNSHIP OF EGG HARBOR
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
3515 BARGAIN TOWN ROAD
EGG HARBOR TOWNSHIP, NJ 08234**

MAJOR SUBDIVISION FINAL PLAT CHECKLIST

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included on the plan. **ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.** The site plan shall show the following information and be drawn according to all relevant standards set forth in Chapter 198 and Chapter 225 of the Township Code:

- ____ 1. Submittal Materials:
 - ____ a. Six (6) Copies of the plans shall be submitted on one of the following sheet sizes: 24"x 36" or 30"x 42". If one sheet is not sufficient to contain the entire territory, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
 - ____ b. Fifteen (15) copies of half scale plans (11"x 17") shall be submitted.
 - ____ c. A copy of the site plans must be submitted in digital format. The digital files shall be compatible with AutoCAD or submitted in dxF format. All digital media should be on CD-ROM Media.

- ____ 2. The plan shall be drawn in ink on tracing cloth or reproducible mylar at a scale of not less than 1"=50' and in compliance with all applicable provisions of Chapter 358 of the Laws of 1953 and N.J.S.A 46:23-9.8.

- ____ 3. Key map at a scale of 1"=300', showing the entire subdivision and it's relation to surrounding areas within 2,000 feet. Such maps shall show all existing land uses within 200 feet of the land being subdivided.

- ____ 4. The tract name, tax map sheet, block and lot numbers, and zoning district and zoning requirements.

- ____ 5. North arrow, graphic scale, date of preparation and all revisions contained on each sheet.

- ____ 6. Name and address of owner and subdivider. The names and addresses of land owners within 200 feet of the outer boundary of lands to be subdivided as disclosed by the most recent municipal tax records and certified by the tax assessor. This information shall be included on the plans and shall include the date in which the list was produced.

- ____ 7. Name, address and signature of person preparing the plan. Plan shall be prepared, signed and sealed by a licensed N.J. Land Surveyor, as required by State regulation.

- ____8. Approval signature lines with appropriate certification statement in accordance with the NJ Map Filing Law (N.J.S.A.46:23) for:
 - ____a. Board Chairman
 - ____b. Board Secretary
 - ____c. Township Engineer
 - ____d. Municipal Clerk

- ____9. A certified survey of the property prepared by a New Jersey Land Surveyor with bearings and distances provided for all property lines. Survey shall be provided with datums in NAD 83 and NGVD 88 for horizontal and vertical datums respectively.

- ____10. Certification that the applicant is the agent or owner of the land or that the owner has given consent under an option agreement.

- ____11. When approval of a plat is required by any officer or body of the municipality, county or state, approval shall be certified on the plat.

- ____12. Locations of all existing structures showing existing and proposed front, rear and side yard setback distances, and an indication of whether the existing structures and uses will retained or removed.

- ____13. Plans and profiles of all streams, ditches and watercourses.

- ____14. Plans and profiles accurately drawn to a scale of not less than one (1) inch equals fifty (50) feet showing proposed construction of off-site improvements and grading of lots complete in every detail.

- ____15. Copies of all other data not included in the submission of the preliminary plat, necessary to completely and accurately delineate and describe the construction of off-site improvements

- ____16. Plans and profiles of improvements and utility layouts, including sewer, water and storm drains, showing all proposed connections to existing systems as approved by the Township Engineer.

- ____17. Location of all monuments, corners and other points established in the field, whether set or to be set. The material of which the monuments, corners or other points are made shall be noted at the representation thereof or by legend. The legend for metal monuments shall indicate the type of metal, the diameter, length and weight per lineal foot of the monuments.

- ____18. Executed and acknowledged easements to the appropriate governmental entity for all offsite utilities required, together with a certificate of title thereto made to the appropriate entity by a qualified New Jersey attorney or reputable title company.

- ____19. All required utility easements shall be shown. The purpose of each easement and the entity to be responsible for its maintenance shall also be noted on the plans.

- _____20. A Performance guaranty sufficient in the amount to cover the cost of all improvements shall be posted as outlined in §198-19.
- _____21. All applicable fees must be paid with the submission.
- _____22. No application will be deemed complete until all taxes and sewer assessments are paid up-to-date.
- _____23. The maps for submission must be folded into eighths and have title block clearly visible.
- _____24. In the Pinelands Area, no application shall be deemed “complete” until a ‘Certificate of Filing’ or ‘No Interest’ letter from the Pinelands Commission in accordance with Chapter 225, Article VI-A of this Code is submitted by the applicant.

One or more of the above informational items may not be applicable in all cases. The person preparing the plan should indicate in writing on the plan those items not applicable. Items 21, 22 and 24 are applicable in all cases and cannot be waived.