

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

MAJOR SUBDIVISION PRELIMINARY 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 subdivision plan shall show the following information and be drawn according to all relevant standards set forth in Chapter 198-13 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 or reproduced at a scale of not less than 1"=50'
- ____ 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, Engineer, Planner or Architect 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. Acreage of tract to be subdivided to nearest one-tenth (1/10) of an acre and the proposed number of lots including area and dimensions of each proposed lot.
- _____11. Existing and proposed elevations and contours, at one (1) foot intervals to determine the natural drainage of land within the subject property and extending one hundred (100) feet from the property lines.
- _____12. Locations of all existing and proposed 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. The names, locations and dimensions (cartway and right-of-way widths) of all streets, both existing and proposed, within a distance of 500' from the boundaries of the subdivision, showing any connections from the proposed streets to existing streets and to those proposed arterial and collector streets as shown on the Master Plan or official map, as adopted.
- _____14. Plans, typical cross-sections, centerline profiles, grades and details of all proposed streets and of the existing streets abutting the development based on the NGVD 1988 vertical datum, including curbing, sidewalks, storm drains and drainage structures.
- _____15. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at all intersections.
- _____16. Plans and profiles of existing and proposed "future" streets extensions must be shown within a minimum distance of 200 feet beyond the subdivision boundaries.
- _____17. Site characteristic maps showing the location of existing and proposed property lines, streets, street names, buildings, watercourses, railroads, bridges, culverts, easements, right of ways and any natural features, such as wooded areas, streams or wetlands. All significant individual trees (over 16" diameter at breast height) and historically, culturally and archaeologically significant structures or resources shall be shown.
- _____18. The location of all wetland areas and required wetland transition areas of buffers within the proposed development as required pursuant to the "New Jersey Freshwater Wetlands Protection Act" or the Comprehensive Management Plan, and a letter from either the NJDEP or the Pinelands Commission indicating that the proposed subdivision does not require wetlands delineation.

- ____19. Proposed first floor elevations of all structures.
- ____20. A copy of any existing and/or proposed protective covenants, deed restrictions applying to the land being subdivided shall be submitted with the plan, if applicable.
- ____21. A Stormwater Management Plan, calculations and information pursuant to NJDEP Stormwater Regulations. This plan shall include the following:
- ____a. Topographic Base Map
 - ____b. Environmental Site Analysis
 - ____c. Project Description & Site Plan
 - ____d. Land Use Planning and Source Control Plan*
 - ____e. Stormwater Management Facilities Map
 - ____f. Calculations for Groundwater recharge and stormwater runoff rate, volume and quantity in accordance with NJAC 7:8
 - ____g. Inspection, Maintenance and Repair Plan
 - ____h. Waiver from Submission Requirements, if applicable
 - ____i. NJDEP Low Impact Development Checklist

*See section §94-44 for definition.

- ____22. A Sewer and Water Report containing an explanation of plans to tie into existing sewer and water facilities including the status of efforts to have tie-ins approved by the appropriate authorities. Based on the capacities of existing sewer and water systems, the applicant shall if pertinent, describe what improvements shall be implemented to meet the anticipated demands.
- ____23. When on-site septic systems are proposed in areas under CAFRA jurisdiction, soils borings, permeability test results and approximate location of the intended septic disposal field in accordance with Section 94-24(P) of the Township Code.
- ____24. A Traffic Report containing calculations of the number of motor vehicles expected to enter or leave the site for an average peak hour and an evaluation of the ability of the internal circulation system plan and the external access roadways, including the two nearest intersections on collector roadways to handle this anticipated traffic, made by a qualified traffic engineer. (For developments of twenty-five (25) or more dwelling units)
- ____25. Sketch of perspective future street systems of the entire tract where the preliminary plat covers only a portion thereof.
- ____26. An Open Space/Recreation Plan showing all areas designed for open space/recreation, their proposed use, the organization intended to maintain such spaces and the relation of the proposed facilities with existing Township facilities.
- ____27. A Fiscal Impact Report indicating the impact of the project on Township services, the cash flow of the project, and an indication of pro rata share of necessary improvements. (For developments of twenty-five (25) or more dwelling units)

- ____28. A Modification Report, if applicable, showing the modifications of Township standards requested, along with supporting documentation.
- ____29. A Preliminary Utilities Plan at the same scale of the site plan showing:
- A. The location of existing utility structures such as water and sewer mains, gas transmission lines and high tension power lines on the subdivision and within 200' of its boundaries.
 - B. Plans of proposed improvements and utility layouts, including sewer, water and storm drains showing all proposed connections to existing systems. If service will be provided by an existing utility company, a letter from that company stating that service will be available before occupancy will be sufficient. When individual on-lot water or sewage disposal is proposed, the plan for such system shall be approved by the appropriate Township, County, and State agencies, and the result of percolation tests shall be submitted with preliminary plan under conditions designated by the Township and the County Board of Health, and/or the Pinelands Commission. Where applicable, the utility company letter must indicate that wet hook-ups will be available for each subdivided lot. If private utilities are proposed, they shall comply full with all Township, County, and State regulations.
- ____30. In the case of a planned and/ or cluster development, the application for preliminary approval shall contain, in addition to the items specified above, the following:
- A. Common open space map at a scale the same as the site plan showing all areas of the site to be designated as common open space and the designation of each area according to its proposed use, and the type, size general location of planting or other screening techniques to be used in designated buffer areas. The map shall also denote the size of each designated area in acres and the total common open space area in acres as a percentage of the site, in conformance with applicable ordinances.
- ____31. A photograph of the premises in question from the opposite side of street.
- ____32. Areas in which construction is prohibited due to presence of stream corridors and/or steep slopes.
- ____33. All areas to be disturbed by grading or construction.
- ____34. Location of existing and proposed wells and septic systems.
- ____35. Location of all monuments, corners and other points established in the field, whether set or to be set. The material or 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 kind of metal, the diameter, length and weight per lineal foot of the monuments.

- ____36. Natural Resource Inventory Information including:
- ____ a. Soil types as shown on the current Soil Conservation Soil Survey Maps
 - ____ b. Soil depth to restrictive layers of soil.
 - ____ c. Soil depth to bedrock.
 - ____ d. Permeability of the soil by layers
 - ____ e. Height of soil water table and type of water table
 - ____ f. Flood plain soil (status)
 - ____ g. Limitation for foundations
 - ____ h. Limitation for septic tank absorption field (only where septic tank is proposed for use)
 - ____ i. Limitation for local roads and streets
 - ____ j. Agricultural capacity classifications
 - ____ k. Erosion hazard
- ____37. Landscaping Plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation be included. Proposed sight easement shall also be shown on this plan.
- ____38. Soil Erosion/Sediment Control Plan which complies with Soil Conservation Service requirements.
- ____39. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than for residential purposes shall be noted.
- ____40. The plan/project shall be designated in compliance with the Land Subdivision and Zoning Ordinance of the Township and other applicable standards of the State, County and local agencies.
- ____41. All applicable fees must be paid with submission.
- ____42. No application will be deemed “complete” until all taxes and sewer assessments are paid up-to-date.
- ____43. In the Pinelands Area, no application shall be deemed “complete” until a Certificate of Filing from the Pinelands Commission or other evidences of Pinelands Commission review in accordance with Chapter 225, Article VI-A of this Code is submitted by the applicant

____44. The maps for submission must be folded and have title block clearly visible.

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 40, 41 and 42 are applicable in all cases and cannot be waived.