

**HOPEWELL TOWNSHIP  
LAND DEVELOPMENT REGULATIONS ORDINANCE  
CHECK LIST “C” – MAJOR SUBDIVISION**

INSTRUCTIONS: Fill in the name of the applicant or the development and date below. Then using the column of brackets at left, mark each set of brackets with either: (1) an “X” or check mark “√” if the items are addressed or included in the submission; (2) with an “N/A” if you believe it to be not applicable to your application and then include your reasons for so marking the item on a separate page; or (3) with “WR” for waiver requested and be sure to include a separate sheet of all waivers requested and the reasons for same. Any applicant seeking major subdivision preliminary / final approval shall submit required application and checklist materials to the Hopewell Township Construction Office at least 20 days prior to the Land Use Board meeting at which action by the Board with jurisdiction over the application may be taken.

Name of Applicant/Development \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATIVE DETAIL**

		Official Use <u>Only</u>
C 1. [ ]	One (1) copy of the appropriate application form(s), completely filled in and signed by the applicant. If any item is not applicable to the application, it should be so indicated on the application form(s).	[ ]
C 2. [ ]	Receipt indicating that all applicable escrow fees are paid and a signed escrow agreement.	[ ]
C 3. [ ]	Certification that taxes are paid. (Tax Collector’s signature required on application form.)	[ ]
C 4. [ ]	Affidavit of ownership. If the applicant is not the owner, applicant’s interest in land, e.g. tenant contract purchaser, lienholder, etc., and a copy of the document creating that interest (prices may be deleted.)	[ ]
C 5. [ ]	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by <u>N.J.S.A. 40:55D-48.1, et seq. Legal representation required for corporations and partnerships at Board hearings.</u>	[ ]
C 6. [ ]	Name and addresses of witnesses and their expertise, if any.	[ ]
C 7. [ ]	Statement as to any application requirements for which a waiver is sought, together with a statement of reasons why waivers should be granted.	[ ]
C 8. [ ]	A list of all other requirements or standards of the Township Land Development Regulations Ordinance that are not met by the application and for which a waiver or variance is sought.	[ ]

**PLAT REQUIREMENTS**

		Official Use Only
C 1. [ ]	<p>Fourteen (14) copies of the major subdivision preliminary plat separately folded with the title block showing. The plat shall be clearly and legibly drawn and shall be based on a field survey. The plat shall conform to the requirements, as set forth herein, as to form, content and accompanying information as well as the provisions of N.J.S.A. 46:23-9.9 et seq.</p>	[ ]
	<p>The preliminary plat shall be clearly and accurately drawn or reproduced at a suitable scale. The preliminary plats shall be designed in accordance with the provisions of the Township Land Development Regulations Ordinance and shall show or be accompanied by the following information:</p>	[ ]
C 2.[ ]	<p>The plat shall have a graphic scale of not less than one (1) inch equals one hundred (100) feet and be based on a certified boundary study and drawn by a New Jersey Licensed Land Surveyor with design improvements drawn by a New Jersey Licensed Professional Engineer. Sheet sizes shall be of thirty by forty-two (30 x 42) inches; twenty-four by thirty-six (24 x 36) inches, fifteen by twenty-one (15 x 21) inches, or eight and one-half by thirteen (8 ½ x 13) inches. If more than one (1) sheet is required to show the entire subdivision, a separate composite map shall be drawn showing the entire subdivision and listing the sheets on which the various sections thereof are shown.</p>	[ ]
C 3.[ ]	<p>The plat shall have a key map with North arrow, showing the entire subdivision in relation to the surrounding area, including the names of principal roads, and at a scale of not less than one (1) inch equals two thousand (2,000) feet.</p>	[ ]
C 4.[ ]	<p>Title block with the name of the subdivision; any development names previously associated with the applicant; the name of the municipality; township tax map sheet, block and lot numbers; date of preparation and most recent revision; meridian; graphic scale: the names, addresses and telephone numbers and signatures of the owner, subdivider and person(s) who prepared the plat(s), including the seal(s) of the latter affixed to the applicable plat sheets. If the subdivider is not the owner of the subject property, the plat shall be accompanied by a statement indicating the interest of the applicant and consent of the owner to the application.</p>	[ ]
C 5.[ ]	<p>The names of property owners within two hundred (200) feet of the extreme limits of the subdivision as disclosed by the most recent tax records.</p>	[ ]
C 6.[ ]	<p>Tract acreage to the nearest one hundredth (0.01) of an acre; the number of new lots, each lot line dimension, and each lot area, to the nearest square foot.</p>	[ ]
C 7.[ ]	<p>Zoning districts and zoning district lines in which the subdivision is located and/or abuts.</p>	[ ]
C 8.[ ]	<p>Existing and proposed contours at one (1) foot intervals. All elevations shall be related to a bench mark noted on the plan and wherever possible shall be based on U.S.G.S. mean sea level datum or approved local datum. Contours should show</p>	



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[ ]	f The location, extent and water level elevation of all existing or proposed lakes or ponds on or within three hundred (300) feet of the development.	[ ]
C11.[ ]	Plans and computations for any storm drainage systems, with compliance to the Township's Storm Water Management Plan Ordinances, including the following:	[ ]
[ ]	a. 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.	[ ]
[ ]	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.	[ ]
C12.[ ]	The names, locations and dimensions, including cartway and right-of-way widths, of all existing streets within a distance of two hundred (200) feet of the boundaries of the development, existing driveways and any connections from proposed streets, sidewalks and bike routes in the development to any adjoining street(s), sidewalk(s) or bike route(s) and what off-site extensions, if any, will be made to nearby arterial and collection streets as those streets are shown on the adopted Township Master Plan. New streets, and their names, require Township approval.	[ ]
C13.[ ]	The names, locations, paved widths, rights-of-way widths and purpose(s) of existing and proposed easements, driveways and other rights-of-way in the proposed subdivision. The text of any deed restrictions and the description of all existing and tentatively proposed easements shall accompany the plat. A copy of any existing or proposed protective covenants or deed restrictions applying to the land being subdivided.	[ ]
C14.[ ]	All proposed lot lines, and all existing lot lines to remain and those to be eliminated. All setback lines required by this Ordinance with the dimensions thereof and any municipal boundary line where the boundary is within the tract or within two hundred (200) feet of the tract. All lot(s) to be reserved or dedicated to public use shall be identified. Each block shall be numbered, and the lots within each block shall be numbered consecutively beginning with the number "1".	[ ]
C15.[ ]	Locations of all existing structures and their use(s) in the tract and within two hundred (200) feet thereof, showing existing and proposed front, side and rear yard setback distances, structures of potential historic significance and an identification of all existing structures and uses to be retained and those to be removed.	[ ]
C16.[ ]	Plans and profiles of all existing streets immediately adjacent to the subdivision, along with all proposed streets within the subdivision.	[ ]
C17.[ ]	Plans and profiles of proposed improvements and utility layouts (sanitary sewers, storm sewers, erosion control, excavation, etc.) showing location, size, slope, pumping stations and other details as well as feasible connections to any existing or	

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	<p>proposed utility systems. If private utilities are proposed, they shall comply fully with all municipal, county and state regulations. If service will be provided by an existing utility, a letter from that utility, shall be submitted stating that the service will be available before occupancy of any proposed structures requiring such service. When on-site water or sewage disposal is proposed, the proposed location of the well, and the location and results of permeability tests, and sufficient information to assure that the grading plan for the major subdivision will be maintained as a result of such on-site utility location. 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.</p>	[ ]
C18.[ ]	<p>Identification of any area to be reserved for public use and acceptable for Township recreational purposes, approved by the Land Use Board.</p>	[ ]
C19.[ ]	<p>A landscaping and buffering plan showing any existing or proposed buffer 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 plants and trees with dimensions, appropriate time of planting and method of planting in detail.</p>	[ ]
C20.[ ]	<p>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, distances from intersections and illumination factors for all street lighting shall be provided.</p>	[ ]
C21.[ ]	<p>An itemization of all improvements to be made to the site and such other improvements on-site, off-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 Municipal Engineer may formulate a performance guaranty estimate.</p>	[ ]
C22.[ ]	<p>Details, locations and information on any proposed signs to be erected, constructed or to be placed anywhere on the property involved.</p>	[ ]
C23.[ ]	<p>In the case of a 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.</p>	[ ]
C24.[ ]	<p>Traffic impact study prepared, signed and sealed by a professional engineer licensed in the State of New Jersey.</p>	[ ]
C25.[ ]	<p>An environmental impact statement which shall address the existing conditions at the site and the effect of the proposed development upon those conditions, including any adverse environmental impacts on existing conditions that will occur as a result of the proposed development either on-site or off-site and the way the applicant proposes to eliminate, reduce or offset such adverse impacts. The conditions to be addressed in</p>	

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	<p>the impact statement shall include, but are not limited to, the following: topography, geology, hydrology, soils, vegetation and wildlife and their habitats and including endangered and/or threatened, archaeological, historic, cultural significant areas or structures, scenic vistas, groundwater supply and quality, surface water supply and quality, air quality, and any other conditions required to be addressed by the Land Use Board. An environmental impact statement shall have the content as shown on the attached Schedule C “Content of Environmental Impact Statement”.</p>	[ ]
	<p>The Land Use Board may at its discretion where deemed appropriate, reduce the conditions to be included in any environmental impact statement for a particular development application where such information is not deemed necessary.</p>	[ ]
C26.[ ]	<p>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 and Energy; or letter of interpretation from the N.J.D.E.P. indicating that the proposed activity within the subdivision requires no wetlands permit or delineation. The Land Use Board may waive this application requirement upon the recommendation of the Township Engineer, if the applicant submits a signed statement by a New Jersey licensed engineer or land surveyor that:</p> <p>[ ] a. He/She has personally visited the subject property and concluded a site investigation as necessary to determine that there are no wetlands or transition areas on the subject property.</p> <p>[ ] b. He/She has examined the subject property on a national wetlands inventory map.</p> <p>[ ] c. He/She has reviewed the soils on the subject property as set forth in the Cumberland County Soil Survey Map as issued by the United States Department of Agriculture.</p> <p>[ ] d. He/She has certified that there are no wetlands or wetland transition areas on the subject property.</p> <p>[ ] e. 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.</p>	[ ]
C27.[ ]	<p>Provision of information on waste management requirements.</p>	[ ]
C28.[ ]	<p>For any application having a reserve parcel resulting from a subdivision which is capable of being subdivided later 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 a rough indication of an acceptable layout of the remainder of the tract to assure that there is no adverse effect upon the development or provision of access to the remainder of the tract.</p>	[ ]

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C29.[ ]	In the case of a development for which a homeowners association is required, the site plan 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 functions for which it is designed. Information to be submitted by the applicant in this regard and subject to approval or 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 and his/her successor(s) as well as the Township.	[ ]
[ ]	c. Permanency of common, buffer, open space, recreational areas and 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, recreational areas and drainage improvement facilities.	[ ]
[ ]	g. The restrictions, covenants and other devices establishing the automatic membership in the association and the responsibilities of that membership.	[ ]
[ ]	h. Such other information as necessary to assure that the provisions of the Township Land Development Regulations Ordinance is satisfied.	[ ]
C30.[ ]	A certification of the Township Tax Assessor certifying the identification of all abutting land that is assessed as qualified farmland under the New Jersey Farmland Assessment Act.	[ ]
C31.[ ]	A list of waivers requested from the site plan details listed herein this subsection and/or any waivers from the design standards.	[ ]
C32.[ ]	Signature block for Land Use Board Chairperson, Secretary and Township Engineer.	[ ]
C33.[ ]	List of all required outside agency approvals and evidence of application for same.	[ ]

(Additional Requirements for **Final** Plat on Page 8)

**FINAL PLAT REQUIREMENTS**

		Official Use Only
C34.[ ]	The final plat shall be drawn in ink on tracing cloth or its equivalent, at a scale of not less than one (1) inch equals fifty (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 (1) translucent tracing cloth or its equivalent copy, and fourteen (14) black-on- white prints.	[ ]
C35.[ ]	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 and other site lines, with accurate dimensions, bearings or deflection angles, and radii arcs and central angles of all curves.	[ ]
C36.[ ]	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.	[ ]
C37.[ ]	New blocks and lots shall be numbered so as to conform with the Township Tax Map.	[ ]
C38.[ ]	Minimum building setback lines on all lots and other sites.	[ ]
C39.[ ]	Certification from Tax Assessor that all taxes are paid to date.	[ ]
C40.[ ]	Signature blocks for the Land Use Board Chairperson and Secretary, Township Engineer and all other endorsements required by law.	[ ]
C41.[ ]	The location and description of all monuments as required by the Township Development Regulations Ordinance and the New Jersey Map Filing Law.	[ ]
C42.[ ]	Map Filing Law certification block.	[ ]
C43.[ ]	Map Filing Law monumentation details.	[ ]
C44.[ ]	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.	[ ]