

**HOPEWELL TOWNSHIP
LAND DEVELOPMENT REGULATIONS ORDINANCE
CHECK LIST “A” – MINOR 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 minor 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> |
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| A 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). | [] |
| A 2. [] | Receipt indicating that all applicable application fees are paid. | [] |
| A 3. [] | Receipt indicating that all applicable escrow fees are paid and a signed escrow agreement. | [] |
| A 4. [] | Certification that taxes are paid. (Tax Collector’s signature required on application form.) | [] |
| A 5. [] | 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.) | [] |
| A 6. [] | 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</u> , et seq. <u>Legal representation required for corporations and partnerships at Board hearings.</u> | [] |
| A 7. [] | Name and addresses of witnesses and their expertise, if any. | [] |
| A 8. [] | Statement as to any application requirements for which a waiver is sought, together with a statement of reasons why waivers should be granted. | [] |
| A 9. [] | 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 DETAILS

| | | Official Use <u>Only</u> |
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| A 1. [] | <p>Fourteen (14) copies of the minor subdivision plan 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 plat shall be drawn at a suitable scale to enable the entire tract to be shown on one (1) sheet and shall show the following items:</p> | [] |
| A 2. [] | A key map with North arrow showing the entire development and its relation to surrounding areas at a scale of not less than one (1) inch equals two thousand (2,000) feet. | [] |
| A 3. [] | The Township Tax Map sheet, block and lot numbers for the tract and all adjacent lots, title, graphic scale, date of original drawing and the date and substance of each revision. | [] |
| A 4. [] | Name and address of the owner, subdivider and person preparing the plat. If the owner is not the applicant, then the interest of the applicant and owner's signed consent to the filing of the application. | [] |
| A 5. [] | The names of all adjoining property owners and property owners within 200 feet of the property involved as disclosed by the most recent tax records. | [] |
| A 6. [] | The signature and seal of a New Jersey licensed land surveyor. | [] |
| A 7. [] | The classification of the zoning district in which the proposed subdivision is located. If the property lies in more than one (1) zoning district, the plat shall indicate all the zoning district lines. All front, side and rear setback lines shall be shown conforming to the Ordinance. | [] |
| A 8. [] | The legal description and street address, if any, of the subject property, its entire acreage and the acreage of the area(s) being subdivided. | [] |
| A 9.[] | All existing and proposed lot lines and any existing lot lines to be eliminated with said lines certified by a New Jersey licensed land surveyor. | [] |
| A10.[] | All existing structures, uses and wooded areas within the portion to be subdivided and within two hundred (200) feet of the subject property; also, any isolated trees with a diameter of six (6) inches or more measured 4.5 feet (DBH) above ground level on the property involved. | [] |
| A11.[] | All streams, lakes and drainage rights-of-way within the limits of the tract(s) being subdivided and within two hundred (200) feet thereof, including the location, width and direction of flow of all streams, brooks and drainage structures; existing natural or man-made features to be removed or relocated; flood hazard area and floodway lines, steep slopes in excess of five percent (5%). | [] |

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| | | Official Use Only |
| A12.[] | 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: | |
| [] | a. He/She has personally visited the subject property and conducted a site investigation as necessary to determine that there are no wetlands or transition areas on the subject property. | [] |
| [] | b. He/She has examined the subject property on a national wetlands inventory map. | [] |
| [] | 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. | [] |
| [] | d. He/She has certified that there are no wetlands or wetland transition areas on the subject property. | [] |
| [] | 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. | [] |
| A13.[] | All existing and proposed streets, roads, easements and rights-of-way within and adjoining the proposed subdivision, with existing right-of-way widths clearly indicated and as proposed in the Township Master Plan. Existing and proposed driveways or other entrances onto a public street. Street names, existing or proposed sight triangles or other easements and their purposes shall be shown. New streets, and their names, require Township approval. | [] |
| A14.[] | The location and width of all existing or proposed utility easements in the area to be subdivided. | [] |
| A15.[] | The location of any existing or proposed open space or recreational areas within or adjacent to the lots involved in the subdivision. | [] |
| A16.[] | 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. | [] |
| A17.[] | The location of any municipal boundary lines within two hundred (200) feet of the subdivision. | [] |

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| A18.[] | Copy of and plan delineation of any existing or proposed deed restrictions. | Official Use <u>Only</u> [] |
| A19.[] | Copy of and plan delineation of any existing or proposed easements or lands reserved or dedicated to public use or protective covenants. | [] |
| A20.[] | Signature block for Chairperson, Secretary and Engineer. | [] |
| A21.[] | List of all required outside agency approvals and evidence of application for same. | [] |