

APPLICATION NAME AND # _____

CHECKLIST COMPLETED BY: _____ DATE: _____
Signature and printed name

BRIDGETON SUBDIVISION APPLICATION CHECKLIST

TO SUBDIVISION APPLICANTS:

The attached checklist is to assist you in the submission of subdivision development plans for review to the City of Bridgeton Planning Board or to the Board of Adjustment.

This checklist is intended only as an aid for applicants. It is the applicant's responsibility to include all the necessary information according to the Land Subdivision Ordinance of the City of Bridgeton. Attention should be paid to Article III: Procedures and Article IV: Plat Details. Omission of items may result in the Board declaring the application incomplete. NOTE: All pages must be initialed and dated by person completing form

It is the applicant's responsibility to forward the application to the County Planning Board, and any other pertinent agency.

Fourteen days prior to the Board meeting, applicants are to submit sixteen (16) copies of:

- Application,
- Sketch plat, and
- Completed checklist

to the Planning Board office. Based on staff review of this information, the Board will classify the application as a Minor Subdivision and vote for approval/disapproval

OR

The Board will classify the application as a Major Subdivision and require the submission of a Preliminary Plat. If the applicant chooses to submit a Preliminary Plat for a Major Subdivision, without first submitting a sketch plat, the application will be reviewed for **completeness only** at the subsequent Planning Board meeting.

A minor subdivision is defined as a subdivision of land into three (3) or fewer lots that does NOT involve:

- New streets or reconstruction of existing streets;
- Improvement of existing street, including paving;
- Extension of municipal services;
- Frontage on an arterial or collector street;
- Adverse impact to the development of the remainder of the parcel;
- Adverse affect to adjoining properties;
- Conflict with the Master Plan, Official Map, Zoning Ordinance, or the Land Subdivision Ordinance.

All major subdivisions and any minor subdivisions requiring variances are subject to a public hearing with personal notice to neighboring property owners and public notice in the City newspaper. Please see Section 311-43(J) for requirements.

Prior to filing of an application and Sketch Plan, the applicant should:

1. Consult with the Cumberland County Soil and Water Conservation District for erosion and sediment control plans and to obtain a report on soil characteristics of the site for the Board.
2. Consult with the City Department of Public Works with regard to connecting to water and sewer lines and obtain a signed statement from the Department as to feasibility of water and sewerage connections.

At a minimum a **sketch plat** should include the following details:

**	WORK ITEM	REMARK
	APPLICATION FORM/CHECKLIST/PLANS	12 copies
	APPLICATION FEE	To be determined by Planning Office; the Planning Board will determine any escrow at the completeness review
	List of variances sought	If any
	Key map	Showing entire subdivision and its relation to surroundings
	TITLE BLOCK, including the words:	Place in lower right hand corner of Plan
	Sketch Plat for "Name of Subdivision"	
	Situated in City of Bridgeton,	
	Cumberland County, NJ	
	Owner and/or Applicant name and address	If applicant is not owner, certification of owner consent to application must be included
	Scale	Not less than 1"=100'
	Date	
	Name and title of person preparing plan(s)	
	INFORMATION BLOCK, including:	Place above Title Block
	Acreage of entire tract	
	Acreage of area being subdivided	
	Number of new lots being created	
	Zoning district(s) in which tract located	
	APPROVAL BLOCK, including boxes as follows:	Place in upper right corner of sketch plat
	"Approved as a Minor Subdivision" and the statement "No further City action necessary."	with spaces for signatures of City of Bridgeton Planning Board Chair and City Engineer
	"Approved as a sketch plat for a major subdivision" and the statement "Applicant may proceed with Preliminary Plat preparation."	with spaces for signatures of City of Bridgeton Planning Board Chair and City Engineer
	Existing lot lines of record within the subdivision and within 200'	
	Location of that portion of tract to be subdivided in relation to entire tract	
	Proposed lot lines and existing lot lines to be eliminated clearly indicated	
	Tax Map sheet block and lot numbers	
	Names of owners of all abutting lots	Using latest tax records
	All existing structures and natural features on tract and on abutting parcels	
	Existing and proposed streets or roads within or adjoining proposed subdivision	Show Right-of-way widths
	Location and size of existing and proposed utility easements in area to be subdivided	
	Location, size and direction of all streams, drainage structures and ditches in area to be subdivided and within 200' of proposed subdivision	
	Show location of percolation tests on plat if necessary	For Minor Subdivision final approval
	Soil erosion and sediment control and Soil characteristics report	For Minor Subdivision final approval
	Certification from Tax Collector that municipal taxes are current	For Minor Subdivision final approval
	Statement from Department of Public Works assuring sewer and water connections or approvals from local and state agencies for private water and sewage disposal	For Minor Subdivision final approval

* W = request for waiver of item
 X = item included on site plan or application
 N/A = item not applicable to this application

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 Initials of person completing _____

A **Preliminary Plat** must be submitted at least two (2) weeks prior to the Board meeting for consideration, and should contain, at a minimum, the following information:

**	WORK ITEM	REMARK
	APPLICATION FORM/CHECKLIST/PLANS	14 copies
	FEE	To be determined by Planning Office
	List of variances sought	If any
	Key map	Showing entire subdivision, proposed streets, and relationship to surrounding areas
	Graphic scale and north arrow	Showing true north
	TITLE BLOCK, including:	Place in lower right hand corner of Plan
	“Preliminary Plat not to be recorded”	
	Name of Subdivision	
	Situating in City of Bridgeton,	
	Cumberland County, NJ	
	Owner name and address	Owner of record
	Name and address of subdivider	If different from owner
	Scale	Not less than 1”=100’
	Date	
	Name, address and title of person preparing plan(s)	
	INFORMATION BLOCK, including:	Place above Title Block
	Acreage of entire tract	To nearest tenth of acre
	Acreage of area being subdivided	To nearest tenth of acre
	Number of new lots being created	
	Zoning district(s) in which tract located	
	Reference meridian	
	Contour reference datum	
	City tax map sheet, block and lot numbers	
	APPROVAL BLOCK, including boxes as follows:	Place in upper right corner of plat
	“Approved as a preliminary plat Major Subdivision” and the statement “Applicant may proceed with Final Plat preparation.”	with spaces for signatures of City of Bridgeton Planning Board Chair, City Mayor and City Engineer
	The following EXISTING CONDITIONS :	
	Property lines	
	Streets	
	Buildings (differentiate those to be removed)	
	Watercourses	
	Railroads	
	Bridges	
	Culverts	
	Drain pipes	
	Easements	
	Utility lines (underground and overhead)	
	Rock formations	
	Wooded areas	
	Trees greater than 5” diameter	
	Other pertinent natural features	
	Zoning district boundaries	If tract is located in more than one district
	Contour lines at 2’ intervals	Reference to approved datum
	Test borings to show depth to rock	If requested by Board under Section 402.3.3.1
	Boundaries of floodplains of all watercourses within or adjacent to subdivision	Show profiles of stream beds within subdivision and 300’ up and downstream from proposed development
	Cross sections of watercourses at: 1. point where any watercourse crosses subdivision boundary 2. Maximum of every 300’ within subdivision	Showing: extent of floodplain top of bank normal water level and bottom elevations
	Location and extent of drainage and conservation easements	Show Right-of-way widths

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Preliminary Plat details, cont.:

**	WORK ITEM	REMARK
	Location of stream encroachment lines	
	Location, extent and water level elevation of ponds and lakes within or adjacent to subdivision	
	Any requirements of the Cumberland County Subdivision Review and Approval Resolution	Regarding the drainage basin
	The following PROPOSED CHANGES:	Show clearly and conform to Design Standards of Ordinance
	Proposed property lines	
	Building setback lines from all streets	
	Location of proposed buildings	Can be tentative
	Location of culverts and bridges	Show cross sections at 50' intervals up and downstream of any proposed culvert or bridge
	Tentative grading plan at 2' intervals	
	Tentative elevations at all proposed property corners	
	Plans for erosion and sediment control	
	Location, extent and water level elevation of any proposed lakes or ponds	
	Slope stabilization plan and measures if any watercourses are to be altered	Sections and profiles to be shown of any changes
	Utility layouts for sewers, storm drains, water, gas and electricity	Show feasible connections to existing or proposed systems
	Storm drainage systems showing existing and proposed storm sewer lines:	
	Size and profile	
	Direction of flow	
	Location of inlets and manholes	
	Location and size of proposed water conservation devices	Recharge basins, dry wells, retention basins etc.
	Plans for connecting to existing or proposed sanitary sewer system showing:	Where public sewage disposal is available
	Location, size and slope of all lines	
	Location of existing or proposed pumping stations	
	Connections to existing facilities	
	Location and results of percolation tests	Where public sewage disposal is not available
	Location and size of all existing and proposed water mains in subdivision and adjacent to it	
	Location of any other proposed utilities	Easement agreements must be attached
	Identify land to be dedicated or reserved for public	
	Plans for preservation of existing important natural features	
	Plans for modification to any existing manmade features	
	Future street system	if subdivision has future phase(s)
	Evidence of submission of improvements to the NJ Div. Of Water Resources	When watercourse is proposed for alteration or when drainage structure affects stream draining more than 1/2 sq. mile.
	Statement from City Dept. of Public Works as to sewerage and water supply availability	
	Approval from local, County and State agencies	If private water and sewage disposal system is to be utilized
	County Soil and Water Conservation District report on soil characteristics of site	City Engineer to establish whether additional test borings are needed to determine development capability of soils
	Copies of any existing or proposed protective covenants or deed restrictions impacting on proposed subdivision	
	Certification by person preparing plat as to accuracy	

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Final Plat information, cont.:

**	WORK ITEM	REMARK
	Utility easements and other rights-of-way	
	Land to be reserved and/or dedicated to public use	Show purpose of dedication or reservement
	Numbered blocks and lots	Begin with Lot #1 where possible
	Location and description of all monuments within Tract	
	Names of all owners of adjacent land outside subdivision	
	Plans, profiles and other details to supplement Preliminary Plat for all required improvements	As requested by City Engineer
	Any changes from proposals on Preliminary Plat should be clearly marked	
	Approval from County Engineer for any culvert or structure falling under County purview	Permit from Division of Water Resources should accompany any necessary County approval for drainage, bridge or culvert
	ACCOMPANYING DOCUMENTATION:	
	Letter from the Postmaster approving street names	
	Certification by engineer or surveyor as to accuracy of Final Plat	
	Certification that applicant is agent or owner of land or that owner of record has given consent under an option agreement	Submit proof of agreement if land is optioned
	Certificate from Tax Collector that all taxes are paid to date	Including local improvement assessments on tract, either as a whole or apportioned among new lots
	Written report from City Engineer stating:	
	All improvements on Final Plat are in conformance with conditions on Preliminary Plat	
	Receipt of a map showing location and elevations of all utilities AND that	In exact location and elevation
	a. All improvements are installed in accordance with City regulations OR	As builts have been received by City Engineer
	b. A performance guarantee has been posted ensuring all required improvements will be installed within 12 months	City Engineer to determine amount
	Key map (at not less than 1" = 200') showing entire Subdivision with all streets and property lines as approved in the Preliminary Plat and delineating portion for which Final Approval is being requested	If partial Final Approval is being requested

After Final Approval and signing, Applicant should provide additional prints of the Final Plat to:

- City Clerk
- City Engineer
- Dept. of Housing and Inspections
- Board of Adjustment
- Tax Assessor
- Tax Collector
- County Planning Board
- County Recording Officer

Final Plat cannot be filed until the following are provided:

- Performance guarantee in favor of the City for installation of improvements (for 120% as determined by City Engineer);
- Provision for posting two year maintenance guarantee with City Council as improvements are accepted (not to exceed 15% of cost of improvement)

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