

CHECKLIST

Final and Amended Major Subdivision Plats and Final and Amended Major Site Plans

The documents, details and information contained herein are required for approval of a final major subdivision or site plan, unless specifically waived by the approving authority.

Note: See § 148-103 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. Application Form (20 completed copies).
2. Application fees and escrow fees in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements.
3. Plats or plans (20 folded copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded with title block revealed.
4. Architectural floor plans and elevations (20 folded copies) prepared by an architect certified in New Jersey (site plans only).
5. Scale of not less than 1" = 100'; one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
6. All details stipulated in § 148-103B of the Ordinance.
7. All additional details required at the time of preliminary approval.
8. For final subdivision plats, plat details and certifications required by the Map Filing Law.
9. A section or staging plan, if proposed.
10. Detailed architectural and engineering data as required by Ordinance.
11. Certification from the Township Tax Collector that all taxes are paid up to date.
12. Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by Ordinance.
13. Certification of ownership or authorization to file application.
14. Certification, in writing, from the applicant to the Board that the applicant has:
 - a. Installed all improvements in accordance with the requirements of the Ordinance; and/or

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- b. Posted a performance guaranty in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements, of the Ordinance; and/or
 - c. Letter from applicant's engineer regarding conformance with preliminary plat.
15. A statement from the Township Engineer that all improvements installed prior to application have been inspected as provided in Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements, of the ordinance, and that such improvements installed prior to application for final approval that do not meet or exceed Township standards shall be factored into the required performance guaranty.

NOTE: The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order to the Board to make an informed decision and/or unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared checklist.

CHECKLIST
Minor Subdivision Plats and Minor Site Plans

The documents, details and information contained herein are required for approval of a minor subdivision or site plan, unless specifically waived by the approving authority.

Note: See § 148-101 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. Application forms and checklists (20 completed copies).
2. Application fees and escrow fees in accordance with Article XI, Fees, Guaranties Inspections and Off-Tract Improvements.
3. Plats or plans (20 folded copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded with title block revealed.
4. Architectural floor plans and elevations prepared by a New Jersey certified architect (site plans only) (20 copies).
5. Copies of any protective covenants, deed restrictions and easements (20 copies).
6. Certification by the tax collector indicating that all taxes and assessments are paid to date.
7. Identification of all waivers sought (20 copies).
8. Scale of not less than 1" = 100'; one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
9. Key map at less than 1" = 2000'.
10. Title block:
 - a. Name of subdivision or development, Readington Township and Hunterdon County
 - b. Name, title, address and license number of the professional or professionals who prepared the plot or plan;
 - c. Scale (written and graphic); and
 - d. Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
11. Name, title, address and telephone number of the applicant, owner or owners of record and the name, title and address of the professional staff for the application (i.e., attorney, planner, traffic engineer).
12. Acreage figures (both with and without areas within public right-of-way) and North arrow.

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13. Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map.
14. Subdivision or development boundary line (heavy solid line).
15. The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as treed areas, and any historic features such as family burial grounds and buildings more than 50 years old, both within the tract and within 350 feet of its boundary.
16. The location and width of all existing and proposed utility easements.
17. Zoning districts affecting the tract, including district names and requirements, with proposed variance requests noted on the plat or plan.
18. Proposed buffer and landscaped areas (site plans only).
19. Delineation of floodplains, including both floodway and flood fringe areas, and lands with a topographic slope 15% or greater.
20. Wetlands and wetland transition areas, including a letter of interpretation or a letter of exemption from the Department of Environmental Protection (or proof of application) and copies of prepared wetlands report. The location of marshes, ponds, and hydric soil lands within the tract and within 350 feet.
21. Contours as shown on the U.S.G.S. topographic sheets.
22. The names of all adjacent property owners as they appear on the most recent tax list prepared by the Township Tax Assessor.
23. Sight triangle easements, as applicable.
24. Concerning minor subdivisions only, existing and proposed monuments.
25. Road right-of-way dedication and improvement, as applicable.
26. Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.
27. Proposals for soil erosion and sedimentation control as required by the Readington Township Soil Erosion and Sedimentation Control Ordinance.
28. Hunterdon County Planning Board application proof of filing.

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Minor Subdivision Plats and Minor Site Plans

- 29. Evidence of compliance with the Readington Township Recycling Ordinance and proof of arrangements for garbage collection where applicable.
- 30. Three (3) copies of storm drainage calculations and plans as required by Ordinance.
- 31. Certification of ownership or authorization to file application.
- 32. Certification by surveyor:

I certify that, to the best of my knowledge and belief this (subdivision plat) (site plan) is based on a field survey made on (INSERT DATE) under my direct supervision, in accordance with rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors. The information shown hereon correctly represents the conditions found as the date of the field survey, except such improvements or easements, if any, below the surface and not visible.

(Affix Seal)

- 33. A preliminary grading plan showing existing and final contours for each lot.
- 34. Results and locations of soil profile pits, soil borings, soil suitability classes and permeability tests in accordance with the requirements of N.J.A.C. 7:9A-1.1 et seq., including a reserve area in accordance with § 268-16B(20), certified by a licensed professional engineer, for each proposed lot and development site.
- 35. The location of potable water wells within 350 feet of the tract boundary.

NOTE: The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order for the Board to make an informed decision and/or unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared checklist.

CHECKLIST
Preliminary Major Subdivision Plats
and Preliminary Major Site Plans

The documents, details and information contained herein are required for approval of a preliminary major subdivision or site plan, unless specifically waived by the approving authority.

Note: See § 148-102 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. Application forms and checklists (20 completed copies).
2. Application fees and escrow fees in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements.
3. Plats or plans (20 folded copies) signed and sealed by a N.J. professional engineer and folded with title block revealed.
4. Architectural floor plans and elevations (20 folded copies) prepared by an architect certified in New Jersey (site plans only).
5. Protective covenants or deed restrictions (20 copies).
6. Certification by the tax collector indicating that all taxes and assessments are paid to date.
7. Identification of all waivers sought (20 copies).
8. Environmental impact statement (20 copies) in accordance with § 148-102.
9. Scale of not less than 1" = 100'; one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
10. Key map at less than 1" = 2000'.
11. Title block:
 - a. Name of subdivision or development, Readington Township and Hunterdon County;
 - b. Name, title, address and license number of the professional or professionals who prepared the plot or plan;
 - c. Scale (written and graphic); and
 - d. Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
12. Name, title, address and telephone number of the applicant, owner or owners of record and the name, title and address of the professional staff for the application (i.e., attorney, planner, traffic engineer).
13. North arrow.

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14. Certification of ownership or authorization to file application.
15. Acreage to the nearest hundredth of an acre and a computation of the area of the tract to be disturbed.
16. The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Code Enforcement Office.
17. Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request.
18. Tract boundary line (heavy solid line).
19. Zoning districts affecting the tract, including district names and requirements, and a comparison to the application.
20. The locations and dimensions of existing and proposed bridges and the location of natural features, such as wooded areas, water bodies (streams, lakes, ponds, rivers), and any extensive rock formations, both within the tract and within 350 feet of its boundaries.
21. The location and species associations of all existing individual trees or groups of trees having a caliper of six inches or more measured four feet above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development.
22. A plan showing the proposed location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planting, the total quantity of each plant, and the location of each plant keyed to the plan or plat.
23. Delineation of floodplains, including both floodway and flood fringe areas, and hydric soil lands; within the tract and within 350 feet thereof.
24. Wetland and wetland transition areas, including a letter of interpretation or a letter of exemption from the Department of Environmental Protection and copies of prepared wetlands reports
25. Location of wells on site and within 350 feet of the site and the status of wells on site and testing in accordance with Article VII, Subdivision and Site Plan Design Standards.

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26. Existing and proposed watercourses (including lakes and ponds) with required information:
 - a. When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the New Jersey Department of Environmental Protection Division of Land Use Regulation or equivalent successor at the time application is made shall accompany the application submission
 - b. Cross-section of watercourses and/or drainage swales at an appropriate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at the locations specified in the Ordinance
 - c. The total acreage of the drainage basin of any watercourse running through or adjacent to the tract;
 - d. The location and extent of drainage and conservation easements and stream encroachment lines;
 - e. The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within 350 feet of the tract.
27. Topography within 350 feet of the site based on NAD 88 with two-foot contour intervals and reference to monuments and identification of benchmarks established on or near the site and as required elsewhere in this chapter.
28. Proposals for soil erosion and sediment control as required by the Readington Township Soil Erosion and Sediment Control Ordinance.
29. Locations of all existing structures as required by Ordinance.
30. Size, height and location of all proposed buildings, structures, signs and lighting facilities.
31. All dimensions necessary to confirm conformity to the Ordinance requirements.
32. The proposed location, direction of illumination, power and type of proposed outdoor lighting including details, luminaires and hours of operation.
33. The proposed screening, buffering and landscaping plan, with the information required by Ordinance.
34. The location and design of any off-street parking area, showing size and location of bays, aisles and barriers.
35. All means of vehicular access or egress to and from the site onto public streets, with the information required by Ordinance.

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36. Plans and computations for any storm drainage systems as required by Ordinance.
37. The location of existing utility structures on the tract and within 350 feet of its boundaries.
38. Plans of proposed improvements and utility layouts as required by Ordinance.
39. In developments served by public water, certification that hydrants and fire flows are adequate. In developments not served by water, certification of the minimum size of water storage tank required for fire-fighting purposes.
40. Plans, cross sections at fifty-foot intervals for new and existing roads and construction details, horizontal and vertical alignment of the center line of all proposed streets and of existing streets abutting the tract as required by Ordinance.
41. Sight triangles, the radius of curblines and street sign locations.
42. Location, area (acres and square feet), use(s), ownership and manner of control of all easements, rights-of-way, open space, conservation areas.
43. Proposed permanent monuments.
44. Proof of compliance with the Readington Township Recycling Ordinance and proof of arrangements for garbage collection if applicable.
45. In the case of any subdivision or site plan submission of a planned development, all of the required information for all of the properties comprising the planned development.
46. For site plan applications, an estimate of construction costs for all on site improvements exclusive of buildings.
47. Variance application if required.
48. Proof of sewer capacity, if applicable.
49. Hunterdon County Planning Board application or proof of filing with the county.
50. Certification by surveyor:

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I certify that, to the best of my knowledge and belief this (subdivision plat) (site plan) is based on a field survey made on (INSERT DATE) under my direct supervision, in accordance with rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors. The information shown hereon correctly represents the conditions found as of the date of the field survey, except such improvements or easements, if any, below the surface and not visible.

(Affix Seal)

51. A preliminary grading plan showing existing and final contours for each lot.
52. Results and locations of soil profile pits, soil borings, soil suitability classes, and permeability tests in accordance with the requirements of N.J.A.C. 7:9A-1.1 et seq., including a reserve area in accordance with § 268-16B(20), certified by a licensed professional engineer, for each proposed lot and development site.
53. Applicable "Standard Construction Specifications for Development Projects" included in Article VII, Subdivision and Site Plan Design Standards, of this chapter.

NOTE: The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order for the Board to make an informed decision and/or unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared checklist.

CHECKLIST
Variance or Conditional Use Applications Related
to Single-Family Homes

The documents, details and information contained herein are required for approval of a variance or conditional use related to a single-family home, unless specifically waived by the approving authority.

Note: See § 148-100 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. Application forms and checklist (20 completed copies).
2. Application fees and escrow fees in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements.
3. Plats or plans (20 copies) clearly and legibly drawn accurately showing conditions.
4. Scale of not less than 1" = 100'.
5. Copies of any covenants, restrictions and easements related to the deed or property (20 copies).
6. Certification by the tax collector that all taxes are paid to date.
7. Identification of all waivers sought (20 copies).
8. Certification of ownership or authorization to file application.

NOTE: The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order for the Board to make an informed decision and/or unique circumstances affect the property and/or when the application for development poses special problems for the property and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared checklist

CHECKLIST
Variance or Conditional Use Applications That
Are Not Related to Single-Family Homes

The documents, details and information contained herein are required for approval of a variance or conditional use not related to a single-family home, unless specifically waived by the approving authority.

Note: See § 148-100 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. Application forms and checklist (20 completed copies).
2. Application fees and escrow fees in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements.
3. Plats or plans (20 folded copies) clearly and legibly drawn accurately showing conditions.
4. Scale of not less than 1" = 100'.
5. Copies of any covenants, restrictions and easements related to the deed or property (20 copies).
6. Certification by the tax collector that all taxes are paid to date.
7. Identification of all waivers sought.
8. Key map at less than 1" = 2,000'.
9. Title block
 - a. Name of application, Readington Township and Hunterdon County;
 - b. Name, title, address of person who prepared the plot or plan;
 - c. Scale (written and graphic); and
 - d. Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
10. Name, title, address and telephone number of the applicant, owner or owners of record and the name, title and address of the professional staff for the application (i.e., attorney, planner, traffic engineer).
11. Acreage figures (both with and without areas within public right-of-way).
12. North arrow.
13. Existing block and lot number(s) of the lot(s) of the parcel as they appear on the Township Tax Map.
14. The location of existing property lines (with bearings and distances), streets, structures (with their numerical dimensions), parking spaces, loading areas,

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Variance or Conditional Use Applications That Are Not Related to Single-Family Homes

driveways, watercourses, railroads, bridges, culverts, drain pipes, existing and proposed wells (including the depth, capacity and quality of on-site wells), any natural features, such as treed areas, and any historic features, such as family burial grounds and buildings more than 50 years old, both within the tract and within 350 feet of its boundary.

15. The location and width of all existing and proposed utility easements.
16. Zoning districts affecting the tract, including district names and requirements, with proposed variance requests noted on the plat or plan.
17. Proposed or existing buffer and landscaped areas.
18. Delineation of floodplains, including both floodway and flood fringe areas, and lands with a topographic slope of 15% or greater.
19. Wetland and wetland transition areas on the subject property, including proof of application for a letter of interpretation or letter of exemption from the Department of Environmental Protection and copies of a prepared wetlands report.
20. Contours as shown on the U.S.G.S topographic sheets.
21. The names of all adjacent property owners as they appear on the most recent tax list prepared by the Code Enforcement Officer.
22. Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
23. Sight triangle easements, as applicable.
24. Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.
25. Evidence of compliance with the Readington Township Recycling Ordinance and proof of arrangements for garbage collection where applicable.
26. Certification of ownership or authorization to file application.

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Variance or Conditional Use Applications That Are Not
Related to Single-Family Homes

NOTE. The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order for the Board to make an informed decision and/or unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations, environmental impact statement and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared checklist.