

**APPENDIX A**

**ADMINISTRATIVE OFFICER**

BOROUGH OF SOUTH PLAINFIELD

SUBDIVISION CHECKLIST

APPLICANT \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

OWNER \_\_\_\_\_ DATE DEEMED COMPLETE \_\_\_\_\_  
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BLOCK (S) \_\_\_\_\_ LOT (S) \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_ AND ADDRESS/LOCATION OF PROJECT:  
\_\_\_\_\_

PROJECT NAME \_\_\_\_\_  
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ENGINEER \_\_\_\_\_  
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A. Two (2) copies of application form: (1) original; (1) copy.

B. Application fees and taxes paid.

( ) C. Twelve (12) copies of site plan-original submission

( ) D. Size of map (8-1/2" x 14", 15" x 21", 24" x 36") (folded; not rolled.)

GENERAL INFORMATION TO BE INDICATED ON THE SUBDIVISION PLAN

( ) E. Name and license number of Engineer/Architect with documents sealed with raised seal, original date and revision dates of drawings.

( ) F. Project identification, name and address of owner and, name and address of applicant.

( ) G. Owner's certificate of concurrence with the plan "I hereby certify that I am owner of record of the site herein depicted and that I concur with the plan". Must be signed by the proper authority.

( ) H. The name and address of the owners of all properties within 200' of the boundaries of the development, as shown by the most recent tax records of all municipalities in which such properties shall lie.

( ) I. Site data schedule showing:

1. A key map of the site not smaller than 1" - 1,000' with reference to surround areas, zoning district (s) and existing street locations within 1,000'.
2. Zoning schedule (required and proposed)
3. Proposed use.
4. Total site area to be subdivided in acres (thousands of an acre) and square feet
5. Dimensions and area in acres and square feet of each lot to be created
6. Proposed building data: height, setbacks, front, side and rear yard distances. Also, show dimensions on the plan.

**THE SUBDIVISION SHOULD BE ACCOMPANIED BY THE FOLLOWING EXHIBITS:**

- ( ) J. Architectural building elevations, project signs.
- ( ) K. Required legend on subdivision for endorsement by Board and Borough Officials.
- ( ) L. Written description of a request for hardship variance, conditional use or specific permit. The applicant will need to submit a form or waiver.
- M. Environmental Impact Statement (EIS) or waiver request.
- N. Written document of request to waive submission of any required subdivision elements. (The applicant must document why a waiver of required elements or exhibits is in the public interest, consistent with the Master Plan, the overall intent of the land use ordinance, and good development practice. \*Note: An application is complete with a waiver request, then the clock starts.
- ( ) O. Additional information and data required by the Planning Board as the result of hearings on the application.

**FOR PRELIMINARY SUBDIVISION:**

- ( ) P. Proof in the form of letters of transmittal that a copy of the application was sent to County Planning Board; adjacent municipality if property is within 200 feet; New Jersey Department of Environmental Protection if stream encroachment or wetlands permit is needed or sewer extension required; Middlesex County Sewerage Authority,

Elizabethtown Water Company or Middlesex Water Company.\*  
Note: Not needed for completeness, but needed for final approval: Letters Q-X.

**FOR FINAL SUBDIVISION:**

- ( ) Q. All conditions of Preliminary Subdivision Approval have been satisfied.
  - R. Borough Tax Assessor for lot numbers.
  - A. Freehold Soil Conservation Service - Soil Erosion Prevention Plan Approval.
- ( ) T. New Jersey Department of Environmental Protection & Energy approvals including but not limited to:
  - 1. Sanitary Sewer Extension Permits
  - 2. Potable Water Works Permits
  - 3. Freshwater Wetlands Letter of Interpretation
  - 4. Freshwater Wetlands Transitional Area Waiver
  - 5. Authorization for Freshwater Wetlands Statewide General Permits
  - 1. Stream Encroachment Permits
- ( ) U. All conditions of Middlesex County Planning Board final approval met.
  - V. Special approvals (utilities, etc.).
- W. All easements, dedications necessary to implement the plan.
- ( ) X. Filed Map as per MFL or deeds.

Person Preparing Check List and Date \_\_\_\_\_

Administrative Officer \_\_\_\_\_

Date \_\_\_\_\_

Date

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BOROUGH OF SOUTH PLAINFIELD

SUBDIVISION CHECK LIST

SUBDIVISION PLAN SHOULD CONTAIN THE FOLLOWING BASIC DATA:

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I.

Scale (not to exceed 1" - 50')

north arrow (with reference

lot(s), tax map number(s).

(graphic and written),

meridian), block(s)

and

- () 2. Survey prepared by a New Jersey Licensed Surveyor (no more than 2 years old) .
- () 3. Property line dimensions showing boundaries of the property existing and proposed monument, building setback lines, easements and areas dedicated to public use, including existing and proposed easements, covenants or deed restrictions, water courses, and rights-of-way in feet and decimals of a foot, and bearings in degree, minutes and seconds.
- () 4. Location of all existing buildings and structures (e.g. walls, fences, culverts), streets, driveways, entrances and exists on the site and within 200 feet thereof. Structures to be removed are to be indicated by dashed lines.
- () 5. Right-of-way widths of existing and proposed roads from the centerline. Pavement width measurements. Distances to the nearest intersections with other public streets.

Plan and profiles of all existing and proposed streets and utilities.

- ( ) 6. Location and dimensions of all proposed buildings and structures, roads, driveways, parking areas, etc.
- ( ) 7. All existing physical features on the site and within 200 feet thereof, including streams, watercourses, flood plains, existing woodlands, existing trees 6 inches in diameter as measured three feet above grade and significant soil and hydrological conditions such as wet-land, cliff, rock, outcroppings, and water flows.
- ( ) 8. Topography showing spot elevations, high and low points, existing and proposed contours at one foot intervals extending 200 feet off-site based on New Jersey Geodetic Control Survey Datum. First floor elevation of all proposed buildings or other structures, also the elevation of the finished grade at each corner of all structures.

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- ( ) 9. Hydrant locations, fire suppression system, public water size of pipe, flow and pressure data.
- ( ) 10. Location and design of existing and proposed storm water systems, sanitary waste disposal systems, potable water supply.
- ( )  
1. Location and type of utilities present including electric, gas, telephone, sewers, storm sewers and water lines. installed shall be underground.  
and proposed  
cable TV, sanitary  
All new utilities
- ( ) 12. Improvements, such as roads, driveways, curbs, bumpers, sidewalks, sewers and utilities shall be indicated with profile and plan views, design and construction details and dimensions.
- ( ) 13. Location and design of off-tract improvements necessitated by the proposed development.

- ( ) 14. Landscaping and buffering plan prepared by a C.L.A. identifying existing and proposed trees, shrubs, bushes, ground cover and natural features such as boulders and rock outcroppings. Indicate botanical and common names of plants and trees, dimensions at time of planting. Buffer areas should include location of landscape screening, fencing of berms (provide details) .
  - ( ) 15. Specify on landscape plan the quantity, size and type of proposed landscaping.
  - ( ) 16. Street trees planted at specified intervals (usually 40' on center) .
  - ( ) 17. Indicate on the landscape plan, existing and proposed fences, their heights and type and other details, all retaining walls and their details.
  - ( ) 18. Storm water runoff control plan.
    - a. Percent of impervious coverage
    - a. Grading plan, including spot elevations. Include adjacent property where drainage may impact.
    - b. Run-off computations for pre-developed and proposed conditions.
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- a. Size, slope, direction of flow, top of curb and grate elevation of structures, invert elevations of all existing and proposed storm drains, drainage ditches, watercourses (50' cross-sections for swales, ditches and channels) .
  - e. Roof leader size and discharge locations.
    - a. Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow and outflow hydro graph for storm water detention/retention facilities.
    - b. Drainage map and calculations showing drainage from contributing area prior to and after development. Indicate the determination of L, Tc & I.

- c. If additional development is proposed on a site with existing detention/retention facilities, provide capacity calculations.
- ( ) 19. Sanitary Sewer Plan. Location and design details of all pipe, manholes, etc. in accordance with Borough-adapted construction standards. Provide an inspection riser monitoring manhole located I foot into the right-of-way. Provide estimated waste water flows.
- ( ) 20. If property is in a flood plain area, it must be noted on the plan.
- ( ) 21. Additional information and data required by Ordinance 762 (Development Review Ordinance) and/or the Planning/Zoning Board as the result of hearings on the application.

**FOR FINAL SUBDTVISION**

In addition to the items listed above please include the following:

- ( ) 22. Engineer's estimate of the cost of the proposed public improvements (sanitary sewer, drainage, pavement, curbing, etc. )
- ( ) 23. Filed Map as per MFL or deeds, which includes minimum building setback line on all lots and names of owners of adjacent properties.
- ( ) 24. Performance Guarantees and Engineering Inspection Fees.
- ( ) 25. As-Built drawings in ink on tracing cloth of final construction with all revisions and corrections.
- ( ) 26. Filed deeds for dedications of rights-of-way.

Person Preparing Check List

Borough Engineer

Date

Date

SITE PLAN/SUBDIVISION REVIEW PROCESS

1. Upon completion of Engineering and Administrative Review, the Application is deemed complete and scheduled for a meeting.
2. The Application is heard for Preliminary Approval. If the applicant has requested waivers, and/or prior approvals have not been obtained such as: Freehold Soil, Middlesex County Planning Board Approval, New Jersey DEP Approval, etc.
3. Board votes on granting or denial of requested waivers.
4. Board imposes conditions as they feel necessary.
5. Board approves or denies Preliminary Approval.
6. Applicant obtains all necessary prior approvals and corrects plans in compliance with the Preliminary Approval Resolution. Applicant submits revised drawings and all necessary documentation for Engineering and Administrative Review.
7. Upon compliance with the Resolution, the application is scheduled for Final Site Plan Approval.
8. Board hears case for Final Approval.
9. Board grants or denies Final Approval.
10. Plans are signed by Board Chairman and Secretary.
11. Resolution is memorialized
12. Case is Filed.

Should the applicant have no waiver requests, and/or approvals pending, the Board can grant Preliminary and Approval at one hearing.



prior  
Final