

Preliminary Subdivision Checklist (Amended May 2006)

Applicant: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_

All applications for Preliminary Subdivision shall be accompanied by the following information except that the Planning Board may waive any requirement or request additional information where it is clearly appropriate to the particular application. Failure to comply shall render such application incomplete. This document is provided for informational purposes only. Please refer the Raritan Township General Ordinances for complete submission requirements.

	Information Required	Submitted	Not Applicable	Waiver Requested
1	Two (2) copies of an affidavit of ownership or letter from the owner authorizing submission of the plat.			
2	Two (2) copies of a letter of intent stating the type of structure to be erected, approximate start date of construction, and any phasing plan for subdivision.			
3	Twenty-five (25) copies of a Wetlands Analysis and Report in Accordance with Section 16.18.120.			
4	Twenty-five (25) Copies of an Aquifer Test Analysis and Report in accordance with Section 16.18.140, unless public water supply is proposed.			
5	Twenty-five (25) copies of a Traffic analysis and report in accordance with Section 16.18.130.			
6	When the development is to be located in the sanitary sewer service area two (2) copies of written communication from the RTMUA that indicates that adequate sewage treatment capacity has been reserved for the development shall be submitted along with a copy of the reservation agreement and/or proof of payment of deposit on connection fee.			
7	Twenty-five (25) copies of current New Jersey Department of Environmental Protection Letter of Interpretation.			
8	Two (2) copies of ownership interest of corporation, limited liability company, or partnership in accordance with the Municipal Land Use Law.			
9	Twenty-five (25) copies of completed Raritan Township Subdivision application form.			
10	Twenty-five (25) copies of completed Raritan Township Preliminary Subdivision checklist form.			
11	Township Application fee.			
12	Township Escrow payment.			
13	Twenty-five (25) copies of a completed Raritan			

	Township Variance application form (if variances from township ordinance are requested or required).			
14	Certification from Raritan Township Tax Collector that all taxes, sewer charges, or other assessments on the entire tract have been paid to date.			
15	Copy of Hunterdon County Planning Board application form as submitted to the Hunterdon County Planning Board.			
16	Two (2) copies of all existing and proposed protective covenants, deed restrictions, or easements that apply to tract.			
17	Completed W-9 form.			
18	Five hard copies and one pdf copy of the site development storm water management plan in accordance with Chapter 16.84			
19	Twenty-five copies of Natural Resource Inventory in accordance with Section 16.18.160.			
20	Pre-application Meeting has been held with Township Engineer and Township Planner.			
21	Initial plan sets submitted on CD (or other acceptable archivable electronic format) in the most recent version of AutoCAD and in pdf format. (Subsequent revisions shall be submitted in paper format and pdf, via email acceptable).			
22	Twenty-five (25) copies of the preliminary plat in accordance with Section 16.18.090 as follows:			
22a	The preliminary plat shall be clearly and legibly drawn or reproduced at a scale of not less than one inch equals one hundred (100) feet. Preliminary plats shall be drawn by a licensed New Jersey professional engineer or land surveyor. Construction sheets shall be drawn, signed and sealed by a licensed N.J. Professional Engineer. Contour maps and preliminary construction plans including road profiles and utility plans shall be submitted as part of the preliminary plat. Separate maps may be required by the board for topography, utilities and road details. A soil erosion and sedimentation control plan, a grading plan and landscaping plan shall be included.			
22b	Location and Key Map. The entire tract to be subdivided giving the accurate location of all existing and proposed property and street lines, and including a key map at a scale where one inch equals not more than one thousand (1,000) feet showing the entire subdivision and its relation to all feature shown on the official map and master plan, and located within one-			

	half mile of the extreme limits of the subdivision, and the zoning classification of the proposed subdivision and of adjacent land.			
22c	Lots. Lot layout, lot dimensions, all required setback lines and dimensions, individual lot areas in square feet, minimum improvable lot area in sq. ft., and the acreage and square footage of right-of-way easements and dedications. Lots shall be designated by official block and lot numbers as obtained from tax assessor.			
22d	<p>Other Contents. The tract name, tax map sheet and revision date, block and lot numbers, date of plat preparation and any revisions, reference meridian, written scale, graphic scale and the following names and addresses:</p> <ul style="list-style-type: none"> <li>• Record owner or owners of property to be subdivided; if other than an individual, the corporate officers or partners or other statutory agent;</li> <li>• Subdivider;</li> <li>• Person who prepared map, official seal and license numbers;</li> <li>• Owners of property within two hundred (200) feet of entire tract being subdivided.</li> </ul>			
22e	Acreage. Acreage of entire tract and those portions to be subdivided to nearest hundredth of an acre.			
22f	Elevations and Contours. Sufficient elevations and contours at five-foot vertical intervals for slopes averaging ten percent or greater, and at two-foot vertical intervals for land of lesser slope, to determine the general slope and natural drainage of the land, and the high and low points for a distance of two hundred (200) feet around the entire tract boundary. All elevations shall be verified in the field to accurately represent the grades involved and shall be based upon U.S.C. and G.S. datum.			
22g	<p>Existing and Proposed Locations.</p> <p>a. Utilities and Roadways: The location and sizes, where appropriate, of existing and proposed property lines, streets, buildings, water-courses, railroads, bridges, culverts, drain pipes, sanitary sewers, water mains, gas mains, and power lines.</p> <p>b. Natural features such as rock outcroppings, wooded areas, shade trees over eight inches in diameter at breast height and two inches in diameter at breast height for flowering and small trees, wetlands, wetland transition areas, streams, state open waters, lakes,</p>			

	ponds, or other significant natural features. This data may be determined by field and/or photogrammetric survey. In forest areas of intense growth, where no construction or clearing is proposed, the vegetative perimeter need only be indicated. Where more detailed information is available and/or is required elsewhere in this title it shall be utilized.			
22h	Streets. Preliminary plans and profiles at a scale of not more than one inch equals fifty (50) feet horizontally, and one inch equals five feet vertically including cross-sections every fifty (50) feet or as specified by the township engineer of all proposed streets, curbs and gutters within the subdivision and proposed connection with existing or future continuing streets. The distance and radii of all curves along all street lines shall be shown.			
22i	Gas, Telephone and Electric. Preliminary plans and profiles of proposed utility layouts shall be supplied to the township at appropriate scales approved by the applicable utility for gas, telephone and electrical service showing connections to existing or proposed systems. All utilities shall be located underground.			
22j	<p>Potable, Sanitary and Stormwater Management Plans.</p> <p>a. Applicant shall submit potable water, sanitary sewer and stormwater management plans as part of the exhibits required for preliminary plat approval. Plans and profiles shall be at a scale of one inch equals fifty (50) feet horizontally and one inch equals five feet vertically for all proposed and existing sanitary sewers, storm drains, drainage ditches, and streams within the subdivision, together with the location, sizes, elevations, grades and capacities of any existing sanitary sewer, storm drain, drainage ditch, stream or watercourse to which the proposed facility shall be connected.</p> <p>b. The stormwater management plan shall be designed in accordance with the provisions of the township's stormwater control and floodplain ordinance.</p>			
22k	<p>Percolation Tests and Soil Logs.</p> <p>a. Two passing percolation tests and one acceptable soil log shall be conducted on each proposed lot at the applicant's expense by a person authorized by state law to conduct such tests.</p> <p>b. The percolation tests shall be witnessed by a</p>			

<p>representative of the township engineer who shall be notified at least forty-eight (48) hours prior to the conducting of any tests.</p> <p>c. The location and results of all passing, unsatisfactory and abandoned percolation and soil log tests shall be indicated on the preliminary plat. The date the percolation tests and soil logs were taken shall be indicated on the plats as well as the name of the township witness.</p> <p>d. A passing test shall be one meeting the standards set forth in R.S. 2A: 11-9, et seq., as amended, and one where the water level does not drop more than one inch in one minute.</p> <p>e. The percolation tests and soil log shall be located at least twenty (20) feet from each other but within forty (40) feet of each other within the area of the proposed septic field. "Proposed septic field" shall mean that area so designated by the design engineer and located at a lower elevation than the proposed structure containing the waste water facilities and proposed well, and conforming to distances established by R.S. 2A:1 1-9, et seq., and provisions of this code. It is further intended that all septic systems shall be gravity systems unless undue hardship shall prevent same as determined by the planning board.</p> <p>f. No percolation test or soil log shall be located closer than two hundred (200) feet of the highest elevation of seasonal surface water.</p> <p>g. Septic fields shall not be placed on slopes greater than fifteen (15) percent, and on slopes six to fifteen (15) percent, the fields shall be placed perpendicular to the slope.</p> <p>h. In areas where on-site or on-tract recharge of stormwaters is proposed, additional percolation tests may be required by the township engineer or planning board.</p> <p>i. In areas of questionable percolation, the township health officer may establish the conditions under which the percolation tests may be undertaken, including the month of the year and location.</p> <p>j. Where an existing dwelling is part of the proposed subdivision, the exact location of the well and septic field shall be shown. No percolation tests or soil log shall be required for that dwelling.</p> <p>k. The applicant and/or subdivider shall conduct all tests in accordance with Chapter 17 of the General</p>			
---	--	--	--

	Ordinances of Raritan Township.			
22l	Off-Tract Improvements. When the development of the subdivision or improvements within the subdivision are contingent upon improvements outside the boundaries of the subdivision, information shall be supplied by the subdivider prior to planning board consideration for preliminary approval that the improvements outside the subdivision are installed and shall be available to the subdivider, or that the provisions of Section 16.16.060 have been complied with.			
22m	Setback Lines. All front, rear and side yard setback lines shall be shown and dimensioned on all lots.			
22n	Open Space. Any open spaces proposed to be dedicated for public use or playgrounds or other public purpose, and the location and use of all such property, shall be shown on the plat. Any improvements proposed for the open space shall be shown on the plat along with the appropriate construction details related to those improvements.			
22o	Support Capability. When deemed necessary to determine the suitability of the soil to support new construction, the planning board shall require test holes or borings to be made by a New Jersey licensed engineer or an approved testing laboratory at the expense of the subdivider under the direction of the township engineer.			
22p	<p>Conservation Plans. Plans showing measures designed to minimize soil erosion and sedimentation, such as berms, siltation ponds, sediment traps, detention and-retention basins, landscaping, natural cover, energy dissipators, and riprap. Plans shall also include, where applicable:</p> <ul style="list-style-type: none"> <li>a. A storm drainage schedule, including a description of all temporary and permanent structures and other techniques for the control of stormwaters, together with a timetable for the construction or installation of such structures, or other techniques;</li> <li>b. A schedule containing the timing of and description of temporary and permanent soil stabilization measures, including tracking, scarification, serration of slopes, roughening, mulching, hilling, chemical binders and other suitable methods of soil stabilization;</li> <li>c. The location and description of water interception and diversion measures, such as diversion ditches, dikes, barriers, and disposal structures such as flexible or sectional down drains, flumes, lineal</li> </ul>			

	spreaders and the like. d. Lot Grading.			
22q	Easements and Dedications. The specific purpose and restrictions of any easement or land reserved or dedicated for any use shall be indicated on the plat and the proposed use of sites (other than residential) shall be noted.			
22r	Certifications. The following certifications shall appear on all preliminary plats:  This is to certify that the engineering plans contained herein for all improvements are based upon topographical data that has been verified in the field by a N.J. licensed land surveyor. <u>DO NOT SIGN HERE</u> Signature of N.J. Professional Engineer/Land Surveyor			
22s	Floodplain Delineations. Preliminary plats for major subdivision shall indicate flood hazard area delineations for all permanent streams based upon State Department of Environmental Protection delineations or for the one hundred (100) year flood as directed by the township engineer.			
22t	Fire Protection Systems. Plans shall show the location and construction details of proposed fire protection system in accordance with Section 16.18.100(D)(10).			
22u	The plat shall contain a four inch by five inch blank box outlined, located adjacent to the title block which shall be reserved for the Planning Board review stamp.			
22v	Steep slope calculations in accordance with Section 16.64.130			
22w	Sight, conservation and drainage easement shall be shown on the plat as required elsewhere in this Chapter.			
23	Two (2) copies of current deed for property.			