

**Land Use Procedures**  
**Borough of Lavallette Planning Board**  
**DEVELOPMENT PLAN TECHNICAL CHECKLIST**  
**FINAL PLAT FOR MAJOR SUBDIVISION**

Applicants must submit this completed checklist together with final plat plans including any changes made as a result of the preliminary hearing.

APPLICATION # or PROJECT NAME:

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APPLICANT:

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OWNER:

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ENGINEER/DESIGNER:

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PERSON COMPLETING THIS FORM:

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STREET ADDRESS:

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BLOCK / LOT:

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**Note:** This form must be completed and returned to the Planning Board Secretary with the final plat for major Subdivision Application when filed. Failure to comply with submission requirements will result in the application being rejected or deemed incomplete. Completion of this checklist does not relieve the applicant of full compliance with the Lavallette Borough Ordinance, Chapter 90 "Zoning" and Chapter 53A "Site Plan Review".

**Applicants who are owners of a condominium** should either have the condominium association apply to the Planning Board or obtain a notarized affidavit from the Condominium Association showing that the Association approves of the application and all of its particulars.

If lots are proposed to be subdivided fronting on or requiring access directly to NJ Hwy. 35, applicant shall submit copies of any permits issued by NJ DOT as required by N.J.A.C. 16:47-1 et seq.

**Disclosure Statement:** Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% or more of the stock in a corporate applicant or 10% or more interest in any partnership applicant must be disclosed. In accordance with N.J.S.A. 40:55-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the name and address of the non-corporate stockholders and partners exceeding 10% ownership criterion have been disclosed.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_%

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_%

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_%

Applicant must provide number of witnesses and their expertise, if any, along with a statement as to any requirements for which waivers are sought, and a statement of reasons why waivers should be granted.

**Final Plat for Major Subdivision**

		Yes	No	N/A	Waiver
1.	The final plat shall be drawn in ink on (tracing cloth) (Mylar) at a scale not less than one inch equals 100 feet in compliance with all the provisions of N.J.S.A. 46:23-9-9 et seq.				
2	(a) Date, name and location of subdivision including a key map showing location of tract in relation to surrounding properties within 400 feet (b) Graphic scale (c) Title block containing name of applicant, preparer, lot and block, date prepared, date of last revision, and zoning district				
3.	Tract boundary lines, right of way lines of streets, street names, easements and other rights of way, lines of streets, street names, easements and other rights of way, land to be reserved or dedicated to public use, all lot lines and other site lines, with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves				
4.	The purpose of any easement or land reserved or dedicated to the public shall be designated and the proposed use of sites other than residential shall be noted.				
5.	Each block shall be numbered and the lots within each block shall be numbered consecutively beginning with the number one.				
6.	Minimum building setback line on all lots and other sites				
7.	Location and description of all monuments				
8.	Names of owners of adjoining unsubdivided land, with block and lot numbers				
9.	Certification by the engineer or surveyor as to accuracy of details of plat; name, address and license number of engineer and surveyor				
10.	Certification that the applicant is agent or owner of the land or that the owner has given consent under an option agreement				
11.	When approval of a plat is required by an officer or body of such municipality, county or State, approval shall be certified on the plat.				
12.	Cross sections and profiles of streets approved by the Municipal Engineer may be required to complete the final plat.				
13.	Contours at (five) (two) foot intervals for slopes averaging 10% or greater and at (two) (one) foot intervals for land of lesser slope				
14.	Plans and profiles of storm and sanitary sewers and water mains				
15.	Certificate from the Tax Collector that all taxes are paid to date				
16.	The applicant, whether he/she is a person, firm, or corporation shall submit a financial statement setting forth the applicant's assets and liabilities and net worth, which statement shall be certified by a certified public accountant or a registered public accountant and, in the case where the applicant is a corporation, the statement should also contain the names and addresses of the officers and directors and each stockholder owning 10% or more of the				

		Yes	No	N/A	Waiver
	capital stock.				
17.	Names and locations of developments completed by the subdivider and names and addresses of at least five business references				
18.	A lot grading plan showing proposed garage and/or first floor grades of all buildings with relation to road grades				
19.	Areas of all lots in square feet				
20.	A schedule shall be placed in the plat indicating the zone, the minimum required lot areas, setbacks, yards, and dimensions.				
21.	Location and description of monuments, including those found, those set, and those to be set in accordance with the Map Filing Law				
22.	Property lines and rights of way intersecting and within two-hundred (200) feet of the property				
23.	Space on the map for certification for signatures of the Planning Board Chairman, Secretary, and Engineer				
24.	Plans, profiles, and typical cross sections of all proposed and as-built streets showing curbs, storm and sanitary sewer and appurtenances, water mains, gas mains, street signs, bridges, major tree growths, as approved by the Planning Board Engineer shall accompany the final plat plan				
25.	Complete construction details, sections, and specifications necessary for the installation of proposed improvements both on and off site				
26.	When approval of a plat is required by any other officer or body of the municipality, county, or state approval shall be certified on the plat				
27.	Required documentation of approvals from outside agencies:				
	(a) Ocean County Planning Board				
	(b) Ocean County Soil Conservation District				
	(c) State and/or Federal regulatory agencies as required				
	(Specify particular agency(ies) below:				
28.	Such other submittals as may be required by Federal, State or local law - unless other specific provisions are made, all approvals required of Federal, State, county, and local agencies or officials shall be obtained and evidence thereof filed with the Board prior to the signing of a final plat. If the Board agrees, final approval may be granted conditioned upon the receipt of any necessary subsequent approvals, but no approval signatures will be affixed to any plan prior to obtaining any such required approvals.				

In addition to the above checklist items, the applicant shall list and summarize requests for variance, design waivers, and waivers from submission requirements citing the appropriate ordinance section and explaining the reasons necessitating the waivers from provisions of ordinance requirements. (Use a separate sheet, and attach to this checklist.)

\*Variances or design waivers requested at the time of the final plat submission would be any that are in addition to those that may have been granted at the time of preliminary plat approval.