

**Land Use Procedures
Borough of Lavallette Planning Board
DEVELOPMENT PLAN TECHNICAL CHECKLIST
MINOR SUBDIVISION PLAT
(And Site Plans for Conditional Use)**

APPLICATION # or PROJECT NAME:

APPLICANT:

OWNER:

ENGINEER/DESIGNER:

PERSON COMPLETING THIS FORM:

STREET ADDRESS:

BLOCK / LOT:

Note: This form must be completed and returned to the Planning Board Secretary with the Site Plan or 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 37, "Land Use Procedures"; Chapter 53A "Site Plan Review"; and Chapter 90 "Zoning"

Disclosure Statement: Pursuant to NJSA 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 NJSA 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.

Minor Subdivision

TO BE CHECKED BY THE APPLICANT: The applicant for a Minor Subdivision pursuant to NJSA 40:55-70c or d shall submit a plan containing the minimum information set forth in this section. In order for the application to be deemed complete and listed for hearing, the applicant shall submit the information required herein, together with the general administrative requirements and fees, unless waivers of the submission requirements are granted or unless the Board authorizes the application to be listed for hearing. The applicant shall submit the following information:

	Yes	No	N/A	Waiver
Application (14 copies) including all exhibits as outlined below				
1. Each site plan submitted shall be drawn to a scale of one inch equals 20 feet or greater				
2. The plat shall be designed in accordance with Article VI of Chapter 57 in strict accord with modern and accepted planning techniques and procedures by qualified persons.				
3. The plat shall show or be accompanied by sufficient information to establish the design arrangement and dimensions of streets, lots and other planned features as to form, size and location. It shall be drawn by a licensed New Jersey (Professional) Engineer or (Licensed Professional) Land Surveyor at a scale of not less than one inch equals 100 feet.				
4. A key map showing the entire subdivision and its relation to surrounding areas				
5. (a) The tract name				
(b) Tax Map Sheet				
(c) Block and Lot Number				
(d) Date				
(e) Reference Meridian				
(f) Graphic Scale and the following names, addresses and facts:				
1. Certification that the applicant is the owner of the land or his/her authorized agent, giving names and addresses of both				
2. Name and address of the subdivider				
3. Name and address of the person who prepared the map				
4. Certificate from the Tax Collector that all taxes are paid to date				
5. Acreage of the tract to be subdivided to nearest tenth of an acre				
6. The location of existing and proposed property lines, streets, buildings, watercourses, railroads, bridges, culverts, drain pipes and any natural features, such as wooded areas (and rock formation)				
7. A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat.				
8. The plat shall be designed in compliance with the provisions of Chapter 57 and shall contain the information required by this section.				
Name(s), signature(s), address(es) and license number(s) of the engineer and land surveyor who prepared the map. (The plat shall bear the embossed seal of the engineer and the land surveyor.)				
The plat shall be based on a current (1 year or less) certified boundary survey. The date of the survey and the name of the person making the same shall be shown on the map.				
A North arrow with reference meridian				
The names and addresses of the owner and the subdivider as designated				

	Yes	No	N/A	Waiver
The names of all owners of the property lines of parcels within two hundred (200) feet of the site including properties across the street, as shown by the most recent Municipal Tax records and the names of adjoining subdivisions, if any, and the file number of the recording				
The appropriate zone districts applicable to all land shown on the plat shall be clearly indicated.				
A schedule shall be placed on the map indicating the acreage of the tract, the number of lots, the zone, minimum required lot areas, setbacks, yards and dimensions				
All proposed lot lines, with dimensions and the areas of all lots in square feet				
All municipal boundary lines crossing or adjacent to the territory intended to be subdivided shall be shown and designated.				
Location of wetlands as determined by survey, or a statement that none exist. Required buffer, or transition areas in accordance with State requirements. If wetlands are situation off site and their required buffer areas will encroach upon the subject site, then those buffer areas shall be delineated on the subdivision plat.				
Sight triangles and sight triangle easements, conforming to the appropriate jurisdictional requirements, shall be provided.				
The proposed location and area, in acres or square feet, of all required to proposed open space or publicly dedicated area.				
Each block and lot shall be numbered in accordance with a scheme approved by the Tax Assessor.				
Map must include certification of signatures of the Chairman and the Secretary				
A list of all outside agency approvals required for the site and the status of the applications for such approvals must be provided to the Planning Board.				
If the site lies in a flood hazard area as delineated by the most current Federal Insurance Administration flood hazard boundary maps, the flood hazard zone must be noted on the subdivision plat.				
The plan must conform to all requirements and standards of Chapter 31 of the Lavallette Code and all other applicable laws governing construction in flood hazard areas.				
Such other information or data as required by the Planning Board or Planning Board Engineer in order to determine that the details of the subdivision are in accordance with the standards of the Borough of Lavallette and all other general law				
The subdivision submission shall include complete construction details, sections and specifications necessary for the installations of improvements, both on and off site.				
Variances Requested				
Design Waivers Requested				
Waivers from Submission Requirements Requested				
In addition to the above checklist items, the applicant shall list and summarize below requests for variances, design waivers and waivers from submission requirements, citing the appropriate ordinance section and explaining the reasons the waivers from provisions of				

	Yes	No	N/A	Waiver
ordinance requirements. (Use a separate sheet if necessary and attach to this checklist.)				
() added words () deleted words				