

Land Use Procedures
Borough of Lavallette Planning Board
DEVELOPMENT PLAN TECHNICAL CHECKLIST
PRELIMINARY 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:

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 90 "Zoning" and Chapter 57 "Subdivision of Land".

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 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.

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.

Preliminary Plat for Major Subdivision

		Yes	No	N/A	Waiver
1.	The preliminary 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.				
2	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.				
3.	A key map showing the entire subdivision and its relation to surrounding areas.				
4.	<ul style="list-style-type: none"> a. The tract name b. Tax map sheets c. Block and lot number d. Date e. Reference meridian f. Graphic scale and the following names, addresses, and facts: <ul style="list-style-type: none"> (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 sub-divider (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.	Sufficient approximate elevations or contours to determine the general slope and natural drainage of the land and the high and low points and tentative cross sections and center line profiles for all proposed new streets				
7.	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 formations)				
8.	A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat				
9.	The preliminary plat shall be designed in compliance with the provisions of Chapter 57 and shall contain the information required by this section.				
10.	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)				
11.	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				
12.	A North arrow with reference meridian				
13.	The names and addresses of the owner and the sub-divider as designated				
14.	The names of all owners of and 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				
15.	The appropriate zone districts applicable to all land shown on the plat shall be clearly indicated				

		Yes	No	N/A	Waiver
16.	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				
17.	All proposed lot lines, with dimensions and the areas of all lots in square feet				
18.	All municipal boundary lines crossing or adjacent to the territory intended to be subdivided shall be shown and designated				
19.	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 situated off site, and their required buffer areas will encroach upon the subject site, then those buffer areas shall be delineated on the subdivision plat. A statement of the flood zone as determined by the most recent FEMA map				
20.	Location and identification of single trees not in wooded areas with a diameter of six (6) inches or more				
21.	All proposed public easements or right-of-way and the purposes thereof and proposed streets within the proposed subdivision				
22.	The proposed streets shall show the right-of-way and proposed pavement				
23.	Underground utility easements are required to follow existing and proposed property lines and to be described in the deeds to the affected lots in the subdivision				
24.	Sight triangles and sight triangle easements, conforming to the appropriate jurisdictional requirements, shall be provided.				
25.	Street signage				
26.	Traffic control signage				
27.	The proposed location and area, in acres or square feet, of all required or proposed open space or publicly dedicated areas, if any				
28.	Each block and lot shall be numbered in accordance with a scheme approved by the Tax Assessor				
29.	Preliminary utility layouts showing methods of connection and sources of service				
30.	Preliminary construction, grading, drainage, and utility plans and profiles, at a minimum scale of one (1) inch equals fifty (50) horizontally and one (1) inch equals five (5) feet vertically shall accompany the subdivision plat and show the following information:				
	(a) A grading plan showing existing and proposed grading contours at intervals of one (1) foot throughout the tract except that if slopes exceed five per cent (5%), an interval of two (2) feet is permissible – datum shall be National Geodetic Vertical Datum (NGVD) – 1929, and source of datum shall be noted. Sufficient elevations in order to determine the high and low points of all proposed new streets and side grading				
	(b) The proposed spot or finished elevations at all property corners, the curb opposite property corner, corners of all floor elevation of all proposed structures of dwellings and drainage arrows designating direction of overland drainage flow on each lot				
	(c) Complete information for any proposed storm drainage and sanitary sewer system, including details of construction, location, size, length, grades, pipe slopes, invert, rim, grate, and top of curb elevations and direction of flow				
	(d) Map must include space for the certification of signatures of the Chairman, Secretary, and Planning Board Engineer				
	(e) A landscape plan, if applicable and/or required by the Board or Board Engineer, shall indicate the location and spacing of shade trees, ornamental trees, evergreen trees, shrubs, ground cover and lawn				

		Yes	No	N/A	Waiver
	utilizing different graphic symbols for each which are representative of the size of the plant, within a period of ten (10) years after installation and shown to scale. The plan shall include a planting schedule indicating the quantity, common name, botanical name, installed size (including height and caliper for shade and ornamental trees) root and quality for all proposed plantings.				
	(f) A print of the soil erosion and sediment control plan as submitted to the Ocean County Soil Conservation District must be included with the plat and be an integral part of the subdivision submission.				
31.	A list of all outside approvals required for the site and the status of the applications for such approvals must be provided to the Planning Board				
32.	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.				
33.	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.				
34.	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.				
35.	The subdivision submission shall include complete construction details, sections, and specifications necessary for the installations of improvements, both on and off site.				

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 ordinance requirements should be granted. (Use a separate sheet if necessary and attach to this checklist.)