

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

Preface: 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.

Applicants that may need to request an adjournment may verbally request one at their hearing or before. Any additional adjournments must be made in writing to the Planning Board with copies (regular mail) to all property owners within 200 feet at least five (5) business days prior to the assigned hearing date. Only a total of three (3) adjournments may be requested, except when emergent circumstances exist which make such advance notice impossible, and the need for an adjournment is unavoidable.

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: ____%

Sketch Plan for Major Subdivision

TO BE CHECKED BY THE APPLICANT: The applicant for a major subdivision shall submit a sketch plat containing the minimum information set forth in this section. 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 discussion. The applicant shall submit the following information: (14 COPIES OF THE SKETCH PLAN SHALL BE SUBMITTED WITH ANY PERTINENT INFORMATION THAT MAY SUPPORT THIS REQUEST.)

		Yes	No	N/A	Waiver
1.	The sketch plat shall be based on Tax Map information or some other similarly accurate base at a scale of not less than 200 feet to the inch. If possible, the entire tract shall be shown on one sheet.				
2.	The location of the portion of which is to be subdivided in relation to the entire tract and in relation to all properties adjoining the tract				
3.	All existing structures and wooded areas within the portion to be subdivided and within 200 feet thereof				
4.	The name and owner of all adjoining property owners as disclosed by the most recent municipal tax records.				
5.	The Tax Map sheet block and lot numbers				
6.	All streets or roads proposed, mapped or built and streams within 500 feet of the subdivision				
7.	The proposed pattern of any street layouts within the subdivided plat				
8.	Key map showing subdivision and its relation to surrounding areas				
9.	Proposed connections with existing water supply and sanitary sewerage system or alternative means of providing for water supply and sanitary waste disposal systems				
10.	Proposed provisions for collecting and discharging (storm) water drainage				
11.	All existing structures, streams and other watercourses, flood plains, wetlands, wooded areas, or other environmentally sensitive areas within the portion to be subdivided and within two hundred (200) feet thereof				
12.	Existing right of ways and or easements on and within two hundred (200) feet of the tract				
13.	Any existing or proposed easement or land reserved for or dedicated to public use				
14.	Distance in feet to nearest intersection				
15.	Dimensions and areas of all lots				
16.	Arrow indicating direction of North				
17.	Graphic Scale				
18.	List any variances that may be 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 ordinance requirements should be granted. (Use a separate sheet if necessary and attach to this checklist.)