

Minor Subdivision Checklist (Amended March 2022)

Applicant: _____

Block: _____ Lot: _____

Address: _____

§ 296-62 Exhibits required for subdivision applications. [Amended by Ord. No. 03-7]

All applications shall include the information as follows, except that the Planning Board may waive any requirement upon written request, or may request additional information, where it is clearly appropriate to the application. Failure to comply shall render such application incomplete.

1. Two (2) copies of an affidavit of ownership or letter from the owner authorizing submission of the plat.
2. Twenty-five (25) copies of a Wetlands Analysis and Report in Accordance with Section 296-67.
3. When the development is to be located in the sanitary sewer service area, written communication from the RTMUA 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.
4. Two (2) copies of ownership interest of corporation, limited liability company, or partnership in accordance with the Municipal Land Use Law.
5. Twenty-five (25) copies of completed Raritan Township Subdivision application form.
6. Twenty-five (25) copies of completed Raritan Township Minor Subdivision checklist form.
7. Township Application fee.
8. Township Escrow payment.
9. Twenty-five (25) copies of a completed Raritan Township Variance application form (if variances from township ordinance are requested or required).
10. When the development is located in the public water service area, twenty-five (25) copies of correspondence from the public water company indicating service can be provided.
11. Certification from Raritan Township Tax Collector that all taxes, sewer charges, or other assessments on the entire tract have been paid to date.
12. Copy of Hunterdon County Planning Board application form as submitted to the Hunterdon County Planning Board.
13. Two (2) copies of all existing protective covenants, deed restrictions, or easements that apply to tract.
14. Completed W-9 form.
15. Twenty-five (25) copies of the Minor Subdivision Plan in accordance with Section 296-64
16. Two (2) copies of an affidavit stating that any and all lots part of the subdivision application have not been part of another minor subdivision within the past 12 months.

§ 296-64 Plat details.

- A. General. All maps, plats and sketch plats required to be submitted by this chapter shall conform to one of the following size configurations: 8 1/2 x 13 inches, 15 x 21 inches, or 24 x 36 inches.
- B. Minor subdivision. All plats shall be based on accurate information at a scale of not more than one inch equals 100 feet. The plat shall be designed in compliance with the provisions of § 296-66 and shall show or be accompanied by the following information and information listed in § 296-62, 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.
- (1) Location and key map. The entire tract to be subdivided, giving the accurate location of all existing and proposed property and street lines and rights-of-way, and including a key map at a scale where one inch equals not more than 1,000 feet, showing the entire subdivision and its relation to all features shown on the Official Map and Master Plan and located within 1/2 mile of the extreme limits of the subdivision. The plat shall indicate that all boundary corners of the proposed lots have been set with iron pins and shall show their location. This requirement shall also apply to boundary adjustments.
 - (2) Structures, wooded areas and topography.
 - (a) The location of existing houses, buildings and other structures within the portion to be subdivided and 200 feet thereof, with accurate dimensions from all existing and proposed lot lines, wooded areas and isolated shade trees more than six inches in diameter, breast high, and two inches in diameter, breast high, for flowering and small trees and sufficient elevations and contours at five-foot vertical intervals for slopes averaging 10% 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 the portion to be subdivided, and for a distance of 200 feet thereof. All elevations and contours shall be verified in the field to accurately represent the grade involved and shall be based upon United States Coast and Geodetic Survey (USCGS) datum.
 - (b) The location of existing houses, buildings and other structures within the portion to be subdivided and 200 feet thereof, with accurate dimensions from all existing and proposed lot lines, wooded areas and isolated trees in compliance with § 296-75D.
 - (3) Owners. The name and address of the owner and/or subdivider and the names of all adjoining property owners and those across existing or proposed streets as disclosed by the most recent municipal tax records.
 - (4) Other information. The Tax Map sheet, date of original preparation and revisions, block and lot numbers, zone district, old name if submitted under a different title, North arrow, written and graphic scales and acreage of the entire tract and those areas to be subdivided.
 - (5) Streets, easements, watercourses and rights-of-way. The location of existing or proposed streets, roads, easements, public rights-of-way, streams, wetlands, wetland transition areas, state open waters, bridges, culverts, drainage ditches and natural watercourses in and within 500 feet of the subdivision.
 - (6) Lots. The original and proposed lot layout, lot dimensions, all required setback lines, and lot area of each lot in square feet and acreage. Lots shall be designated by the official lot number designations from the Township Tax Assessor.

- (7) Endorsements and certificates. Plats being submitted for minor subdivision approval shall be a boundary survey map drawn by a licensed New Jersey land surveyor and so certified on the plat, to be drawn from an actual boundary survey. 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's review stamp. The specific purpose and restrictions of any easement or land reserved or dedicated for any use shall be indicated on the plat and shall be included in any deeds conveying title to the properties in question. Minor subdivisions requiring improvements shall contain the following certification:

This is to certify that the engineering plans for all improvements are based upon topographical data that has been verified in the field by a New Jersey. licensed land surveyor.

Signature of New Jersey Professional Engineer/Land Surveyor

- (8) Utility information. Within the public water and sanitary sewer service areas, the plat shall include the location of existing and proposed lines and connections.
- (9) Permeability and soil logs. In the event public sewers are not available and individual septic systems are proposed, the plat shall show the following information:
- (a) For each proposed lot, and pursuant to N.J.A.C. 7:9A-5.2, at least two soil profile pits, or one soil profile pit and a minimum of three soil borings in lieu of the second soil profile pit, provided that the soil horizons and substrata observed in the borings are not significantly different from those observed in the first profile pit.
 - (b) At least two passing permeability tests and two acceptable soil logs shall be conducted on each proposed lot. The permeability tests and soil logs shall be located at least 20 feet from each other, but not more than 40 feet from each other, and within the area of the proposed septic field. "Proposed septic field" means that area so designated by the design engineer and located at a lower elevation than the proposed structure, containing the wastewater facilities and proposed well, and conforming to distances established by state law and provisions of this Code. It is further intended that all septic systems shall be gravity systems unless undue hardship shall prevent the same, as determined by the Planning Board.
- (10) Other requirements.
- (a) Minor subdivisions shall show the location and indicate the results of all passing, unsatisfactory and abandoned permeability tests and soil logs. The date the permeability tests and soil logs were taken shall be indicated on the plats as well as the name of the Township witness.
 - (b) Where an existing dwelling is part of the subdivision, the plat shall indicate the exact location of the existing well and septic field. No permeability test or soil log shall be required for the dwelling.
 - (c) No permeability test or soil log shall be located closer than 100 feet to the highest elevation of seasonal surface water.
 - (d) All permeability tests and soil logs shall be performed at the applicant's expense by a person authorized by state law to undertake such tests and shall be witnessed by a representative of the Township Engineer's office, who shall be notified at least 48 hours prior to the conducting of any tests.
 - (e) A passing permeability test shall be one which meets the requirement of N.J.A.C. 7:9A-6.1, and where the water level does not drop faster than one inch in one minute.
 - (f) Septic fields shall not be located on slopes greater than 15%, and on slopes 6% to 15% the fields shall be placed perpendicular to the slope.

- (11) Floodplain delineations. Minor subdivisions shall indicate flood hazard area delineations for all permanent streams based upon State Department of Environmental Protection delineations or for the 100-year flood as directed by the Township Engineer.
- (12) Steep slope calculations in accordance with § 296-143.
- (13) Plats shall meet the requirements of the Map Filing Law[1] if plats rather than deeds are to be filed with the County Clerk.

[1]Editor's Note: See N.J.S.A. 46:26B-1 et seq.

(14) Tree canopy; historic and specimen trees.

- (a) No more than 55% of the existing mature woodland tree canopy within the property boundaries shall be removed (not to be interpreted as 55% of the total lot area). The location of the remaining 45% of the mature woodland tree canopy to be preserved shall be noted on the landscape plan. Steep slope limits of disturbance and maximum hard surface requirements under Schedule I shall supersede this subsection when appropriate.[2]

[2]

Editor's Note: Schedule I is included as an attachment to this chapter.

(b) No tree that qualifies as a specimen and

- 1. Tree Canopy; historic and specimen trees.

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(b)

No tree that qualifies as a specimen and historic tree shall be removed unless the applicant replants trees in accordance with § 296-75T.