

**::::CHECK LIST::::**  
**Details required for**  
**Preliminary Major Subdivision Plats**  
**and**  
**Preliminary Major Site Plans**

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Note: See Section 804 of the Hackettstown Land Development Ordinance for further details of submission requirements and procedures.

- \_\_\_\_\_ Application Form(s) and Checklist(s) (20 copies).
- \_\_\_\_\_ Plats or Plans (20 copies) signed and sealed by a N.J. Professional Engineer and folded into eighths with title block revealed.
- \_\_\_\_\_ Protective Covenants, Easements and/or Deed Restrictions (20 copies).
- \_\_\_\_\_ Scale of not less than 1" = 100' on one of four of the following standard sheet sizes (8½" x 13"; 15"x 21"; 24"x 36"; or 30" x 42")
- \_\_\_\_\_ Key map at not more than 1"=1000'.
- \_\_\_\_\_ Title block:
- \_\_\_\_\_ Name of subdivision or development, Town of Hackettstown, Warren County, with each sheet specifically titled with appropriately descriptive words;
- \_\_\_\_\_ Name, title, address and telephone number of subdivider or developer; Name, title, address and license number of the professional or professionals who prepared the plot or plan;
- \_\_\_\_\_ Name, title and address of the owner or owners of record; North arrow;
- \_\_\_\_\_ Scale (written and graphic);
- \_\_\_\_\_ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet; and
- \_\_\_\_\_ Names and addresses of partners or stockholders as required by Ordinance.
- \_\_\_\_\_ Certification of ownership or authorization to file application.

- \_\_\_\_\_ Approval signature lines.
- \_\_\_\_\_ Acreage to the nearest tenth of an acre (both with and without areas within public rights-of-way).
- \_\_\_\_\_ The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Clerk of the Planning Board or Clerk of the Zoning Board of Adjustment, as the case may be.
- \_\_\_\_\_ Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Town Tax Map, and proposed block and lot numbers as provided by the Town Tax Assessor upon written request.
- \_\_\_\_\_ Tract boundary line (heavy solid line).
- \_\_\_\_\_ Zoning districts, affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
- \_\_\_\_\_ The location of natural features such as wetlands and treed areas, both within the tract and within 100 feet of its boundary.
- \_\_\_\_\_ The proposed location of all proposed plantings, with a legend listing the botanical and common names, the sizes at time of planting, the total quantity of each plant, and the location of each plant keyed to the plan or plat.
- \_\_\_\_\_ Existing and proposed watercourses with required information:
  - \_\_\_\_\_ When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the State Department of Environmental Protection, Division of Water Resources;
  - \_\_\_\_\_ Cross-sections of watercourses and/or drainage swales at an appropriate scale showing the extent of flood plain, top of bank, normal water levels and bottom elevations at locations required by the Town Engineer;
  - \_\_\_\_\_ The location and extent of drainage and conservation easements and stream encroachment lines; and
  - \_\_\_\_\_ The location and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.
- \_\_\_\_\_ Existing and proposed contours as required by Ordinance.
- \_\_\_\_\_ Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.
- \_\_\_\_\_ The location of all existing structures as required by Ordinance.
- \_\_\_\_\_ Size, height and location of all proposed structures and buildings.

- \_\_\_\_\_ All dimensions necessary to confirm conformity to the Ordinance requirements.
- \_\_\_\_\_ The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details and luminaries.
- \_\_\_\_\_ The proposed screening, buffering and landscaping plan, with the information required by Ordinance.
- \_\_\_\_\_ The location and design of any off-street parking area, showing size and location of bays, aisles and barriers.
- \_\_\_\_\_ All means of vehicular access or egress to and from the site onto public streets, with the information required by Ordinance.
- \_\_\_\_\_ Plans and computations for any storm drainage systems as required by the Town Engineer.
- \_\_\_\_\_ The location of existing utility structures on the tract and within 200 feet of its boundaries.
- \_\_\_\_\_ Plans of proposed improvements and utility layouts as required by Ordinance; and required letters from appropriate State and County agencies granting approval for the extension of utility service(s).
- \_\_\_\_\_ Plans, typical cross sections and construction details, horizontal and vertical alignment of the centerline of all proposed streets and of existing streets abutting the tract as required by Ordinance.
- \_\_\_\_\_ A copy of any protective covenants or deed restrictions applying to the land being developed or an indication of them on the submitted plat or plan.
- \_\_\_\_\_ The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.
- \_\_\_\_\_ Proposed permanent monuments.
- \_\_\_\_\_ The proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation.
- \_\_\_\_\_ Five (5) copies of a certificate from the Town Tax Collector indicating that all taxes and assessments are paid to date.
- \_\_\_\_\_ Five (5) copies of the completed application to the Warren County Planning Board, if applicable.
- \_\_\_\_\_ Five (5) copies of the completed application to the Hackettstown Utilities Authority, if applicable.
- \_\_\_\_\_ All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by a grading plan in accordance with Section 804B.37 of this Ordinance.

- \_\_\_\_\_ All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by an Environmental Impact Statement in accordance with Section 804 C. of this Ordinance.
- \_\_\_\_\_ An Historic Impact Statement, if applicable, in accordance with Section 806 E. of this Ordinance.
- \_\_\_\_\_ A sixty-year title search dated within 6 months of the application date including copies of all deeds, easements, covenants, restrictions and other items affecting title to the property.
- \_\_\_\_\_ In the case of any subdivision or site plan submission of a planned development, all of the required information for all of the properties comprising the planned development.
- \_\_\_\_\_ The Board reserves the right to acquire additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses, provided however that no application shall be declared incomplete for lack of such additional information.
- \_\_\_\_\_ Highlands Consistency Determination or, in the alternative, documentation per Section 807 of the Land Development Ordinance entitled "Highlands Area Exemption Ordinance" that shows that the application is exempt from the Highlands Act.
- \_\_\_\_\_ A "Major Development Stormwater Summary Sheet" shall be submitted when a stormwater management basin is proposed on a project.

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Signature and Title of person who prepared check list.

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Date