

:::CHECK LIST:::

Details required for

Minor Subdivision Plats and Minor Site Plans

Note: See Section 803 of the Hackettstown Land Development Ordinance for further details of submission requirements and procedures.

Applicant

- _____ Application Form (s) and Checklist(s) (20 copies).
- _____ Plats or Plans (20 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
- _____ Protective Covenants, Easements and/or Deed Restrictions (10 copies).
- _____ Scale of not less than 1" = 50' on one of four of the following standard sheet sizes (8 1/2" 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); and
 - _____ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
 - _____ Names and addresses of partners or stockholders as required by Ordinance.

- _____ Acreage figures (both with and without areas within public rights-of-way).
- _____ Approval signature lines.
- _____ 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).
- _____ The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and treed areas, both within the tract and within one hundred feet (100') of its boundary.
- _____ 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.
- _____ Zoning districts affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
- _____ Proposed buffer and landscaped areas.
- _____ Delineation of flood plains, including both floodway and flood fringe areas.
- _____ Contours as shown on the U.S.G.S. topographic sheets.
- _____ Marshes, ponds and land subject to flooding within the tract and within one hundred feet (100') thereof.
- _____ The names of all adjacent property owners as they appear 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.
- _____ 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 Municipal Utilities Authority, if applicable.
- _____ Concerning minor subdivisions only, existing and proposed monuments.
- _____ Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.

_____ Concerning minor subdivisions only, an Environmental Impact Statement in accordance with the provisions of Section 804 C.

_____ Road right-of-way dedication and improvement, as applicable.

_____ Plans of proposed improvements and/or utility layouts as required by Ordinance; and required letters from appropriate State and County agencies granting approval for the extension of utility service(s).

_____ Sight triangle easements, as applicable.

_____ Deed descriptions (including metes and bounds), easements, covenants, restrictions, and roadway dedications.

_____ 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.

_____ 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.

Signature and Title of person who prepared check list.

Date