

TOWNSHIP OF HOPEWELL

FINAL MAJOR SUBDIVISION CHECKLIST

Applicant's Name: _____

Site Block and Lot: _____

Site Address: _____

Signature and Name of
Person Preparing Checklist: _____

Signature

Name

Date Signed

All documents must be submitted in hard copy and pdf.

Administrative

Appl. Use Only		Hard Copies Required	Twp Use Only
	Submit one hard copy and pdf of required documents and plans for Completeness Determination.		
____	1. Submitted within published "window for submission."		____
____	2. Completed Application Forms, including Corporate or Partnership Disclosure Affidavit.	3	____
____	3. Payment of Required Fees.		____
____	4. Completed Escrow Agreement.	3	____
____	5. Receipt of Taxes Paid for current tax quarter from Tax Collector.	3	____
____	6. Completed Consent to Entry Form.	3	____
____	7. Completed Final Major Subdivision Checklist	3	____
____	8. Completed "Design Waiver Request" form.	3	____
____	9. Certificate of Ownership.	3	____
____	10. Final Major Subdivision Plan(s) folded, collated, bound, signed, and sealed with a common date of issue and revision.	<u>3 full size and 15 to-scale half size</u>	____
____	11. Signed copy of Preliminary plans with copy of Resolution of Approval.	3	____
____	12. Certification that all conditions of preliminary major subdivision approval have been satisfied and that Preliminary Major Subdivision plans have been signed by and are on file with the Hopewell Township Planning Board. For any project seeking relief from this item, an itemized description detailing any and all outstanding items and the status of each.	3	____
____	13. Letter from Postmaster of Post Office serving proposed subdivision that street names are acceptable.	3	____

Appl. Use Only	Hard Copies Required	Twp Use Only
14. Letter from Utility companies providing electric, telephone, cable TV and other services that underground utilities easements identified on the subdivision plans are acceptable for size and location.	3	

Appl. Use Only	Twp Use Only

Health

- 1. Compliance with any and all conditions of preliminary major subdivision approval and the preliminary major subdivision checklist.
- 2. Final septic system design criteria and grading shown on "Sewage Disposal and Water Supply Plan."
- 3. Proof of submission of Treatment Works or NJPDES permit applications for any wastewater disposal method or system not in compliance with NJAC 7:9A., any system proposing to discharge more than 2,000 gallons per day, or any proposed connection to a public sewer system requiring a Treatment Works permit application.
- 4. Provision for temporary water and sewer to sales offices and construction offices.

Engineering

- I. Compliance with any and all conditions of preliminary major subdivision approval and the preliminary major subdivision checklist. All documents submitted for preliminary major subdivision approval shall be appropriately revised, retitled, dated, and submitted for final major subdivision approval. All documents submitted shall bear the same date.
- 2. An estimate of all construction quantities for all on site improvements which shall be dedicated to the public or planned to be monitored by a Homeowners Association. This estimate shall include all construction quantities for all site improvements shown on the approved preliminary plan and shall be signed, sealed and dated by a New Jersey Licensed Professional Engineer.
- 3. An estimate of all construction quantities for all off-site or off-tract improvements required to be constructed as part of the approved preliminary major subdivision plan. This estimate shall be based on the off-tract improvement plans and shall be signed, sealed, and dated by the prepared New Jersey Licensed Professional Engineer.
- 4. Metes and bounds descriptions for right-of-way dedications, sight triangle easement; drainage; detention; or conservation easements; common driveway easements; cul-de-sac easements and all other easements or rights-of-way which shall be dedicated to the public or planned to be maintained by a Homeowners Association. Descriptions may be by reference to Final Plat.
- 5. Detailed project phasing plan includes proposed construction sequence, routes to and from site construction methods, hours or operation, construction traffic control plans, temporary construction traffic office locations, and any other construction -related plans.
- 6. A final plat of major subdivision complying with the "Map Filing Law" of the State of New Jersey.

- ____ 7. A Developer's Agreement approved and executed by the Hopewell Township Committee.
- ____ 8. Detailed site plan showing location of proposed construction trailers and sales facilities; design of parking, access, grading drainage, soil erosion and sediment control landscaping and temporary lighting at a scale of not smaller than 1" = 50' each facility location.
- ____ 9. All project identification sign sizes, mounting details, lighting, and lettering type and sizes.
- ____ 10. Block and Lot numbers approved by Tax Assessor.
- ____ 11. Copies of all Federal, State, County and local permits obtained as part of preliminary approval.
- ____ 12. Provide site lighting plan when roadway illumination requirements of Section 17-90.3b are applicable.

Planning

- ____ I. Compliance with any and all conditions of preliminary major subdivision approval and the preliminary major subdivision checklist. All documents submitted for preliminary major subdivision approval shall be appropriately revised, retitled, dated, and submitted for final major subdivision approval. All documents submitted shall bear the same date.
- ____ 2. Detailed project phasing plan includes proposed construction sequence, routes to and from site construction methods, hours or operation, construction traffic control plans, temporary construction traffic office locations, and any other construction -related plans.
- ____ 3. A Developer's Agreement approved and executed by the Hopewell Township Committee.
- ____ 4. All project identification sign sizes, mounting details, lighting, and lettering type and sizes.
- ____ 5. Block and Lot numbers approved by Tax Assessor.
- ____ 6. Copies of all Federal, State, County and local permits obtained as part of preliminary approval.

TOWNSHIP USE ONLY

Application Reviewed By: _____ *Date:* _____

Recommendation: _____ *complete/incomplete*