

TOWNSHIP OF HOPEWELL

MINOR 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

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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 Partnership Disclosure Affidavit.	<u>3</u>	_____
_____	3. Payment of Required Fees.		_____
_____	4. Completed Escrow Agreement.	<u>3</u>	_____
_____	5. Receipt of Taxes Paid for current tax quarter from Tax Collector.	<u>3</u>	_____
_____	6. Completed Consent to Entry form.	<u>3</u>	_____
_____	7. Completed Minor Subdivision Checklist.	<u>3</u>	_____
_____	8. Completed "Design Waiver Request" form.	<u>3</u>	_____
_____	9. Certificate of Ownership.	<u>3</u>	_____
_____	10. Minor Subdivision Plans(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. Traffic Analysis - collated, bound, signed, and sealed.	<u>3</u>	_____

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Required**

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___	12. Well Water Supply Evaluation Report - collated, bound, signed, and sealed.	<u>3</u>	___
___	13. Existing Septic System Certification - signed and sealed.	<u>3</u>	___
___	14. Water Quality Test Reports and Professionals certification for existing on-site wells.	<u>3</u>	___
___	15. Soil Test Reports collated, bound, signed and sealed.	<u>3</u>	___
___	16. Consistency with Wastewater Management Plan of the Township of Hopewell.	<u>3</u>	___
___	17. Proof of submission of a request for a wetlands letter of interpretation to the New Jersey Department of Environmental Protection a minimum of 60 days prior to submitting this application. Proof shall include acknowledgement of receipt by an official of the New Jersey Department of Environmental Protection.	<u>3</u>	___
___	18. Submission of all wetlands reports and wetland delineation.	<u>3</u>	___
___	19. Completed Fiscal Impact Data Sheet	<u>3</u>	___

Engineering

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___	1. Designed, drawn, signed and sealed by , A.I.A., C.L.A., N.J.P.E., N.J.P.L.S. or N.J.P.P. as appropriate.	___
___	2. Blue or Blackline reproduction on standard sized sheets 30" x 42", 24" x 36", 15" x 21," 8½" x 13."	___
___	3. Acceptable title block containing minimum data as prescribed by NJ.S.A 13:40-1.	___
___	4. A north arrow with reference meridian.	___
___	5. A legend identifying symbols and drafting techniques used.	___
___	6. A boundary survey of the total tract signed and sealed by the preparing N.J. Professional Land Surveyor in accordance with NJ.S.A 13:40-5. Where the total tract is greater than 50 acres and no new on-site roadways are proposed the survey may be limited to the area of subdivision.	___
___	7. Plan of existing and proposed lot lines showing bearings and dimensions of all lots including the lands remaining to nearest 1/100th foot and areas to nearest 1/100th acre; all zoning setbacks with typical dimensions; dimensions to all existing and proposed structures; wetlands boundaries; stream corridor boundaries; identify and provide disposition of all existing on-site structures.	___

- ___ 8. List of tax blocks and lots with owners within 200 feet of lot being subdivided as shown on certified list provided by Township. ___
- ___ 9. List of names and addresses of owners, applicants, and professionals preparing plans. ___
- ___ 10. Signed Owner certification. ___
- ___ 11. Location and general species classification of all existing tree masses, on-site and within 200 feet of the site boundaries. ___
- ___ 12. All existing and proposed rights-of-way, easements, and lands to be dedicated to the municipality or reserved for specific uses shall be shown and dimensioned with areas to the nearest 1/100th acre. One copy of all existing easements shall be provided at the time of submission of the application. ___
- ___ 13. Provisions for routing, collection and discharge of storm water drainage. A composite grading and drainage plan of the entire development shall accompany each submission. This plan shall identify all high and low points, breaks in grade and tentative elevation at the corners of house locations on each lot. ___
- ___ 14. All existing and proposed utility service lines and laterals on site and along the frontage of the site. This shall include storm drainage, water mains, sanitary mains, sump pump connections, electric, gas, cable TV and phone service. ___
- ___ 15. All on-site wetlands shall be field identified by a qualified expert in accordance with NJDEP standards, surveyed and located on the plan by the applicant's New Jersey Professional Land Surveyor. A wetlands report identifying all observations and findings of the wetlands expert shall accompany the minor subdivision application. When the lands remaining are 50 acres or larger and are not within 50 feet of any proposed improvements, the applicant may certify on the plan that no construction shall occur upon the remaining lands until all on-site wetlands are identified in lieu of a site specific methods evaluation on the lands remaining. ___
- ___ 16. A traffic report shall be submitted for those applications on New Jersey State Highway Route 29 or New Jersey State Highway Route 31 which will create one or more new driveway openings or openings will generate with an increase of 10 percent or more traffic. This report shall include but not be limited to on-site generated peak-hour traffic volumes; adequacy of highway to support proposed traffic; adequacy of proposed sight distances; analysis of need for acceleration/deceleration lanes; analysis of need for addition roadway striping, signage or reflectorization; and a summary and conclusion for the analysis. This report shall be prepared by a qualified New Jersey Licensed Professional Engineer. ___
- ___ 17. Metes and bounds descriptions of all right-of-way dedications; sight triangles; drainage detention and conservation easements; reservations; and common driveway easements. ___
- ___ 18. Stream corridor delineation with requisite buffers preserved by easements. ___
- ___ 19. Compliance with each and every design standard of the Land Use and Development Ordinance. ___

Planning

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| ___ | 1. | A key map showing the tract in question; all tax lots and blocks within 500 zoning within 500 feet, municipal boundaries; existing or proposed "Master Plan" facilities within 500 feet; Airport Hazard Areas; streams and waterways with identifying names extrapolated from tax maps or USGS quadrangle maps; and public roadways within 500 feet. The key map shall be at a scale of not less than 1" = 1000 feet. | ___ |
| ___ | 2. | Zoning requirements shall be tabulated to show all bulk requirements of the zone where located and the bulk data proposed by the application. This tabulation shall also identify compliance or noncompliance for all existing structures. All lot areas shown shall be identified as gross areas and net areas in accordance with the Land Use Ordinance definitions. Density shall be shown as defined by the Land Use and Development Ordinance. | ___ |
| ___ | 3. | Identification of tax block, lot, and sheet number of tracts being subdivided and total proposed number of lots including the lands remaining, and number of lots or units for lower income housing. | ___ |
| ___ | 4. | Identification of existing on-site physical features including soils, geology, stream and water courses, rock out-crops, steep slopes, stream corridors and flood hazard area. Where the site is predominantly underlain, occupied, or otherwise characterized by one specific feature, a notation may be provided in lieu of a graphical representation. Stream corridors and flood hazard areas must be graphically identified. All sources used for the purpose must be referenced by document title, author, date of publication, and section or page number on the plan submitted for consideration. | ___ |
| ___ | 5. | Stream corridor delineation with requisite buffers preserved by easement. | ___ |
| ___ | 6. | Cultural features, historic sites and critical viewsheds as mapped by the Township | ___ |
| ___ | 7. | Compliance with each and every design standard of the Land Use and Development Ordinance. | ___ |

TOWNSHIP USE ONLY

Application Reviewed By: _____ **Date:** _____

Recommendation: _____
complete/incomplete