

181-812 **Development Application and Development Plan Checklist**

A. Development Application

TOWNSHIP OF HAZLET
DEVELOPMENT APPLICATION

Project Name: _____

Owner: _____

Engineer/Designer: _____

Person Completing this form: _____ Date: _____

Block(s) _____ Lot(s) _____

Application Number: _____ New: _____ Revised: _____

Date Submission declared Completed: _____

THIS FORM MUST BE COMPLETED AND RETURNED TO THE BOARD SECRETARY WITH SITE PLAN OR SUBDIVISION APPLICATION WHEN FILED. FAILURE TO INCLUDE ALL ITEMS REQUIRED ON SUBMITTED PLANS OR ATTACHMENTS WILL RESULT IN APPLICATION BEING CONSIDERED INCOMPLETE OR REJECTED.

SUBDIVISION OF LAND AND VARIANCES – GENERAL PROVISIONS

To be checked
By applicant:

YES NO Waiver

Six sets (6) of plans shall be prepared on sheets not larger than Twenty-four inches (24") x thirty-six inches (36") and shall not be drawn at a scale larger than one inch (1") equals twenty feet (20') and a PDF file of plans and completed application to be emailed to the Board Secretary

Owner signed Certificate of Concurrence of plan; I hereby certify that I am the owner of record of the plan herein depicted and that I concur with the plan. (Preliminary and Final)

MINOR SUBDIVISION AND/OR VARIANCES:

- () 1. Transmittal of sketch plat to County Planning Board and Freehold Soil conservation District

YES NO Waiver

- () 2. Six (6) sets of plans @ twenty-four inches (24") by thirty-six inches (36") and shall not be Drawn at a scale larger than one inch (1") equals twenty Feet (20') and a PDF file of plans and completed Application emailed to Board Secretary _____

Sketch Plat: The sketch plat shall be based on a deed description and a survey with Metes and Bounds of the minor subdivision plotted on a scale in accordance with the Development Review Ordinance and shall show or include the following:

- () A. The location of that portion which is to be subdivided in relation to the entire tract on a key map with all existing Streets within five-hundred feet (500') to be shown _____
- () B. All existing structures, streets and wooded areas with the portion to be subdivided and within two-hundred feet (200') to be shown _____
- () C. The name of the owner and of all adjoining property owners as disclosed by the most recent Municipal Tax Records _____
- () D. The Tax Map sheet, block and lot numbers or such other tax data as is shown on the tax bill _____
- () E. All proposed lot lines to be eliminated by the proposed subdivision _____
- () F. The location, size and direction of flow of all streams, brooks, drainage structures and drainage ditches in the proposed subdivision _____
- () G. The location and width of all existing and proposed Utility easements within the proposed subdivision _____
- () H. Date, North Point and Scale of Point _____
- () I. Acreage of the entire tract of the area being subdivided _____
- () J. The number of new lots being created _____
- () K. Name and address of owner, sub-divider and person preparing the plat _____
- () L. A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided. _____

| | | YES | NO | Waiver |
|-----|-----|--|----|--------|
| () | M. | The front yard setback line for all lots laid out on the sketch plan | | |
| () | N. | All proposed lot lines with the dimensions thereof and the areas of all lots shown in square feet as determined by scale | | |
| () | O. | Conservation Easements proposed | | |
| () | P. | Depiction of any requested variances or waivers from Municipal Standards | | |
| () | 3. | Certification by Township Tax Collector that all taxes are paid | | |
| () | 4. | Payment of all fees for Minor subdivision approval | | |
| () | 5. | Soil Erosion & Sediment Control District Approval | | |
| () | 6. | Referral to Monmouth County Planning Board for review and approval | | |
| () | 7. | Disclosure of 10% ownership interest in corporation or partnership which is 10% owner of applying corporation or partnership | | |
| () | 8. | Application for a project within a Flood Hazard Area to apply for approval | | |
| () | 9. | State ingress and egress approval | | |
| () | 10. | Variances required from Section(s) and reasons for | | |
| () | 11. | Waivers required from Section(s) and reasons for | | |

PRELIMINARY AND MAJOR SUBDIVISION APPROVAL:

- | | | | | |
|-----|----|---|--|--|
| () | 1. | Six (6) sets of plans @ twenty-four inches (24") by thirty-six inches (36") to a scale not less than one-inch (1") equals twenty feet (20') of black and white prints of the preliminary plat and a PDF file emailed to the board Secretary with the following: | | |
| () | 2. | Plot shall be clearly and legibly drawn or produces at a scale in accordance with Articles V & VIII of the Development Review Ordinance. Preliminary plats shall be designed and drawn by a Licensed New Jersey Engineer with a membership in the American Institute of Planners. The | | |

YES NO Waiver

plat shall be designed in compliance with the provisions of Articles V, VIII and IX of the Development Review Ordinance of the Township of Hazlet and shall show or be accompanied by the following information:

- A. A key map showing the entire subdivision and its relations to surrounding areas; including proposed street patterns to existing and surrounding streets
- B. The tract name: Tax Map sheet, block and lot numbers or other data as shown on the tax bill; the date, reference meridian graphic scale, and the following name and address
 - (1) The name and address of the owner(s) of record _____
 - (2) The name and address of the sub-divider _____
 - (3) The name and address of the person who prepared the map _____
- C. Acreage of the tract to be subdivided, to the nearest tenth of an acre, number of lots to be created and the zoning district _____
- D. Two-foot (2') scale elevations or contours to determine the general slope and natural drainage of the land and the high and low points, and tentative cross sections and center line profiles or all proposed new streets, curbing and sidewalks. All contour lines are to be referenced to United States Coast and Geodetic Survey Datum _____
- E. The location of existing and proposed property lines, streets, buildings, water courses, railroads, bridges, culverts, drain pipes and any natural features such as wooded areas and rock formations _____
- F. Plans of proposed utility layouts: sewer, storm drains, water, gas and electricity showing feasible connections to existing or proposed utility systems _____
- G. Three copies (3) of any protective covenants or deed Restrictions applying to the land being subdivided shall Be submitted with the preliminary plat _____
- H. All existing water courses shall be shown and Accompanied by Cross sections of water courses at an appropriate Scale showing the extent of flood plan (if defined), top of bank, normal water level and bottom elevations at the following locations:
 - (1) At any point where a water crosses a boundary of the subdivision _____

| | YES | NO | Waiver |
|---|-----|----|--------|
| (2) At fifty foot (50') intervals for a distance of three-hundred feet (300') upstream and downstream of any proposed culvert or bridge within or adjacent to the subdivision | — | — | — |
| (3) Immediately upstream and downstream of any point or junction of two (2) or more watercourses within one-thousand feet (1,000') of the subdivision | — | — | — |
| (4) At a maximum of five-hundred feet (500') interims along all watercourses which run through or adjacent to the subdivision | — | — | — |
| I. When ditches, streams, brooks or watercourses are to be altered, improved or relocated the method of stabilizing slopes and the measures to control erosion situations as well as typical ditch sections and profiles shall be shown | — | — | — |
| J. The boundaries of the floodplains of all watercourses within or adjacent to the subdivision (if defined) | — | — | — |
| K. The total acreage in the drainage basin of any watercourses running through or adjacent to the subdivision in the area upstream of the subdivision | — | — | — |
| L. The total acreage in the drainage structure and the acreage in the subdivision which drains to the structure | — | — | — |
| M. The location and extent of drainage and conservation easements and stream encroachment lines | — | — | — |
| N. The Preliminary Plat shall show or be accompanied by plans for any storm-drainage systems including the following: | | | |
| (1) All existing or proposed storm water lines within or adjacent to the subdivision showing the size and profile of the line and the location of each catch basin and manhole | — | — | — |
| (2) The location and extent of any proposed dry wells, groundwater recharge basins, retention basins or other water devices | — | — | — |
| (3) Drainage Calculations | — | — | — |

| | YES | NO | Waiver |
|--|-------|-------|--------|
| O. Identification of lands to be dedicated or reserved public use | _____ | _____ | _____ |
| P. Location and description of any other underground utilities and the easements to accommodate them shall be clearly indicated on the plan. All new utilities shall be under ground | _____ | _____ | _____ |
| Q. The locations and dimensions of existing and proposed watercourses, railroad right-of-ways, bridges, culvert drainpipes and natural features such as wooded streets, lakes, ponds and extensive rock formations. The location and species of all existing individual specimen shade trees over twelve inches (12") in diameter or fifteen feet (15') in height above the ground level shall be shown. If a tract is heavily and densely wooded, the general location of the wooded area shall be shown on the plat together with a general note as to height, species and diameter of the trees within the densely wooded area. | _____ | _____ | _____ |
| R. The names, location and width of existing and proposed streets, easements and right-of-ways in the subdivision | _____ | _____ | _____ |
| S. All proposed lot lines, with the dimensions thereof and areas of all lots shown in square feet | _____ | _____ | _____ |
| T. Locations of all existing and proposed structures showing existing and proposed front, rear and side yard dimensions, the names of adjacent subdivisions if any, and the owners of adjoining parcels of land | _____ | _____ | _____ |
| U. Proposed final constructions plans and profiles at a scale of one inch (1") equals fifty feet (50') horizontal and one inch (1") equals five feet (5') vertical showing the following detailed information to be approved by the Land Use Board Engineer | | | |
| (1) Existing elevations with a minimum contour interval of two feet (2') when slope exceeds ten percent (10%) | _____ | _____ | _____ |
| (2) Proposed spot elevations or finished elevations at all property corners. Corners for all proposed structures or dwellings and drainage arrows designating direction of overland drainage flow to be provided on each lot | _____ | _____ | _____ |

| | | YES | NO | Waiver |
|-----|--|-----|-----|--------|
| | (3) Complete information for storm drainage and sanitary sewer systems, including but not limited to invert rim and top of casting. Elevation for all drainage structures and the size, length, class of pipe and slope for all pipes | ___ | ___ | ___ |
| | (4) Slope, typical section and materials of construction for all streams, swales and ditches | ___ | ___ | ___ |
| | (5) Complete off-site information including calculations concerning final disposition of storm-water runoff from the downstream end of the property being developed to a point two-thousand feet (2,000') downstream of and from the property being developed or the Township Boundaries, whichever is less. The information shall include culverts, slopes and cross section areas for the length specified. Complete off-site information and disposition of sanitary sewers including connections of all proposed facilities | ___ | ___ | ___ |
| () | 3. Percolation ground water depth and soil borings where Septic Fields are most likely to be located | ___ | ___ | ___ |
| () | 4. Monmouth County Planning Board Approval | ___ | ___ | ___ |
| () | 5. Freehold Soil Conservation District Approval | ___ | ___ | ___ |
| () | 6. Environmental Impact Report | ___ | ___ | ___ |
| () | 7. Variance(s) from Section(s) and reason(s) | ___ | ___ | ___ |
| () | 8. Waiver(s) requested from Section(s) and reason(s) | ___ | ___ | ___ |
| () | 9. Complete Soil and Ground Water Testing in accordance with Article VIII of the Development Review Ordinance. In the case of a Major Subdivision there shall be provided, in conjunction with preliminary review and approval a report on prevailing soil Groundwater conditions. The report shall be generated by a Professional Engineer who shall be retained for this purpose by the applicant. The report shall conform to the following minimum requirements: The report shall be comprehensive and shall encompass in suitable format all the information required herein | | | |

- | | YES | NO | Waiver |
|---|-----|-----|--------|
| A. Test borings or test pits shall be required for the purpose of Soil Classification and a soil log shall be prepared for each | ___ | ___ | ___ |
| B. Observation Wells shall be required for water table depth determination | ___ | ___ | ___ |
| C. Information from soil maps such as maps entitled " <i>Classes Of Land According to Use Capability</i> ", by the United States Department of Agriculture, Soil Conservation Service, may be incorporated in the engineer's report but shall be deemed supplementary and shall not by itself, constitute sufficient information or a substitute for test pits or borings | ___ | ___ | ___ |
| D. The number of required borings, test pits and observation wells shall be determined as follows: | | | |

| Tract Size in Acres | # of Test Borings | # of Wells |
|---------------------|------------------------------------|------------------------------------|
| Less than 3 | 3 | 2 |
| 3 to 20 | 6 | 4 |
| Over 20 | 1 per each 3 acres or part thereof | 1 per each 5 acres or part thereof |

- | | | | |
|---|-----|-----|-----|
| E. All borings, pits and observation wells shall be at locations as approved by the Land Use Board | ___ | ___ | ___ |
| F. Borings or test pits shall be at least twelve feet (12') deep with the last sample taken at the twelve foot (12') depth. An appropriate sampling technique, approved by the Land Use Board shall be used. Wash samples shall not be allowed, and suitable sampling techniques shall be required (such as split spoon) to yield a proper disturbed or undisturbed sample. Samples shall constitute at least fifty percent (50%) of the total running depth of the boring or pit. Separate samples shall be taken if the soil characteristics change. Samples shall be properly marked and stored by the Applicants Engineer for possible future inspection for a period of at least three years (3) | ___ | ___ | ___ |
| G. Either test borings or test pits may be used, however minimum sampling criteria as specified herein shall remain in effect in either case | ___ | ___ | ___ |
| H. Water table in observation wells shall be observed at least | | | |

| | YES | NO | Waiver |
|---|-----|-----|--------|
| four (4) separate times in each well: each observation shall note the then depth water table below existing ground elevation. The four (4) reported observations shall be made at least four (4) weeks apart between observations, thus spanning a total period of at least twelve weeks (12) but not more than thirty-six weeks(36) | ___ | ___ | ___ |

| | | | |
|--|-----|-----|-----|
| I. Observation wells shall be constructed in accordance with acceptable standards, with a suitable filter. Perforated pipe at least two inches (2") inner diameter and a cap. Cap shall be lockable to discourage vandalism. Observation wells shall be approved by the Land Use Board as to their typical configuration | ___ | ___ | ___ |
|--|-----|-----|-----|

| | | | |
|--|-----|-----|-----|
| J. Observation wells must be perforated, hollow and capable of providing water table level readings to a minimum depth of eleven and one-half feet (11 ½ ‘) below ground level | ___ | ___ | ___ |
|--|-----|-----|-----|

| | | | |
|--|-----|-----|-----|
| K. In the case of subdivisions in which seepage pits or similar water retention installations are proposed, the applicant shall furnish in addition to the requirements of this section, off-tract soil and ground water profiles, using additional off-tract borings, test pit or observation wells as approved by the Land Use Board | ___ | ___ | ___ |
|--|-----|-----|-----|

| | | | |
|--|-----|-----|-----|
| L. Nothing in this section shall act to reduce the requirements associated with on-site sewerage disposal systems, similarly providing the required test, e.g. percolation tests required for on-site sewerage disposal shall not act to reduce the requirements of this section | ___ | ___ | ___ |
|--|-----|-----|-----|

| | | | |
|--|-----|-----|-----|
| M. Ground water table impact assessments on off-tract properties Shall be required by the Land Use Board | ___ | ___ | ___ |
|--|-----|-----|-----|

Final Major Subdivision:

| | | | |
|---|-----|-----|-----|
| () 1. Six (6) copies of completed application form and a PDF file emailed to the Board Secretary | ___ | ___ | ___ |
|---|-----|-----|-----|

| | | | |
|---|-----|-----|-----|
| () 2. Proof of installation of public improvements required Pursuant to preliminary approval or posting of Performance guarantee available to the Township Engineer And Attorney pursuant to Articles V and VIII of the Development Review Ordinance and Residential Site Improvement Standards (RSIS) | ___ | ___ | ___ |
|---|-----|-----|-----|

| | | | |
|--|-----|-----|-----|
| () 3. Six (6) black prints of plat @ twenty-four inch (24") by Thirty-six inches (36") not less than One-inch (1") | ___ | ___ | ___ |
|--|-----|-----|-----|

YES NO Waiver

equals twenty feet (20') with the following Details
and a PDF file emailed to the Board Secretary

___ ___ ___

A. Plat shall be drawn in ink or tracing cloth at the scales set forth in Articles V and VIII of the Development Review Ordinance and in compliance with all provisions of N.J.S.A 46:23 9-1 to 46:23 9-8, Final Plat shall show, be accompanied by and conform to the following:

(1) A title containing the tract name, subdivision application number, a key map showing the general location of the subdivision, tax map, sheet, block and lot number, date north point, number of building lots, written and graphic scales acreage of the tract being subdivided and the names and addresses of the owner, the sub divider and the Professional Engineer who made the map

___ ___ ___

(2) Certification by a Professional Engineer or Land Surveyor Licensed to practice in the State of New Jersey as to the accuracy of the details of the plat and that the outer boundaries of the tract are surveyed

___ ___ ___

(3) Certification in writing that the applicant is the owner of land or that the owner has been given consent by way of written sales agreement or other form of written agreement, the pertinent provisions thereof to be disclosed to the Land Use Board and Governing Body upon request

___ ___ ___

(4) Tract boundary lines; exterior lines of streets, easements and other right-of-ways, street names, land reserved or dedicated to public use, all lot lines and other site lines, and accurate dimensions, bearings or deflection angles and tangents of all curves. All dimensions, both linear and angular, the exterior boundaries of the subdivision and all lots shall balance and close within a limit of error of one (1) in ten-thousand (10,000)

___ ___ ___

(5) The purposes of all easements and right-of-way and all land reserved for or dedicated to public use and the proposed use of lots other than residential shall be noted

___ ___ ___

(6) All building setback lines

___ ___ ___

| | YES | NO | Waiver |
|--|-------|-------|--------|
| (7) Block and lot numbers in accordance with established standards and in conformity with the township tax maps and as approved by the Tax Assessor | _____ | _____ | _____ |
| (8) The names, exact locations and widths along the property lines of all existing or recorded streets intersecting the said boundaries or lying within 200 feet thereof | _____ | _____ | _____ |
| (9) Complete off-site information including calculations concerning final disposition of storm water runoff from the downstream end of the property being developed to a point 2,000 feet downstream of and from the property being developed or the township boundaries, whichever is a greater distance. The information shall include culverts, slopes and cross-section areas for the length specified. Complete off-site information and disposition of sanitary sewers, including connections of all proposed facilities | _____ | _____ | _____ |
| (10) Existing elevations with a minimum contour interval of two feet (2') when the slope exceeds ten percent (10%) or one foot (1') when the slope is less than ten percent(10%) | _____ | _____ | _____ |
| (11) Proposed spot elevations or finished elevations at all property corners, curb opposite property corners, corners of all proposed structures or dwellings, and drainage and how designating direction of overland drainage flow on each lot | _____ | _____ | _____ |
| (12) Complete information for storm drainage and sanitary sewer systems, including but not limited to invert, rim and top of casting elevation for all drainage structures and size, length, class of pipe and slope of pipe | _____ | _____ | _____ |
| (13) Slope, typical section and materials of construction for all streams, swales, ditches and watercourses | _____ | _____ | _____ |
| (14) Final centerline profile grades, correct to zero and one-hundreth (0.01) feet with full information concerning vertical curve elevations | _____ | _____ | _____ |
| (15) All centerline elevations of each street at a minimum interval of fifty feet (50'), cross sections and profiles of streets | _____ | _____ | _____ |

| | YES | NO | Waiver |
|--|-------|-------|--------|
| (16) Complete construction details for all structures including but not limited to manholes, inlets, headwalls, yard drains, culverts, bridges and pumping stations | _____ | _____ | _____ |
| (17) Location and description of all survey monuments | _____ | _____ | _____ |
| (18) Certification of approvals by the governing body, the Land Use Board and all other bodies or agencies which are required by law | _____ | _____ | _____ |
| (19) Certification by the Tax Collector that all taxes levied against the land being subdivide have been paid to date | _____ | _____ | _____ |
| (20) The location of the portion of the subdivision for which final approval is required in relation to the entire subdivision of which it is part if the subdivision is being completed in sections as shown on the approved plan | _____ | _____ | _____ |
| (21) Copy of executed restrictive covenants, easements and proposed restrictions to the free use of the land to be recorded | _____ | _____ | _____ |
| () 4. Final plat to have incorporated all changes or modifications required by the Land Use Board for Preliminary Approval | _____ | _____ | _____ |
| () 5. Statement from Township Engineer that he is in receipt of utilities map depicting the exact location(s) of proposed utilities plus confirmation that sub-divider has the following: | | | |
| a. Installed all improvements required under ordinance | _____ | _____ | _____ |
| b. Posting of Performance Guarantee with the Township in an amount to assure completion of improvements | _____ | _____ | _____ |
| () 6. Proof of transmittal of Final Plat to County Planning Board when required pursuant to N.J.S.A. 90:27-12 | _____ | _____ | _____ |