

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 <b>Minor subdivision</b> 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 <b>Major Subdivision</b> 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 <b>then</b> 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. <b>Six (6)</b> copies of completed application form and a <b>PDF file</b> 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. <b>Six (6)</b> 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	_____	_____	_____