

TOWN OF PHILLIPSBURG

APPLICATION FOR SUBDIVISION

This application consists of 13 pages, as follow:

- | | |
|-----------------------|---|
| 1 – Title | 7 – Preliminary Plat Check List |
| 2 – Coordination | 8 – Final Plat Check List |
| 3 – Tax Data | 9 – Zone Requirement Check List |
| 4 – Ownership | 10 – Administrative Officer’s Control Sheet |
| 5 – General Data | 11 – Town Engineer’s Control Sheet |
| 6 – Sketch Plat Check | 12 – Subdivision Committee’s Control Sheet |
| | 13 – Board Secretary’s Control Sheet |

Pages 1 through 9 are to be completed by the applicant or his professional(s). The checklist shall serve as a reminder of all items to be included on the plat. **The application, plat and checklist will be reviewed by the Administrative Officer, Town Engineer and/or the Subdivision Committee prior to being scheduled for a public hearing.** This application will not be scheduled for a public hearing until all items on the checklist have been accounted for.

This application will be reviewed at the public meeting to be held on _____ and will be deemed complete or incomplete by the Planning Board during this meeting. (Acceptance of this application by the Administrative Officer, review by the Administrative Officer or Town Engineer, or scheduling for a public meeting shall not be construed to deem this application complete.)

Date _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

Address of Tract _____

Applicant _____

Project Name or Title _____

Application for: (check one block only)

This is a:

Minor Subdivision– Sketch Plat

New Application

Major Subdivision– Preliminary Plat

Revision or Resubmission
of a Prior Application

Major Subdivision – Final Plat

Variance Required: Yes or No

Note: This application with all required supporting information must be submitted at least 28 days prior to a regularly scheduled Planning Board Meeting.

APPLICATION FOR SUBDIVISION

Check appropriate box and complete information for each individual responsible for project coordination:

Applicant

Name _____

Address _____

Phone _____

Land Surveyor

Name _____

Address _____

NJ Lic # _____

Phone _____

Engineer

Name _____

Address _____

NJ Lic # _____

Phone _____

Owner

Name _____

Address _____

Phone _____

Attorney

Name _____

Address _____

Phone _____

Other (specify)

Name _____

Address _____

Phone _____

Responsibility _____

APPLICATION FOR SUBDIVISION

Applicant's Name: _____

Owner's Name: _____

Owner's Address: _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

(The applicant shall have the following certification completed by the Tax Collector)

The real estate taxes and assessments for the above referenced property have been paid to _____ and there (are _____) or (are no _____) Payments currently due and owing. This statement is made in satisfaction of the provisions of R.S. 40:55D-30(e) and does not constitute a tax and assessment search pursuant to R.S. 54:5-12.

As to the real estate taxes and assessments:

COLLECTOR OF TAXES
MUNICIPAL BUILDING
675 CORLISS AVENUE
PHILLIPSBURG, NJ 08865

(908) 454-5500

Date: _____

By: _____

(Title)

APPLICATION FOR SUBDIVISION

Applicant's Name: _____

Owner's Name: _____

This site plan (is _____) or (is not _____) applied for by a corporation or a partnership.

All corporate or partnership applicants MUST complete the following ownership disclosure statement, which is in accordance with NJRS 40:55D-48.1.

OWNERSHIP DISCLOSURE STATEMENT

List all shareholders or partners with 10% or more of the stock or interest in said Corporation or Partnership (all Corporate Partners or shareholders owing 10% or more of the stock must disclose their interest as above provided).

Shareholder or Partner	% Interest	Address
------------------------	------------	---------

I have direct knowledge of the matters set forth on this ownership disclosure statement.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are will fully false, I am subject to punishment.

Name _____
(Corporation or Partnership)

By _____

Date: _____

Title _____

If there are questions concerning this form or its completion, refer to Statute (PL 1977, Ch. 336, NJRS 40:55D-48.1).

APPLICATION FOR SUBDIVISION

Applicant's Name _____

Owner's Name _____

Number of new lots (including remainder): _____

Does the property front on a county or state roadway? _____

If yes, what route(s)? _____

Does the proposed subdivision require the extension of any of the following?

(Answer all questions with a yes or no)

Streets _____
Sidewalks _____
Curbs _____

Water Mains _____
Sanitary Sewer Mains _____
Storm Drainage Facilities _____
Other Utilities _____

Is each lot currently served independently with all utilities? _____

For the purpose of this application "served independently" is defined as follows: 1. Existing structures – a separate connection to each utility main located in the street or utility easement (separate meters on one service connection is NOT considered "independent services"); 2. Vacant lots – all utilities are located in existing streets or existing utility easements, which are immediately adjacent to each lot.

Date: _____

Signature of Applicant

APPLICATION FOR MINOR SUBDIVISION

Applicant's Name: _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

Variance Required: Yes _____ No _____ N/A _____

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Reference</u>	<u>Requirement</u>
_____	_____	_____	_____	<u>(Policy)</u>	Standard sheet size not larger than 24" x 36. All drawings to be folded to 9" x 12" maximum dimensions.
_____	_____	_____	_____	<u>NJAC 13:40-5.1 (n)</u>	Certification that the plat is based upon an actual field survey performed by the N.J. licensed land surveyor who prepared, signed and sealed the plat.
_____	_____	_____	_____	<u>(Policy)</u>	Certification by the owner, applicant and parties in interest that the plat is submitted with their knowledge and consent.
_____	_____	_____	_____	<u>60-9</u>	Scale not less than 1" = 400"
_____	_____	_____	_____	<u>60-9A</u>	The location of that portion which is to be subdivided in relation to the entire tract.
_____	_____	_____	_____	<u>60-9B</u>	All existing structures and wooded areas within the subdivision and within 200' thereof.
_____	_____	_____	_____	<u>60-9C</u>	The name of the owner and of all adjoining property owners.
_____	_____	_____	_____	<u>60-9D</u>	The tax map sheet, block and lot numbers.
_____	_____	_____	_____	<u>60-9E</u>	All streets or roads and streams within 500' of the subdivision.
_____	_____	_____	_____	<u>NJAC 13:40-5.1</u>	All matter relevant to a complete and clear exposition of the property.

APPLICATION FOR MAJOR SUBDIVISION

Applicant's Name: _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

Variance Required: Yes _____ No _____ N/A _____

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Reference</u>	<u>Requirement</u>
_____	_____	_____	_____	<u>(Policy)</u>	Standard sheet size not larger than 24" x 36. All drawings to be folded to 9" x 12" maximum dimensions.
_____	_____	_____	_____	<u>NJAC 13:40-5.1 (m)</u>	Certification that the plat is based upon an actual field survey performed by the N.J. licensed land surveyor who prepared, signed and sealed the plat.
_____	_____	_____	_____	<u>(Policy)</u>	Certification by the owner, applicant and other parties in interest that the plat is submitted with their knowledge and consent.
_____	_____	_____	_____	<u>60-10</u>	Scale not less than 1" = 400"
_____	_____	_____	_____	<u>60-10A</u>	A key map
_____	_____	_____	_____	<u>60-10B</u>	Tract name
_____	_____	_____	_____	<u>60-10B</u>	Tax Map Sheet, Block, and Lot Numbers.
_____	_____	_____	_____	<u>60-10B</u>	Reference meridian, graphic scale.
_____	_____	_____	_____	<u>60-10B(1)</u>	Name and address of record owner or owners.
_____	_____	_____	_____	<u>60-10B(2)</u>	Name and address of the sub-divider (applicant).
_____	_____	_____	_____	<u>60-10B(3)</u>	Name and address of the land surveyor who prepared the plat.
_____	_____	_____	_____	<u>60-10C</u>	Acreage of tract to nearest 1/10 of a acre.

Continuation Application for Major Subdivision

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Section Article</u>	
_____	_____	_____	_____	<u>60-10D</u>	Sufficient elevations and/or contours to determine the general slope and natural drainage of the land.
_____	_____	_____	_____	<u>60-10D</u>	The high and low points, tentative cross-sections and center line profile for all proposed streets.
_____	_____	_____	_____	<u>60-10E</u>	The location of existing and proposed property lines, streets, buildings, watercourses, railroads, bridges, culverts, drainpipes and any natural features such as wooded areas and rock formations.
_____	_____	_____	_____	<u>60-10F</u>	Plans of proposed utility layouts showing feasible connections to existing or proposed utility systems.
_____	_____	_____	_____	<u>60-10G</u>	A copy of any protective covenants or deed restrictions
_____	_____	_____	_____	<u>NJAC 13:40-51</u>	All matter relevant to a complete and clear exposition of the property.

APPLICATION FOR MAJOR SUBDIVISION

Applicant: _____

Owner: _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

Date of Preliminary Approval _____

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Section Article</u>	
_____	_____	_____	_____	<u>NJRS</u> 46:23-9.9 et seq.	Plat prepared in accordance with “the Map Filing Law” including all necessary certifications, etc.
_____	_____	_____	_____	<u>60-11</u>	Scale not less than 1” = 50’
_____	_____	_____	_____	<u>60-11A</u>	Tract name and location
_____	_____	_____	_____	<u>60-11A</u>	Reference meridian and graphic scale.
_____	_____	_____	_____	<u>60-11A</u>	Name of record owner
_____	_____	_____	_____	<u>60-11B</u>	Boundary lines, right-of-way lines, easements, etc. with metes and bound descriptions.
_____	_____	_____	_____	<u>60-11C</u>	The purpose of any easement or land reserved or dedicated to public use.
_____	_____	_____	_____	<u>60-11C</u>	The proposed use of any non-residential lands.
_____	_____	_____	_____	<u>NJSA</u> 54:1-15	Lots numbered in accordance with Seciton 18:23A-1.10(g) of the NJ Tax Map Regulations.
_____	_____	_____	_____	<u>60-11E</u>	Minimum building setback lines
_____	_____	_____	_____	<u>60-11F</u>	Location and description of all monuments
_____	_____	_____	_____	<u>60-11G</u>	Name of all adjoining property owners
_____	_____	_____	_____	<u>60-11H</u>	Signature and seal of the NJ licensed land surveyor who prepared the plat.

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Section Article</u>	
_____	_____	_____	_____	<u>60-11H</u>	Signature and seal of the NJ licensed professional engineer who designed the improvements on each sheet, which indicates the improvements and on all construction detail sheets.
_____	_____	_____	_____	<u>60-11I</u>	Certification by the owner, applicant and other parties in interest that the plat is submitted with their knowledge and consent.
_____	_____	_____	_____	<u>60-11K</u>	Cross sections and profiles of all proposed streets.
_____	_____	_____	_____	<u>60-11L</u>	Contours at 2 foot intervals (5foot intervals for slopes greater than 10%).
_____	_____	_____	_____	<u>60-11M</u>	Plans and profiles of storm sewers, sanitary sewers, and water mains.
_____	_____	_____	_____	<u>60-12</u>	All improvements required by this section

APPLICATION FOR SUBDIVISION

Applicant's Name: _____

Tax Map _____ Block _____ Lot _____ Zone _____

Variance(s) Requested: Yes _____ or No _____

ZONE REQUIREMENTS

<u>Complies</u>	<u>Does Not Comply</u>	<u>N/A</u>	<u>Waiver Requested</u>	<u>Code Reference</u>	<u>Code Requirement</u>	
_____	_____	_____	_____	_____	_____	Permitted Use
_____	_____	_____	_____	_____	_____	Lot Frontage
_____	_____	_____	_____	_____	_____	Lot Area
_____	_____	_____	_____	_____	_____	Front Yard
_____	_____	_____	_____	_____	_____	Side Yard
_____	_____	_____	_____	_____	_____	Rear Yard
_____	_____	_____	_____	_____	_____	Conditional Use

Explanation of variance requested: _____

Date: _____

 Applicant's Signature

* * * * *

Zoning Officer's comments: Variance(s) Required: Yes _____ or No _____

Date: _____

 Zoning Officer's Signature

APPLICATION FOR SUBDIVISION

Applicant's Name: _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

* * * * *

(For Municipal Use Only)

Date (enter N/A if not applicable)

- _____ Received original (13 pages) and 16 copies (pages 1-9) of application form
- _____ Verified pages 1-9 of application properly completed
- _____ Received non-refundable fee in the amount of \$ _____
- _____ Received separate escrow amount of \$ _____
- _____ Received 16 copies of the plat signed and sealed **AND FOLDED** by NJ licensed land surveyor
- _____ Received non-refundable variance fee in the amount \$ _____
- _____ Received plans and construction details signed and sealed by a NJ licensed professional engineer
- _____ Received an engineering cost estimate
- _____ Received copies of approvals by other agencies:
W.C.S.C.D. _____, NJ DOT _____, WCPB _____, other (specify) _____
- _____ Verified owner's/applicant's certification properly executed
- _____ Verified all conditions of preliminary approval satisfied
- _____ Applicant was notified that this application is technically incomplete due to failure to submit one or more of the above notification by: oral _____ writing _____
- _____ Forwarded proper fees to Town Treasurer
- _____ Final review made and all of the above information submitted to the Town Engineer
- _____ Received review report from Town Engineer
- _____ Subdivision Committee Notified to review application
- _____ Application scheduled for a public hearing to be held on _____
- _____ Received approved deeds or map from Board's Engineer
- _____ Received approved deeds or map from Board's Attorney
- _____ Contacted Board Chairman and Secretary to sign deeds or map
- _____ Returned executed deeds or map to applicant

Notes: _____

APPLICATION FOR SUBDIVISION

Applicant's Name: _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

* * * * *

(For Municipal Use Only)

Date (enter N/A if not applicable)

- _____ Received all information indicated on page 10 from Administrative Officer
- _____ Verified pages 1-10 of application properly completed
- _____ Verified land surveyor's certification properly executed
- _____ Verified all conditions of preliminary approval satisfied
- _____ Verified all approvals (and conditions thereof) from other agencies were received
- _____ WCPB _____ WCSCD _____ NJDOT _____ OTHER (specify) _____
- _____ Complete engineering review completed
- _____ Copies of report forwarded to Administrative Officer for distribution to Board Members
- _____ Administrative Officer notified that this application is technically incomplete due to non or improper submission of one or more of the above
- _____ Received deeds or map for review
- _____ Forwarded deeds or map with review comments to Administrative Officer:
- _____ Approved _____ Revisions required _____

NOTES: _____

APPLICATION FOR SUBDIVISION

Applicant's Name: _____

Tax Map Sheet: _____ Block: _____ Lot: _____ Zone: _____

* * * * *

(For Municipal Use Only)

Date (enter N/A if not applicable)

_____	Application deemed complete		
_____	Variance(s)	Granted _____	Denied _____
_____	Minor Subdivision	Granted _____	Denied _____
_____	Preliminary Subdivision	Granted _____	Denied _____
_____	Final Major Subdivision	Granted _____	Denied _____
_____	Resolution memorialized		
_____	Copy of resolution sent to applicant		
_____	Legal advertisement sent to Free Press		
_____	Affidavit of advertisement received		
_____	Receipt of notice that deeds or map were recorded		
_____	Authorization to refund unused escrow fee		