

TOWN OF PHILLIPSBURG

APPLICATION FOR SUBDIVISION

This application consists of 11 pages, as follow:

- 1 – Title
- 2 – Coordination
- 3 – Tax Data
- 4 – Ownership
- 5 – General Data
- 6 – Sketch Plat Check - (Only for MINOR Subdivisions)
- 7 & 8 – Preliminary Plat Check List - (Only for MAJOR Subdivisions)
- 9 & 10 – Final Plat Check List - (Only for MAJOR Subdivisions)
- 11 – Zone Requirement Check List

Pages 1 through 11 are to be completed by the applicant or his professional(s). (Page 6 is for *MINOR* Subdivision Applications, and pages 7 and 8 are for *MAJOR* Subdivision Applications.) 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 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
- Major Subdivision– Preliminary Plat
- Major Subdivision – Final Plat

- New Application
- Revision or Resubmission of a Prior Application

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 _____

Email _____

Land Surveyor

Name _____

Address _____

NJ Lic # _____

Phone _____

Email _____

Engineer

Name _____

Address _____

NJ Lic # _____

Phone _____

Email _____

Owner

Name _____

Address _____

Phone _____

Email _____

Attorney

Name _____

Address _____

Phone _____

Email _____

Other (specify)

Name _____

Address _____

Phone _____

Responsibility _____

Email _____

APPLICATION FOR SUBDIVISION
TAX CERTIFICATION
SEWER UTILITY CERTIFICATION

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 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 N.J.S.A.40:55D-39 (e) and N.J.S.A.40:55D-65 (h) pursuant to Section 34-34 of the Land Use Procedures of the Town of Phillipsburg.

The sewer utility for the above referenced property have been paid to _____ and there (are _____) or (are no _____) payments currently due and owing.

As to the real estate taxes and assessments:

Collector of Taxes
Municipal Building
120 Filmore Street
Phillipsburg, NJ 08865
(908) 454-5500

By: _____

_____ Title

Date: _____

Are there any liens against this property? _____

Amount owed \$ _____

Sewer amount owed \$ _____

Taxes owed \$ _____

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 N.J.S.A. 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, N.J.S.A. 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
 (SUBDIVISIONS CONTAINING NOT MORE THAN 3 LOTS)

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 are 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>555-9.</u>	Scale not less than 1" = 400'
_____	_____	_____	_____	<u>555-9.A.</u>	The location of that portion which is to be subdivided in relation to the entire tract.
_____	_____	_____	_____	<u>555-9.B.</u>	All existing structures and wooded areas within the subdivision and within 200' thereof.
_____	_____	_____	_____	<u>555-9.C.</u>	The name of the owner and of all adjoining property owners.
_____	_____	_____	_____	<u>555-9.D.</u>	The tax map sheet, block and lot numbers as proposed or given by the Phillipsburg Tax Assessor.
_____	_____	_____	_____	<u>555-9.E.</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>
_____	_____	_____	_____	(Policy)	Standard sheet size not larger than 24" x 36. All drawings are to be folded to 9" x 12" maximum dimensions.
_____	_____	_____	_____	NJAC 13:40-5.1 (m)	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.
_____	_____	_____	_____	(Policy)	Certification by the owner, applicant and other parties in interest that the plat is submitted with their knowledge and consent.
_____	_____	_____	_____	555-10.	Scale not less than 1" = 100'
_____	_____	_____	_____	555-10.A.	A key map
_____	_____	_____	_____	555-10.B.	Tract name
_____	_____	_____	_____	555-10.B.	Tax Map Sheet, Block, and Lot Numbers as proposed or given by the Phillipsburg Tax Assessor.
_____	_____	_____	_____	555-10.B.	Reference meridian, graphic scale.
_____	_____	_____	_____	555-10.B.(1)	Name and address of record owner or owners.
_____	_____	_____	_____	555-10.B.(2)	Name and address of the sub-divider (applicant).
_____	_____	_____	_____	555-10.B.(3)	Name and address of the land surveyor who prepared the plat.
_____	_____	_____	_____	555-10.C.	Acreage of tract to nearest 1/10 of a acre.

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>555-10.D.</u>	Sufficient elevations and/or contours to determine the general slope and natural drainage of the land.
_____	_____	_____	_____	<u>555-10.D.</u>	The high and low points, tentative cross-sections and center line profile for all proposed streets.
_____	_____	_____	_____	<u>555-10.E.</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>555-10.F.</u>	Plans of proposed utility layouts showing feasible connections to existing or proposed utility systems.
_____	_____	_____	_____	<u>555-10.G.</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>	
_____	_____	_____	_____	(Policy)	Plat prepared in accordance with “the Map Filing Law” including all necessary certifications, etc.
_____	_____	_____	_____	555-11.	Scale not less than 1” = 50’
_____	_____	_____	_____	555-11.A.	Tract name and location
_____	_____	_____	_____	555-11.A.	Reference meridian and graphic scale.
_____	_____	_____	_____	555-11.A.	Name of record owner
_____	_____	_____	_____	555-11.B.	Boundary lines, right-of-way lines, easements, etc. with metes and bound descriptions.
_____	_____	_____	_____	555-11.C.	The purpose of any easement or land reserved or dedicated to public use.
_____	_____	_____	_____	555-11.C.	The proposed use of any non-residential lands.
_____	_____	_____	_____	NJSA 54:1-15	Lots numbered in accordance with Seciton N.J.A.C. 18:23A-1.10(g) of the NJ Tax Map Regulations as proposed or given by the Phillipsburg Tax Assessor.
_____	_____	_____	_____	555-11.E.	Minimum building setback lines
_____	_____	_____	_____	555-11.F.	Location and description of all monuments
_____	_____	_____	_____	555-11.G.	Name of all adjoining property owners
_____	_____	_____	_____	555-11.H.	Signature and seal of the NJ licensed land surveyor who prepared the plat.

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>555-11.H.</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>555-11.I.</u>	Certification by the owner, applicant and other parties in interest that the plat is submitted with their knowledge and consent.
_____	_____	_____	_____	<u>555-11.K.</u>	Cross sections and profiles of all proposed streets.
_____	_____	_____	_____	<u>555-11.L.</u>	Contours at 2 foot intervals (5foot intervals for slopes greater than 10%).
_____	_____	_____	_____	<u>555-11.M.</u>	Plans and profiles of storm sewers, sanitary sewers, and water mains.
_____	_____	_____	_____	<u>555-12</u>	All the improvements or guarantees required by this section.

APPLICATION FOR SUBDIVISION

Applicant's Name: _____

Tax Map _____ Block _____ Lot _____ Zone _____

Variances(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

Administrative Officer's Control Sheet

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 (11 pages) and 16 copies (pages 1-9) of application form
- _____ Verified pages 1-11 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: _____
