

**FINAL MAJOR SUBDIVISION CHECKLIST**

- \_\_\_\_ Township Application Form (4 copies): **MUST** be signed by applicant and owner.
- \_\_\_\_ County Form (2 copies) signed: PLEASE FILL IN THE CHECK LIST. FAILURE TO DO SO, WILL CAUSE YOUR APPLICATION TO BE REJECTED.

- \_\_\_\_ Township Fees: 1. Nonrefundable Filing Fee - \$1,000.00  
 2. Escrow Fee – 50% of the original escrow given at preliminary.  
 3. Escrow Deposit for Tax Map Preparation:

<b>Number of Lots</b>	<b>Cost Per Lot</b>
1 to 5	\$80.00
6 to 20	\$55.00
21 to 50	\$40.00
Greater than 50	\$30.00

Note: Please submit the above fees in three separate checks, payable to “**Monroe Township**”.

- \_\_\_\_ County Fees: Please see County Application Form for proper fees. Make check payable to “**Gloucester County**”.
- \_\_\_\_ If property is in the Pinelands, a copy of notification from the Pinelands Commission that they have completed review of the Board’s preliminary approval.
- \_\_\_\_ Updated Tax Statement: (Can obtain from the Tax Collector’s Office).
- \_\_\_\_ Corporate/Partnership Disclosure: Unless previously submitted with Preliminary (If applicable).  
 NOTE: If the applicant is a corporation, please provide a certified resolution authorizing this development and stating the authorized agent.
- \_\_\_\_ W-9 Form: (Taxpayer Identification Number & Certification).
- \_\_\_\_ Deed Restrictions or Protective Covenants (4 copies): (If Applicable).
- \_\_\_\_ Agreement of Sale or Lease: (If applicant is not the owner).
- \_\_\_\_ Number of Required Plans: 9 copies signed by the Owner and Applicant (including the copy for the County), 12 reduced size copies 11” x 17”.

**Email a PDF of submission package to the Board secretary:**  
**([norbaczewski@monroetownshipnj.org](mailto:norbaczewski@monroetownshipnj.org))**.

- \_\_\_\_ Drainage Calculations- 5 copies
- \_\_\_\_ Common Open Space Organization documents (if applicable) – 5 copies
- \_\_\_\_ Easements (if applicable)– 5 copies
- \_\_\_\_ Any other documents/studies required by the ordinance that were not submitted with Preliminary – 5 copies
- \_\_\_\_ Stormwater Maintenance Plan: Send electronically to the Public Works Director ([mcavello@monroetownshipnj.org](mailto:mcavello@monroetownshipnj.org)) and copy the Board secretary ([norbaczewski@monroetownshipnj.org](mailto:norbaczewski@monroetownshipnj.org)).

**Please do not submit your application directly to the County. We will submit your application to the County for you. Failure to adhere to this requirement may cause delays to your application.**

**MAJOR SUBDIVISION APPLICATION**

Monroe Township Planning Board/Zoning Board of Adjustment  
125 Virginia Avenue,  
Williamstown, NJ 08094  
(856) 728-9800 Ext. 271/279

ALL INFORMATION MUST BE COMPLETED BEFORE ACCEPTANCE BY EITHER BOARD. PLEASE USE THE ATTACHED CHECK LIST. FAILURE TO DO SO WILL CAUSE YOUR APPLICATION TO BE DELAYED.

**I. TYPE OF APPLICATION**

Preliminary Major \_\_\_\_\_ Final Major \_\_\_\_\_

\*Please note that a Preliminary & Final Major Subdivision may not be filed simultaneously\*

**II. GENERAL INFORMATION:**

A. Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

B. Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

C. Attorney \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

D. Engineer/Surveyor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E. Is Applicant a Partnership or Corporation \_\_\_\_\_ Yes \_\_\_\_\_ No

F. If Applicant is a Partnership or Corporation:

1. Attach certified resolution authorizing this development and stating authorized agent.
2. Provide Partnership or Corporate Disclosure Statement as per N.J.S.A. 40:55D-48.1 through 40:55D-48.4.

G. If Applicant is other than Owner, attach a copy of the Agreement of Sale or document conferring a legal or equitable interest upon the Applicant.

II. INFORMATION REGARDING THE PROPERTY:

A. The location of the property is: \_\_\_\_\_

B. The location of the property is approximately \_\_\_\_\_ feet from the intersection of \_\_\_\_\_ and \_\_\_\_\_

C. The Block number(s) is \_\_\_\_\_  
Lot number(s) \_\_\_\_\_

D. Existing Use of Property: \_\_\_\_\_  
Proposed Use of Property: \_\_\_\_\_  
\_\_\_\_\_

E. The zone in which the property is located is \_\_\_\_\_  
(The Zoning Office can help determine this information)

F. Acreage of the entire tract to be subdivided \_\_\_\_\_

G. Number of lots existing \_\_\_\_\_ proposed \_\_\_\_\_

H. Is the subject property located on a County Road? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the subject property located on a State Road? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is it within 200 feet of a Municipal Boundary? Yes \_\_\_\_\_ No \_\_\_\_\_

I. Was the property subject to a prior subdivision? Yes \_\_\_\_\_ No \_\_\_\_\_

J. Are there any existing or proposed deed restrictions, easements, right-of-way or other dedication? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, attach a copy)

K. Are any variances and/or waivers required? Yes \_\_\_\_\_ No \_\_\_\_\_  
If your answer above was yes, please answer the following:

(1) Type of variance(s) and/or waiver(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

L. Improvements: List all proposed on site utility and off-tract improvements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

M. Plat submission: List maps and other exhibits accompanying this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Submission Requirements, Fees, Authorization & Verification

Attached hereto and made part of this application, I have submitted the appropriate documents along with the appropriate fees for a minor subdivision application.

The Applicant, as a condition of submission, agrees to pay, in escrow, all reasonable and necessary costs for professional review of the application and plans for inspection of required improvements and for other professional services required by this application. The escrow fee is an estimate only. You will be required to pay additional escrow fees if the total invoices exceed this amount. If there is remaining escrow money after all invoices are paid, it will be returned to you.

I certify the statements and information contained in this application is true.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Date received by the Board \_\_\_\_\_

## Chapter 175. Land Management

### Article X. Plat Detail and Data

#### § 175-69. Final major subdivision and planned and cluster developments.

- A. The final plat for major subdivisions shall be drawn in accordance with the requirements for preliminary plats specified in this chapter. The final plat shall show or be accompanied by the same information required for preliminary plat approval in addition to the following:
- (1) Tract boundary lines; exterior lines or streets; easements and other rights-of-way; street names; land reserved or dedicated to public use; all lot lines and other site lines with accurate dimensions, bearings or deflection angles; and radii, arcs and central angles of all curves based on an actual survey by a land surveyor licensed to practice in the State of New Jersey. All dimensions of the exterior boundaries of the subdivision shall be balanced and closed to a precision of one to 10,000 and the dimensions of all lot lines to within one to 20,000. All dimensions, angles and bearings must be tied to at least two permanent monuments not less than 300 feet apart, and all information shall be indicated on the plat.
  - (2) At least one corner of the subdivision shall be tied to United States Geological Survey bench marks with data on the plat as to how the bearings were determined.
  - (3) Block and lot numbers in accordance with established standards and in conformity with Township Tax Map. Services of the Board Engineer will be available to the developer to assist him in the assignment of lot and block numbers, the Engineer's fee for such service to be paid by the developer.
  - (4) Cross sections, profiles and established grades of all streets as approved by the Township Engineer.
  - (5) Plans and profiles of all storm and sanitary sewers and water mains as approved by the Board Engineer.
- B. In the case of a planned and/or cluster development, the application for final approval shall contain the following, unless waived by the Planning Board:
- (1) A comparison of the final plan to the development schedule approved as part of the tentative plan, noting any changes or variations from the approved schedule and indicating the scope of the change(s), particularly any change in the total number of dwelling units to be constructed, the number by type of dwelling units to be constructed, the number of square feet of commercial uses to be constructed, the

number by type of community facilities to be constructed, the acreage of common open space, the nature and cost of public improvements to be produced and the anticipated values of residential and commercial construction. If applicable, a report documenting the nature and reasons for the changes shall also be submitted.

- (2) A land use plan at a scale of one inch equals 50 feet, including:
  - (a) A closed boundary survey of the total land area to be developed, with area measurements to an accuracy of 0.10 acre.
  - (b) Locations of existing and proposed permanent monuments.
  - (c) Location, type and description of existing buildings, roads, easements, watercourses and drainageways on and adjacent to the development area.
  - (d) Location and dimensions of all parking areas, proposed buildings and other structures.
  - (e) Horizontal alignment and geometry and clear sight dimensions for all proposed roads and intersections.
  - (f) Location of easements and areas to remain as commonly held or publicly held open space.
  - (g) Certification by a licensed land surveyor and/or professional engineer.
- (3) A clearing, grading and drainage plan at a scale of one inch equals 50 feet showing:
  - (a) Location and defined limits of all clearing and/or removal of vegetative cover.
  - (b) Existing and proposed grades within the development area at a contour interval of two feet.
  - (c) Location and proposed grades and elevations for all buildings, roads, walks, storm sewers, and other drainage structures and devices, retaining walls and other landscape constructions.
  - (d) Profiles of existing and proposed grades for roads, storm sewers and swales, abutting and within the site.
  - (e) Cross sections and typical construction details for all existing and proposed buildings, roads, drives, parking areas, walks, drainage facilities and other construction elements within the site.
- (4) A utilities system plan at a scale of one inch equals 50 feet showing:
  - (a) Type and description of all utility lines located by dimensions.
  - (b) Location and elevation of all manholes, inlet, catch basins, hydrants and light standards.
  - (c) Profiles of existing and proposed grades for sanitary sewer and water lines.
  - (d) Location and typical construction details for utilities and easements.

- (e) Certification by a New Jersey licensed professional engineer.
- (5) Common open space organization documents. These documents shall show conformance with the provisions of Article **XIII** of this chapter and shall include:
- (a) Articles of incorporation for any homeowner's association, condominium association or other organization to maintain the common open space or community facilities.
  - (b) Bylaws and membership rules and regulations of any such organization defining its rights, duties and responsibilities.
  - (c) A copy of the master deed detailing the rights and privileges of individual owners in the areas of common open space.
  - (d) Covenants or easements restricting the use of the common open space.
  - (e) Covenants or agreements requiring homeowners or residents to pay the organization for the maintenance of the common open space and/or community facilities. This shall include a proposed schedule of membership fees for at least the first three years of operations.
- (6) Other covenants and easements. These documents shall include any easements or covenants affecting any land in the development other than those easements and covenants already specified in Subsection **B(5)** of this section.
- (7) Other maintenance agreements. These documents shall include any easements or proposed agreements under which private roads will be maintained, refuse collected or other supplementary services provided.
- (8) Offer of dedication. The offer of dedication shall include all legal requirements for a valid dedication to the Township, or, where appropriate, another governmental or public body, of roads or other improvements intended for public ownership.

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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				-				-			
or											
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4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

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