

Application # _____

MINOR SUBDIVISION CHECK LIST

- _____ 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 - \$300.00
2. Escrow Fee - \$3,000.00

Note: Please submit the above fees in two separate checks, made out to "Monroe Township".

- _____ County Fees: Please see County Application Form for proper fees. Checks must be made out to "Gloucester County".
- _____ Certificate of Filing (If property is located in the Pineland Area)
- _____ Updated Tax Statement (obtain from the Tax Collector's Office)
- _____ Corporate/Partnership Disclosure (If Applicable)
NOTE: If the applicant is a corporation, please provide a certified resolution authorizing this development and stating the authorized agent.
- _____ Deed Restrictions or Protective Covenants (If Applicable) 4 copies.
- _____ Agreement of Sale or Lease (If applicant is not owner)
- _____ Number of Required Plans: 1. 9, signed by Owner and Applicant
(This includes the required copies for the County Planning Board)
 - 2. 12 of reduced size 11" x 17"
 - 3. email a PDF of plan:norbaczewski@monroetownshipnj.org

IF A VARIANCE IS INVOLVED WITH THIS APPLICATION, A PUBLIC HEARING IS REQUIRED. ADDITIONAL INFORMATION WILL BE REQUIRED TO BE SUBMITTED AT THE TIME OF THE SCHEDULED HEARING.

IMPORTANT

DO NOT FORWARD YOUR APPLICATION TO THE COUNTY PLANNING BOARD.
BRING YOUR ENTIRE APPLICATION TO THE MONROE TOWNSHIP PLANNING BOARD. WE WILL FORWARD THE APPLICATION TO THE COUNTY FOR YOU. FAILURE TO ADHERE TO THIS PROCEDURE WILL CAUSE DELAYS TO YOUR APPLICATION.

MINOR 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. 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

§ 175-67. Minor subdivisions.

The submitted minor subdivision plat shall be based on Tax Map information or some other similarly accurate base and shall be neatly and accurately drawn at an approximate scale of not more than 200 feet to the inch on one of four of the following standard sheet sizes: 8 1/2 inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; or 30 inches by 42 inches, to enable the entire tract to be shown on one sheet. The following information shall also be included:

- A. The location of that portion which is to be subdivided in relation to the entire tract.
- B. All existing structures and wooded lands within the area to be subdivided and within 200 feet thereof, and the shortest distance from any existing structure to any proposed and existing lot line.
- C. The name of the owner and all adjoining property owners as disclosed by the most recent municipal tax records.
- D. The Tax Map, block and lot numbers and the subdivision application number.
- E. All existing and proposed streets within 200 feet of the area to be subdivided for minor subdivisions with rights-of-way and names indicated.
- F. All subdivisions including more than 5.0 acres or which contain natural drainageways or soils of poor drainage characteristics as indicated in United States Department of Agriculture Soil Survey must show contours as shown on United States Coast and Geodetic Survey topographic survey sheets.
- G. All proposed lot lines and existing lot lines proposed to be eliminated.
- H. The location and approximate size of all bridges and culverts and the location, direction of flow and approximate drainage area of all streams, brooks, ponds, wet weather swales and ditches in the area to be subdivided and within 200 feet of the area to be subdivided for minor subdivisions.
- I. A general description of the proposed drainage facilities.
- J. The location and width of all existing and proposed utility easements in the area to be subdivided.

- K. The zoning district within which the proposed subdivision is located. If more than one zoning district is involved, the plat shall indicate the district line(s).
- L. North arrow.
- M. Scale of plat and date of latest revision.
- N. Acreage of the entire tract and the area being subdivided to the nearest tenth of an acre; square footage shall be shown when areas to be subdivided are to be less than 3.2 acres.
- O. The number of new lots created.
- P. The names, addresses, phone numbers and signatures of the owner, subdivider and person preparing the plat.
- Q. The signature, seal and license number and address of the person preparing the plan.
- R. A key map showing the entire subdivision and its relation to surrounding areas at a scale not more than 2,000 feet to the inch.