

**PRELIMINARY MAJOR SUBDIVISION CHECK LIST**

- \_\_\_ Township Application Form (4 copies): **MUST** be signed by applicant and owner.
- \_\_\_ One copy of your Application to Gloucester County Planning Department.
- \_\_\_ Township Fees: 1. Nonrefundable Filing Fee - \$1,000.00  
2. Escrow Fee - \$10,000.00 plus \$100.00 per lot for each lot over 30 lots  
**Note: Please submit the above fees in two separate checks, payable to “Monroe Township”.**

- \_\_\_ Certificate of Filing: (Only applies if the property is located within the Pinelands Area).
- \_\_\_ Updated Tax Statement: (Can 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.

- \_\_\_ W-9 Form: (Taxpayer Identification Number & Certification).
- \_\_\_ Deed Restrictions or Protective Covenants (3 copies): (If Applicable).
- \_\_\_ Agreement of Sale or Lease: (If applicant is not the owner).
- \_\_\_ Number of Required Plans: 4 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:**  
**(agallagher@monroetownshipnj.org).**

- \_\_\_ Drainage Calculations- 3 copies
- \_\_\_ Traffic Study- 3 copies
- \_\_\_ Environmental Assessment– 3 copies
- \_\_\_ Fiscal Impact Analysis– 3 copies
- \_\_\_ Common Open Space Organization documents (if applicable) – 3 copies
- \_\_\_ Easements (if applicable)– 3 copies
- \_\_\_ Any other documents/studies, as required by the ordinance – 3 copies
- \_\_\_ Stormwater Maintenance Plan (2) copies; and send electronically to the Public Works Director (mcalvello@monroetownshipnj.org) and copy the Board secretary (agallagher@monroetownshipnj.org).

**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 \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

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

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

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"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <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) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
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.

<b>Social security number</b>										
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	-		-							
<b>or</b>										
<b>Employer identification number</b>										
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### 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.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### 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.*

**§ 175-68. Preliminary major subdivision and planned and cluster developments.**

The preliminary plans shall be clearly and legibly drawn or reproduced at a scale of not less than one inch equals 100 feet unless otherwise specified. All plans shall be designed in compliance with the provisions of this chapter and shall show or be accompanied by the following information on existing and proposed features:

- A. A location map drawn at a scale of either one inch equals 1,000 feet or one inch equals 2,000 feet showing the location of the entire site and its relation to the surrounding areas. Such map shall show all existing land uses within 500 feet of the site.
- B. Site characteristics maps showing all woodlands, significant individual trees (over 16 inches diameter at breast height), existing streams, ponds and any other watercourses, wetlands and floodplains as defined by this chapter, and historically, cultural and/or archaeological significant structures or resources, the topography of the site at two-foot contours and data relating to the soil types present on the site, including the location and results of all soil borings.
- C. A preliminary site plan of the project site at the scale required above showing:
  - (1) The tract name, Tax Map sheet, block and lot numbers in a title block; meridia; North arrow; written and graphic scales; the names, addresses, phone numbers and signatures of the owner and subdivider; the names of all property owners within 200 feet of the extreme limits of the development as disclosed by the most recent municipal tax records; the name and address of the preparer of the map and his professional seal and signature; the development application number; and the date of the original preparation and of each subsequent revision thereof.
  - (2) The acreage of the original tract being subdivided measured to the nearest 1/1000 of an acre and the number of the new lots created.
  - (3) The zoning district within which the proposed subdivision is located. If more than one zoning district is involved, the plan shall indicate the district line(s).
  - (4) The locations and dimensions of existing and proposed railroad rights-of-way, bridges and natural features such as wooded areas, and any extensive rock formations, both within the tract and within 200 feet of its boundaries.
  - (5) All proposed lots, including existing lot lines to remain and those to be eliminated and all setback lines required by the Zoning Ordinance with the dimensions thereof, and the areas of all lots shown measured to the nearest square foot. Any lot(s) to be reserved or dedicated to public use shall be identified in the proposed use of lots for other than residential developments and shall be shown.
  - (6) Locations of all existing structures showing existing and proposed front, rear and side yard setback distances and an indication of whether the existing structures and uses will be retained or removed.
  - (7) The names, locations and dimensions (cartway and right-of-way widths) of all streets, both existing and proposed, within a distance of 500 feet from the boundaries of the

subdivision, showing any connections from the proposed streets to existing streets and to those proposed arterial and collector streets as shown on the Master Plan or Official Map, as adopted.

- D. A preliminary stormwater management plan at the same scale as the development plan, showing: **[Amended 7-21-1992 by Ord. No. O-27-92 ]**
- (1) All existing and proposed watercourses, including lakes and ponds, including elevations at water level.
  - (2) Cross sections of watercourses and/or drainage swales at an approximate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at the following locations:
    - (a) At any point where a watercourse crosses a boundary of the development.
    - (b) At fifty-foot intervals for a distance of 500 feet upstream and downstream of any proposed and/or existing culvert or bridge within the subdivision and within 1,000 feet downstream of the development.
    - (c) At fifty-foot intervals up to 500 feet upstream and downstream of any point of juncture of two or more watercourses within 1,000 feet of the development.
    - (d) At a maximum of five-hundred-foot intervals, but not less than two locations along each watercourse which runs through or within 500 feet of the development.
    - (e) When ditches, streams or watercourses are to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and siltation, as well as typical ditch section profiles, shall be shown on the plat or accompany it. Where the Universal Soil Equation indicates a tract soil loss during construction in excess of 10 tons per acre per year, an erosion-sedimentation control plan in conformity with the recommendations of the Soil Conservation Service shall be furnished to and approved by the Board Engineer.
    - (f) The boundaries of the floodplains of all watercourses within or adjacent to the development.
  - (3) The total acreage in the drainage basin of any watercourse running through or adjacent to a development in the area upstream of the development.
  - (4) The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage in the development which drains to the structure.
  - (5) The location and extent of drainage and conservation easements and stream encroachment lines.
  - (6) All existing or proposed storm sewer lines within or adjacent to the development showing size and profile of the lines, direction of flow and the location of each catch basin, inlet, manhole, culvert and headwall.
  - (7) The location and extent of any proposed dry wells, groundwater detention basins,

retention basins or other water or soil conservation devices.

- (8) The location of existing and proposed stormwater drainage and collection systems shall be indicated and designed in accordance with the standards of § 175-140 (Stormwater management). Information required by such standards, including hydrological and hydraulic calculations, soil boring logs, maintenance schedules, etc., shall be provided. The size/capacity of existing facilities which are to be utilized in the proposal must be analyzed and indicated.
  - (9) A plan showing all on-site watershed devices and the appropriate drainage areas to the various collection system inlets, superimposed on a site plan of the development.
- E. A preliminary utilities plan at the same scale of the site plan showing:
- (1) The location of existing utility structures such as water and sewer mains, gas transmission lines and high tension power lines on the subdivision and within 200 feet of its boundaries.
  - (2) Plans of proposed improvements and utility layouts, including sewer, water, storm drains, water, gas, telephone, television and electricity showing feasible connections to any proposed utility systems. If private utilities are proposed, they shall comply fully with all Township, county and state regulations. If service will be provided by an existing utility company, a letter from that company stating that service will be available before occupancy will be sufficient. When individual on-lot water or sewage disposal is proposed, the plan for such system shall be approved by the appropriate Township and state agencies, and the results of percolation tests shall be submitted with the preliminary plat under conditions designated by the County Board of Health. Where applicable, the utility company letter must indicate that wet hookups will be available for each subdivided lot.
- F. Plans, typical cross sections, center-line profiles, tentative grades and details of all proposed streets and of the existing streets abutting the development based on the vertical datum specified by the Board Engineer, including curbing, sidewalks, storm drains and drainage structures. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at intersections.
- G. A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat and application.
- H. In the case of a planned and/or cluster development, the application for preliminary approval shall contain, in addition to the items specified above, the following:
- (1) Common open space map at a scale the same as the site plan showing all areas of the site to be designated as common open space and the designation of each area according to its proposed use, and the type, size and general location of planting or other screening techniques to be used in designated buffer areas. The map shall also denote the size of each designated area in acres and the total common open space area in acres and as a percentage of the site, in conformance with Article XIII of this chapter.
  - (2) An open space report outlining the form of organization proposed to own and maintain



the common open space in conformance with this chapter and identifying how the common open space and facilities relate to existing and proposed Township open space areas and facilities.

- (3) A sewer and water report containing an explanation of plans to tie into existing sewer and water facilities, including the status of efforts to have such tie-ins approved by the appropriate authorities, and calculations of the water demand and sewage generation anticipated from the proposed development using the standards of this chapter. Based on these calculations and the existing excess capacities of existing sewer and water systems, the applicant shall, if pertinent, describe what improvements shall be implemented to increase the capacities to meet the anticipated demands.
- (4) A traffic report containing calculations of the number of motor vehicles expected to enter or leave the site for an average peak hour and an revaluation of the ability of the internal circulation plan and the external access roadways, including the two nearest intersections on collector roadways to handle this anticipated traffic, made by a qualified traffic engineer. In addition, the report shall explain how road layout relates to terrain and the reasons for any proposed deviations from the Township's design standards.
- (5) Development schedule data, if the proposed construction is to extend over more than one year.
  - (a) A schedule map at the same scale as the site plan showing the location of each successive annual phase of the development.
  - (b) A schedule report listing by each annual phase the number of residential units by type, the anticipated sales price of each unit type, the total value of residential development, the square footage of commercial construction and its value, the type of open space structures and improvements, and the value of public improvements installed by the applicant for dedication to the Township, its various departments or other governmental agencies.
- (6) A fiscal impact report indicating the impact of the project on Township services, the cash flow of the project, and an indication of pro rata share of necessary improvements.
- (7) A modification report, if applicable, showing the modifications of Township standards requested, along with supporting documentation.