

Minor Subdivision Checklist (Amended May 2003)

Applicant: _____

Block: _____ Lot: _____

Address: _____

All applications for Minor Subdivision shall be accompanied by the following information except that the Planning Board may waive any requirement or request additional information where it is clearly appropriate to the particular application. Failure to comply shall render such application incomplete.

1. Two (2) copies of an affidavit of ownership or letter from the owner authorizing submission of the plat.
2. Twenty-five (25) copies of a Wetlands Analysis and Report in Accordance with Section 16.18.120.
3. When the development is to be located in the sanitary sewer service area, written communication from the RTMUA that adequate sewage treatment capacity has been reserved for the development shall be submitted along with a copy of the reservation agreement and/or proof of payment of deposit on connection fee.
4. Two (2) copies of ownership interest of corporation, limited liability company, or partnership in accordance with the Municipal Land Use Law.
5. Twenty-five (25) copies of completed Raritan Township Subdivision application form.
6. Twenty-five (25) copies of completed Raritan Township Minor Subdivision checklist form.
7. Township Application fee.
8. Township Escrow payment.
9. Twenty-five (25) copies of a completed Raritan Township Variance application form (if variances from township ordinance are requested or required).
10. When the development is located in the public water service area, twenty-five (25) copies of correspondence from the public water company indicating service can be provided.
11. Certification from Raritan Township Tax Collector that all taxes, sewer charges, or other assessments on the entire tract have been paid to date.
12. Copy of Hunterdon County Planning Board application form as submitted to the Hunterdon County Planning Board.
13. Two (2) copies of all existing protective covenants, deed restrictions, or easements that apply to tract.
14. Completed W-9 form.
15. Twenty-five (25) copies of the Minor Subdivision Plan in accordance with Section 16.18.090.
16. Two (2) copies of an affidavit stating that any and all lots part of the subdivision application have not been part of another minor subdivision within the past 12 months.

16.18.090 Plat details.

A. General. All maps, plats and sketch plats required to be submitted by this title shall conform to one of the following size configurations: eight and one-half by thirteen (13) inches, fifteen (15) by twenty-one (21) inches, or twenty-four (24) by thirty-six (36) inches.

B Minor Subdivision. All plats shall be based on accurate information at a scale of not more than one inch equals one hundred (1"=100') feet. The plat shall be designed in compliance with the provisions of Section 16.18.110 and shall show or be accompanied by the following information and information listed in Section 16.18.070, except that the Planning Board may waive any requirement or request additional information where it is clearly appropriate to the particular application. Failure to comply shall render such application incomplete.

1. Location and Key Map. The entire tract to be subdivided, giving the accurate location of all existing and proposed property and street lines, rights-of-way, and including a key map at a scale where one inch equals not more than one thousand (1,000) feet showing the entire subdivision and its relation to all features shown on the official map and master plan and located within one-half mile of the extreme limits of the subdivision. The plat shall indicate that all boundary corners of the proposed lots have been set with iron pins and shall show their location. This requirement shall also apply to boundary adjustments.

2. Structures, Wooded Areas and Topography. The location of existing houses, buildings and other structures within the portion to be subdivided and two hundred (200) feet thereof, with accurate dimensions from all existing and proposed lot lines, wooded areas and isolated shade trees more than six inches in diameter, breast high and two inches in diameter, breast high for flowering and small trees Sufficient elevations and contours at five feet vertical intervals for slopes averaging ten percent or greater, and at two-foot vertical intervals for land of lesser slope to determine the general slope and natural drainage of the land, and the high and low points for the portion to be subdivided, and for a distance of two hundred (200) feet thereof. All elevation and contours shall be verified in the field to accurately represent the grade involved and shall be based upon U.S.C. and G.S. datum.

3. Owners. The name and address of the owner and/or subdivider, and the name of all adjoining property owners and those across existing or proposed streets as disclosed by the most recent municipal tax records.

4. Other Information. The tax map sheet, date of original preparation and revisions, block and lot numbers, zone district, old name if submitted under a different title, north arrow, written and graphic scales and acreage of the entire tract and those areas to be subdivided.

5. Streets, Easements, Watercourses and Rights-of-Way. The location of existing or proposed streets, roads, easements, public rights-of-way, streams, wetlands, wetland transition areas, state open waters, bridges, culverts, drainage ditches and natural watercourses in and within five hundred (500) feet of the subdivision.

6. Lots. The original and proposed lot layout, lot dimensions, all required setback lines, and lot area of each lot in square feet and acreage. Lots shall be designated by the

official lot number designations from the township tax assessor.

7. Endorsements and Certificates. Plats being submitted for minor subdivision approval shall be a boundary survey map drawn by a licensed New Jersey land surveyor and so certified on the plat, to be drawn from an actual boundary survey. The plat shall contain a four by five inch blank box outlined, located adjacent to the title block, which shall be reserved for the planning board's review stamp.

The specific purpose and restrictions of any easement or land reserved or dedicated for any use shall be indicated on the plat and shall be included in any deeds conveying title to the properties in question.

Minor subdivisions requiring improvements shall contain the following certification:

This is to certify that the engineering plans for all improvements are based upon topographical data that has been verified in the field by a N.J. licensed land surveyor.

Signature of N.J. Professional Engineer/Land Surveyor

8. Utility Information. Within the public water and sanitary sewer service areas, the plat shall include the location of existing and proposed lines and connections.

9. Percolation and Soil Logs. In the event public sewers are not available and individual septic systems are proposed, the plat shall show the following information:

At least two passing percolation tests and one acceptable soil log shall be conducted on each proposed lot. The percolation tests and soil log shall be located at least twenty (20) feet from each other, but not more than forty (40) feet from each other, and within the area of the proposed septic field. "Proposed septic field" means that area so designated by the design engineer and located at a lower elevation than the proposed structure containing the waste water facilities and proposed well, and conforming to distances established by R.S. 2A: 11-9 et seq. and provisions of this code. It is further intended that all septic systems shall be gravity systems unless undue hardship shall prevent same, as determined by the planning board.

10. Other Requirements.

a. minor subdivisions shall show the location and indicate the results of all passing, unsatisfactory and abandoned percolation and soil log tests. The date the percolation tests and soil logs were taken shall be indicated on the plats as well as the name of the township witness.

b. Where an existing dwelling is part of the subdivision, the plat shall indicate the exact location of the existing well and septic field. No percolation test or soil log shall be required for the dwelling.

c. No percolation test or soil log shall be located closer than one hundred (100) feet of the highest elevation of seasonal surface water.

d. All percolation tests and soil logs shall be performed at the applicant's expense by a person authorized by state law to undertake such tests and shall be witnessed by a representative of the township engineer's office who shall be notified at least forty-eight (48) hours prior to the conducting of any tests.

e. A passing percolation test shall be one which meets the requirement of R.S. 2A. 11-9 et seq., and where the water level does not drop faster than one inch in one

minute.

f. Septic fields shall not be located on slopes greater than fifteen (15) percent and on slopes six to fifteen (15) percent, the fields shall be placed perpendicular to the slope.

11. Floodplain Delineations. Minor subdivisions shall indicate flood hazard area delineations for all permanent streams based upon State Department of Environmental Protection delineations or for the one hundred (100) year flood as directed by the township engineer.
12. Steep slope calculations in accordance with Section 16.64.130.
13. Plats shall meet the requirements of the Map Filing Law if plats rather than deeds are to be filed with the County Clerk.

This document is provided for informational purposes only. Please refer the Raritan Township General Ordinances for complete submission requirements.