

**OCEANPORT BOROUGH
MONMOUTH COUNTY, NEW JERSEY**

FINAL SUBDIVISION COMPLETENESS CHECKLIST

(To be completed by applicant)

	SUBMITTED	WAIVER REQUESTED	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original and 4 copies of application forms and one digital copy emailed
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form signed and notarized
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owners Consent
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 complete sets of final plat and one digital copy emailed
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale not less than 1" to 100'
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans no greater than 36"x42" size
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee and completed application/escrow fee schedule
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escrow fee and completed application/escrow fee schedule
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed escrow agreement
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed W-9 authorization form
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) complete "Tax and Assessment Payment Report" forms which will be forwarded to the Collector of Revenue office for verification that no delinquent taxes or assessments are due.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of protective covenants or deed restrictions that are intended to cover all or any part of the tract.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final map on CAD-generated data file submitted via email

The following shall be on the plans submitted:

14. Entire tract shown on one sheet
15. Plat based on a new or existing survey of the property being subdivided, as per revised statutes title **45:8**.
16. Plans signed and sealed by a New Jersey Licensed Land Surveyor.
17. The tract name, tax map sheet, block and lot number, data, reference meridian, scale and the following names and addresses:
 - a. The record owner or owners
 - b. The subdivider
 - c. The person who prepared the map
18. Acreage of tract to be subdivided to the nearest hundredth of an acre.
19. Accurate length of all existing and proposed lot lines.
20. Tract boundary lines, right-of-way lines of streets, street names, easement and other rights-of-way, land to be 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.
21. The purpose of any easement of land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.
22. Each block and the lots within each block numbered in accordance with a number system provided by the Municipal Engineer.
23. Minimum building setback line on all lots and other sites.
24. Location and description of all existing and proposed monuments.
25. Names of owners of adjoining land.
26. Certification by a Licensed New Jersey Land Surveyor as to the accuracy of details of the plat, as required by law.
27. Certification that the applicant is agent or owner of the land or that the owner has given consent under an option agreement.

28. When approval of a plat is required by an officer or body of such municipality, county or state, approval shall be certified on the plat.
29. Cross sections and profiles of streets, approved by the Township Engineer.
30. Plans and profiles of storm and sanitary sewers, water mains and hydrants approved by the Township Engineer, Fire and Sewerage Authority. All plans and profiles for gas, electric and telephone utilities are to be approved by the appropriate utility company.
31. Final grading plans showing two foot contours, the proposed solutions to difficult drainage problems that might be encountered as a result of the finished grades and the location and elevation of the main levels of each building.