

**OCEANPORT BOROUGH  
MONMOUTH COUNTY, NEW JERSEY**

**MINOR SUBDIVISION COMPLETENESS CHECKLIST**

(To be completed by applicant)

- | SUBMITTED | WAIVER<br>REQUESTED      | N/A                      |  |
|-----------|--------------------------|--------------------------|--|
| 1.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Original and 4 copies of application forms and one digital set 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"/> Owner's Consent   |
| 4.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 5 complete sets of plat and one digital set emailed (Eight (8) additional sets of plans to be provided upon determination of completeness - plan sets can be of a reduced plan size, at the discretion of the Board Chairman)   |
| 5.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Scale not less than 1" to 100' and shall conform to NJSA 46:23-9.9 et seq.  |
| 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"/> Survey of property which is less than 1 year old prepared by a New Jersey Licensed Land Surveyor showing: <ul style="list-style-type: none"> <li>a. Boundaries of the property</li> <li>b. Building and setback lines and the lines of all existing streets, roads, reservations, easements, right-of-ways and areas dedicated to public use, within two hundred (200) feet of the property</li> <li>c. Title, reference meridian, scale</li> </ul> |

- d. Name and address of record owner
- e. Name, address, professional license number and seal of the surveyor who prepared the survey

- 13.    Percolation test and soil log results (if applicable) certified by New Jersey License Professional Engineer.
- 14.    Soil report, including location of seasonal high ground water table.
- 15.    Evidence of soil erosion and sediment control plan submittal to Freehold Soil Conservation Service (if disturbance of 5,000 square feet or more of soil).
- 16.    Evidence of submittal to New Jersey Department of Transportation for Access Permit and/or Drainage Permit (if applicable).
- 16.    Evidence of submittal to New Jersey Department of Environmental Protection for Stream Encroachment Permit (if applicable).
- 17.    A statement indicating that the property which is the subject of the application for development is free of delineation as a freshwater wetland, as more particularly defined in N.J.S.A. 13:9B-3 et seq, or if any part of the property which is the subject of the application for development is delineated as “freshwater wetland”, then the applicant shall show such areas on a survey of the property, prepared by a Licensed Surveyor of the State of New Jersey.
- 18.    Evidence of submittal to Monmouth County Planning Board (if on County road or involving County drainage structure)
- 19.    Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract.
- 20.    A written statement setting forth the intentions of the applicant in regard to the proposed character of the subdivision, whether for the sole purpose of the sale of land or for the construction and sale of homes, with data as to the number, price range, size, floor plan and the outside design of homes, deed restrictions, date of beginning and completion of construction and proposed method of maintaining parking or recreational areas.

The following shall be on the plans submitted:

21.    Title of Plat
22.    Key map showing site and its relation to surrounding area. Map shall be at a scale of not less than one inch equals 1000 feet. Names of all streets and Township boundaries within 500 feet shall be shown.
23.    Entire tract shown on one sheet.
24.    Plat based on a new or existing survey of the property being subdivided, as per revised statutes title 45:8.
25.    Location of that portion which is to be subdivided in relation to the entire tract.
26.    Plans signed and sealed by a New Jersey Licensed Land Surveyor (survey data only) and by a New Jersey Licensed Engineer if engineering has been performed.
27.    Written and graphical scales
28.    Zone data table
29.    The tract name, tax map sheet, block and lot number, date, 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
30.    Acreage of tract to be subdivided to the nearest hundredth of an acre.
31.    Accurate length of all existing and proposed lot lines.
32.    Proposed lot lines.
33.    Existing lots lines to remain.
34.    Existing lot lines to be removed.
35.    Minimum building setback line on all lots.

36.    Existing and proposed wells or sanitary sewer systems on tract.
37.    Areas of existing and proposed lots shown to nearest 100<sup>th</sup> of an acre and in square feet.
38.    Existing and proposed streets, sidewalks, storm drains, radii, curbs, bridges, culverts.
39.    Setback distance of all existing and proposed structures from each lot line.
40.    Natural features, such as wooded areas and rock formations.
41.    Existing and proposed structures.
42.    Existing and proposed buffer screening and landscaping, including a planting plan, with quantity, species, caliper and location of planting if required.
43.    All existing schools, zoning and special district boundaries within two hundred (200) feet of the property. Such features shall be shown on a separate map or as a key map on the detailed map itself.
44.    All lots lines, streets, roads, streams, wooded areas and other physical features on or within two hundred (200) feet of the extremities of the proposed subdivision and the existing land use of all adjacent land.
45.    Location of existing trees with caliper of 4 inches dbh or more.
46.    Existing and proposed contours at 2 foot intervals based on National Geodetic Vertical Datum 1929 to determine general slope and natural drainage of the land. Where necessary to evaluate drainage, the Board shall require contours to be shown for all lands within 200 feet of the property in question.
47.    Existing and proposed easements (sight triangle included).
48.    The distances, as measured along the centerlines of existing streets abutting the property to the nearest intersection with any public street.
49.    Location of existing edge of pavement and proposed edge of pavement of all roadways abutting site.
50.    Location of existing right-of-way lines (both sides) of all streets abutting the subdivision.
51.    Location of all existing and proposed storm drainage structures and utility lines including telephone, power, water sewer, gas, etc.,

whether publicly or privately owned, with pipe sizes, grades and direction of flow.

52.    Location of all the land which lies within the 100 year flood line as depicted on the current State of New Jersey, Department of Environmental Protection, Division of Water Services, Bureau of Flood Plain Management, Delineation of Floodway and Flood Hazard Area Maps. If the stream has not been studied then a copy of Application for Delineation to NJDEP Land Use Regulation, shall be provided, if applicable.
53.    Such other items and information pertaining to the site as the Board Engineer reasonably determines would be necessary or helpful to the Planning or Zoning Board in reviewing the application.