

ANDOVER CODE

Checklist #2 – Minor Subdivision

Applicant: _____
 Block _____ Lot _____

File No. _____

This checklist is for general reference only. Further information may be required by the reviewing authority. The following designations are to be used when completing the checklist:

√ - provided; NA – not applicable; W – waiver requested .

The applicant shall provide a written statement justifying the waiver request or why a checklist item is not applicable.

Item No.	Application Requirements	Applicant	Board
1.	Sixteen copies of minor subdivision plat clearly drawn, certified and sealed by New Jersey licensed land surveyor at a scale not smaller than 1 inch equals 50 feet showing metes and bounds of entire tract being subdivided and new property lines (indicate any lines to be eliminated).		
2.	Sheet Sizes; 11" x 17", 24" x 36", 30" x 42". Folded to show title block.		
3.	The plans should contain the following: A. Name of Development B. Name, address and phone number of Owner C. Name, address and phone number of Applicant D. Date of Preparation E. Block and Lot(s) to be developed F. Name & Address, signature, seal, and license number of person(s) preparing the map G. Graphic and written scale, north arrow and reference meridian H. Revision box & date of each revision		
4.	Title block stating type of application, name of development, name of municipality, block and lot and street location.		
5.	Names of property owners within 200 feet of subject property, their block and lot designation, per the most recent tax record. Include a copy of the certified list of property owners obtained from the tax assessor.		
6.	Any municipal limits within 200' of the development and the names of the adjoining municipalities.		
7.	Key map showing location of entire tract and 500' outside of the perimeter of the subject property with portion being subdivided delineated, and including the following: a. Block and lot of subject premises and adjoining properties b. Adjoining street(s), their name(s), and R.O.W. width(s) c. Scale of not less than one inch equals 400 feet; North arrow d. Delineated zone districts with designation		

8.	<p>Appropriate approval blocks. The plans shall include a signature block for the Andover Township Land Use Board:</p> <p>APPROVED BY THE ANDOVER TOWNSHIP LAND USE BOARD</p> <hr/> <p>Land Use Board Chairperson Date</p> <hr/> <p>Land Use Board Secretary Date</p> <hr/> <p>Land Use Board Engineer Date</p>		
9.	<p>Zone Data Box showing:</p> <p>A. Zone Districts</p> <p>B. Required and proposed for each lot:</p> <p>1. Lot area</p> <p>2. Lot width</p> <p>3. Building height</p> <p>4. Structure Lot coverage</p> <p>5. Setbacks, front, rear and side (accessory structures as required)</p> <p>6. Parking, impervious surface and any other applicable zone requirements</p>		
10.	<p>Subdivision Information:</p> <p>a. Area in square feet, and acres to the nearest hundredth, of the entire tract and all existing and proposed lots, and right-of-way dedications.</p> <p>b. Entire tract boundary (heavy solid line), existing and proposed property lines within the tract with distances in feet (to the nearest 0.01 feet) and bearings to the nearest second.</p> <p>c. Open space, buffer zones, recreation areas, Municipal and public areas and lands to be reserved or conveyed to the Township.</p> <p>d. Existing and proposed easements including sight, utility, access, conservation, drainage, slope and any other types of easements as appropriate.</p>		
11.	Building envelopes excluding buffers and restricted areas showing delineated setback lines for each lot based on zone requirements.		
12.	Location of proposed structures showing setbacks required and distances from existing and proposed property lines.		
13.	Location of all structures (principal and accessory structures, driveways, parking areas, etc.) and wooded areas on, and within 200 feet of the existing tract boundaries with dimensions to existing property lines.		
14.	Lot width at street line of lot created; road frontage of remainder Portion; cartway width; and width and name of right-of-way on which property fronts.		
15.	<p>Location and size of existing and proposed utilities onsite and within 200 feet of the site with easement or right of way (if any) including:</p> <p>A. Sanitary sewers or septic systems</p> <p>B. Storm drains with grate and invert information</p> <p>C. Public water or wells</p> <p>D. Gas</p> <p>E. Telephone</p> <p>F. Electricity</p> <p>G. Cable TV</p>		
16.	Location of any railroad tracks, bridges, culverts, driveways, sidewalks, parking spaces, etc.		

17.	Existing and proposed contours within 200feet at ten-foot intervals for slopes at or over twenty-five percent grade and at two-foot intervals for less than twenty-five percent grade. Provide spot elevations and top and bottom of wall elevations.		
18.	Soil classification data as mapped by the USDA Soil Conservation Service in Soil Survey of Sussex County.		
19.	Location and description of monuments, whether set or to be set.		
20.	A copy of all existing protective covenants or deed restrictions affecting the property and a statement as to whether such deeds or covenants are of record. Include a copy of the original deed documents.		
21.	An electronic copy of plans in .DWG format or a compatible format.		
22.	Copies of applications to Sussex County Planning Board, Sussex County Soil Conservation District, and/or NJDOT, if applicable.		
23.	One of the following:		
	(a) A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying delineation of the boundaries of freshwater wetlands, or		
	(b) A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder, or,		
	(c) A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands		
Note:	The Land Use Board may waive the above requirements upon receipt of a letter by a certified wetland scientist that no wetlands exist on site, in close proximity to the subject property, on adjacent properties, on contiguous property owned by the Applicant, or on large properties, if the area of disturbance resulting from the project is clearly outside the limits of disturbance, all subject to approval by the Land Use Board Engineer.		
24.	Depict critical areas and historic preservation districts.		
25.	Percolation or permeability test(s) results witnessed by the Sussex County Health Department along with a certification by the engineer that each lot can support septic systems in accordance with NJAC 7:9A. The following shall be included:		
	A. Two (2) soil logs per lot		
	B. Permeability results for one of the test holes.		
	C. Location of test holes		
	D. Approximate location of primary disposal bed.		
26.	Plats involving a corner lot or lots, the required sight triangle easements.		
27.	Conceptual development plans for individual lots within subdivisions.		
28.	Plans and computations for any storm drainage systems according to the Residential Site Improvement Standard, including drainage area map and the following:		
	A. The size, profile and direction of flow of all existing and proposed storm sewer lines within or adjacent to the tract and the location of each catch basin, inlet, manhole, culvert and headwall with the invert elevations of each.		
	B. The location and extent of any proposed dry wells, ground water recharge basins, detention basins or other water or soil conservation devices.		
29.	For residential development compliance with the New Residential Construction Off-Site Conditions Disclosure Act.		

30.	When a stream is proposed for alteration, improvement, or relocation, or when a drainage structure or fill is proposed over, under, in or along a running stream, and when the N.J.D.E.P. does not have jurisdiction, the following information shall be submitted:		
	A. Acreage of the drainage basin of any water course running through the property.		
	B. Delineation of the floodway, flood hazard area, and stream encroachment line, within the subject tract.		
	C. Hydraulic and hydrologic calculations supporting the determination of the floodway, flood hazard area and stream encroachment line including stream profiles, cross-sections of the affected stream.		
	All information and calculations submitted shall be in accordance with the requirements of the N.J.D.E.P.		
31.	Natural features on site, and within 200 feet of the site:		
	A. Cliffs and rock outcroppings		
	B. Flood hazard area delineation based on NJDEP and FEMA mapping		
	C. Freshwater Wetlands, Transition Areas and vernal pools		
	D. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines		
	E. Aquifer recharge areas, including safe sustained ground water yield		
	F. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes		
	G. All areas to be disturbed by grading or construction		
32.	Delineation of steep slopes at the following categories: (i) 20% to 24.99% (ii) 25% to 34.99% (iii) 35% or greater		
33.	Slope disturbance table setting forth (a) the existing areas of steep slopes, in square feet in each of the categories set in item # 32; (b) the proposed areas of steep slope disturbance, in square feet, in each of the aforesaid categories; and (c) the percentage of steep slope disturbance in each of the aforesaid categories.		
34.	Limits of disturbance for all construction activities		
35.	Environmental Impact Statement, applicability determined per Ordinance §131-12, contents as described in §131-13.		
36.	Existing and proposed driveway locations with sight distance profiles. Sight distances shall conform to AASHTO sight design standards, or applicable Municipal Ordinance, based on posted speed limits. A design speed of 50 MPH shall be used if there is no posted limit.		
37.	Tree permitting plan in accordance with Ordinance Chapter 170		
38.	Written confirmation of proposed lot numbers from the Municipal Tax Assessor.		
39.	Soil erosion and sediment control plan (see Ordinance Chapter. 136)		
40.	Qualifying Plan for lot averaging		

41.	For public sewer and water, public or private utility letter verifying hook-up availability, for onsite sewer and water, soil and/or well logs.		
42.	Centerline geometry of existing and proposed roads.		
43.	Maintenance agreements. If there is to be no Homeowners Association, Condominium Association, open space organization, or similar arrangement for the maintenance of common facilities, the developer shall furnish an agreement under which private roads and other facilities will be maintained, refuse collected and other supplementary services provided.		