

ZONING BOARD OF PRINCETON
FINAL MAJOR SUBDIVISION CHECKLIST
(formerly Borough) Section 17A-162
(formerly Township) Section 10B-159

Name of Applicant:

The following check list is designed to inform applicants as to what is required in preparing final major subdivision plans for board review. Applicants should check off items to confirm that they are included as part of the submission. **CHECK LIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD.** Utilities, details, profiles, etc. may be shown on separate sheets. This check list must be submitted with the application. Applications filed which include a waiver request for any of the check list items, shall be accompanied by a written statement in support of each waiver request.

*The total number of copies to be submitted is dependent upon which Board hears your application. This information can be found in the cover sheet of the application.

Office Use	Applic Use	
(a) General Requirements:		
		1. Completed application form (original + 5 copies). *Maximum number of copies required is 30.
		2. Complete subdivision plans signed and sealed by an appropriate professional pursuant to State licensing requirements (14 copies). Plans are not to exceed 24" x 36" and all sheets must be the same size. All plans must be collated and folded. *Maximum number of copies required is 30.
		3. Application and Escrow Fees. Separate checks are required.
		4. Completed W-9 and escrow agreement.
		5. Fire Protection Plan in accordance with municipal code Section 10B-109.1 through 10B-109.4 (6 copies). *Maximum number of copies required is 30. (a) Fire protection map (14 copies, *Maximum number of copies required is 30), indicating: [1] existing and proposed hydrants
		[2] Distances between hydrants
		[3] Distances to nearest hydrant
		[4] water main location, size and location where supply is coming from
		(b) Narrative containing information regarding the relevant fire protection sector as well as distances and spacing of fire hydrants (14 copies, *Maximum number of copies required is 30.) This information must also include: [1] exposure distances
		[2] accessibility of fire hydrants
		[3] demonstrating that fire flows at nearby fire hydrants, meets or exceeds municipal standards.
		[4] size and type of building construction
		[5] intended use and occupancy of buildings
		[6] fire protection practices
		6. Completed checklist (original + 5 copies). *Maximum number of copies required is 30.
		7. Letter from the Tax Collector stating that all taxes and assessments are paid to date.
		8. If applicable, completed variance appeal form and/or conditional use form (original + 5 copies). *Maximum number of copies required is 30.
		9. Two copies of the sealed survey of the entire tract.
		10. Submission of historic preservation plan when the property is located in a historic district or historic buffer district, pursuant to municipal ordinances including: (a) Photographs of the property in question and surrounding properties

Office Use	Applic Use	
(a) General Requirements (continued):		
		(b) Product specifications, where appropriate.
		(c) Elevations and details for proposed new construction.
		(d) Floor plans
		(e) Documentation sufficient to demonstrate how the proposed improvement appears in context.
		(f) Archaeological and historic sites survey.
		(g) Archaeological and historic sites construction protocol.
		(h) Delineated historic protection area or pre-mapped historic preservation are
		(i) When available, historic photographs, maps, plot plans and other historic site documentation.
		(j) Plat plan of property showing location of all existing and proposed structures, with relationship to surrounding buildings on adjoining properties, zoning setback, driveway(s), and existing and proposed utilities
(b) Subdivision Plat: legibly drawn or reproduced at a scale of not less than (1" = 100'). Plats shall be drawn by a land surveyor licensed by the state.		
		1. The final plat shall be accompanied by a statement from the municipal engineer that he has received a map showing all utilities and all other required on-tract improvements in exact location and elevation, identifying those portions already installed and those to be installed and specifying those utilities and other on-tract improvements that are to be covered by performance or maintenance guarantees.
		2. At a minimum: one corner of the plat should have horizontal coordinates and vertical datum based upon municipal monumentation. If available, applicant is to provide the subdivision plat in digital format using NJ State Plane Coordinates (NAD 83 & NGVD 88
		3. The final plat of a subdivision showing any bridge or culvert across or under a public road or street within the subdivision shall be accompanied by a statement from the engineer of jurisdiction that he has approved the final construction plans for any such bridges and culverts shown thereon and specifying the amount deemed necessary to be included in any performance guarantee to assure the completion thereof.
(c) Final Subdivision Plat:		
		1. Tract name
		2. Tax map sheet, lot and block number.
		3. Date, north arrow and graphic scale (min. 1" = 200')
		4. Name, address and signature of record owner.
		5. Name and address of applicant (if other than owner).
		6. Property owners within 200 feet of parcel listed in schedule form.
		7. Name, address and seal of person who prepared the map.
		8. Key Map at a scale of 1" = 400' showing the following information within 500 feet of the property:
		a) Zoning districts and boundary delineations
		b) Streets and roads.
		c) Streams, watercourses, bodies of water and property lines.
		d) Master Plan designations.
		e) Block and lot numbers.
		9. Acreage of tract to be subdivided, to the nearest tenth of an acre.

Office Use	Applic Use	
(c) Final Subdivision Plat (continued):		
		10. Sufficient elevations or contours to determine the general slope and natural drainage of the land and the high and low points and cross sections and center line profiles for all proposed new streets
		11. Tract boundary lines, all lot lines and other site lines with accurate dimensions, bearings or deflection angles and radii areas and central angles of all curves.
		12. Right-of-way lines of streets, easements and other rights-of-way.
		13. Land to be reserved or dedicated to public use.
		14. Proposed street names.
		15. The designation of the purpose of any easement or land reserved to public use shall be designated and the proposed use of sites, other than residential, shall be noted.
		16. Plans and profiles of proposed utility layouts, including sewers, storm drains, water, gas and electricity showing feasible connections to existing or any proposed utility systems.
		17. Proposed lot and street numbers as obtained from the municipal engineer. Each block shall be numbered and the lots within each block shall be numbered consecutively.
		18. All required setback lines on each lot.
		19. Location and elevation of a permanent benchmark together with a notation as to the datum from which it was established. Location and description of monuments.
		20. Acreage of all proposed lots to the nearest hundredths.
		21. Names of owners, lot numbers and block for all adjoining land.
		22. If applicable, percolation and soil log test for each lot if they have not been made and shown on the preliminary plat for each lot.
		23. Certification by engineer or surveyor as to accuracy of details of plat.
		24. Certification that the applicant or agency or owner of the land has given consent under an option agreement.
		25. Zoning regulations for district and proposed dimensions in schedule form (showing required, existing and proposed conditions).
		26. Location of existing buildings, driveways and service utilities and notation as to being removed or retained.
		27. Monumentation along existing and proposed right-of-way lines in accordance with the standards set forth in <i>N.J.S.A. 46:26A-1 et seq.</i>
		28. Master Plan designations for right-of-way, open space, recreation, etc.
		29. When approval of a plat is required by any officer or body of a municipality, county or state, such approval shall be certified by the Board Secretary or Municipal Clerk on the plat source pursuant <i>N.J.S.A. 46:26A-1 et seq.</i>
		30. Title Block in compliance with N.J.A.C. 13:40-1.1 et seq.
(d) Required Notes for All Plans:		
		1. If the extension of water mains is required, the spacing and location of hydrants will comply with the standards of the New Jersey American Water Company and approved by the municipal engineer and Fire Prevention Official.
		2. Electric, telephone, CATV, and all other wire served utility extensions and services shall be installed underground with standards established by the servicing utility company and approved by the municipal engineer.
		3. All drainage and sewer easements for public purposes shall be dedicated to the municipality, unless otherwise noted.
		4. All construction to be in accordance with the final construction plans as approved by the municipal engineer.

Office Use	Applic Use	
(d) Required Notes for All Plans (continued):		
		5. All areas where natural vegetation and/or specimen trees are to remain shall be protected by the erection of fencing and no disturbance shall occur prior to inspection by the municipal engineer and the issuance of written authorization to proceed with construction. These protective measures shall not be altered or removed without the approval by the municipal engineer.
		6. All street lighting is to be approved by the municipal engineer.
(e) Requirement for Residential Cluster only:		
		1. Location and extent of Common Open Space, with accurate dimensions, bearings and acreage.
		2. Documentation of title to common open space and the documentation establishing the owning entity, in final and recordable form subject to and accompanied by the approval of the municipal attorney and board attorney.
		3. For developments involving zero lot line units or structures, a plan showing imaginary lot lines to demonstrate compliance with required lot line standards.
		4. The declaration of covenants and restrictions in final and recordable form, subject to and accompanied by the approval of the municipal attorney and board attorney.
		5. Plans and elevation drawings for all buildings (except for single family lots proposed to be sold as vacant land to individual purchasers)

The undersigned, hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

 Print applicant name

 Applicant Signature

This day of
 , 20

 Notary (signed & sealed)

 Print owners name

 Owner Signature

This day of
 , 20

 Notary (signed & sealed)