

**PLANNING BOARD OF PRINCETON
MINOR SUBDIVISION CHECKLIST**
(formerly Borough) Section 17A-Division 2)
(formerly Township) Section 10B-230

Name of Applicant:

The following check list is designed to inform applicants as to what is required in preparing minor 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 plan signed and sealed by an appropriate professional pursuant to State licensing requirements Section N.J.S.A. 45:8-45 (10 sets; 25 if a variance is requested). 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 (6 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 building
		[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.

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(a) General Requirements (continued):		
		9. Two copies of the sealed survey for the entire tract.
		10. Submission of historic preservation plan pursuant to municipal ordinances if located in a historic district or historic buffer district including:
		(a) Photographs of the property in question and surrounding properties
		(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
(b) 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. Key Map at a scale of 1" = 400' showing the following information within 700 feet of the property:
		(a) Zoning districts and boundary delineations
		(b) Streets and roads.
		(c) Streams, watercourses, bodies of water and property lines
		(d) Block and lot numbers
		(e) Area of original tract
		(f) Lot and house numbers of proposed lots.
		8. Zoning regulations for district and proposed dimensions in schedule form (showing required, existing and proposed conditions).
		9. All required building setback lines as well as the shortest distance from existing buildings on the tract to new or existing property lines.
		10. Master Plan designations for right-of-way, open space, recreation, etc.
		11. Title Block in compliance with N.J.A.C. 13:40-1.1 et seq.
		12. 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 on disk using NJ State Plane Coordinates (NAD 83 & NGVD 88).
(c) Existing and Proposed Features:		
		1. Size, shape and location of buildings on the tract, on adjoining property and on opposite side of the adjacent street(s).
		2. Steep slope locations of grades in excess of 25 percent.
		3. Rock out-croppings and/or boulder fields.
		4. Contours of site: two (2') foot intervals.

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(c) Existing and Proposed Features (continued):		
		5. Locations, type and size of sanitary sewer and water services and connection within the tract and adjacent servicing mains.
		6. Locations of on-site and off-site electric, telephone, gas and CATV facilities and service line connections.
		7. Utility easements with owner entity identification.
		8. Location of tree masses including type and approximate height.
		9. Location and hedgerows and/or screening, fences, walls, etc.
		10. Location of streams, ponds, swales, ditches including flow direction, flood hazard areas, floodway lines, wetland areas and waterway corridors.
		11. Existing and proposed survey markers at all property line corners.
		12. Monumentation along existing and proposed right-of-way lines in accordance with the "Map Filing Law" standards.
		13. Percolation and soil test results and locations with the appropriate Health Agency approval signature, when connecting to existing or proposed utility systems cannot be obtained.
(i) 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 purpose 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.
		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. On minor applications (if plat is not to be filed with the County) there shall be the following note on the plan: "Deed of both lots must be recorded with the Mercer County Clerk's Office."
(k) Required Signature Format on All Plans:		
		Approved by the Planning Board of Princeton as a Minor Subdivision Development. _____ Chairman _____ Date _____ Secretary _____ Date _____ Engineer _____ Date

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Application filed which includes a waiver request for any of the above items, shall be accompanied by a written statement in support of each waiver request.

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)