

BOROUGH OF EAST RUTHERFORD

Checklist

APPLICATION FOR APPROVAL OF MINOR SUBDIVISIONS AND MINOR SITE PLANS

	Submitted	Not Applicable	Waiver Requested	Reviewer
1. Name, address of owner and applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner and/or landscape architect, as applicable, involved in preparation of plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Title block denoting type of application, tax map sheet, county, name of municipality, block & lot and street location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A key map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc., with 500'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A schedule of required and provided zone district(s) requirements including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. North arrow & scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Proof that taxes are current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Signature blocks for Chairman, Secretary, Municipal Clerk and Municipal Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. (Subdivision only): Appropriate certification blocks as required by Map Filing Law with information as required by the Map Filing Law. (Final Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. (Subdivision only): Monumentation as specified by Map Filing Law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Source and date of current property survey.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. One (1) of four (4) standardized sheets:				
30" x 42"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15" x 21"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5" x 13"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. (Subdivision Approval only): Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for centerlines and rights-of-way, and centerline curves on streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Acreage of tract to the nearest tenth of an acre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Revision box.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Size and location of any existing or proposed structures with all setbacks dimensioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Location and dimensions of any existing streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. All proposed lot lines, area of lots in square feet and setback lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Copy and/or delineation of any existing or proposed deed restrictions or covenants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION FOR APPROVAL OF MINOR SUBDIVISIONS AND MINOR SITE PLANS (Checklist – Page 2)

	Submitted	Not Applicable	Waiver Requested	Reviewer
20. Any existing or proposed easement or land reserved for or dedicated to public use, utility use or restricted by reason of wetlands or wetlands buffer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Sight Triangles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. List of required regulatory approvals or permits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. List of variances requested or obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Requested or obtained design waivers or exceptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Payment of application fees and escrow fees, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Property owners and lines of all parcels within 200' identified on most recent tax map sheet. (Provide names, addresses, blocks and lots.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. All existing streets, adjoining uses, structures, driveways, watercourses, flood plains, wetlands or other environmentally sensitive areas on and within 200' of site to the extent known. (Survey of adjacent property not required.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Existing rights-of-way and/or easements on and within 200' of tract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Existing and proposed contour intervals based on U.S.C. & G.S. datum. Contours to extend at least 200' beyond subject property as follows: up to 3% grade = 1' sites having any 3% + grade = 2'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Boundary, limits, nature and general extent of wooded areas, specimen trees and other significant physical features. (Map only those to be distributed.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. General soil information from best readily available published source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Subsurface disposal testing for septic systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. (Subdivision only): New block and lot numbers confirmed with local assessor or municipal designee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. (Site plan only): Proposed vehicular and pedestrian circulation and utility infrastructure plans, including disposal of sanitary sewage, water, storm water management. All other utilities may be shown by footnote.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. (Site plan only): Spot and finished elevations at all proposed lot corners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. (Site plan only): Construction details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. (Site plan only): Lighting plan and details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. (Site plan only): Landscape plan and details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. (Site plan only): Location of containers for solid waste, including recyclables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. (Site plan only): Site identification signs, traffic control signs and directional signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. (Site plan only): Parking plan where applicable showing spaces, size and type, aisle width, curb cuts, drives, driveways and all ingress and egress areas and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. (Site plan only): Preliminary architectural plan and elevations (not required where building is not proposed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>