

**PENNSVILLE TOWNSHIP LAND DEVELOPMENT ORDINANCE
CHECK LIST
SCHEDULE "E" –MINOR SUBDIVISION
PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for minor subdivision must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
()	1. The plan must be prepared under the supervision of, and signed and sealed by a licensed New Jersey Land Surveyor.	()
()	2. The plan must be based on the current deed of record or some other similarly accurate base at a scale of not more than one-inch equals 200 feet to enable the entire tract to be shown on one sheet.	()
()	3. A key map at a scale in which one-inch equals not more than 1,000 feet showing the entire subdivision and its relation to all features within one-half mile of the limits of the subdivision.	()
()	4. The name and address of owner, the applicant, and person preparing plan.	()
()	5. The names of all adjoining property owners as disclosed by current tax records.	()
()	6. The tax map sheet, block and lot numbers for the subject property and all adjoining lots.	()
()	7. The location of the portion which is to be subdivided in relation to the entire tract.	()
()	8. A written statement, signed by the applicant or owner of the property in question, or the applicant's attorney, engineer or surveyor, expressing the opinion that the proposed subdivision does not involve the creation of more than two lots, in addition to one retained or remainder parcel, when counting all lots to be created by or resulting from the proposed subdivision, all remainder parcels, and all lots created by prior subdivisions out of the original parcel of contiguous land under common ownership, use, dominion or control as it existed on September 1, 1987.	()
()	9. All existing and proposed streets within or adjoining the proposed subdivision, with the right-of-way widths clearly indicated.	()
()	10. The location of all exiting and proposed driveways or other entrances onto existing or proposed public streets.	()
()	11. All existing structures and wooded areas within the lot to be subdivided and within two hundred (200) feet thereof.	()

()	12. All proposed lot lines and lot lines to be eliminated by the proposed subdivision shall be clearly indicated, including the lines of any remainder or consolidated lot.	()
()	13. The location, size and direction of flow of all streams, brooks, drainage structures and drainage ditches in the area to be subdivided or within two hundred (200) feet of the subdivision. If none, indicate as "N/A".	()
()	14. The location and width of all existing and proposed utility and other easements in the area to be subdivided and within two hundred (200) feet thereof. If none, indicate as "N/A".	()
()	15. The zoning classification of the property, a table of applicable zoning requirements confirming existing and proposed conditions with respect thereto, and any other information as may be necessary to confirm zoning compliance.	()
()	16. Acreage of the entire tract, the area being subdivided, and the lot area of each resulting lot (see Ordinance definition of "lot area"), including any remainder or consolidated lots.	()
()	17. Lot dimensions for all lots, including any remainder or consolidated lots; drawing scale and north arrow.	()
()	18. Spot elevations on lot corners and sufficient topographic information for a proper determination of applicable requirements.	()
()	19. All other documents, materials and information required by the Pennsville Township Land Development Ordinance, and all information required for minor subdivisions by the Map Filing Law.	()
()	20. Sidewalks, curbs, gutters and other improvements as required by Ordinance or in the Residential Site Improvement Standards.	()
()	21. List of design waivers requested in connection with the proposed subdivision, including explanations as to why they should be granted. Waivers or exceptions from RSIS requirements must be requested pursuant to <i>N.J.A.C. 5:21-1.1, et seq.</i> If no design or RSIS waivers or exemptions are being requested, indicate "N/A".	()
()	22. If variances are requested as part of the subdivision application, include variance application using appropriate checklists. If no variances are being requested, indicate "N/A".	()
()	23. If the subdivision also includes site plan approval, include an application for site plan approval using appropriate checklists. If inapplicable, indicate "N/A".	()

()	24. A written description of the proposed use and development of the property, as well as past and current development and uses.	()
()	25. Copies of all Planning Board (or former Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".	()
()	26. Application for grading plan review pursuant to Ordinance Section 5.16. If proposed land disturbance is 500 square feet or less, indicate "N/A".	()