



CHECK LIST

Details Required For Minor Subdivision Plans

Applicant _____ **Block** _____ **Lot** _____

Address _____

Minor Subdivision is defined as the following:

“Any subdivision resulting in not more than four lots, not involving any new street or road or the extension of municipal improvements for the common use of residents in the proposed subdivision, and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance or this Chapter.”

The following items shall be submitted to the Administrative Officer twenty-eight (28) days prior to the next scheduled hearing.

Item #	Provided	Not Applicable	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
1				A completed Borough application form, eighteen (18) copies
2				A Camden County Planning Board application form, four (4) copies, if the proposed development will have any impact on a Camden County roadway or facility.
3				A certificate from the Borough Tax Collector that no taxes or assessments are due or delinquent (tax search), two (2) copies.
4				A copy of the deed, including the text of any easements, protective covenants and deed restrictions, applying to the land being subdivided, two (2) copies
5				The application fee and escrow fee
6				Minor subdivision plat on a sheet 24" x 36", three (3) copies, 11" x 17", fifteen (15) copies and one (1) digital copy

The following items are required on The Minor Subdivision Plat:

Item #	Provided	Not Applicable	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
1				A title block prepared in accordance with N J A C 13 40-2
2				The state, county and borough in which the property is located; the zoning of the tract, the name and address of owner of record, the tax plate, block, lot numbers and the address of the property, the tract name, and the name and address of the sub-divider
3				Key map showing location of the site within the Borough at a scale of no less than 1" = 800'
4				North arrow with reference used
5				Scale written and graphic, not to exceed one (1) inch equals one hundred (100) feet
6				Property lines shown with bearings in degree, minutes and seconds, with length in feet and hundredths. All measurements shall be in feet and decimals of a foot. The point of beginning and metes and bounds of the property in question, bearing and distance from the point of beginning to the nearest intersection.
7				Location and description of monuments both found and set.
8				Streets and street names and widths where such streets abut or adjoin the property in question. If the street is not open, the plat should indicate this fact
9				All fences, tree rows, hedges, streams, ditches, existing buildings , driveways, any physical obstruction influencing property line determination, and any proposed improvements within the property and within 50 feet of the property line.
10				The location of proposed or existing easements and the dedication of the easement.

Item #	Provided	Not Applicable	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
11				Minimum front, side and rear building setback lines for each lot
12				Acreage of the tract to be subdivided and the acreage of the resultant lots to the nearest tenth of an acre.
13				Block, lot , zoning and owner's name of adjoining properties.
14				Signature lines for the property owner if different than the applicant, Board Engineer, Joint Land Use Board Chairman, and Board Secretary.
15				Certifications by the surveyor in accordance with New Jersey Map Filing Law NJAC 7:40 as amended.

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECK LIST.

DATE.