

CHECKLIST

**MINOR SUBDIVISIONS AND
MINOR SITE PLANS**

**Borough of Rocky Hill
Somerset County, New Jersey**

FOR OFFICE USE ONLY:
Block:
Lot:
Application #
Applicant:
Received on:

This checklist applies to all applications to the Planning Board for minor subdivision or minor site plan approval pursuant to Sections 502.1, 505B, and 506A of the Borough Development Regulations Ordinance. Applicants are required to submit the required number of copies of application forms, checklists and maps/exhibits. See Ordinance sections above-listed for filing requirements and design standards.

Checklist Requirement	Applicant Checklist	Check if N/A	Waiver Requested	Board Action
1. Fifteen (15) copies of a completed <u>Application for Development</u> form and if a variance is required, fifteen (15) copies of a completed <u>Application for Variance</u> form, and fifteen (15) copies of all applicable <u>checklists</u> ; applicant to check off items submitted or waiver requested.				
2. Applicable fees and escrow funds, if required.				
3. If the applicant is not the owner of the property, the owner's written authorization or consent to file the application.				
4. If the applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of any class of its stock or at least 10% of the partnership interest, as required by New Jersey Statutes.				
5. A list of property owners and registered public utilities, cable television companies and local utilities which has been completed by the Tax Collector.				
6. A certification from the Tax Collector indicating that all property taxes and assessments are paid to date.				
7. Three (3) copies of any existing or proposed protective covenants, deed restrictions and easements applying to the land being developed or a statement that none exist or are proposed.				
8. Two (2) copies of a Somerset County Planning Board application completely filled in, with the fee submitted, where applicable.				
9. If wetlands or wetland transition areas are present, a Letter of Interpretation from NJDEP.				
10. Fifteen (15) black and white copies of the subdivision plat or site plan drawn in compliance with the Borough's Development Regulations Ordinance and containing the following, as applicable:				
A. The plat or plan clearly and legibly drawn or reproduced showing the entire tract on 1 sheet.				
B. If a minor subdivision, the plat prepared, signed and sealed by a New Jersey licensed Land Surveyor and bearing the license number and address of the preparer.				
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C. All drawings or plans of improvements shall be signed and sealed by a New Jersey licensed Professional Engineer and bearing the license number and address of the preparer.				
D. A key map with north arrow showing the subject and surrounding properties and zone boundaries, and the Airport Hazard Zone and Historic Preservation District if within 500 feet of subject property.				
E. Existing and proposed street and lot layout with dimensions, showing that portion proposed for development in relation to the entire tract.				
F. Existing lot lines to be eliminated, if any.				
G. Area of original tract to the nearest square foot.				
H. Area of each proposed lot to the nearest square foot.				
I. Zoning district and applicable bulk requirements in table form and displayed graphically.				
J. Topographic contour lines based on USGS data.				
K. The location of all existing and proposed buildings and structures or uses including proposed alterations thereto with dimensions from the nearest existing and proposed lot lines.				
L. All streams and drainage rights-of-way including the direction of flow of all streams, brooks, and drainage rights-of-way; the location of all drainage structures; the approximate location of flood hazard areas and floodway lines, steep slopes greater than 15%, wetlands and wetland transition areas based on a Letter of Interpretation from NJDEP.				
M. If a minor site plan, proposed driveways, parking and loading areas, on-site circulation, access for fire protection vehicles, wooded areas, and approximate on-site or on-tract stormwater detention facilities.				
N. The location and size of water service and sewer lines in relation to the site.				
O. The location and purpose of any existing or proposed easement or rights-of-way within or adjoining the tract with sight triangles shown.				
P. On all drawings submitted, the tax map sheet, block and lot number for the tract and all adjacent lots, the development title including at a minimum, the words "sketch plat," north arrow, space for subdivision application number, the date of original drawing, and the date and substance of each revision.				
Q. The scale of the map, both written and graphic.				
R. If a subdivision, proposed block and lot numbers approved by the Tax Assessor.				
S. The names, addresses, telephone numbers and signatures of all owners, applicants/developers, and person preparing the plat.				
11. Fifteen (15) copies of the plat or plan reduced to either 8½ x 11, 8½ x 14, or 11 x 17-inch page size.				