

WASHINGTON TOWNSHIP PLANNING BOARD
SUBDIVISION APPLICATION FORM
PART B - MINOR APPROVAL CHECKLIST
(Required Only For Minor Subdivisions)

Applicant's Name _____

Indicate (Y) or (N) for compliance with Checklist Items 1 through 13 below:

ITEMS REQUIRED FOR A COMPLETE APPLICATION (1 through 12)

1. ____ Fifteen folded prints of plat and accompanying documents showing all information required by Chapter 175, Subdivision of Land, §§ 175-24, 175-25 and 175-26.
2. ____ Six completed applications (Parts A, B and C).
3. ____ Payment of administrative fee and review deposits.
4. ____ Payment of property taxes. Property taxes paid through _____, 20 ____
Signed _____ Tax Collector
5. ____ If applicant is not owner, submit letter from owner authorizing submission of plan.
6. ____ If waiver of Chapter 175, Subdivision and Land Development, § 175-43, regarding road improvements is requested, submit a statement by engineer/surveyor of reasons for such request.
7. ____ For each proposed flag lot(s), submit the necessary documents demonstrating compliance with Chapter 217, Zoning, § 217-37.
8. ____ For subdivisions creating flag lots, upon selection of a public hearing date, notice must be sent to those property owners on the same side of street within twice the zone lot width from proposed flag lot access strips.
9. ____ Delineation of and classification of wetlands as defined in N.J.A.C. 7:7A-2.5 on the tract and within 150 feet of tract by a wetlands expert and statement of expert's qualifications and:
 - a. ____ Written statement by said wetlands expert that no wetlands exist on the tract nor within 150 feet of the tract; or
 - b. ____ Addition of wetlands delineation and transition zones on plat and conservation easements for wetlands/transition zones, plus letter by said wetlands expert confirming wetlands/transition zones, ***plus copy of letter from Natural Heritage Program indicating presence or absence of threatened and/or endangered species on the site***; or
 - c. ____ Request for waiver of wetlands delineation where wetlands are in a remote and unaffected portion of the tract.
10. ____ Soil disturbance application. Compliance with Chapter 164, Soil Removal, § 164- 12, Fees.
11. ____ Letter from Township Engineer stating that plat complies with ordinance requirements and all information required by ordinance to accompany plat has been received.
12. ____ Driveway opening permit(s). Applications from the Department of Public Works (908-876 3382).

PRIOR TO SCHEDULING A HEARING DATE:

13. ____ Property corners must be clearly marked by the applicant prior to site inspection by Minor Subdivision Committee. Appointment with the Minor Subdivision Committee for a site inspection must be arranged by the applicant after submission of the application.