

LAND USE PROCEDURES

WASHINGTON TOWNSHIP PLANNING BOARD  
SUBDIVISION APPLICATION FORM  
**PART B - MINOR APPROVAL CHECKLIST**  
(Required Only For Minor Subdivisions)  
[Amended 8-15-2005 by Ord. No. 32-05]

Applicant's Name \_\_\_\_\_

Indicate (Y) or (N) for compliance with Checklist Items

**ITEMS REQUIRED FOR A COMPLETE APPLICATION**

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).

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13. \_\_\_\_\_ Submission of completed Washington Township Highlands Information Questionnaire.
14. \_\_\_\_\_ For any application that falls within the definition of “Major Highlands Development” as defined by the Highlands Water Protection and Preservation Act and does not fall within any of the exemptions provided in the Act, a Highlands Preservation Area Approval must be obtained.

**PRIOR TO SCHEDULING A HEARING DATE:**

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.

FORM LS-B1 July 2005