

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).
13. _____ Submission of completed Washington Township Highlands Information Questionnaire.

WASHINGTON CODE

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