



DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT
17 North Main Street • Medford • NJ 08055

• PHONE: 609/654-2608 x312 or x315 • FAX: 609/953-7720

CHECKLIST

Details required for Minor Subdivision Plats and Minor Site Plans

Note: See Section 803 of the Medford Township Land Development Ordinance for further details of submission requirements and procedures.

1. _____ Applicant
2. _____ Application Form(s) and Checklist(s) (**17 copies**).
3. _____ Escrow fees required pursuant to Section 901 of the Land Development Ordinance.
4. _____ Signed escrow agreement.
5. _____ Plats or Plans (**17 copies**) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
6. _____ Protective Covenants, Easements and/or Deed Restrictions (5 copies).
7. _____ Scale of not less than 1" = 100' on one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
8. _____ Key map at not more than 1" = 2000'.
9. _____ Title block in accordance with the rules governing title blocks for professional engineers (N.J.S.A. 45:8-36), including:
10. _____ Name of subdivision or development, Township of Medford and Burlington County, with each sheet specifically titled with appropriately descriptive words;
_____ Name, title, address and telephone number of subdivider or developer;
_____ Name, title, address, telephone number, signature and license number of the professional or professionals who prepared the plat or plan;
_____ Name, title and address of the owner or owners of record;
_____ North arrow;
_____ Scale (written and graphic); and
_____ Date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.
11. _____ Certification that the applicant is the owner of the land or his/her properly authorized agent, or that the owner has given his/her consent under an option agreement.
12. _____ If the applicant is a corporation or a partnership, the names and addresses of

all partners, or the names and addresses of all stockholders owning ten percent (10%) or more of any class of stock of the corporation.

13. _____ Approval signature and date lines for the Chairman and Secretary in all cases and the Township Engineer in the case of a minor subdivision plat to be filed, with the signature block as required by the Map Filing Law and with the location for signature placed such that the professional seal may be placed over the signature when requested.
14. _____ Acreage figures to the nearest tenth of an acre (both with and without areas within public rights-of-way).
15. _____ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request.
16. _____ Tract boundary line (heavy solid line).
17. _____ Zoning districts affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
18. _____ Certification from the Township Tax Collector that all taxes and assessments are paid to date.
19. _____ The location of existing and proposed property lines (with bearings, distances, and area and setback lines), streets, structures (with their numerical dimensions, shortest distance measurement between any existing and proposed buildings and existing or proposed lot lines, and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and treed areas, both within the tract and within one hundred feet (100') of its boundary.
20. _____ The location and width of all existing and proposed utility easements, the uses for which they are intended to be limited, and the manner in which the easements will be controlled.
21. _____ Proposed buffer and landscaped areas including any deed restricted buffer, if required.

If the tract is located within the Pinelands Area of the Township, the location and character of existing vegetation, including predominant vegetation types and all wetlands should be shown.

For minor site plans only, the location and identifications of existing vegetation outside of wooded areas and an indication as to whether existing vegetation is to remain or to be removed and a planting schedule of proposed landscaping.
22. _____ All streams, lakes and floodways, based on Soil Conservation Service data, including:

Direction of flow.

Location of all drainage structures.

- _____ Flood plain limits.

_____ Wetlands.

_____ Swamps.
- 23. _____ Contours as shown on the U.S.G.S. topographic sheets and proposed grades.
- 24. _____ Marshes, ponds and lands subject to flooding within the tract and within one hundred feet (100') thereof.
- 25. _____ The name of all adjacent property owners and adjacent block and lot numbers as they appear on the most recent tax list prepared by the Secretary of the Planning Board or Secretary of the Zoning Board of Adjustment, as the case may be.
- 26. _____ For minor site plans only:
 - _____ Lighting details in accordance with the standards of this Ordinance.
 - _____ Freestanding sign details showing location and dimensions.
 - _____ Circulation and parking details in accordance with the standards of this Ordinance including sight triangles at intersections, driveways and aisles, parking spaces, ingress and egress, loading, sidewalks, curbs, railroad ties, handicapped parking and curb cuts, and improvement details for the above.
 - _____ Drainage calculations and any proposed drainage improvements, including full details.
- 27. _____ When a common drive is proposed, the applicant shall show:
 - _____ Sight triangle easements.
 - _____ Limits for cross easements.
 - _____ Materials to be used for construction of the common drive.
- 28. _____ Concerning minor subdivisions only, existing and proposed monuments.
- 29. _____ Soil tests as required by Ordinance.
- 30. _____ All minor subdivision applications shall be accompanied by an Environmental Impact Statement in accordance with the provisions of Section 804 C. of this Ordinance. The applicant may request a waiver of this requirement, either in whole or in part, provided that the applicant states in writing the basis for the waiver request. The Board shall act upon the requested waiver. Includes preliminary Assessment per Ord. 804C4.
- 31. _____ No minor subdivision or minor site plan involving any street(s) additional right-of-way width as specified in the Master Plan or Official Map and the street requirements of this Ordinance shall be approved unless such additional right-of-way, either along one (1) or both sides of said streets, as applicable, shall be granted to the Township or other appropriate governmental agency.
- 32. _____ Plans of proposed improvements and utility layouts including sewers, storm drains and water lines, and feasible connections to gas, telephone and electrical utility systems. If private utilities are proposed, they shall comply fully with all Township, County, State and Federal regulations. If service will be provided by an existing utility company, in lieu of detailed plans, a letter from that company

stating that service will be available before occupancy will be sufficient. Additionally, letters from the appropriate County and State agencies granting approval for the extension of utility service(s) under their respective jurisdiction shall be submitted with the application.

33. _____ The applicant shall show any existing wells and/or septic systems.
34. _____ The applicant shall show proposed septic system and/or well locations.
35. _____ In the Pinelands Area, the location, size, type and capacity of the sanitary facility shall be shown and the results of soil boring and percolation tests in accordance with N.J.S.A. 58:11-23 et seq.
- _____ The applicant shall show proposed public water and/or sewer connections.
- _____ When septic systems are proposed, the applicant shall supply boring and percolation test results for each lot, taken in accordance with the standards as established in this Ordinance to establish seasonal high water. In the Pinelands Area, the location, size, type and capacity of the sanitary facility shall be shown and the results of test boring and percolation tests in accordance with N.J.S.A. 58:11-23 et seq.
- _____ When public sewer is proposed, the applicant shall supply one (1) boring for each lot if soil maps indicate that the seasonal high-water table may exceed Ordinance standards for a buildable lot.
36. _____ No minor subdivision or minor site plan involving any corner lot shall be approved unless a sight triangle easement shall be granted as specified in this Ordinance.
37. _____ Deed descriptions (including metes and bounds), easements, covenants, restrictions and roadway dedications shall be submitted for approval and required signatures as required by the Map Filing Law prior to filing with the County Recording Officer. Locations for signatures must be placed such that seals may be placed over signatures where required.
38. _____ Evidence that a duplicate copy(ies) of the application for minor development has been filed with any other agency (including but not limited to the Burlington County Planning Board, Burlington County Board of Health, and Burlington County Soil Conservation District) having jurisdiction over any aspect of the proposed development. A Certificate of Filing from the Pinelands Commission is required for completeness of any application within the Pinelands Area.
39. _____ A "Certificate of Completeness" form signed by the applicant's engineer/architect/land surveyor.
40. _____ If applicable, a certification from the Director of Municipal Utilities that public water and/or public sewer service is available.

Signature and Title of person who prepared checklist

Date

