

Borough of Midland Park Planning Board/Board of Adjustment Subdivision Checklist

No application for subdivision review and approval shall be deemed complete unless the following items, information and documentation, where applicable, are submitted to the **Planning Board Secretary**:

Drawing Scale 1" = 10' ; 20' ; 30' ; 40' ; 50'

Plan Legibility: - () Satisfactory
() Unsatisfactory

Item Yes No

Ord.

Submission of sketch plat for MINOR subdivisions

The sketch plat for minor subdivisions shall be based on Tax Map information or something similarly accurate to a scale not less than 50 ft to the inch.

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|---|-----|-----|---|-----------------|
| 1 | () | () | Show the location of that portion which is to be subdivided in relation to the entire tract. | 33-3.1(e-1) |
| 2 | () | () | Show all existing structures and wooded areas on the plat. | 33-3.1(e-2) |
| 3 | () | () | The name of the owner and of adjoining property owners as disclosed by the most recent tax records. | 33-3.1(e-3) |
| 4 | () | () | Tax Map sheet, block and lot numbers. | 33-3.1(e-4) |
| 5 | () | () | Dimensions, bearings and angles sufficient to clearly indicate the definite locations and boundaries thereon. | 33-3.1(e-5) |
| 6 | () | () | Areas of all plots shown thereon. | 33-3.1(e-6) |
| 7 | () | () | All plats must be prepared by a professional engineer/land surveyor and signed and sealed. | 33-3.1(f) |
| 8 | () | () | Completed Checklists (Site & Subdivision) | M.L.U.L. 25-2.1 |

Submission of Preliminary Plat for MAJOR subdivision

(Major subdivisions must also meet all requirements of minor subdivisions)

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|---|-----|-----|---------------------------------|-------------|
| 9 | () | () | Layout of proposed subdivision. | 33-3.2(b-1) |
|---|-----|-----|---------------------------------|-------------|

Item	Yes	No		Ord.
10	()	()	Lot and blocks on the Assessment Map.	33-3.2(b-2)
11	()	()	Relation of proposed streets to existing streets.	33-3.2(b-3)
12	()	()	Use of abutting properties.	33-3.2(b-4)
13	()	()	Size of Plots.	33-3.2(b-5)
14	()	()	Profiles to show street widths, grades, and elevations.	33-3.2(b-6)
15	()	()	Contours at intervals of 5-foot elevations.	33-3.2(b-7)
16	()	()	Location of water bodies, streams, swamps, if within two hundred (200) feet.	33-3.2(b-8)
17	()	()	Open spaces to be dedicated for public use.	33-3.2(b-9)
18	()	()	Existing buildings.	33-3.2(b-10)
19	()	()	Approximate location of large trees, 10 inches or over, if within bed of proposed street or within 10 ft of side line of same.	33-3.2(b-11)

Submission of Final Plat

20	()	()	Complete layout of the proposed subdivision showing relation with adjoining streets and properties in detail	33-3.3(b-1)
21	()	()	Plot plan with location sketch.	33-3.3(b-2)
22	()	()	Contour map of the area.	33-3.3(b-3)
23	()	()	Profile map showing finished grades.	33-3.3(b-4)
24	()	()	Map showing existing and proposed drainage facilities.	33-3.3(b-5)
25	()	()	Proposed installation of curbs and pavement on county roads.	33-3.3(b-6)
26	()	()	Size of lots on each boundary line.	33-3.3(b-7)
27	()	()	Street lines, giving bearings, length of arcs, together with their radii and tangents where streets change direction.	33-3.3(b-8)

Item	Yes	No		Ord.
28	()	()	Setback line(s).	33-3.3(b-9)
29	()	()	Location of easements.	33-3.3(b-10)
30	()	()	Street names, widths, and radii of corner roundings.	33-3.3(b-11)
31	()	()	Location of existing and proposed monuments with their elevations referred to the United States Coast and Geodetic Survey bench.	33-3.3(b-12)
32	()	()	Lot and block numbers as approved by the Assessor.	33-3.3(b-13)
33	()	()	Street Names.	33-3.3(b-14)
34	()	()	Scale, 50 ft to the inch (minimum).	33-3.3(b-15)
35	()	()	Direction of true North.	33-3.3(b-16)
36	()	()	Signature certification and seal of licensed engineer or surveyor.	33-3.3(b-17)
37	()	()	Spaces and suitable inscriptions for 5 approval signatures including: Chairman of the Planning Board, Secretary of the Planning Board, Mayor, Borough Clerk, and County Planning Board.	33-3.3(b-18)
38	()	()	Name of the subdivision.	33-3.3(b-19)
39	()	()	Applicants Name.	33-3.3(b-20)
40	()	()	Applicants Signature.	33-3.3(b-21)
41	()	()	Owner of record signature.	33-3.3(b-22)
42	()	()	Date of the map.	33-3.3(b-23)
43	()	()	Drainage details; soil percolation tests.	33-3.3(b-24)
44	()	()	Approval of Board of Health.	33-3.3(b-25)
<i>A statement accompanying finals plans must have...</i>				
44	()	()	Name of owner of record.	33-3.3(c-1)

Item	Yes	No		Ord.
45	()	()	Name and address of applicant and who he represents.	33-3.3(c-2)
46	()	()	Deed restrictions.	33-3.3(c-3)
47	()	()	Existing easements and exceptions.	33-3.3(c-4)
48	()	()	Character of proposed development.	33-3.3(c-5)
49	()	()	Date of beginning construction.	33-3.3(c-6)
50	()	()	Accessibility of utilities.	33-3.3(c-7)
51	()	()	Proposed street names.	33-3.3(c-8)