



Subdivision and Site Plan Application Form
Minor Subdivision (Sketch Plat) Checklist (current)

FOR OFFICE USE ONLY	
Complete	_____
Incomplete	_____
Date	_____
File #	

Plan Title:
 Block(s)/Lot(s):
 Municipality:
 Applicant:
 Owner:

Applicants: Minor subdivision plans (sketch plats) shall include the information below, in accordance with Section 10-6 of the Middlesex County Subdivision Resolution. Please fill in the checklist completely and submit the required items for a “Complete” status. Any waiver requests must be approved by the county.

Instructions: Fill in each box with one of the following: **S - Submitted; N/A - Not Applicable; or W – Waiver Requested.**

Application Requirements	Applicants (Insert S, N/A or W)	For Office use Only
A. A key map showing the entire subdivision and its relation to surrounding streets and highways within a ¼ mile radius.		
B. The identification of that portion which is to be subdivided or conveyed in relation to the entire tract and that portion which is to be retained.		
C. All existing buildings and structures within the tract to be subdivided and whether or not they will be retained or removed.		
D. The name of the owner and applicant and any and all adjoining property owned by the owner or applicant within 200 feet of the tract to be subdivided.		
E. The tax map sheet, block and lot numbers.		
F. All existing and proposed streets or roads within or adjoining the proposed subdivision with the existing and if appropriate future Right-of-Way widths clearly indicated.		
G. All proposed lot lines and lot lines to be eliminated by the proposed subdivision shall be clearly indicated.		
H. North arrow.		
J. Acreage of the entire tract and the area to be conveyed.		
K. The number of new lots created.		
L. Name and address of applicant, owner, subdivider and person preparing the plat.		
M. The date map was prepared and any dates of revision.		
The following additional information shall be shown or included when the application appears to fall within Classification B. Section 10-5.5 of the Subdivision Resolution*:		
N. The approximate location, size and direction of flow of all streams, brooks, drainage structures and drainage ditches within the area to be subdivided or within 200 feet of the subdivision.		
O. The location and width of all existing and proposed utility easements in the area to be subdivided.		

P. The Right-of-Way for any existing or proposed road abutting or within said application shall be provided for in the design of the subdivision and shown in the proper location and at the width recommended by the County Master Plan or Official County Map.		
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Applicant Certification:

I hereby certify that the information identified as being provided on this check list has been provided and is accurate. I acknowledge that an incomplete application may not be considered by the Development Review Committee.

_____/_____
 Signature of Applicant or Designated Representative Date Type or Print Name

* Classification B. in Section 10-5.5 of the Subdivision Resolution:

If the subdivision either abuts a County Road; or, provides material drainage to a County Road or a County facility; or, is affected by a proposed road or drainage shown on a duly adopted County Master Plan or Official Map; the subdivision shall be declared as requiring further Subdivision Committee approval and shall be required to be resubmitted as a preliminary plat and final plat in accordance with the provisions of this resolution prior to final action by the municipal subdivision approval authority.

October 22, 2021