



Subdivision and Site Plan Application Form
Preliminary Subdivision Checklist

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

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

Applicants: Preliminary subdivision applications 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 the existing street pattern within ¼ mile of the tract to be subdivided and its relationship to the surrounding area.		
B. The name or title of the subdivision, the Municipal tax map sheet, block and lot number, date, revision date or dates if applicable, reference meridian and the written and graphic scale.		
C. The name and address of the subdivider and owner.		
D. The signature, address, license number and seal of the Land Surveyor and Professional Engineer who prepared the map.		
E. The acreage of tract to be subdivided to the nearest hundredth of an acre.		
F. The location of existing and proposed property lines, building setback lines from streets, existing buildings and structures with an indication of whether they will be retained or removed and the location and extent of wooded areas.		
G. The plat shall show or be accompanied by profiles and cross-sections of proposed streets within the subdivision and existing streets and highways abutting the subdivision and for 200 feet beyond the confines of the subdivision. The typical cross-section of streets shall clearly indicate the type and width of pavement and location of curb, location of sidewalks and shade tree planting strips. At intersections, any existing or required sight triangles and the radius of curb lines and property lines be clearly indicated.		
H. Contours at a maximum of two-foot intervals. All contour lines shall be referenced to the New Jersey Geodetic Control Survey Datum.		
I. All existing water courses shall be shown and accompanied by the following information or data:		
1) When a brook or stream is proposed for alteration, improvement or relocation or when a drainage structure is proposed on a running stream,		

evidence of submission of the improvement to the New Jersey Division of Water Policy and Supply shall accompany the subdivision.		
2) Cross-section of water courses at an appropriate scale showing extent of flood plain (if defined), top of bank, normal water level and bottom elevations at the following locations:		
a. At any point where a water course crosses a boundary of the subdivision.		
b. At 50 foot intervals for a distance of 300 feet upstream and downstream of any proposed culvert or bridge within or abutting the subdivision.		
c. Immediately upstream and downstream of any point of juncture of two or more water courses.		
d. At a maximum of 50 foot intervals along all water courses which run through or adjacent to the subdivision.		
3) When ditches, streams, brooks, or water courses are to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and siltation as well as typical ditch sections and profiles shall be shown on the plan or accompany it.		
4) The boundaries of the flood plains of all water courses within or adjacent to the subdivision if defined.		
5) Profile of stream bed within the tract in question and 300 feet upstream and downstream from proposed property limits of development.		
J. The total acreage upstream of the subdivision for the drainage basin for any water course running through or adjacent to a subdivision.		
K. The total acres in the drainage basin of the nearest downstream County drainage structure and the acreage in the subdivision which drains to that structure.		
L. The location and extent of drainage and conservation easements and stream encroachment lines.		
M. The location, extent, and water level elevation of all existing or proposed lakes or ponds within or adjacent to the subdivision.		
N. The preliminary plat shall show and be accompanied by plans and computations for any storm drainage systems including the following: Note:		
1) Lines within and adjacent to the subdivision for a distance of 200 feet beyond the confines of the tract showing size and profile of the lines, direction of flow and the location of each manhole and inlet.		
2) The location and extent of any ground water recharge basins, detention basins or other water conservation devices within or adjacent to the subdivision for a distance of 200 feet beyond the confines of the tract.		
O. The preliminary plat shall show and be accompanied by plans showing existing and proposed sanitary sewerage facilities serving the subdivision including the following:		
1) Location, size, and slope of all sanitary sewer lines, pumping stations, and connections to existing facilities.		
2) Location of any proposed sanitary sewerage treatment plants.		
P. Note: The preliminary plat shall show and be accompanied by plans showing the size and location of all proposed and existing water mains.		
Q. Identification of lands to be dedicated or reserved for public use.		
R. The location and profile of any other underground utilities in the vicinity of any proposed improvements and the easements to accommodate them shall be clearly indicated on the plan.		

S. The name of all adjoining property owners as disclosed by the most recent Municipal Tax Records.		
T. The number of lots created.		
U. The number of dwelling units to be constructed within the confines of the application.		
V. If multiple family, the number of off-street parking spaces to be provided.		
w. Any and all other information and data necessary to meet any of the requirements of this resolution not listed above, including: 1) current property survey		
2) traffic statement/report of development directly or indirectly impacts County road.		

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