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Memorandum

To: Site Plan and Subdivision Applicants

From: Middlesex County Office of Planning
Division of Development Review

RE: Requirements for Land Survey Reviews

Date: April 4, 2023 (Amended April 17, 2024)

1. A current signed and sealed land survey prepared of the entire site, **specifically for the application**, shall be submitted. The survey shall meet the current statutory and regulatory requirements for New Jersey.
2. The survey shall show the evidence used in determining the location of the applicant's property that shall include, but not be limited to, the following:
 - a. Current deeds of record for the applicant's property, adjoining properties, and properties located on both sides of NAME OF COUNTY ROAD (MC Rt. ____). The deed book and page information shall appear on their respective lots or in a tabular format clearly indicating the Tax Map Block and Lot for each deed. Any discrepancy found between deeds (overlaps/gores, etc.) shall be indicated on the land survey and reflected on the drawings submitted for review.
 - b. Restrictions/easements associated with said lots along with any prior dedications on both sides of NAME OF COUNTY ROAD (MC Rt. ____) and NAME OF INTERSECTING STREET.
 - c. Right-of-way and boundary markers found, along with the relationship of said markers with the calculated points they represent.
 - d. Referenced maps used in the preparation of the survey shall be listed on the drawing and shall contain all the information needed to clearly identify the preparer of said maps and, in the case of drawings filed in the public records, include the filing information. **A clear copy of drawings/maps referenced but not filed in the Middlesex County Clerk's Office shall be provided for the record.** The site plan drawings submitted with the application should reference the survey and reflect the findings of same.



3. The survey shall show the evidence used in determining the location of both sides of the rights-of-way along NAME OF COUNTY ROAD (MC Rt. _____) and NAME OF INTERSECTING STREET. The information required includes, but is not limited to, the following:
 - a. The “original” centerline of the right-of-way for NAME OF COUNTY ROAD (MC Rt. _____) and NAME OF INTERSECTING STREET as determined by the land survey, including the half-widths from same to the existing sidelines.
 - b. Current road right-of-way width(s) and half-width(s), along and beyond the applicant’s property, as documented.
 - c. Current width(s) and half-widths(s) of right-of-way as determined by the land survey.
4. The need for dedication and/or easements will depend (in part) on the existing and proposed improvements, the improvements needed/required from County review, and the land survey provided for this application.

Required for Dedications and/or Easements Only. Exhibits described below will not be reviewed until the survey map has been approved.

5. The site plan submitted indicates that proposed public improvements are required that will necessitate a dedication of property. The necessary deed of dedication shall be developed, along with the metes and bounds description (to be labeled EXHIBIT A) and survey of dedication (to be labeled EXHIBIT B). The format for the deed can be found on the Middlesex County Planning Board website. The drawing shall be at a scale of 1” = 20’ or 1” = 10’, whichever scale provides the most clarity. The drawing shall show the information taken from the accepted land survey (when same has been determined). The drawing shall also show the intended improvements as depicted on the site plan and contain the signature and raised seal of the design engineer. If the design engineer is from a different firm, the subtitle block of said firm shall appear on the survey as well. The drawing shall be on a mylar sheet size of 24” x 36” (cutting edge to cutting edge) having a minimum thickness of 4 mils.
6. A monument shall be provided at each corner of the intended parcel to be conveyed to the County of Middlesex as required. The preparer will be advised of the location of each monument.

Submission of a land survey is required for site plan and subdivision applications with frontage on a County road and/or when off-site improvements to a County road are proposed, and these surveys are subject to additional review and approval by the County land surveyor and/or County survey consultant.

Should you have any questions regarding this review, please contact us at ePlan@co.middlesex.nj.us.

