

## SUBDIVISION CHECKLIST

### TO SUBDIVISION APPLICANTS:

The attached checklist is to assist you in the submission to the County Planning Board of minor and major subdivisions for review.

This checklist is for the convenience of applicants. It remains the applicant's responsibility to include all the necessary information according to the Cumberland County Development Standards. This Document is available on line at <http://www.co.cumberland.nj.us/content/173/251/761/2947/3098/2981/default.aspx>

Please note that, at the time of review, the Development Review Committee and/or the County Engineer may request additional information to ensure the project will not adversely affect County facilities

### CLASSIFICATION:

- All Subdivisions must be submitted to the County Planning Board for review.
- Subdivisions which affect either a County road or County drainage must receive County approval.

#### I. Administrative Completeness

In order to be placed on the DRC agenda, the following items must be submitted 10 days before the scheduled Development Review Committee meeting:

- A County application form completed with all information pertinent to the type of plan submitted.
  - Electronic applications are available on the Planning Board website
  - Paper forms are available from the Development Review Coordinator and in Appendix C of this Document.
- Four (4) - Complete sets of full size plans, including outbound survey.
- Proof of required submission(s) to outside agencies per §301.B-2f
- Any supporting documentation required for review according to the Design Standards of Chapter 600, including:
  - Waiver request meeting the standard of 301.B-3, if applicable
  - Drainage report if required for technical review of the application according to Section 602
  - Traffic Impact Statement if application meets the threshold of Section 603
- Application Fee per Appendix F for type of submission in the form of check or money order.

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NOTE:      N/A Not applicable  
              X    Completed  
              W    Waiver requested (must be accompanied by written request per **§301.B-3**)

**II. Plat/Plan Completeness**

The following checklist pertains to Plat/Plan elements as specified in Chapter 700 of the Standards. The plat shall be clearly drawn and provide the information below:

**↓ ALL SUBDIVISION APPLICATIONS**

NOTE	ITEM	REMARK
	SURVEY with date	Meeting Title 46:23-9.11 minimum requirements
	TITLE BLOCK, including:	
	Title of application	
	Sheet name	
	Municipality with block and lot numbers	
	Name, address, license number, signature and seal of professional(s) responsible for plan	
	Date of plan with space for dates of revisions	
	KEY MAP	
	TOPO MAP w/ contours at sufficient intervals to show drainage flow of entire site plus 200'	At County Engineer's discretion
	SCALE	Graphic and written
	NORTH ARROW	
	BLOCK AND LOT NUMBERS	Of subject parcel and all adjoining properties within 200'
	CERTIFIED OWNER LIST	Of all adjoining properties within 200'
	DIMENSIONS	
	Acreage of entire tract and individual lots	
	All lot lines with clear indication of part to be subdivided	Metes and bounds description
	Number of new lots and indication of lots to be eliminated	
	STRUCTURES on site and within 200' of site	Existing and proposed
	DRAINAGE FACILITIES maintained by County	Within 200 feet of site
	WATER BODIES, natural and created within 200' of site, showing:	Existing and proposed
	Flood plain boundaries	
	Direction and flow	
	EASEMENTS/DEDICATIONS with all dimensions	Existing and proposed

NOTE:       N/A Not applicable  
               X    Completed  
               W    Waiver requested (must be accompanied by written request per **§301.B-3**)

**↓ FOR SUBDIVISION APPLICATIONS AFFECTING COUNTY ROADS OR DRAINAGE**

NOTE	ITEM	REMARK
	STRUCTURES on tract to be subdivided and within 200'	Existing and proposed
	Setbacks from all roads	
	Location and eventual disposition	
	Grade elevations at all corners	
	IMPROVEMENTS	
	Number and type of structures on site	By existing and proposed
	Residential units and type	
	Commercial/industrial by type	
	Total square footage of all improvements	By existing and proposed
	STREETS	
	Locations, names and widths of all within and any abutting subdivision	Existing and proposed
	Sight triangles at all intersections with County roads	Existing and proposed
	Radii of curblines at intersections	Existing and proposed
	Profiles and cross sections where intersect with County road, showing:	Proposed only
	Type & width of pavement	
	Curb location	
	Sidewalk and planting strips	
	Cross sections every 50' of any County road widening	
	PARKING AREAS	
	Aisle and roadway width	Existing and proposed
	Striping and traffic control markings	Existing and proposed
	Traffic control devices	Existing and proposed
	Total number of spaces	Existing and proposed
	TRAFFIC CONTROL DEVICES, including all signs and signals	Within 300' of site
	DRIVEWAYS within 100' of any County road access	Existing and proposed
	SIDEWALKS within 200' of site	Existing and proposed
	SOILS MAP showing location and type	
	WATER BODIES, natural and created within 200' of site	Existing and proposed
	Location and extent and water level elevation	

NOTE: N/A Not applicable  
 X Completed  
 W Waiver requested (must be accompanied by written request per **§301.B-3**)

NOTE	ITEM	REMARK
	Flood plain boundaries within or adjacent to subdivision	As shown on latest floodplain maps
	Streams within 100' of site	
	Stream encroachment lines	As defined by the NJ DEP
	Cross sections, showing extent of floodplain, top of bank, bottom elevations and normal water level where:	
	Water course crosses site boundary	
	Every 300' for length of water course within site	
	Juncture of two water courses	
	Method of slope stabilization and soil erosion protection with typical ditch profiles	Where any change proposed
	Total acreage of water courses	
	WETLANDS, tidal and freshwater with buffers	LOI from NJDEP if wetlands are delineated
	RESERVED LANDS to be dedicated for public use	
	WOODED AREAS	location and extent
	DRAINAGE REPORT information graphically	Per Section 602
	UTILITIES, above and below ground	
	SANITARY SEWERAGE FACILITIES	Existing and proposed
	Location, size and slope of:	
	Sanitary sewer lines,	
	Pumping stations,	
	Connections to existing facilities,	
	Location of any proposed sanitary sewage treatment plants	

NOTE:      N/A Not applicable  
               X    Completed  
               W    Waiver requested (must be accompanied by written request per **§301.B-3**)