



COMMUNITY DEVELOPMENT DEPARTMENT
TOWNSHIP OF FRANKLIN

1571 DELSEA DRIVE
FRANKLINVILLE, NJ 08322-0300
Telephone (856) 694-1234
Fax (856) 694-2823
www.franklintownship.com

MINOR SUBDIVISION

PLANNING BOARD
ZONING BOARD
HOUSING ENFORCEMENT
ZONING ENFORCEMENT

Memo

To: All Applicants, Developers, Attorneys, Engineers, Surveyors, Realtors & Other Interested Parties
RE: Submission Deadlines for Development Applications to Allow for Administrative Completeness Review and Presentation Guidelines

Submission Deadlines and Procedures:

1. The Planning Board and Zoning Board of Adjustment have authorized the Community Development Department to administratively determine if development applications are Complete for Review. To facilitate administrative review, Completeness Review Checklists (Minor Subdivision, Major Subdivision, Site Plan & General Development Plan) are provided to guide you in preparing your project proposal. **Please note that for all applications in addition to the checklist items, the applicant is required to review all proposed new lots with the Tax Assessor to determine the appropriate lot and block numbers. The Tax Assessor must sign off on the application form as to this requirement.**
2. In order to provide the maximum opportunity for your application to be scheduled for hearing as soon as possible, the submission deadline is 45 days prior to the next scheduled meeting. Our goal is to provide the applicant with a list of incomplete items far enough in advance so the plans can be corrected, resubmitted and rechecked and deemed complete with enough time for you to provide any public notice that may be required. **You will not be given a tentative meeting date until your application is deemed complete. Once deemed complete you will be scheduled on the next available agenda.**

Hearing Presentation Guidelines:

1. When you receive notice of completeness you are required to submit 15 copies of the application, subdivision/site plan, and all supporting documents to the Department no later than ten (10) days prior to your scheduled meeting date. Failure to comply with this requirement will result in postponement of your hearing date to the next available meeting. This applies to all applicants.
2. The Planning Board and Zoning Board have established guidelines for presentation of major subdivisions and site plans. The applicant is required to prepare a minimum of two site plan displays for presentation to the Board, one for Board viewing and one for viewing by the public. In addition copies of any written reports should be made available for review by the public during the hearing.

Variance Evaluation Criteria:

Under the provisions of the MLUL, in order for the Planning Board to approve a 'c (1)' variance the applicant must show (1) peculiar and exceptional practical difficulties to, or (2) exceptional and undue hardship upon, the applicant arising out of (a) the exceptional narrowness, shallowness or shape of a particular piece of property, or (b) by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or (c) by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon. Please note that in all cases the alleged hardships must relate to a specific piece of property.

To approve a "c" (2) variance the Board must find that the application has shown it (1) relates to a specific piece of property; (2) that the purposes of the Municipal Land Use Law would be advanced by a deviation from the zoning ordinance requirement; (3) that the variance can be granted without substantial detriment to the public good; (4) that the benefits of the deviation would substantially outweigh any detriment and (5) that the variance will not substantially impair the intent and purpose of the master plan and zoning ordinance.

Burden of Proof

As with all variance requests, the applicant bears the burden of proving both the positive and negative criteria. The positive criteria in the case of a c (1) variance relate to the hardship and the positive criteria in the case of a c (2) variance relate to the benefits.

The Planning Board must find that the request also meets the negative criteria of NJSA 40:55D-70. Negative criteria consists of two elements: No relief may ever be granted unless it can be done (1) without substantial detriment to the public good, and (2) without substantially impairing the intent and purpose of the land use plan and zoning ordinance. The courts have interpreted 'substantial detriment to the public good' to require an evaluation of the impact of the proposed use variance on the adjacent properties and a determination as to whether or not it will cause such damage to the character of the neighborhood.

Hardship

- The applicant must demonstrate that the property's unique characteristics inhibit "the extent" to which the property can be used. Applicant must address the conditions described in N.J.S 40:55D-70 c (1).
- The applicant must provide proof that the parcel was offered for sale (at fair market value) to adjacent property owners and that they had no interest in purchasing the lot.
- The applicant must show proof that they attempted to purchase additional property to bring the lot into conformance with the ordinance bulk standards.

Impact on surrounding properties/character of the neighborhood

- Applicant must provide reasons why the variance will not have an adverse impact on the surrounding properties.

Consistency with the Master Plan & Zoning Ordinance

- Applicant must address how the variance will advance the purpose and intent of the Township master plan.

DISCLOSURE STATEMENT PURSUANT TO L. 1977, C-336

- A. Is this application to subdivide a parcel or parcels of land into six or more lots?
YES _____ NO _____
- B. Is this application for a variance to construct a multiple dwelling of 25 or more family units?
YES _____ NO _____
- C. Is this application for approval of a site or sites to be used for commercial purposes?
YES _____ NO _____

IF ANY OF THE ABOVE ANSWERS WERE YES PROCEED TO "D"

- D. Is the applicant a corporation or partnership?
YES _____ NO _____

IF YES:

1. List the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be. (Use extra sheets if necessary.)

2. Does a corporation or partnership own 10% or more of the stock of this corporation or partnership?
YES _____ NO _____

If Yes:

List the names and addresses of the stockholders of that corporation holding 10% or more of the stock or of 10% or greater interest in that partnership, as the case may be. This requirement is to be followed by every corporate stockholder or partner in a partnership, until the names and addresses of the noncorporate stockholders and individual partners exceeding 10% ownership criterion established in L. 1977, C. 336 have been listed (use extra sheets if necessary.)

DATE _____ APPLICANT SIGNATURE _____

TOWNSHIP OF FRANKLIN

COUNTY OF GLOUCESTER

1571 DELSEA DRIVE • FRANKLINVILLE, N.J. 08322



Date: _____

Re: Request for new Block & Lot numbers for proposed subdivision

This letter is to request confirmation or assignment of new Block & Lot numbers for the proposed subdivision of the following property:

Block: _____ Lot: _____ Location: _____

_____ Enclosed you will find a copy of the proposed subdivision plans for your review and please mail back a mark up copy of the plan with your new block & lot numbers.

_____ I have faxed you a copy of the proposed subdivision plan for your review and please fax back a mark up copy of the plan with your new block & lot numbers.

Should you need any further information, please do not hesitate to call. Listed below our contact information for the proposed subdivision for your file:

Property Owner Information:

Developer Information: (if different)

Name: _____

Address: _____

State/Zip: _____

Phone #: _____

Fax #: _____

Signature: _____

PUBLIC NOTICE

**TOWNSHIP OF FRANKLIN
COUNTY OF GLOUCESTER
STATE OF NEW JERSEY**

The Township of Franklin Planning Board will hold a Public Hearing for

located on _____

Block(s) _____ Lot(s) _____

Docket # _____ seeking a variance to _____

on _____ at 7:00PM
in the Municipal Hall, South Delsea Drive.

All documents relating to this matter have been filed with the Secretary and are available for inspection during regular business hours.

NOTE: This **PUBLIC NOTICE** must be published at least ten (10) days prior to the date of the hearing in the official newspaper of the Township of Franklin.

NOTICE TO PROPERTY OWNER

TO: _____

Please take notice that the undersigned has filed an application for Development with the Planning Board of the Township of Franklin for:

on the premises at _____
(address)

Designated as Block(s) _____ Lot(s) _____
on the Township of Franklin Tax Map, and this notice is sent to you as an owner of property within two-hundred (200') feet.

A Public Hearing will be held on _____, 7:00 PM in the Municipal Hall, South Delsea Drive, Franklinville, NJ, at which time you may appear either in person, or by an attorney and present any objections you may have to the granting of the appeal.

All documents relating to this matter have been filed with the Secretary and are available for inspection during regular business hours.

This notice is sent to you by the applicant, as required by law.

Respectfully,

_____ (applicant)

Date Served _____
Person Served _____
Method of Service _____

TOWNSHIP OF FRANKLIN
PLANNING BOARD

In the Matter of the Appeal of:

AFFIDAVIT OF MAILING

Name _____

Address _____

STATE OF NEW JERSEY)

ss

COUNTY OF GLOUCESTER)

_____, being duly sworn upon his oath deposes
and says:

On _____, _____, I sent copies of the attached Notice to
Property Owner by certified mail, return receipt requested to the persons whose
name(s) were supplied to me by the Tax Assessor as being residents within 200 feet of
the premises in question on letter attached hereto. I attach all receipts and unopened
returned letters hereto.

Sworn to and subscribed before
me, a Notary Public of New Jersey
this _____ day of _____, 20____.

Notary Public of New Jersey

THIS SECTION TO BE COMPLETED BY TOWNSHIP STAFF ONLY

Date filed: _____ Comp Review By: _____ Date Reviewed: _____

Application to: Planning Board _____ Zoning Board of Adjustment _____ Application #: _____

Applicant Name: _____

Block/Lot #'s: _____

MINOR SUBDIVISION APPLICATION SUBMISSION CHECKLIST

SUBMISSION ITEM	APPLICANT CHECK		TOWNSHIP CONFIRM		
	Submitted	Waiver requested	Complete	Not Complete	Waiver
GENERAL APPLICATION REQUIREMENTS (§253-33.C.)					
The appropriate application form(s), completely filled in (C.1)					
Certification that no taxes or assessments are due or delinquent (C.2)					
Receipt indicating that all fees are paid					
Affidavit of ownership or interest in the land / owners signed consent (C.4)					
Corporations or partnerships only - the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by NJSA 40:55D-48.1 et seq (C.5)					
Copies of the required plot plan, site plan or subdivision plan. (C.6) NOTE: Three copies of the plan are required for completeness review. Once an application has been deemed complete fifteen copies will be required for distribution to members of the reviewing board)					
Pinelands Certificate of Filing (if in Pinelands area) or a NJDEP Freshwater Wetlands Application/LOI/Exemption (C.7)					
Written statements of any submission waiver requested or variance required and the reasons why the waiver(s) or variance(s) should be granted. (C.8)					

Minor Subdivision Checklist

SUBMISSION ITEM	APPLICANT CHECK		TOWNSHIP CONFIRM		
	Submitted	Waiver requested	Complete	Not Complete	Waiver
MINOR SUBDIVISION PLAT DETAILS (§253-33.D.)					
A plat signed and sealed by a licensed land surveyor, which plat shall be a certified survey of the tract, at a suitable scale to enable the entire tract to be shown on one sheet and which shall show or include the following information (D)					
A key map of the entire subdivision and surrounding area, based on the Franklin Township Zoning Map (D.1)					
All existing structures and wooded areas within the parcel to be subdivided and within 200 feet of said parcel (D.2)					
The name and address of the owner and the name of all property owners within 200 feet, as disclosed by the most recent municipal tax records (D.3)					
The tax map sheet, block and lot numbers (D.4)					
All existing and proposed streets and easements (including public utility easements) within or adjoining the proposed subdivision, with right-of-way widths clearly indicated (D.5)					
The point of beginning and metes and bounds of the property in question. All measurements shall be in feet and decimals of a foot (D.6)					
Property corner markers, both found and set, or the relation of existing markers to the property corner (D.7)					
The dimensions of all proposed lot lines of all new lots being created and parcels being retained (D.8)					
The minimum front, side and rear building setback lines for each lot (D.8)					
Any existing lot lines to be eliminated by the proposed subdivision shall be clearly indicated (D.8)					
Owners of record and block & lot numbers of all adjacent properties (F.1) a.4)					
Location, size and direction of flow of all streams, brooks, lakes, watercourses, drainage structures and drainage ditches in the area to be subdivided and 300 feet of the proposed subdivision (D.9)					
North arrow and scale at which the plat is drawn and the date of preparation (D.10)					
Acreage of the entire tract and of new parcels proposed (D.11)					
Number of new lots being created (D.12)					

Minor Subdivision Checklist

SUBMISSION ITEM	APPLICANT CHECK		TOWNSHIP CONFIRM		
	Submitted	Waiver requested	Complete	Not Complete	Waiver
Name and address of the owner, subdivider and person preparing the plat (D.13)					
The zoning district or districts in which the proposed subdivision is located, and a schedule showing compliance of the proposed lots with the area and bulk standards of the district or districts (D.14)					
The location of any proposed open space or recreation area (D.15)					
Soil types shall be plotted on the plat as determined from S. C. S. Soil Survey Maps or a field survey by a qualified soil scientist (D.16)					
A plat or plan showing the location of all boundaries of the subject property, the location of all proposed development, and existing or proposed facilities to provide water for the use and consumption of occupants of all buildings and sanitary facilities which will serve the proposed development (D. 17)					
For any application in, or adjacent to, the R-A, PA-P and PR-R Districts, the identification of all abutting land that has been assessed currently or within any of the three calendar years preceding the application as qualified farmland under the NJ Farmland Assessment Act, and the location within each subdivision lot of any agricultural buffer required under §253-101. (D.18)					
The subdivision plan shall include all applicable certifications required by the Map Filing Law (NJSA 46:23-9.9 et.seq.) (D.19)					

Minor Subdivision Checklist

TOWNSHIP OF FRANKLIN
COUNTY OF GLOUCESTER

1571 DELSEA DRIVE • FRANKLINVILLE, N.J. 08322



200 FOOT ADJACENT PROPERTY OWNER LIST

Attached is the list of property owners within 200 ft of Block- _____ Lot _____
That was requested by:

Fee \$10.00

Name: _____
Company: _____
Address: _____

Cash: _____
Check #: _____
Date: _____

Phone # : (_____) _____ Fax # : (_____) _____

Please include the following on the list:

*Manager of R/E & R/W
Atlantic City Electric
5100 Harding Highway, Suite 399
Mays Landing, NJ 08330-9902*

*Engineering Manager
South Jersey Gas Co.
1 South Jersey Plaza
Hammonton, NJ 08037*

*Comcast
Construction Dept.
Attention: Jim Parkinson
1846 North West Blvd.
Vineland, NJ 08360*

*Public Service Electric and Gas Company
Manager-Corporate Properties
80 Park Plaza, T6B
Newark, NJ 07102*

**If the above property listed also fronts on any Railroad, State or County Highway
you must also notify the authorities below:**

*NJ State D.O.T.
Planning Division
PO Box 600
Trenton, NJ 08625-0600*

*Gloucester County D.P.W.
Planning Division
1200 N. Delsea Drive
Clayton, NJ 08312*

*P.R.S.L. c/o Conrail
Tax Department
PO Box 8499
Philadelphia, PA 19101*

If the property is within 200 feet of another municipality, you must also notify the Clerk of the Municipality and also obtain a listing of properties within that municipality.

Date Certified

MINOR SUBDIVISION APPLICATION FEE FORM

DOCKET # _____

APPLICANT _____

ADDRESS _____

BLOCK _____ LOT _____

PLEASE MAKE SEPARATE CHECKS FOR APPLICATION FEE AND THE ESCROW
FEE MADE PAYABLE TO "TOWNSHIP OF FRANKLIN"

MINOR SUBDIVISION APPLICATION FEE # OF LOTS _____

\$75.00 / Lot

_____ Lots

\$500.00 + _____ TOTAL _____

RE-APPROVAL OR EXTENSION OF MINOR SUBDIVISION

\$300.00

TOTAL _____

*ESCROW-MINOR SUBDIVISION

\$350.00

TOTAL _____

*Section 253-20E(4)

(4) If at any time the escrow fund is found to be insufficient to cover all reasonable fees for the required professional services, the applicant shall be notified, in writing, with an accounting of the fees and the applicant shall within 10 days increase the fund as shall be determined by the reviewing Board. In the event that the applicant shall fail to deposit the required fees, the reviewing Board shall be entitled to declare the application incomplete. Any excess funds in the escrow fund remaining 95 days after final action has been taken by the reviewing Board shall be returned to the applicant.

**TOWNSHIP OF FRANKLIN
MUNICIPAL BUILDING
1571 DELSEA DRIVE
FRANKLINVILLE, NEW JERSEY 08322**

PLANNING BOARD AND ZONING BOARD DEVELOPMENT APPLICATION FORM

The application, with supporting documentation, must be filed with the Office of Community Development and must be delivered to the professionals for review at least thirty (30) business days prior to the meeting at which the application is to be considered.

TO BE COMPLETED BY TOWNSHIP STAFF ONLY.

Date filed _____ Application No. _____
Planning Board _____
Zoning Board of Adjustment _____ Application Fees _____
Escrow Deposit _____
Scheduled for: Completeness _____ Tentative Hearing _____

1. SUBJECT PROPERTY

Location:

Tax Map Page _____ Block _____ Lot(s) _____

Page _____ Block _____ Lot(s) _____

Dimensions: Frontage _____ Depth _____ Total Area _____

Zoning District _____

2. APPLICANT

Name _____

Address _____

Telephone Number _____

Applicant is a: Corporation _____ Partnership _____ Individual _____

3. DISCLOSURE STATEMENT

Pursuant to N.J.S. 40:55D-48.1, the names and address of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and address of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. [Attach pages as necessary to fully comply.]

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

4. If owner is other than the applicant, provide the following information on the owner(s):

Owner's Name (s) _____

Address _____

Telephone _____

5. PROPERTY INFORMATION

A. Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies) _____ No _____ Proposed _____

Note: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review.

B. Present use of the premises: _____

6. APPLICANT'S PROFESSIONALS

A. Applicant's Attorney _____

Address _____

Telephone Number _____ Fax Number _____

B. Applicant's Engineer _____
Address _____

Telephone Number _____ Fax Number _____

C. Applicant's Planning Consultant _____

Address _____

Telephone Number _____ Fax Number _____

D. List any other Expert who will submit a report or who will testify for the Applicant: [Attach additional sheets as may be necessary]

Name _____

Field of Expertise _____

Address _____

Telephone Number _____ Fax Number _____

7. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor Subdivision Approval
_____ Major Subdivision Approval [Preliminary] _____ Major Subdivision Approval [Final]
_____ Number of lots to be created _____ Number of proposed dwelling units _____
(including remainder lot) (if applicable)

SITE PLAN:

_____ Site Plan Approval _____ Informal Review
_____ Preliminary Site Plan Approval [Phases (if applicable) _____]
_____ Final Site Plan Approval [Phases (if applicable) _____]
_____ Amendment or Revision to an Approved Site Plan
_____ Area to be disturbed (square feet) _____
_____ Total number of proposed dwelling units _____
_____ Request for Waiver From Site Plan Review and Approval

Reason for request: _____

_____ Conditional Use Approval [NJS 40:55D-67]
_____ Direct issuance of a permit for a structure in bed of a mapped street, public
drainage way or flood control basin [NJS 40:55D-34]
_____ Direct issuance of a permit for a lot lacking street frontage [NJS 40:55D-35]

8. Section(s) of Ordinance from which a variance is requested: _____

9. Waivers Requested of Development Standards and/or Submission Requirements: [attach additional pages as needed]

10. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable. **The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.** An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

11. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed]

12. Is a public water line available? _____

13. Is public sanitary sewer available? _____

14. Does the application propose a well and septic system? _____

15. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____

16. Are any off-tract improvements required or proposed? _____

17. Is the subdivision to be filed by Deed or Plat? _____

18. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

19. Other approvals, which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
Gloucester County Health Department	_____	_____	_____
Gloucester County Planning Board	_____	_____	_____
Gloucester County Soil Conservation District	_____	_____	_____
MUA	_____	_____	_____
NJ Pinelands Commission	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
NJPDES	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Freshwater Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Conectiv	_____	_____	_____
South Jersey Gas Company	_____	_____	_____
(Other Utility) _____	_____	_____	_____

20. Tax Collector's Certification

Taxes Paid per _____ Date _____

 Authorized signature

21. List of Plans, Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing). It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff [Engineer, Planning Consultant, Attorney for the Board to which the application is submitted] for their review.

The documentation must be received by the professional staff at least thirty [30] days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____
_____	_____

22. The applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professional	Reports Requested
_____ Attorney	_____
_____ Engineer	_____
_____	_____
_____	_____
_____	_____

23. CERTIFICATIONS

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am the Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. [If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this
____ day of _____, _____

Notary Public

Signature of Applicant

Print Name

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. [If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this
____ day of _____, _____

Notary Public

Signature of Owner

Print Name

I understand that the sum of \$ _____ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Ordinances of the Township of Franklin, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date

Signature of Owner

Print Name

SUBDIVISION APPLICATION
Gloucester County Planning Board
1200 N. Delsea Drive Clayton, NJ 08312
(856) 307-6650 Fax (856) 307-6656

All information on this application & the submission checklist **must be completed** & the proper fees enclosed in order to start county review. Failure to comply with submission requirements will classify this application as **"Incomplete"**.

Municipality: _____ Code No. _____ (County Use Only)

New Application _____ Revised Application _____ Amended Application _____
Sketch _____ Preliminary _____ Final _____ Signatures _____

1. **Applicant's Name:** _____
Applicant's Mailing Address: _____

Contact Person: _____ Phone # _____
Phone # _____

2. **Owner's Name:** _____
Address: _____

Phone # _____

3. **Attorney's Name:** _____
Address: _____

Phone # _____

4. **Engineer's Name:** _____
Address: _____

Phone # _____

5. **Location of Subdivision:**
Street: _____
Tax Map Plate: _____ Block: _____ Lot: _____

6. **Does the Subdivision front on a County Road? (check one)** Yes Co. Rte. #: _____ No

7. **Plat Information:**
Area of Entire Tract: _____ Portion Being Subdivided: _____
Number of Lots Created: _____ Proposed Use: _____

8. **Classified by Municipal Planning Board as:** Minor Subdivision: _____ Major Subdivision: _____

9. **Fee Schedule: (Please check appropriate category)**
_____ **Sketch Review:** \$50
_____ **Fee Waived (For Governmental Units & Non-Profit Organizations, include appropriate form if applicable)**
_____ **Minor Subdivision, as Classified by Municipality; NOT FRONTING a County Road:** \$100
_____ **Minor Subdivision, as Classified by Municipality; FRONTING a County Road:** \$200

Major Subdivision Preliminary Review: (Submit Preliminary Checklist-see Land Development Resolution)

_____ **Major Subdivision, NOT FRONTING a County Road:** \$150 plus \$10 per lot

_____ **Major Subdivision, FRONTING a County Road:** \$300 plus \$10 per lot

_____ **Major Subdivision, Final Review:** \$100 (Submit Final Checklist-see Land Development Resolution)

Amount Enclosed \$ _____ Please make check payable to: **"Gloucester County"**

Check No.: _____ Amount: \$ _____ (County Use Only)

I hereby consent to the filing of this application.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

All items on this Submission Checklist must be completed to start the review process. Failure to comply with submission requirements will classify this application as “Incomplete”.

- Completed Subdivision Application Form & Submission Checklist
- Application Fees
- Two (2) copies of Drainage Calculations & Traffic Study (Signed with Raised Seal) if applicable
- Two (2) copies of Survey (no more than 12 months old) (Signed with Raised Seal)
- One (1) Completed Affidavit of Ownership Form
- One (1) Completed NJPDES Stormwater Checklist
- One (1) Copy of Recorded Property Deed
- Proof of submission to outside agencies retaining jurisdiction; e.g., Pinelands Commission, NJDOT, NJDEP.
- Four (4) copies of Plans (Signed with Raised Seal) required by the County showing the following County requirements:
 - ___ Title block
 - ___ Key map showing the entire subdivision and its relation to surrounding areas
 - ___ Location and metes and bounds description of that portion which is to be subdivided in relation to the entire tract
 - ___ All existing structures within the portion to be subdivided
 - ___ Tax map sheet, block and lot numbers
 - ___ Contours at 2’ intervals or spot elevations where necessary to determine the general slope and natural drainage of the land, especially in relation to any County road adjacent to or within said Subdivision
 - ___ Location of existing and proposed access (es) onto the newly created lot (s)
 - ___ Clear sight distance available for accesses, as per County standards
 - ___ All existing and proposed streets, roads and Easements within or adjoining the proposed Subdivision with right-of-way widths clearly indicated
 - ___ All proposed lot lines and/or lot lines to be eliminated by the proposed Subdivision must be identified
 - ___ A general description of proposed drainage facilities showing location, size and direction of flow of all streams, brooks, lakes and water courses, drainage structures and drainage ditches in the area to be subdivided
 - ___ North arrow
 - ___ Location and width of all existing and proposed Utility Easements in the area to be subdivided
 - ___ Scale of the plat
 - ___ Acreage of the entire tract and the area being subdivided
 - ___ Number of new lots created
 - ___ Name and address of owner and/or subdivider
 - ___ Name, signature and license number, seal and address and telephone number of Engineer, Architect, Planner, Landscape Architect or Land Surveyor
 - ___ Property owners and lot lines within 200’ and in correct location to subject parcel

Note: UPON COUNTY REVIEW OF PLANS, ADDITIONAL INFORMATION MAY BE REQUIRED