

# West Windsor Township

Department of Engineering and Community Development

## SUBDIVISION CHECK LIST

PROPERTY LOCATION:

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ APPLICATION CONTROL NO. \_\_\_\_\_

CHECK LIST COMPLETED BY: \_\_\_\_\_ CHECKED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- |                                      |                                |  |
|--------------------------------------|--------------------------------|--|
| <input type="checkbox"/> Major       | <input type="checkbox"/> Minor | <input type="checkbox"/> Sketch            |
| <input type="checkbox"/> Preliminary | <input type="checkbox"/> Final | <input type="checkbox"/> Preliminary/Final |

The following are statutory items required to be shown on plats submitted for Subdivision approval. As the items are completed the applicant should check that item off on the line provided. If a waiver of any item is requested, insert "W.R." on the appropriate line, and on Page No. 8 indicate your reasons as to why the waiver is requested. Certification of application completeness will be held in abeyance, pending Planning Board action on waiver requests. Applicable Township Ordinances shall be referred to for specific subdivision design criteria.

### SECTION 200.47 REQUIREMENTS COMMON TO SKETCH, PRELIMINARY AND/OR FINAL PLAT STAGES

200-47.A Map Details - All maps or other documents submitted for subdivision plat review shall contain the following information in addition to specific plat details as required for each approval stage noted herein.

#### APPLICANT

#### TOWNSHIP

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|-------|---|-------|
| _____ | 1) Title and location of property   | _____ |
| _____ | 2) Name and address of landowner and applicant. If a corporation is landowner or applicant, the principal office and name of President and Secretary shall be included.   | _____ |
| _____ | 3) Name, address and professional license number and seal of the professional preparing documents and drawings. All plats, except those prepared at the Sketch stage, shall be signed and sealed by a licensed land surveyor of the State of New Jersey | _____ |
| _____ | 4) The place for the signature of the Chair and Secretary of the Planning Board and Health Officer  | _____ |
| _____ | 5) Date of plat and any modifications thereto.  | _____ |
| _____ | 6) The legends, as shown on Page 10 and 11 of this list, shall be on the plat map.  | _____ |

### SECTION 200-50 SKETCH PLATS, MINOR OR MAJOR SUBDIVISIONS

200-50.C Sketch Plat Details – The Sketch Plat, notwithstanding any other requirements stipulated by this Ordinance, shall contain the following information, except that the Planning Board may waive any requirement or request additional information where it is clearly appropriate to the particular application:

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- \_\_\_\_\_ 1) All plats shall be based on accurate information at a scale of not more than one inch equals 100 feet to enable the entire tract to be shown on one sheet. \_\_\_\_\_
- \_\_\_\_\_ 2) A location map showing the entire tract to be subdivided, giving the accurate location of all existing and proposed property and street lines, at a scale of one inch equals one thousand feet (1" = 1,000') or larger scale, showing the entire subdivision and its relation to all features shown on the official map and Maser Plan and located within one-half mile of the extreme limits of the subdivision, and the zoning classification of the proposed subdivision and of adjacent land. \_\_\_\_\_
- \_\_\_\_\_ 3) The location of existing houses, buildings and other structures, with accurate dimensions from all existing and proposed lot lines, wooded areas and isolated trees more than five inches (5") in diameter and topography within the portion to be subdivided and within two hundred feet (200') thereof at 20 foot, or smaller, contour intervals. (USGS Topographic Quadrant Map series are acceptable for topography at this state.) \_\_\_\_\_
- \_\_\_\_\_ 4) The name of the owner, all adjoining property owners and those across existing or proposed streets as disclosed by the most recent Township tax records. \_\_\_\_\_
- \_\_\_\_\_ 5) The tax map sheet, date of revision, block and lot numbers and zoning district of the tract proposed to be subdivided. \_\_\_\_\_
- \_\_\_\_\_ 6) Existing and proposed features:  
(a) The location of existing or proposed streets, roads, easements, greenbelts, public rights-of-way, streams, bridges, culverts, drainage ditches and natural watercourses in and within five hundred (500) feet of the subdivision. \_\_\_\_\_  
(b) In assembling the required data, the applicant shall be required to rely on existing information available from the Township's Master Plan documents, Natural Resource Inventory and engineering data from the Township Engineer \_\_\_\_\_
- \_\_\_\_\_ 7) The original and proposed lot layout, lot dimensions, all required setback lines, and lot area of each lot in square feet and acreage. Lots shall be designated by letters for minor subdivisions and by consecutive numbers for major subdivisions until give official lot number designations by the Township Engineer. \_\_\_\_\_
- \_\_\_\_\_ 8) As determined by the Board of Health, the location of all percolation tests including those that failed and soil logs conducted at the expenses of the applicant and approved by the Board of Health shall be shown on the plat. \_\_\_\_\_
- \_\_\_\_\_ 9) As applicable date of original preparation and date of revision, if any, of plat, as well a old name if submitted previously under different title. \_\_\_\_\_
- \_\_\_\_\_ 10) A preliminary Environmental Impact Statement as outlined in Part 1, Article V, Section 200.23. of the Township's Site Plan Ordinance. \_\_\_\_\_

**APPLICANT**

**TOWNSHIP**

- \_\_\_\_\_ 11) Acreage of tract to be subdivided to nearest tenth of acre, and if open space cluster, area of the open space. \_\_\_\_\_
- \_\_\_\_\_ 12) A concept landscape plan, prepared by a certified or licensed landscape architect, showing existing structure and woodlands, isolated trees greater than five (5) inches in caliper, existing topographic contours, and all other natural features. \_\_\_\_\_
- \_\_\_\_\_ 13) An aerial photograph on the drawings with the site boundaries outlined to evaluate the effects upon existing vegetation and surrounding land uses. \_\_\_\_\_
- \_\_\_\_\_ 14) In the case of a minor subdivision if wetlands exist, as per N.J.A.C. 7:7A-1 et seq., Freshwater Wetlands Protection Act rules are to be complied with, prior to submission of plans to the Township. All areas of wetlands shall be depicted on plans with surveyor's metes and bounds information for the outbounds of such areas. A Letter of Interpretation issued by the N.J. Department of Environmental Protection, Division Coastal Resources shall be submitted indicating the presence or absence of freshwater wetlands on the parcel in questions. \_\_\_\_\_
- \_\_\_\_\_ 15) A Letter of Interpretation issued by the NJ Department of Environmental Protection, Division of Coastal Resources, shall be submitted, indicating the presence or absence of freshwater wetlands on the parcel in question. \_\_\_\_\_

**SECTION 200-53 PRELIMINARY PLAT APPROVAL, MAJOR SUBDIVISION**

200-53.C Preliminary Plat Details – The preliminary plat, notwithstanding any other requirement stipulated by this Part 2, shall be clearly and legibly drawn or reproduced at a scale of not less than one inch equals 100 feet (1" = 100') and shall contain or be accompanied by the following information, except that the Planning Board may waive any requirement or request additional information where it is clearly appropriate to the particular application:

- \_\_\_\_\_ 1) A key map at a scale not smaller than 1" = 1,000' showing the relation of the portion to be subdivided to the entire tract, and the relation of the entire tract to the neighborhood for at least 1,000 feet beyond its boundaries. \_\_\_\_\_
- \_\_\_\_\_ 2) The tract name, tax map sheet, block and lot number, date, reference meridian, graphic scale and the following names and addresses: \_\_\_\_\_
  - \_\_\_\_\_ (a) Name and address of record owner or owners \_\_\_\_\_
  - \_\_\_\_\_ (b) Name and address of the subdivider, and if a partnership or corporation, names of all individuals having more than ten percent (10%) ownership. \_\_\_\_\_
  - \_\_\_\_\_ (c) Name and address of person who prepared plat \_\_\_\_\_
  - \_\_\_\_\_ (d) Names of adjacent and facing owners \_\_\_\_\_
- \_\_\_\_\_ 3) Survey map, prepared by a licensed surveyor of New Jersey, showing boundaries of the tract to be subdivided with tract site to nearest hundredth of an acre. \_\_\_\_\_

**APPLICANT**

**TOWNSHIP**

- \_\_\_\_\_
- 4) Contours:
- a) Existing and proposed contours at five-foot intervals for \_\_\_\_\_ slopes averaging 10% or greater and at two-foot intervals for land of lesser slope shall be required. Contours shall be in the United States Coast and Geodetic Control Survey Datum. At least two permanent bench marks for each 50 acres or portion thereof shall be established on opposite ends of the proposed subdivision, and their locations, descriptions and elevations shall be noted on the preliminary plat. Existing contours shall be shown beyond the limits of the subject tract for a distance of at least 200 feet.
- b) For preliminary applications only the applicant may rely on \_\_\_\_\_ existing topographic information on file in the Township Engineer's office, provided that there have been no major changes in the site's topography and that, if requested by the Township Engineer, specific portions of the site topography will be updated, if required, at the applicant's expense, to approve the project's stormwater control drainage plan.
- \_\_\_\_\_
- 5) The location of existing and required setback lines, streets within two hundred (200) feet of the subdivision, the location of existing and proposed buildings, watercourses, (floodplains), New Jersey Flood Hazard Area Design Flood Limit with elevation, railroads, bridges, culverts, drain pipes, greenbelts, and all natural features such as wooded areas and rock formations. Also indicate all Township Master Plan proposals on-site and off-tract within five hundred (500) feet of the proposed subdivision.
- \_\_\_\_\_
- 6) When a public sewage disposal system is not available, the current rules, regulations and procedures of the West Windsor Township Board of Health shall be followed in submission of sufficient percolation test and soil lot data that will enable the Board of Health to make a recommendation to the Township Planning Board. An adverse report by the Board of Health shall be deemed as sufficient grounds for the Planning Board to disapprove said subdivision or portion thereof. The Planning Board will not reconsider any subdivision, or portion thereof, so disapproved until the requirements of the Board of Health are met.
- \_\_\_\_\_
- 7) A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat.
- \_\_\_\_\_
- 8) Plans and profiles showing proposed utility layouts (sanitary sewers, storm drains, water, gas, electric, detention basins, etc.) showing feasible connections to existing or proposed utility systems. Cross sections of streets may be required by the Township Engineer. Locations of fire hydrants and street lights shall be established with the aid of the Township Fire Protection Official and the Township Engineer respectively.
- \_\_\_\_\_
- 9) The proposed names of all streets within the subdivision shall be shown and shall be subject to approval by the Planning Board.
- \_\_\_\_\_
- 10) Each block and lot shall be numbered in accordance with the system of numbers which will ultimately be the numbers shown on the Township Tax Map.

**APPLICANT**

**TOWNSHIP**

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- 11) A drainage plan shall be submitted which shall be the existing contours proposed finished grade elevation at street intersections and breaks in grade, proposed rates of grades of streets, locations of drainage sub-basin limits, proposed method of block drainage including proposed down slope arrows, all drainage systems and structures, including sizes and invert an casting elevations. The plan shall be accompanied by a set of drainage computations certified by a professional engineer. Where brook or stream channel improvements are proposed or required, the plans for such improvement shall be approved by the State Department of Environmental Protection or the Mercer County Planning Board, where applicable.
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- 12) All proposed lot lines, dimensioned in feet and tenths, and the approximate area of all lots in square feet as well as any open spaces proposed to be dedicated for public use.
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- 13) When the development of the subdivision or improvements within the subdivision are contingent upon improvements outside the boundaries of said subdivision, information shall be supplied by the subdivider prior to Planning Board consideration for preliminary approval that the improvements outside the subdivision shall be installed and shall be available to the subdivider prior to the issuance of any Certificate of Occupancy for the project or phase of the project that is the subject of a Development Application.
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- 14) All open spaces proposed to be dedicated for public use or playgrounds or other public purpose and the location and use of all such property shall be shown on the plat.
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- 15) When deemed necessary to determine the suitability of the soil to support new construction the Planning Board shall require test holes or borings to be made by a New Jersey licensed engineer or an approved testing laboratory at the expense of the subdivider under the direction of the Township Engineer.
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- 16) Statement accompanying preliminary plat indicating type of structure (s) to be erected; approximate date of construction start; a tentative section plan for the entire subdivision indicating the estimated number of lots on which final approval will be requested for the first section.
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- 17) Full or partial Environmental Impact Statement as may be required by the Planning Board at the time of preliminary plat approval.
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- 18) Soil Survey Map, prepared by a professional engineer to indicate the different types of soils that exist on the subject tract and within two hundred (200) feet of the extreme limits of the subject tract. This map shall be in conformance with Soil Survey of Mercer County, New Jersey published by U.S. Department of Agriculture. Where wetlands exist on or within two hundred (200) feet of the extreme limits of the subject tract, as per N.J.A.C. 7:7A-1, et seq., the wetlands boundary shall be superimposed on the Soil Survey Map.

**APPLICANT**

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**TOWNSHIP**

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19) If wetlands exist, as per N.J.A.C., 7-1 et seq., or 7A-1 et seq., Freshwater Wetlands Protection Act rules are to be complied with prior to submission of plans to the Township. An area of wetlands shall be depicted on plans with surveyor's metes and bounds information for the out-bounds of such areas. A Letter of Interpretation issued by the N.J. Department of Environmental Protection, Division of Coastal Resources, shall be submitted indicating the presence or absence of freshwater wetlands on the parcel in question.

20) A Landscape Plan, prepared by a certified or licensed landscape architect, at a minimum scale of 1" = 50' or larger, illustrating the proposed site elements as they relate to existing structures and site amenities, including existing woodlands, isolated trees greater than 5" caliper, existing topographic contours, and any and all other natural features, the intent, location, and type of all existing and proposed landscaping and buffering the location form, height and width of other landscape architectural materials such as berms, fences, walls, site furnishings, bridges, and walks.

21) An aerial photograph with the site boundaries outlined to evaluate the effects upon existing vegetation and surrounding land use.

22) A Traffic Signage Plan conforming to the requirements of Section 200-91.U of Part 3, Subdivision and Site Plan Procedures, of this chapter

23) A Letter of Interpretation issued by the New Jersey Environmental Protection, Division of Coastal Resources, shall be submitted, indicating the presence or absence of freshwater wetlands on the parcel in question.

SECTION 200-54 FINAL PLAT APPROVAL, MAJOR SUBDIVISION

200-54.C Final Plat Details – The final plat, notwithstanding any other requirements stipulated by the Ordinance or other Township Ordinances, shall be drawn in ink on tracing cloth, mylar, or equal at a scale of one (1) inch equals on hundred (100) feet except where otherwise permitted by the Planning Board and in compliance with all the provisions of Chapter 141 of the Laws of 1960 (Map Filing Law). The final plat shall contain or be accompanied by:

<u>APPLICANT</u>		<u>TOWNSHIP</u>
_____	1) Date, name and location of the subdivision, name of owner, graphic scale and reference meridian.	_____
_____	2) Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land reserved or dedicated to public use, all lot lines and other site lines, with accurate dimensions, bearings or deflection angles and radii, areas and central angles of all curves.	_____
_____	3) The purpose of any easement or land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.	_____
_____	4) Each block and lot shall be numbered in accordance with the system of numbers which will ultimately be the numbers shown on the Township Tax Map.	_____
_____	5) Location of all monuments.	_____
_____	6) Names of owners of adjoining unsubdivided land	_____
_____	7) Certification by a land surveyor licensed in the State of New Jersey as to accuracy of details of plat.	_____
_____	8) Certification that the applicant is agent or owner of the land, or that the owner has given consent under an option agreement.	_____
_____	9) When approval of a plat is required by any officer or body of such municipality, County or State, approval shall be certified on the plat.	_____
_____	10) Final construction plans and profiles showing proposed utility layouts (sanitary sewers, storm drains, water, gas, electric, detention basins, etc.) showing connections to existing or proposed utility systems. Cross-sections of streets may be required by the Township Engineer.	_____
_____	11) A final Drainage Plan shall accompany the final plat.	_____
	(a) Such drainage plan shall show the same information as required on the preliminary plat with the addition that the individual lot grading shall be shown as follows: Final grades shall be shown for each lot corner, all high and low points and breaks in grade and at the corners of tentative house locations and center line of driveway at right-of-way and center of garage doors. If it is intended to use drainage swales, the elevation of these swales shall be shown. Easements are required for all cross lot drainage where from one lot crosses over a downslop property either in swales or underground piping.	

- \_\_\_\_\_ (b) All swales carrying cross-lot drainage shall be constructed in easements that are to be provided for the purpose of cross-lot drainage. The intent is to have all stormwater runoff drain to the street or to drainage swales without crossing the property of an adjacent lot unless there is an easement provided for that purpose.
- \_\_\_\_\_ 12) A Soil Erosion Control Plan and narrative shall accompany the final plat. Such soil erosion control plan shall show the same information as required on the final drainage plan and soil erosion control measures conforming with the Township's Soil Erosion and Sediment Control Ordinance. The soil erosion control plan and the final drainage plan may be combined as one plan.
- \_\_\_\_\_ 13) Proposed grading plan.
- \_\_\_\_\_ (a) As a condition precedent to the issuance of certificates of occupancy, pursuant to the Township Building Code, the developer's engineer shall submit an as-built lot grading plan to the construction official bearing a certification that the lot grading complies with the approved final lot grading and Soil Erosion Control Plans. Lot grading plans shall incorporate the required grading over the septic system.
- \_\_\_\_\_ (b) If the proposed individual lot grading plan deviates from the approved subdivision final drainage plan, then an amended subdivision final drainage plan shall be submitted to the Township Engineer for review and approval.
- \_\_\_\_\_ 14) Copy of preliminary approval resolution, together with all proposed additions, changes or departures therefrom, if applicable, shall be submitted with final plat application.
- \_\_\_\_\_ 15) A Landscape Plan, prepared by a certified or licensed landscape architect at a minimum scale of 1" = 50' or larger, illustrating the proposed site elements as they relate to existing woodlands, isolated trees greater than 5" caliper, existing topographic contours, and any and all existing and proposed landscaping and buffering, the location, berm, height and width of other landscape architectural materials such as berms, fences, walls, site furnishings, bridges and walks.
- \_\_\_\_\_ 16) An aerial photograph with the site boundaries outlined to evaluate the existing vegetation and surrounding land uses.
- \_\_\_\_\_ 17) A Traffic Signage Plan conforming to the requirements of Section 200-91.U of Part 3, Subdivision and Site Plan Procedures, of this chapter.
- \_\_\_\_\_ 18) As-built lot grading plan.
- \_\_\_\_\_ (a) As a condition precedent to the issuance of certificates of occupancy, pursuant to the State Uniform Construction Code, an as-built lot grading plan prepared by a land surveyor licensed in the State of New Jersey shall be submitted to the Construction Official and to the Township Engineer, bearing a certification that



the lot grading complies with the proposed lot grading plan and the final drainage plan as approved or as amended and approved by the Township Engineer.

**APPLICANT**

**TOWNSHIP**

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(b) The as-built plan shall be prepared with contours of one-foot intervals and shall include the building footprint, finished first floor elevation and ground elevations at all lot corners, all building corners, vehicle entrance to a garage, drainage swale inverts between adjacent interrupted landscape berms, top of the curb adjacent to the property corners, edge of the township-owned sidewalk adjacent to property corners and at the center of the driveway, inlet grate elevations (private and Township-owned) and all high points on the lot. The invert and surrounding ground elevation shall be shown for sanitary sewer clean-outs and for sump pump discharge line clean-outs. The plan shall also show the location of the septic system, lateral inverts, D-box outlet inverts and septic tank lid elevations, if applicable. All proposed ground elevations shown on the approved proposed grading plan shall be included on the as-built plan.

\_\_\_\_\_

SUBDIVISION CHECK LIST – APPLICATION NO. \_\_\_\_\_

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**REQUEST FOR WAIVER**

Section from which  
Waiver Requested

Reason for Request

LEGEND

(SKETCH) or (PRELIMINARY) or (FINAL)

1. SUBDIVISION OF \_\_\_\_\_  
BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_  
DATE \_\_\_\_\_ SCALE \_\_\_\_\_  
APPLICANT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SUBDIVISION CONTROL NO. \_\_\_\_\_

2. I CONSENT TO THE FILING OF THIS SUBDIVISION PLAT WITH THE PLANNING BOARD OF WEST WINDSOR TOWNSHIP.

\_\_\_\_\_  
(Owner) (Date)

3. To be signed before issuance of a Building Permit and incorporated only on a Final Plat of a major subdivision:

I HEREBY CERTIFY THAT ALL THE REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED OR A BOND POSTED IN COMPLIANCE WITH ALL APPLICABLE CODES AND ORDINANCES.

(If Improvements installed)  
\_\_\_\_\_  
(Township Engineer) (Date)

(If Bond Posted)  
\_\_\_\_\_  
(Township Clerk) (Date)

\_\_\_\_\_  
Building Permit Issued (Date)

4. To be incorporated on Final Plat for Major or Sketch Plat for Minor and signed prior to issuance of a building permit:

VERIFICATION THAT PAYMENT OF MUNICIPAL TAXES OR ASSESSMENTS IS CURRENT

\_\_\_\_\_  
(Township Clerk) (Date)

5. The appropriate approval signature block to be incorporated depending on whether subdivision is a minor or a major.

a. Minor Subdivision Approved \_\_\_\_\_  
(Date of Board Approval)

\_\_\_\_\_  
(Chairman) (Date)

\_\_\_\_\_  
(Planning Board Secretary) (Date)

Deed to subdivision must be filed within County Clerk within 190 days of date of Board approval.

b. Major Subdivision Approved (Preliminary or Final)

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(Date of Board Approval)

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(Chairman)

(Date)

---

(Planning Board Secretary)

(Date)

6. EXPIRATION OF APPROVAL (1) Major: Preliminary – 3 years; Final – 2 years; or  
(2) Minor: 2 years)

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Date (without extensions)

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