

EXHIBIT " A4"

ABSECON CITY PLANNING BOARD MINOR SUBDIVISION REVIEW CHECKLIST

DEVELOPMENT _____

STREET(s) _____

LOT(s) _____ BLOCK(s) _____

FOR PLANNING BOARD MEETING SCHEDULED ON _____

A Minor Subdivision is defined as any subdivision containing three or less lots exclusive of the remaining lot, not involving any new street, or extension of new municipal facilities.

KEY	C	Plans Comply with Ordinance
	X	Plans do not Comply (see comments)
	NA	Not Applicable
	RW	Recommend Waiver
	WR	Waiver Requested by Applicant (Applicant must provide written justification for all waivers)

SUBMISSION REQUIREMENTS

1. Planning Board Approval Block with:
 - a. Planning Board Engineer Signature Line _____
 - b. Chairman Signature Line _____
 - c. Secretary Signature Line _____
2. Atlantic County Approval Block _____
3. Certification of Licensed Professional Land Surveyor with signature line re: minimum survey detail requirements. _____
4. Monument Certification by licensed Professional Land Surveyor. _____
5. Monument Certification by City Clerk with signature line (if applicable). _____
6. City Engineer Certification with signature line. _____
7. The applicant will submit 18 copies of the subdivision plan and supplemental documents clearly drawn and accurately reproduced at a scale of 1" = 50' to the secretary of the appropriate board. All maps, plats and sketch plats required to be submitted by this ordinance shall conform to one of the following size configurations: eleven by seventeen (11x17) inches, twenty-four by thirty-six (24x36) inches, or thirty by forty-two (30x42) inches. _____

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A copy of the plan shall also be sent to the Atlantic County Planning Board for review, comment and where appropriate for approval.

The various elements of the subdivision shall be prepared by the professionals as required in New Jersey Statute, licensed to practice the in the State of New Jersey according to the following instructions and including the following information and data.

8. Completed Development Application, including variance section (if applicable). _____
9. Payment of application fees. _____
10. Payment of escrow fees.
(All escrow fees including additional escrows requested by the Board Secretary, if any, to be paid prior to the signing of the Subdivision Plan by the City Engineer.) _____
11. Proof of taxes paid. _____
12. Proof of public notice in accordance with NJSA 40:55D-12 (if applicable) . _____
13. Subdivision plan prepared in accordance with the NJ Map Filing Law. _____
14. Key map showing the parcel to be developed in relationship to the surrounding area and all intersections and waterways within 200 feet. _____
15. Tax map sheet, block and lot numbers. _____
16. Dimensions of all proposed lot lines and lots being created and remaining parcels; and lot lines proposed to be eliminated. _____
17. Location, size and direction of flow of all streams, brooks, lakes, watercourses, drainage structures, wetlands and drainage ditches in area to be subdivided and within 200'. _____
18. North arrow, scale of plan and date. _____
19. Number of new lots being created. _____
20. Zoning district in which parcel is located. _____
21. Location of any proposed open space or recreation areas. _____
22. Title of project, north point, scale, name and address of owner of record, name and seal of person preparing the site plan. _____
23. All lot lines, block and lot numbers, and names and addresses of owners of record within 200 feet of the site in all directions. _____
24. All existing structures and zoning boundaries located on or within 200 feet of subject property, and a Zoning Table listing conformance or variance required. _____

MINOR SUBDIVISION CHECK LIST

25. An Outbounds and Topographic survey prepared and signed by a land surveyor licensed in the State of New Jersey shall accompany subdivision and shall show the boundaries of the parcel, existing conditions depicting on-site improvements and adjoining public street improvements. _____

Survey must include the following:

- A. Existing structures, and topography with 1 foot intervals.
 - B. Location and height of existing walls, fences, signs, culverts, and bridges.
 - C. Existing easements, R.O.W. lines, sidewalks and curbs.
 - D. Vertical datum and benchmark location needed.
 - E. Existing underground and/or surface utilities.
 - F. Wetlands Line (if applicable)
26. Tabulation of each parcel being created including total acreage and percentage devoted to streets and common open space. _____
27. Boundaries of floodplain, flood zone designation, including flood elevation as shown on FEMA Flood Insurance Rate Maps and Wetlands Area State of New Jersey Department of Environmental Protection mapping. _____
28. Soil types as taken from Atlantic County Soil Survey by USDA SCS. _____
29. The location and extent of drainage or conservation easements and stream encroachment lines (if applicable). _____
30. Location of underground or surface utilities: _____
31. Soil borings as may be required by the engineer. _____
32. Status of permits and approvals by other governmental agencies. _____
33. Additional comments _____