

SUBDIVISION OF LAND

115 Attachment 1

Township of Kingwood

Checklist for Subdivisions

[Added 12-17-1984 by Ord. No. 5-6-84; last amended 5-6-2021 by Ord. No. 21-11-2021]

Applicant: _____	Road Name: _____
Tax Map Sheet – Block & Lot _____	Date Submitted: _____
Name of Project (If Any): _____	
Signature of Applicant: _____	

KEY:

X = Required

NR = Not Required

		REQUIRED			TO BE COMPLETED BY APPLICANT	
		MINOR	PRELIMINARY MAJOR	FINAL MAJOR	X = PROVIDED W = WAIVER REQUESTED N/A = NOT APPLICABLE	REMARKS
TO ALL APPLICANTS: Complete columns to the right. If the submittal lacks any of the required items, note as either a requested waiver (W) or not applicable (N/A) and provide an explanation under the Remarks column. Attach additional sheets as needed.						
A Administrative						
1	7 copies of completed checklist	X	X	X		
2	7 copies of completed application form	X	X	X		
3	7 paper prints of plats and other drawings conforming to requirements of § 115-9	X	X	X		
4	1 copy of the complete application, including the plat and all supporting material in electronic format in accordance with § 132-116A , Requirements for submission of digital plans and applications	X	X	X		
5	7 copies of hydrogeological report and pump testing as required by §§ 153-29 and 153-30 of Board of Health Code where construction of a well is required	X	X	NR		

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6	7 copies of a community impact statement as required by § 115-9(D)(3)(j)	NR	X	NR		
7	7 copies of a qualifying plan	NR	X	NR		
8	7 copies of a stormwater management plan and supporting calculations	X	X	NR		
9	7 copies of an affordable housing plan	X	X	NR		
10	Executed escrow agreement	X	X	X		
11	Financial disclosure statement for all persons or entities having more than a 10% financial interest in the property to be developed	X	X	X		
12	Proposed block and lot numbers as approved by the Tax Assessor	X	X	X		
13	Certification from the Tax Collector that all taxes and assessments on the entire tract have been paid to date	X	X	X		
14	Proof of submission of application and fee to New Jersey Department of Environmental Protection for freshwater wetlands letter of interpretation or presence/absence determination	X	X	X		
15	Proof of submission of application and fee to County Planning Board	X	X	X		
16	Proof of submission of application and fee to County Soil Conservation District	X	X	X		
17	Proof of submission of application to D & R Canal Commission for certification or written confirmation that property is exempt	X	X			
18	Copies of any existing covenants and restrictions	X	X	X		

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19	Written requests for individual waivers and/or variances	X	X	X		
20	The Threatened/Endangered Species Survey Data Sheet, Appendix A to Township Code § 115-6.7, shall be submitted if threatened or endangered species are present on the site, as per the NJDEP Natural Heritage Database or the Landscape Project Statement of Environmental Impact and Assessment (SEIA) – 7 paper copies and 1 copy in electronic format	X	X	NR		
21	Statement of environmental impact and assessment (SEIA) – 7 paper copies and 1 copy in electronic format	X	X	NR		
22	Threatened and endangered species investigation	X	X	NR		
B Plan Requirements						
1	Plat size: 8.5 x 11, 15 x 21, 24 x 36 or 30 x 42	X	X	X		
2	Plans for improvements: 24 x 36	X	X	NR		
3	Scale: plat 1 inch = 100 feet; all others 1 inch = 50 feet (written and graphic)	X	X	X		
4	Prepared by a licensed New Jersey professional engineer and/or land surveyor as appropriate	X	X	X		
5	Key Map: site, streets, zones, conforming to requirements of § 115-9 (North arrow to have same orientation as other sheets)	X	X	X		
6	Certifications per Map Filing Law *(required if not filing by deed)	X	NR	X		

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7	Proposed deeds to lots and lands remaining (original and 3 copies)	X	NR	NR		
8	Based on current survey prepared by a licensed New Jersey land surveyor	X	X	X		
9	Bearings in degrees, minutes and seconds	X	X	X		
10	Title block giving name of subdivision applicant(s), owner(s) and preparer	X	X	X		
11	Name, address and phone number of applicant(s), owners(s) and preparer	X	X	X		
12	Current Tax Map sheet, block and lot number	X	X	X		
13	North arrow with reference meridian (same direction on all sheets)	X	X	X		
14	Date of original plat and date and nature of each revision	X	X	X		
15	Name(s) of the owner(s) of all property within 200 feet of the property being subdivided as disclosed by the most recent municipal tax records and certified by the Municipal Tax Assessor	X	X	X		
16	Street address of each property shall be indicated on all plats	X	X	X		
17	All existing, proposed and required setback dimensions	X	X	X		
18	Location of existing and proposed property lines, with dimensions to nearest 0.01 foot	X	—	X		
19	Acreage of tract to nearest 0.01 acre	X	X	X		
20	Number of lots after subdivision and their areas in acres and square feet	X	X	X		

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21	Date of approval of most recent previous subdivision of tract	X	X	NR		
22	Deeds to contain the following wording: "Approval of this subdivision by the Planning Board shall not be construed and is not to be considered as an approval of a sewage disposal system or design, nor shall such subdivision approval be considered as an approval of and for any other requirements, approvals or permits as may be necessary to allow construction."	X	X	X		
23	Plats to contain the following perc and soil log certification wording: "I hereby certify that the percolation tests and soil log(s) as shown hereon were conducted under my direct supervision, witnessed by a duly appointed official of the Township of Kingwood, and that said tests conform to the current requirements of Chapter 1999 of the Laws of 1954 as amended, and the regulations pursuant thereto for the construction of a conventional individual subsurface sewage disposal system." To be signed and sealed by a New Jersey professional engineer.	X	X	NR		

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24	Deeds to contain the following wording: “The grantee hereby acknowledges that there are presently or may in the future be farm uses adjacent or in close proximity to the within described premises from which farm use may emanate noise, odors, dust and fumes associated with agricultural practices permitted under the Kingwood Township Right to Farm Ordinance, and, by acceptance of this conveyance, the grantee does hereby waive objection to such activities. The covenants and restrictions set forth in the foregoing paragraph shall be made to run with the land.	X	X	X		
25	Location and type of existing and proposed easements or rights-of-way, including ponds, drainage, sewer, water, sight rights, power, telephone and gas lines	X	X	X		
26	For all subdivisions except mergers not creating any new lot, plat shall show locations and results of soil profile pits and/or borings and permeability testing for each lot, including the remaining lands and engineer’s certification pursuant to § 115-9B(1)(q).	X	X	NR		
27	Location of natural features to be preserved, including conservation easements	X	X	X		
28	Location and details of conservation easement markers	X	X	X		
29	Completed Constrained Area Maximum Tract Yield Calculation Form to be shown on subdivision plan	X	X	X		

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30	Sketch of prospective layout of entire tract where subdivision covers only a portion of existing parcel	X	X	NR		
31	Mapping of steep slopes in accordance with Chapter 114, Steep Slope Conservation	X	X	NR		
32	Depiction of freshwater wetlands on and within 150 feet of the property	X	X	X		
33	Depiction of Category One streams and tributaries on and within 300 feet of the property	X	X	X		
34	Depiction of septic systems and wells on and within 100 feet	X	X	X		
35	Contours and topography covering the property and surrounding area within 200 feet, maximum contour interval	20 ft.	2 ft.	2 ft.		
36	Existing and proposed drainage facilities on tract and within 200 feet (e.g., culverts, marshes, ponds, streams and floodplains)	X	X	—		
37	Calculations demonstrating the adequacy of existing and/or proposed drainage and/or surface water management facilities	X	X	NR		
38	Complete construction plans (plans, profiles and cross sections at fifty-foot intervals and details) for all improvements, including roads, drainage, water, sewer and surface water management facilities	X	X	NR		

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39	Lot grading plans, including proposed spot elevations, grade at building, floor elevations, proposed drainage patterns, etc.	X	X	NR		
40	Soil erosion and sediment control plan in accordance with Chapter 103, Soil Erosion	X	X	NR		
41	Estimated cost of improvements and performance bond	X	NR	X		