

## **CHECK LIST FOR A MINOR SUBDIVISION**

- 1) A key map showing the entire subdivision in relation to the surrounding area and roadway system.
- 2) All existing structures and wooded areas within the parcel to be subdivided and within two hundred (200) feet of said parcel.
- 3) The name and address of the owner and the name of all adjoining property owners as disclosed by the most recent Municipal tax records.
- 4) The tax map sheet, block and lot numbers.
- 5) All existing and proposed streets and easements (including public utility easements) within or adjoining the proposed subdivision with right-of-way widths clearly indicated.
- 6) All proposed lot lines and any existing lot lines to be eliminated by the proposed subdivision shall be clearly indicated.
- 7) Location, size and direction of flow of all streams, brooks, lakes, watercourses, drainage structures and drainage ditched in the area to be subdivided and within two hundred (200) feet of the proposed subdivision.
- 8) North arrow, scale at which the plat is drawn, and date of preparation.
- 9) Acreage of the entire tract of new parcels being proposed.
- 10) Number of new lots being created.
- 11) Name and address of the owner, subdivider and person preparing the plat.
- 12) The classification of the zoning district(s) in which the proposed subdivision is located.
- 13) The location of any proposed open space or recreation areas.

- N/A Waiver 14. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
- 15. All areas to be disturbed by grading or construction.
- 16. Location of existing structures and their setbacks from existing and proposed property lines.
- N/A Waiver 17. Location and type of existing easements or rights-of-way including power lines.
- 18. Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other man made installations affecting the tract.
- N/A Waiver 19. Location of existing wells and septic systems.
- N/A Waiver 20. When applicant intends to use a conventional septic disposal system; location of test holes, test results and approximate location of the intended disposal field.
- 21. Plans and profiles of proposed utilities.
- 22. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
- N/A Waiver 23. Location and description of monuments whether set or to be set.
- 24. Location, names and widths of all existing and proposed streets on the property and within two hundred feet of the tract.
- N/A Waiver 25. Proposed site easements where required.
- N/A Waiver 26. Proposed drainage easements where required.
- 27. All buildings and/or other improvements located within fifty feet of the lands of the tract in question.
- 28. Should your application have any environmental implications, including dealing with wetlands, dealing with water and/or streams, dealing with hazardous substances, or any issues that might have impact on the environment of the Township of Commercial, said application should be submitted, prior to review by the Land Use Board, to the Environmental Commission to Commercial Township. The Commercial Township Land Use Board reserves the right, should they determine, in their sole discretion, that an application has environmental implications, to table said application and forward the same to the Commercial Township Environmental Commission for review and report in regard thereto.

If you have any questions to these requirements you may contact the Board Secretary or Solicitor. The Board reserves the right to request additional information in regard to any application, if appropriate.