



**MINOR SUBDIVISION CHECKLIST**

Application:	
Date Rcvd.:	
Received by:	

1. Applicant's Name:	
Contact Person:	
Address:	
Telephone:	
Email:	
Relationship to Owner:	

2. Property Address:	
Development Name:	
Zoning District:	
Block(s):	
Lot(s):	

3. Property Owner:	
Contact Person:	
Address:	
Telephone:	
Email:	

4. Name of Attorney:	
Firm:	
Address:	
Telephone:	
Email:	

5. Has this property ever been subject of a previous application to the Planning or Zoning Board? If so, please describe (incl. Resolution #):

6. Description of Property, brief history of the site, its location and description of current use(s) (may attach addendum):

7. Provide Detail of the Exact Nature of the Application (may attach addendum):

8. Description of Relief Requested, including Section(s) of Ordinance variance is requested (may attach addendum):

**INSTRUCTIONS:**

1. This checklist shall be completed by the applicant or its authorized representative and submitted with the application. This checklist shall be used in determining completeness or incompleteness of the application pursuant to Robbinsville Township’s Land Use and Development Ordinance(s). The applicant is advised that failure to provide all data required on this checklist or failure to apply for the appropriated waivers will render the application incomplete. Applications will not be placed on an agenda until it has been deemed complete by the Administrative Officer.
2. Applicant to complete checklist column with an “X” in the appropriate column. A waiver should be requested for all checklist item you may consider “not applicable” (“n/a”) and reason(s) you would consider it “not applicable.” **\*\* All waivers requested should be explained in detail on the Waiver/Variance Request Form.** Failure to provide a reason for the request will render the application incomplete.
3. The Technical Review Committee (TRC) will determine if any item where a waiver is requested shall be required to be provided and the application shall be considered incomplete if not provided.
4. The applicant shall submit three (3) collated copies of all correspondence (including cover and response letters) and administrative forms. The applicant shall submit three (3) signed and sealed copies of all maps, plans or reports and all additional submission item(s). All submissions must include a digital copy in pdf. format of all submission items (email to [BoardSecretary@robbinsville.net](mailto:BoardSecretary@robbinsville.net), dropbox, thumb drive or disk). All re-submissions must include a point-by-point response letter addressing all comments from the Board’s professionals or from the Technical Review Committee (TRC) Meeting. All submissions must be made as one comprehensive submission, not under separate cover.

<b>I. ADMINISTRATIVE</b>			
<b>Township Use Only</b>		<b>Provided per Checklist</b>	<b>**Waiver Requested</b>
<input type="checkbox"/>	1. Completed General Land Use Application Form.		
<input type="checkbox"/>	2. Completed Fee Schedule Form.		
<input type="checkbox"/>	3. Payment of Required Fees (two separate checks).		
<input type="checkbox"/>	4. Completed Escrow Agreement Form with Escrow Contact Sheet.		
<input type="checkbox"/>	5. Completed W-9 Form (for Escrow Account).		
<input type="checkbox"/>	6. Tax & Utility Assessment Certification Form (Applicant part complete).		
<input type="checkbox"/>	7. Completed Waiver/Variance Request Form.		
<input type="checkbox"/>	8. Completed Affidavit of Ownership Form (notarized).		
<input type="checkbox"/>	9. Completed Disclosure Statement Form.		
<input type="checkbox"/>	10. Completed Consent of Entry Form.		
<input type="checkbox"/>	11. Completed Checklist(s) for All Applicable Requests.		
<input type="checkbox"/>	12. “Zoning Permit Denial” or “Notice of Violation” (N.O.V.) from Zoning, Code or Construction Official.		
<input type="checkbox"/>	13. Resolution(s) for all previous Planning/Zoning Board approvals.		
<input type="checkbox"/>	14. List of all necessary Outside Agency Approvals indicating status of approvals, including copies of each approval (NJDOT, NJDEP, Mercer County Planning Board, etc.).		
<input type="checkbox"/>	15. Proposed Operations Statement, including details of proposed use(s), hours of operation, number of employees, provisions for maintenance, etc., signed by Applicant and notarized.		
<input type="checkbox"/>	16. Survey of the total tract certified to the Applicant, signed and sealed by the preparing N.J. Licensed Land Surveyor in accordance with current statute. Current-no greater than two (2) years old, to scale, accurately showing all existing conditions (including fencing, pavement, pools, all buildings and structures), with accurate distances from property lines shown.		

<input type="checkbox"/>	17. Minor Subdivision Plan designed, drawn, signed and sealed by N.J.P.E., L.S. or A.I.A. as appropriate, to scale, sheets numbered consecutively, folded, collated, bound, signed and sealed with a common preparation and/or revision date(s).		
<input type="checkbox"/>	18. Existing Septic System Certification – signed and sealed.		
<input type="checkbox"/>	19. Water Quality Test Report and professional certifications for existing on-site wells.		
<input type="checkbox"/>	20. Soil Test Reports, collated bound, signed and sealed.		
<input type="checkbox"/>	21. Certification from Applicant's Engineer that proposal is consistent with Wastewater Management Plan of the Township of Robbinsville.		
<input type="checkbox"/>	22. Aerial photograph(s) of site.		
<input type="checkbox"/>	23. Complete application, filed as one submission, with quantities and digital copies as noted in the Instructions, #4.		

<b>II. HEALTH</b>			
<b>Township Use Only</b>		<b>Provided per Checklist</b>	<b>**Waiver Requested</b>
<input type="checkbox"/>	24. Location of all existing sewage disposal systems on the site in question and within 200 feet of the total tract boundary.		
<input type="checkbox"/>	25. Certification by a New Jersey Licensed Professional Engineer regarding adequacy of any and all existing on-site sewage disposal systems. Potential reserve areas for modification of existing systems shall be shown on the plan. Application will be declared incomplete should failing or unsatisfactory conditions be noted, certified, or found to exist.		
<input type="checkbox"/>	26. Submission of groundwater quality test report for all existing on-site wells or potable water supplies. Application will be declared incomplete should failing or unsatisfactory conditions be noted, certified, or found to exist.		
<input type="checkbox"/>	27. Soils Tests shall be provided for primary and reserve septic areas. Test results submitted which are invalid because of expiration dates or do not comply with all provisions of Chapter 199 shall render the application incomplete.		
<input type="checkbox"/>	28. The Location and results of all complete, incomplete, unacceptable and unwitnessed profile pits, permeability tests, basin floods and percolation tests. All results shall be shown on a separate plan(s) entitled "Sewage Disposal and Water Supply Plan". All dimensioned to all proposed and existing: lot lines, watercourses, easements, wetland limits, sewage disposal and water supply systems within 200 feet of the tests.		
<input type="checkbox"/>	29. Submission of individual soil test reports by soil log or test number for each test location in numerical ascending order shall be provided. Each report shall be signed and sealed by a NJPE and coordinated with each lot number shown on the plan.		
<input type="checkbox"/>	30. Submission of Treatment works or NJPDES permits for sewage systems not in compliance with NJDEPE 7:9A.		
<input type="checkbox"/>	31. Location of all existing sewage disposal systems on the site in question and within 200 feet of the total tract boundary.		

### III. ENGINEERING

Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	32. Minor Subdivision Plan shall be to scale, showing existing conditions and proposed structures, additions, driveways, parking spaces, loading areas, other buildings or structures on site, north arrow reference, including proposed dimensions, with proposed distances from property lines shown, legend identifying symbols and drafting techniques used, and any details deemed necessary by the Township/Board Engineer.		
<input type="checkbox"/>	33. Title block containing minimum data per current statutes.		
<input type="checkbox"/>	34. Subdivision Plan shall be blackline reproduction on standard sized sheets: 30" x 42", 24" x 36", 11" x 17", 8 ½" x 13".		
<input type="checkbox"/>	35. A key map showing the tract in question; north arrow; zoning; tax lot numbers, tax block numbers, tax sheet numbers, owners names as identified on certified list provided by Township for tract in question and all lots within 500 feet of tract; existing or proposed "Master Plan" facilities within 500 feet; streams and waterways with identifying names extrapolated from tax maps or USGS quadrangle maps; and public roadways within 500 feet. The key map shall be at a scale of not less than 1" = 1000 feet. Municipal Boundaries; names and address of owner, applicant and professional preparing the map; owner's certification, proposed lots, and index of sheets (where applicable). All measurements specified herein shall be measured radially from the boundary and shall include all lots, zones, etc. on opposite sides of road and within other municipalities.		
<input type="checkbox"/>	36. Signature lines for the Township Engineer, Board Chairperson for appropriate Board and Board Secretary, on cover sheet.		
<input type="checkbox"/>	37. Bulk Requirements Schedule/Table indicating Zoning District shall be tabulated to show all bulk requirements of the zone or zones in which the site is located and the bulk data proposed by the application. This tabulation shall also identify compliance or noncompliance for all existing structures. All lot areas shown shall be identified as gross and net areas. Density shall be shown as defined by the Land Use and Development Ordinance. Bulk Requirements Schedule/Table shall identify permitted, existing and proposed improvement conditions. Any relief previously granted shall be indicated and referenced.		
<input type="checkbox"/>	38. A boundary survey of the total tract signed and sealed by the preparing N.J. Licensed Land Surveyor in accordance with N.J.S.A. 13:40-5. Where the total tract is greater than 50 acres and no new on-site roadways are proposed the survey may be limited to the area of subdivision.		
<input type="checkbox"/>	39. Plan of existing and proposed lot lines showing bearings and dimensions of all lots including the lands remaining to nearest 1/100 <sup>th</sup> foot and areas to nearest 1/100 <sup>th</sup> acre; all setbacks with typical dimensions; and dimensions to all existing structures; wetlands boundaries; stream corridor boundaries.		
<input type="checkbox"/>	40. Identification of tax block, lot, and sheet number of tracts being subdivided and total proposed number of lots including the lands remaining and number of lots or units for lower income housing.		
<input type="checkbox"/>	41. Identification of existing on-site physical features including soils, geology, stream and water courses, rock out-crops, stream corridors and flood hazard area. Where the site is predominantly underlain, occupied, or otherwise characterized by one specific feature, a notation may be provided in lieu of a graphical representation.		

	Stream corridors and flood hazard areas must be graphically identified. All sources used for the purpose must be referenced by document title, author, date of publication, and section or page number.		
<input type="checkbox"/>	42. All rights-of-way, easements, wetlands (conservation, buffer, transition areas, etc.), public right-of-ways, and lands to be dedicated to the municipality or reserved for specific uses shall be shown and dimensioned with areas to the nearest 1/100 <sup>th</sup> acre.		
<input type="checkbox"/>	43. For adjoining properties, distance from structures to nearest property line of subject property (shown on plan).		
<input type="checkbox"/>	44. Provisions for collecting and discharging stormwater runoff. A composite grading and drainage plan of the entire development shall accompany each submission. This plan shall identify all high and low points and breaks in grade and tentative elevation at the corners of house locations on each lot.		
<input type="checkbox"/>	45. All existing and proposed utility service lines and laterals on site and along the frontage of the site. This shall include storm drainage, water mains, sanitary mains, sump pump connections and underground electric and phone service.		
<input type="checkbox"/>	46. Typical construction details shall be provided on drawings designated as "Construction Details".		
<input type="checkbox"/>	47. Location and details of all proposed Electric Vehicle charging stations or "Make-Ready" parking spaces.		
<input type="checkbox"/>	48. Grading and drainage information as determined by the Township/Board Engineer.		
<input type="checkbox"/>	49. List of any anticipated developer contributions, fees, fair-share payments, anticipated payments in lieu for waivers requested, etc. to be paid to the Township, per current Codes or Ordinance.		
<input type="checkbox"/>	50. Plan shall show any new proposed lot number(s) and address(es).		
<input type="checkbox"/>	51. Compliance with all Design Standards of the Land Use and Development Ordinance, or a waiver/variance requested on Waiver/Variance Request Form.		

<b>IV. ARCHITECTURE &amp; LANDSCAPING</b>			
<b>Township Use Only</b>		<b>Provided per Checklist</b>	<b>**Waiver Requested</b>
<input type="checkbox"/>	52. Plan shall provide clear reference or delineation of any sustainable design features.		
<input type="checkbox"/>	53. Location and general specific classification of all existing on-site tree masses.		
<input type="checkbox"/>	54. Plan shall indicate area to be cleared, including trees with a trunk diameter of eight (8") inches or greater, measured four and a half (4.5') feet above ground level. Plan should include species, size and general health conditions of any trees to be cleared. Area of disturbance shall be indicated.		
<input type="checkbox"/>	55. Plan shall provide location of proposed landscaping, including trees, shrubs, groundcovers, and vegetative plants with keys.		
<input type="checkbox"/>	56. Plan shall contain a chart showing the following: a. Proposed plant names, both common and scientific. b. Plant sizes in caliper, height, and/or width at time of installation. c. Type of nursery stock, i.e., balled and burlapped or container and size of container. d. Proposed plant spacing and other comments.		

	e. Planting notes, incl. specification that the plants must conform to the American Standard for Nursery Stock, latest edition. f. Delineation showing which areas to be irrigated. g. Maintenance specifications (including irrigation). h. Planting details conforming to current cultural horticultural practices.		
<input type="checkbox"/>	57. Plantings, buffer areas, re-forestation areas shown to meet the Township Code (contributions may apply to waivers granted).		

<b>V. PRIOR TO PUBLIC HEARING</b>		Acknowledged by Preparer (initial)
<input type="checkbox"/>	58. If required, the notice of publication and the notice of service on the affected owners must be accomplished at least ten (10) days prior to the hearing date scheduled by the Administrative Officer in accordance with the M.L.U.L and Township Ordinance. Proof of Service Package must be filed with the Administrative Officer before the application will be considered complete and the hearing can proceed.	
<input type="checkbox"/>	59. Witness/Exhibit List shall be provided five (5) days prior to hearing: Exhibit A-1: Complete Application Package (current version of all submission items). Exhibit A-2: Board's Professional's Review Memos. Exhibit A-3: Affidavit of Proof of Service Package. Exhibit A-4: (continue with any additional exhibits to be introduced, if any).	
<input type="checkbox"/>	60. Tax & Utility Assessment Certification Form, to be re-certified, if necessary.	
<input type="checkbox"/>	61. Escrow Account must be current prior to hearing.	

Person Preparing Checklist:	
Firm:	
Address:	
Telephone:	
Email:	

**CERTIFICATION:**

I have prepared this checklist and confirm that I have provided a response to all waivers being requested and listed all variance relief sought on the Waiver/Variance Form. I certify that the checklist is complete and accurate.

\_\_\_\_\_  
Signature/Certification of Person Preparing Checklist

\_\_\_\_\_  
Date

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**TOWNSHIP USE ONLY BELOW THIS LINE**

Application No: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

Date(s) Received: \_\_\_\_\_ Escrow Paid: \_\_\_\_\_

Referred To (Planning Board or Zoning Board): \_\_\_\_\_