

REQUIREMENTS FOR MINOR SUBDIVISION APPLICATION

All applications shall be submitted in plat form drawn by a licensed land surveyor with drawings of improvements prepared by a Professional Engineer of the State of New Jersey, each bearing the signature, embossed seal, license number and address of the preparer and drawn on a scale not less than one hundred (100) feet to the inch to enable the entire tract to be shown on one (1) sheet. The Minor Subdivision Plan shall show or include the following information:

		YES	NO	WAIVER
1.	Plan entitled "Minor Subdivision" and space for the subject application number.			
2.	Drawn by a licensed land surveyor in compliance with the "Map Filing Law", N.J.S.A. 46:23-9.9 etseq.			
3.	Date, North arrow including Meridian reference and graphic scale.			
4.	Signature blocks for Chairman, Secretary and Borough Engineer.			
5.	The Tax Map sheet, block and lot numbers and zone.			
6.	Schedule of required and provided zone district(s) requirements.			
7.	Key map showing the entire subdivision at 1" = 400' minimum and its relation to the surrounding areas including zone districts.			
8.	Date of the original drawing and latest revision for each sheet.			
9.	The name(s) of the owner(s) of the property to be subdivided and all property owners within 20' radius.			
10.	The names, addresses and signatures of the owner, applicant and person preparing the plat.			
11.	The location of that portion of the tract which is to be subdivided in relation to the entire tract.			
12.	All existing structures and wooded areas within the portion to be subdivided and within two hundred (200) feet thereof.			
13.	All streets or roads and streams within two hundred (200) feet of the subdivision.			
14.	Area in square feet of parcel to be subdivided, the number of new lots and the area of each lot in square feet, correct to one tenth of a square foot.			
15.	Any road right of way to be dedicated.			
16.	Copy the plat of current property survey used to prepare.			
17.	Size and location of any existing or proposed structures onsite with all setback dimensions.			
18.	Identify all existing and proposed property lines and all lot lines to be eliminated.			
19.	The existing and proposed right-of-way width of all streets within and adjoining the premises, together with the street names.			
20.	All proposed lot lines with bearings and dimensions thereof correct to one-hundredth (0.01) of a foot.			
21.	Existing and/or proposed means of providing potable water and sanitary sewage services.			
22.	Direction of storm water flow.			
23.	All drainage rights-of-way; the location of drainage structures; and the flood zone in which the property is located, including the approximate location of the Federal Insurance Administration Flood Hazard Boundary if within one hundred (100) feet.			
24.	Ocean County Planning Board Application.			
25.	Ocean County Soil Conservation District Application, if applicable.			