

Application No. _____

**TOWNSHIP OF ALEXANDRIA
DEVELOPMENT REVIEW CHECKLIST**

Project Name: _____ Street Location: _____ Applicant: _____ Signature of Applicant: _____	Zoning District: _____ Block: _____ Lot: _____ Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant should be entitled to such waiver. The waiver may be approved for administrative purposes, but required prior to the approval of the application.
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INSTRUCTIONS: Complete All Applicable Sections:

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| <input type="checkbox"/> Section A: All applications (excluding B-16 Rural Estate Residence) | <input type="checkbox"/> Section E: Preliminary/Final Site Plan |
| <input type="checkbox"/> Section B: Minor Subdivision | <input type="checkbox"/> Section F: B-16 Minor Subdivision |
| <input type="checkbox"/> Section C: Preliminary Major Subdivision | <input type="checkbox"/> Section G: B-16 Preliminary Major Subdivision |
| <input type="checkbox"/> Section D: Final Major Subdivision | <input type="checkbox"/> Section H: B-16 Final Major |

Maps, Reports and Other Written Information Required for Complete Application	Applicant Portion			Township Portion	
	Complies	Not Applicable	Requested Waiver	Complies	Does Not Comply

SECTION G: B-16 PRELIMINARY PLAT — MAJOR SUBDIVISION					
The following items and information must be provided for a complete application:					
G-1	Payment of application and escrow fees. (Application: \$ _____ Escrow: \$ _____)				
G-2	Seventeen (17) legible prints of all drawings and seventeen (17) copies of the application form and all other required documents. The following number and sizes of prints shall be provided: six (6) copies of full size prints and eleven (11) copies of reduced size prints. Reduced size prints shall be on 11" x 17" sheets for map scales larger than 1"=50' and on 15" x 21" sheets for map scales 1"=50' and smaller.				
G-3	Electronic versions of the prints shall be provided in both Adobe® Portable Document Format (PDF) and Autodesk® Document Exchange Format (DXF).				
G-4	A certification from Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.				
G-5	A receipt indicating delivery of an application to the Hunterdon County Planning Board.				
G-6	The applicant's name, address, telephone, fax number and e-mail address for correspondence.				
G-7	The owner's name, address, telephone, fax number and e-mail address for correspondence.				

ALEXANDRIA CODE

Maps, Reports and Other Written Information Required for Complete Application		Applicant Portion			Township Portion	
		Complies	Not Applicable	Requested Waiver	Complies	Does Not Comply
G-8	The name, address, telephone, fax number and e-mail address of licensed preparer of the plan(s).					
G-9	The name, address, telephone, fax number and e-mail address of applicant's attorney, if represented.					
G-10	A preliminary plat prepared, signed, and sealed by a licensed New Jersey Land Surveyor. Plat must be based upon an actual survey certified by licensed Land Surveyor.					
G-11	Engineering plans, if required, shall be prepared, signed, and sealed by a licensed New Jersey Professional Engineer.					
G-12	All plats, plans and maps shall be on one of the following standard size sheets as specified by the "Map Filing Law": 8 1/2" x 13", 30" x 42", 24" x 36", 11" x 17", 18" x 24" or 15" x 21"					
G-13	Where stream channel improvements or crossings are proposed or required, submit approvals by the New Jersey Department of Environmental Protection.					
G-14	A soil erosion and sedimentation control plan shall be submitted to the Hunterdon County Soil Conservation District.					
G-15	A stormwater management plan, if applicable.					
G-16	A written request for individual variances and all waivers.					
The plans must show or include the following for a complete application:						
G-17	The applicant's name, address, and telephone number.					
G-18	The owner's name, address, and telephone number.					
G-19	The name, address, telephone, fax number, signature and seal of licensed preparer of the plan(s).					
G-20	The tax map sheet, block and lot number of tract.					
G-21	The date of the original preparation and the date(s) of revisions, if any, on each sheet of the plans.					
G-22	The zoning classification of the site and of adjacent land; pertinent lot size, yard setback and other zoning requirements.					
G-23	Written and graphic scale(s) on each sheet of the plans, as applicable.					
G-24	A reference meridian on each sheet of the plans, as applicable.					
G-25	The name, and block and lot number of all property owners within two hundred (200) feet of the tract.					
G-26	Bearings and distances on all existing property lines.					
G-27	The location of existing structures and existing or proposed roads, easements, driveways, public right-of-way, streams, bridges, culverts and natural watercourses in the subdivision and within one hundred (100) feet thereof.					

LAND USE

Maps, Reports and Other Written Information Required for Complete Application		Applicant Portion			Township Portion	
		Complies	Not Applicable	Requested Waiver	Complies	Does Not Comply
G-28	All right-of-way lines.					
G-29	The location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
G-30	The location and size of any existing or proposed utility easement, stream easement, sight easement, etc., which may affect title to the land.					
G-31	All streets and roads with correct names or route numbers.					
G-32	Signed and sealed certification by the licensee as to the accuracy of the details shown on the map.					
G-33	Signed certification on the drawing, by the owner, that the applicant is either the owner of the land which is the subject of the development application, or is authorized by the owner to make application.					
G-34	A notation on the drawings stating that new lots will be deed restricted from further subdivision.					
G-35	All plats shall comply with the "Map Filing Law."					
G-36	The delineation of field identified wetlands where wetlands are identified on the property by the NJDEP Freshwater Wetlands Quarter Quadrangle Maps or by the NJDEP GIS mapping.					
G-37	Temporary lot numbers shall be assigned to each proposed lot beginning with one (1) and numbered consecutively.					
G-38	A key map at a scale of one (1) inch equals not more than one thousand (1,000) feet, depicting the entire subdivision and its relation to adjoining properties with lot and block numbers, within one thousand (1,000) feet of the extreme limits of the subdivision.					
G-39	A map scale of not less than one (1) inch equals one hundred (100) feet.					
G-40	Proposed lot layout, lot dimensions, required setback lines, and individual lot areas to the nearest one-hundredth of an acre.					
G-41	Topography within one hundred (100) feet of the site based upon U.S.G.S. Quadrangle Maps at a ten (10) foot contour interval (include remaining lands). If subdivision site improvements are proposed (i.e., common driveway) then contour interval shall be two (2) foot.					
G-42	Where applicable, locations, sizes, elevations, grades, and capacities of existing storm drain, drainage ditch or stream to which proposed facility is to be connected, if any.					
G-43	Indicate all (passing, failing and abandoned) soil testing and soil log locations and the reason for failure or abandonment.					
G-44	All proposed stormwater management measures.					
G-45	Natural resource mapping in accordance with § 115-24 of the Land Use Code.					
G-46	Buildable lot area mapping in accordance with § 115-25 of the Land Use Code.					