

## CPA Checklist Markups:

P Provided

N/A Not Applicable

Borough of Metuchen, NJ  
Wednesday, August 26, 2015

## Chapter 110. Land Development

### Part II. Applications for Development

#### Article 11. Major Subdivision Applications

##### § 110-47. Submission requirements.

[Amended 12-17-2007 by Ord. No. 2007-11; 9-3-2013 by Ord. No. 2013-12]

The development plans for a major subdivision shall be prepared in accordance with the zoning requirements of Part III of this chapter, development and design standards of Part IV of this chapter and provisions of Part VI of this chapter, as applicable. Such plans shall also be prepared in accordance with the following, which shall constitute a checklist for major subdivision application completeness, pursuant to N.J.S.A. 40:55D-10.3:

- P A. The size of sheets for all plans shall be one of the following: 8 1/2 inches by 13 inches, 15 inches by 21 inches, 24 inches by 36 inches or 30 inches by 42 inches. All plans shall be folded prior to submission by the applicant to a size not to exceed nine inches by 12 inches.
- P B. All plans shall be drawn at one of the following scales, unless specified otherwise herein: one inch equals 10 feet or one inch equals 20 feet for a tract up to five acres in size and one inch equals 30 feet, one inch equals 40 feet or one inch equals 50 feet for a tract over five acres in size. The scale chosen shall be sufficient to enable the entire tract to be shown on a single sheet.
- C. The plans shall be submitted in bound sets, organized by pages as follows:
  - P (1) Title sheet, key map, zoning schedule comparison and signature box.
  - P (2) Location map, list of property owners within 200 feet and property survey.
  - N/A (3) Environmental analysis map(s).
  - P (4) Subdivision plat.
  - N/A (5) Clearing, grading, drainage and vegetation protection plan.
  - N/A (6) Soil erosion and sediment control plan.
  - N/A (7) Utilities plan.
  - N/A (8) Construction details.
  - N/A (9) Phasing plan (only if phasing is proposed).
- D. Title block for each page, including the following information:
  - N/A (1) The name of the development.

- P (2) The type of application (preliminary and/or final major subdivision).
- P (3) The location of the tract to be developed, including existing block and lot numbers as they appear on the Borough Tax Map, street address (if such exists), municipality (Borough of Metuchen), county (Middlesex) and state (New Jersey).
- P (4) Written scale.
- P (5) The date of preparation, and revision box with the date of each revision.
- P (6) The name, address, signature, license number and seal of the person(s) who prepared the plans.

E. Title sheet, including the following information:

- N/A (1) The name of the proposed development.
- P (2) The type of application (preliminary and/or final major subdivision).
- P (3) The location of the tract to be developed, including existing block and lot numbers as they appear on the Borough Tax Map, street address (if such exists), municipality (Borough of Metuchen), county (Middlesex) and state (New Jersey).
- P (4) The name and address of the applicant, the name and address of the property owner(s) of record and authorized agent, if any.

P F. Key map showing and identifying the location of the tract to be developed superimposed on a map of a section of the Borough, showing all streets within 1/2 mile of the same and drawn at a scale not larger than one inch equals 1,000 feet.

P G. Zoning schedule comparison showing both the requirements of §§ 110-63 and 110-154B and what is proposed for each lot on the tract to be developed, including notations for any proposed variances.

P H. Signature box containing the following:

**Approved by the Planning Board/Zoning Board of Adjustment (only include applicable Board)**

**Preliminary/Final (include one or both as appropriate)**

Chairman	Date
Secretary	Date
Engineer	Date
Borough Clerk	Date

I. Location map showing and identifying the existing location of the following information:

- N/A (1) All properties, public rights-of-way, railroad rights-of-way, municipal boundaries with Edison Township and zoning district boundaries within 500 feet of the tract to be developed.
- P (2) A line delineating a two-hundred-foot radius from the extreme limits of the tract to be developed.
- P (3) The block and lot numbers, as they appear on the Borough Tax Map, of all properties located within 200 feet of the tract to be developed.
- P (4) All buildings on the tract to be developed and all adjacent properties and an indication as to the current use of each.
- N/A (5) Any historic sites on the tract to be developed and all properties within 200 feet thereof, as shown on the Borough's Historic Sites Inventory.
- P (6) Graphic scale.

- P (7) North arrow.
- P (8) The above is to be drawn at a scale not larger than one inch equals 100 feet.
- J. A list of the names, addresses and block and lot numbers of all property owners within 200 feet of the tract to be developed, as shown on the most-recent Borough tax duplicates.
- K. A property survey of the tract to be developed and all adjacent properties within 75 feet of the same, showing and identifying the existing location of the following information:
  - P (1) Property lines and reference corners.
  - P (2) Structures, both on the tract to be developed and all adjacent properties, including setback distances from all property lines.
  - P (3) Other man-made features, such as culverts, drainpipes, fences and retaining walls.
  - N/A (4) Unique landforms, natural features, watercourses or bodies of water.
  - P (5) Vegetation, including all lawn, shrubs, wooded areas and individual trees over four inches in caliper.
  - P (6) The public right-of-way adjacent to the tract, including improvements such as sidewalks, curbs, driveway aprons, street paving, utility poles, hydrants and shade trees.
  - P (7) Utilities, including the type and/or width of all lateral connections or easements for water, sanitary sewer, electricity, telephone and cable television.
  - P (8) Easements or rights-of-way affecting the tract to be developed, whether public or private, including an attached written statement of the extent, limits and purpose of the easement rights.
  - P (9) Graphic scale.
  - P (10) North arrow.
  - P (11) The above is to be drawn at a scale not larger than one inch equals 50 feet.
- L. Environmental analysis map(s) of the tract to be developed showing and identifying the existing location of the following information:
  - P (1) Elevations or contours at one-foot intervals in order to determine general slope, natural drainage, high and low points of the tract and areas of steep slopes. Such shall be referred to U.S.C. & G.S. datum and indicated by a dashed line.
  - N/A (2) Unique landforms or natural features, such as hills, berms, knowls, mounds, swales, bowls, depressions, rock outcroppings or scenic views.
  - (3) The type of bedrock and its associated environmental characteristics affecting the tract to be developed.
  - (4) The type of soils and their associated environmental characteristics, such as depth to seasonal high-water table, depth to bedrock, erodibility and permeability.
  - (5) Watercourses or bodies of water.
  - (6) Floodplains, flood hazard areas, wetlands or other hydrologic conditions affecting the tract. (Proof of the nonexistence of such conditions shall be provided by the applicant.)
  - (7) Any other environmentally sensitive features.



- M. Subdivision plat showing and identifying the location of the following information:
- P (1) All information regarding existing conditions as taken from the property survey, as specified in Subsection K above.
  - P (2) Any pertinent information regarding existing environmental conditions as taken from the environmental analysis map(s), as specified in Subsection L above.
  - P (3) Existing and proposed lot lines and reference corners shall be clearly delineated, including lengths of course to 1/100 of a foot, bearings to 30 seconds in the New Jersey Plane Coordinate System, with an error of closure not to exceed one to 10,000.
  - P (4) Lot area, in square feet to the nearest 1/100 of a foot and in acreage to the nearest 1/100 of an acre, for all lots to be developed.
  - P (5) Building envelopes for all lots to be developed, including setback distances to all lot lines.
  - N/A (6) Reference as to whether each existing structure on the tract to be developed is to be retained or removed.
  - N/A (7) Proposed improvements to that portion of the public right-of-way adjacent to the tract, including sidewalks, curbs, driveway aprons, street paving, utility poles, hydrants and shade trees.
  - N/A (8) Vehicular ingress and egress to and from the tract to be developed, showing the dimensions and curb radii of intersections, clear sight triangle easements for corner lots and all driveways, acceleration and deceleration lanes, traffic signs and signals and any other vehicular circulation improvements.
  - N/A (9) Areas proposed to be dedicated to the public accurately delineated with the extent, limits and purpose of such dedication being definitely stated on the plan.
  - P (10) Areas proposed to be reserved by covenant in deed(s), for the common use of all property owners or otherwise for whom the property is reserved, accurately delineated with the extent, limits and purpose of such areas being definitely stated on the plan.
  - P (11) Proposed easements or rights-of-way, whether public or private, accurately delineated with the extent, limits and purpose of such easements or rights-of-way being definitely stated on the plan.
  - N/A (12) Existing vegetation to be retained and proposed buffer areas or screens, if any.
  - N/A (13) A conceptual plan of the proposed layout or disposition of all remaining land within the tract to be developed in the future, if any.
  - P (14) Any additional information that may be required by the Map Filing Law.<sup>[1]</sup>  
 [1] *Editor's Note: See N.J.S.A. 46:23-9.9 et seq.*
  - (15) For application of 50 or more units, a recycling plan.
- N. Clearing, grading, drainage and vegetation protection plan showing and identifying the location of the following information:
- N/A (1) All areas of the tract to be cleared and all areas of soil disturbance and topsoil stockpiling during the period of development shall be clearly delineated.
  - N/A (2) All existing vegetation to be retained, including details for the methods of vegetation protection during the period of development.
  - P (3) Existing elevations or contours shall be shown as dashed lines and proposed grading at one-foot contour intervals shown as solid lines and referred to U.S.G.S. datum.

- N/A (4) Proposed finished elevations at all property corners and proposed first-floor elevations of all buildings.
- (5) Existing and proposed storm drainage systems, including the following specific information:
- P N/A
- (a) The size, profile and direction of flow of all existing and proposed storm sewer lines within or adjacent to the tract and the location of each catch basin, inlet, manhole, culvert and headwall, including the invert elevations of each.
- N/A (b) Detailed plans and construction specifications for all drainage facilities, including drywells, groundwater recharge basins, detention basins or retention basins.
- N/A (6) Developments of land in excess of one acre shall submit detailed storm drainage computations.
- N/A (7) When any natural or man-made watercourse is to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and siltation, as well as detailed typical ditch sections and profiles, shall be shown.
- N/A O. Soil erosion and sediment control plan, pursuant to the requirements of the Freehold Soil Conservation District.
- P. Utilities plan showing and identifying the location of the following:
- (1) Existing and proposed utilities, including lateral connections and/or easements for water, sanitary sewer, gas, electricity, telephone and cable television, including the sizes.
- (2) Detailed plans, specifications and cross sections for all proposed utility improvements, layouts and fixtures, whether located on, adjacent to or off tract.
- Q. Construction details shall be shown for all improvements to the tract or public right-of-way or to any public utility system, whether located on, adjacent to or off tract. Such shall include detailed plans, typical cross sections and construction specifications for improvements, such as sidewalks, curbs, driveway aprons and shade trees. Additional information for all street improvements, including center-line profiles and tentative grades at selected points, shall be provided.
- R. Phasing plan showing and identifying the location of and the sequence of each phase of development and the projected time frame to complete each such phase, if a phased development is proposed, including any details related to phasing.
- S. Organization documents, if applicable, for informational review by the Board only. This requirement is not intended to imply the Board has any right of approval or acceptance of such documents, which shall be the full responsibility of the State of New Jersey. However, final approval may be conditioned upon submission of the following documents, which may be necessary to ensure proper guaranty for the maintenance of common elements:
- (1) Articles of incorporation for any homeowners' association, condominium association or other organization to maintain common open space or other common facilities.
- (2) Bylaws and membership rules and regulations of any such organization, defining its rights, duties and responsibilities.
- (3) A copy of the master deed detailing the rights and privileges of individual owners of common property.
- (4) A copy of all materials submitted to the New Jersey Department of Community Affairs, as required by the New Jersey Planned Real Estate Development Full Disclosure Act.<sup>[2]</sup>
- [2] *Editor's Note: See N.J.S.A. 45:22A-21 et seq.*

- N/A (5) Covenants or easements restricting the use of the common open space or elements.
- N/A (6) Covenants or agreements requiring homeowners or residents to pay the organization for the maintenance of the common open space and/or community facilities. This shall include a proposed schedule of membership fees for at least the first three years of operation.
- P T. Any proposed easements, deed restrictions or covenants affecting any portion of the tract.
- N/A U. Any information relating to any applicable provision of Part VI of this chapter.
- N/A V. Any additional information the Board finds is reasonably necessary to make an informed decision on any aspect of the application may be required.

Property Address: 700 Middlesex Avenue and 215 Durham Avenue

Block: 71 LOTS: 37.01 and 37.02

Completed by: Control Point Associates, Inc. DATE: 12/27/2023