

 Township of Maplewood Essex County, New Jersey Submission Checklist for Minor Subdivision Approval <i>Applicant – See Instruction and Notes on Last Page</i>					Applicant		Twp.		
Name of Applicant:					Provided	N/A	Waiver Requested	Complete	Incomplete
Block	Lot(s)	Date							
#	Item	Ordinance Reference							
SECTION 1 – SUBMISSION REQUIREMENTS									
1.	Fifteen (15) paper prints of plat.	§271-30B	☐	☐	WAIVER REQUESTS NOT PERMITTED	☒	☐		
2.	Four (4) copies of application.	§271-30B	☒	☐		☒	☐		
3.	Four copies of checklist.	§271-30B	☒	☐		☒	☐		
4.	Applicable fees.	§271-30B	☒	☐		☒	☐		
5.	Certification by Tax Collector that taxes are paid to date.	§271-30B	☒	☐		☒	☐		
6.	Certification by Soil Conservation District.	§271-30B	☐	☐		☐	☐		
Certification of Section 1 by Administrative Officer or designee. I certify that Section 1 of this checklist was reviewed by me on _____, and I determine as follows: ☐ Incomplete ☐ Forward to Township Engineer for Review Date _____ Signature _____ Title _____									
SECTION 2 – PLAT STANDARDS									
7.	Plats drawn by land surveyor; indicate surveyor's signature, seal, license number and address.	§271-31A	☒	☐	☐	☐	☐		
8.	Improvements drawn by professional engineer; indicate engineer's signature, seal, license number and address.	§271-31A	☒	☐	☐	☐	☐		
9.	Clearly and legibly drawn; based on actual survey certified by land surveyor licensed in New Jersey.	§271-31B(1)	☒	☐	☐	☐	☐		
10.	Graphic scale not less than one (1) inch equals thirty (30) feet.	§271-31B(2)	☒	☐	☐	☐	☐		
11.	Existing lots: Dimensions to one-hundredth (0.01) foot. Area to nearest square foot.	§271-31B(3)	☒	☐	☐	☐	☐		
12.	Proposed lots: Dimensions to one-hundredth (0.01) foot. Area to nearest square foot.	§271-31B(3)	☒	☐	☐	☐	☐		

			Applicant			Twp.	
			Provided	N/A	Waiver Requested	Complete	Incomplete
#	Item	Ordinance Reference					
SECTION 2 – PLAT STANDARDS (Cont'd.)							
13.	Area of original tract.	§271-31B(4)	☒	☐	☐	☐	☐
14.	Existing lot lines to be eliminated.	§271-31B(5)	☐	☒	☐	☐	☐
15.	Sight triangles.	§271-31B(6)	☐	☐	☒	☐	☐
16.	Elevation information: Contours at two-foot intervals or spot grades, if contours impractical. High and low points. Final elevations of proposed lot corners.	§271-31B(7)	☒	☐	☐	☐	☐
17.	Approximate location of existing structures and uses.	§271-31B(8)	☒	☐	☐	☐	☐
18.	Location of streams, lakes, drainage rights-of-way and drainage structures.	§271-31B(9)	☐	☒	☐	☐	☐
19.	Approximate location of 100-year flood hazard areas.	§271-31B(9)	☐	☒	☐	☐	☐
20.	Location of wooded areas.	§271-31B(9)	☐	☒	☐	☐	☐
21.	If subdivision less than 5 acres, location of isolated trees 6 inches or larger.	§271-31B(9)	☐	☐	☒	☐	☐
22.	For the subject tract, Tax Map sheet, block and lot numbers.	§271-31B(10)	☒	☐	☐	☐	☐
23.	For all adjacent lots, Tax Map sheet, block and lot numbers.	§271-31B(10)	☒	☐	☐	☐	☐
24.	Title, including words "Minor Subdivision Plat for Final Approval".	§271-31B(10)	☒	☐	☐	☐	☐
25.	North arrow.	§271-31B(10)	☒	☐	☐	☐	☐
26.	Application number.	§271-31B(10)	☐	☒	☐	☐	☐
27.	Date of original drawing and each revision.	§271-31B(10)	☒	☐	☐	☐	☐

			Applicant			Twp.	
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SECTION 2 – PLAT STANDARDS (Cont'd.)							
28.	Key map showing: North arrow. Relation of subdivision to surrounding areas. Scale of not less than one (1) inch equals two thousand (2,000) feet.	§271-31B(11)	☒	☐	☐	☒	☒
29.	Zoning district(s).	§271-31B(12)	☒	☐	☐	☒	☒
30.	Owner's name, address, signature and phone number.	§271-31B(13)	☒	☐	☐	☒	☒
31.	Applicant's name, address, signature and phone number.	§271-31B(13)	☒	☐	☐	☒	☒
32.	Plan preparer's name, address, signature and phone number.	§271-31B(13)	☒	☐	☐	☒	☒
Certification of Section 2 by Township Engineer or designee. I certify that Section 2 of this checklist was reviewed by me on _____, and I determine as follows: ☐ Incomplete ☐ Forward to Approving Authority for Completeness Declaration							
Date _____		Signature _____		Title _____			