

LAND USE PROCEDURES

27 Attachment 4

**Township of Mansfield
Land Development Checklist for Completeness**

**Checklist D
Minor Subdivision Checklist
[Amended 3-10-1988 by Ord. No. 1988-2; 5-23-2007 by Ord. No. 2007-16]**

Item #	Description	Provided	Waiver Requested	Staff Use Only
1.	5 full-sized copies of plan. Plan must be in 1 of the following sizes: 8-1/2"x11", 11"x17", 24"x36", or 30"x42".			
2.	15 copies of plan reduced to 11"x17".			
3.	16 copies of application form.			
4.	A statement of the proposed site use.			
5.	The name, if any, of the proposed land development and the municipality in which it is located.			
6.	Tax Map sheet number, block and lot number of subject property.			
7.	Name and address and signature block of property owner and name and address of applicant if other than owner.			
8.	Names, address, and Tax Map lot and block numbers of all property owners within 200 feet of the subject property to be provided on the plan.			
9.	A boundary and topographic survey of the lot prepared by a New Jersey Licensed Land Surveyor at a scale not less than 1"=100'. Contours at 1' intervals or existing drainage patterns shall be shown.			
10.	A subdivision plan, indicating all existing and proposed lot lines and the number of lots to be created, prepared by a New Jersey Licensed Land Surveyor at a scale not less than 1"=100'.			

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11.	If survey or subdivision plan is too large to display at scale of 1"=100', an overall map of the proposed development showing each proposed improvement, new lot, building, easements, open space, and stormwater management facilities must be included in the plan set. If multiple sheets are required to display the entire development throughout the design plan set, the overall map shall include a key map on each sheet indicating the section of the development represented.			
12.	Proof of lot closure of the overall tract and each lot created by the subdivision.			
13.	Legal descriptions of the overall tract and each lot created by the subdivision.			
14.	The name, address, title, and seal of the person preparing the plan, maps, and accompanying data.			
15.	Certification of a licensed land surveyor as to the accuracy of the details of the plat.			
16.	Signature blocks for the Board Chairperson, Secretary, and Engineer along with the Municipal Clerk.			
17.	Date of initial preparation of plan and each subsequent revision date and number.			
18.	A key map showing the entire subdivision and its relation to surrounding areas at a scale of not less than 1"=2,000'.			
19.	All political and zoning district boundary lines within 200' of the site.			
20.	Reference meridian, graphic scale, and USGS datum.			
21.	Zoning district of lot and table of zoning requirements.			
22.	Area of the entire tract and each lot created by the subdivision to the nearest one-hundredth in both acreage and square feet.			

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23.	Existing lot lines to be eliminated and any existing features to be removed or relocated shall be indicated.			
24.	Location of all existing and proposed monuments.			
25.	Location of all existing utilities.			
26.	All adjacent lot and block numbers and existing improvements within 200' of the project site, with their uses denoted.			
27.	Copy of any protective covenants or deed restrictions applying to the land being subdivided or a note on the plans stating that none exist.			
28.	All existing and proposed easements, along with a statement of the use and owner thereof or a note on the plans stating that none exist.			
29.	Existing and proposed streets, street names, state or county route numbers, and R.O.W. widths dimensioned with respect to center line and full width of road.			
30.	Sight triangles for all existing and proposed streets and drives.			
31.	Delineation of any wetlands based upon NJDEP criteria or a note stating that none exist on-site.			
32.	Delineation of any floodplain or restricted area as per the FEMA Flood Insurance Rate Map or a note stating that none exist on-site and referencing the applicable FEMA Flood Insurance Rate Map.			
33.	Delineation of any stream encroachment based upon NJDEP criteria or a note stating that none exist on-site.			
34.	Location and size of any field drains impacting the site or a note stating any field drains encountered will be rerouted as a result of any proposed construction. If no field drains exist, a note stating such be provided.			
35.	All proposed building setback lines labeled and dimensioned.			

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36.	All existing storm sewer drainage systems within or adjacent to the subdivision showing size, type, location, and profile of lines, ditches, manholes, inlets, drywells and detention basins.			
37.	If an on-site sewerage disposal system is proposed, the location of test pits and the results of permeability tests must be submitted. Percolation tests must be witnessed by the Township or Board Engineer or the Burlington County Board of Health.			
38.	Soil type classification as per the Burlington County Soil Survey.			
39.	Soil borings to a depth of 10' or to the groundwater table in accordance with § 44A-11.			
40.	Soil testing in accordance with § 65-95.4.			
41.	Submission to the Mansfield Township Fire Official.			
42.	Submission to all outside agencies with jurisdiction over the proposed project.			
43.	Plans in AutoCAD format to all professionals prior to signing the final approved plans.			

NOTES TO APPLICANT:

(1) Prior to receiving final signature, applicant is subject to inclusionary housing fees, if applicable, to be determined by the Township Planner.