

PRELIMINARY MAJOR SUBDIVISION APPLICATION

Complete

II The required submissions for this type of application shall consist of a plat drawn or reproduced at a scale of not less than one inch equals 50 feet and designed and drawn by a licensed New Jersey engineer. The plot shall include the following information:

- a. The tract name, Tax Map sheet, block and lot numbers, date, north arrow, written and graphic scale and the following names and addresses:
  - (1) Name and address of record owner(s) and signature.
  - (2) Name and address of the applicant and signature.
  - (3) Name and address of person who prepared the map, including seal and signature.
- b. A schedule of required and provided zone district(s) requirements.
- c. A key map showing the entire subdivision and its relation to surrounding areas using a 1500' radius at a scale of not less than 1" = 400'.
- d. Cover to show all plans in set and latest revision date for each set.
- e. The names of all property owners within 200' radius.
- f. Total acreage of the tract to be subdivided and the number of new lots created.
- g. A map showing existing and proposed elevations or contour lines over the entire area of the proposed subdivision at consistent two foot contour intervals related to United States Coast and Geodetic Survey datum.
- h. Plans of proposed utility layouts for storm and sanitary sewers and water service.
- i. Road cross sections and construction details of pavements, curbs and storm drainage improvements, and any proposed road dedications.
- j. Storm water management design and calculations.
- k. Any driveways within 200 feet accessing the street on which the subject property is located.
- l. Landscaping plan
- m. Lighting plan
- n. Soil erosion and sediment control plan and details.
- o. Date of current property survey

- p. Names of all property owners within 200' of the extreme limits of the subdivision.
- q. Tree removal and replacement plan.

FINAL MAJOR SUBDIVISION APPLICATION

Complete

- III. A plat shall be submitted for this type of application and shall be drawn at the same scale as the preliminary plans. The final plat shall show the following:
  - a. The date, name and location of the subdivision, name of the owner and signature, name of applicant and signature, graphic scale and north arrow.
  - b. Signature blocks for Chairman, Secretary & Township Engineer.
  - c. Block and Lot numbers as assigned by the Township Tax Assessor if preliminary approval has been previously granted.
  - d. Schedule of required and provided zone district(s) requirements.
  - e. Key map showing the entire subdivision at 1" = 400' minimum and its relation to the surrounding area and zone boundary lines using a 1500' radius.
  - f. Cover to show all plans in set and latest revision date for each set.
  - g. Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, bearing and distances and curve data, land to be reserved or dedicated to public use, all lot lines and other site lines, based on an actual survey by a licensed New Jersey engineer or land surveyor.
  - h. The purpose and description of any easement or land reserved or dedicated to public use shall be designated.
  - i. Minimum building setback line on all lots and other sites.
  - j. Location and description of all monuments as required by the map filing law and section 84-115.
  - k. Names of owners of adjoining land.

# TOWNSHIP OF MARLBORO

DIVISION OF ZONING/CODE ENFORCEMENT

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Sarah Paris  
Administrative Officer  
Zoning Board of Adjustment

## M E M O R A N D U M

TO: All Applicants Applying for Sub-Divisions

FROM: Sarah Paris, Administrative Officer, Zoning Board of Adjustment

DATE:

RE: Block and Lot number assignment process for Development Applications

The Township procedure for assigning new Block and Lot numbers for all subdivision applications will be as follows:

1. During the application process, a letter and plan should be sent by the applicant to the Tax Assessor's office requesting the assignment of lot and block numbers.
2. The Tax Assessor will forward the request to Arnold Barnett, P.L.S., of Civil Solutions (the consultant maintaining the tax maps for the Township). Civil Solutions will assign the lot and block numbers for the subdivision.
3. During compliance review, the Board Engineer shall verify that the lot and block numbers have been assigned by the Tax Assessor's office and/or Civil Solutions. Applications will not be found in compliance until this is verified.
4. The Municipal Engineer will not sign the final map until a compliance letter is received from the Board Engineer which indicates the block and lot numbers were received and are approved.