

B. Appendix B - Forms

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1. Final Major Subdivision Checklist

Applicant Name _____

Block _____ **Lot** _____ **Municipality:** _____

Yes /No	Item
	Has frontage on Sussex County Route # _____ Mile Marker _____
	Direct Access onto County Road
	Is within the subwatershed of a County Bridge # _____

Required items below have a check box () In blank spaces, enter "N.A." for not applicable

General

- Plans (with drawing size of 24" x 36" preferred) and one CD-ROM of Plat at not less than 1"=100' scale, conforming to the Map Filing Act, as required with all County and municipal requirements, with supporting documentation and data.
- Deed book and pages of all right-of-way dedications and easement deeds appear on the plat.
- CAD electronic file submitted. (see Standards section IV.C.4)
- Seal and signature of Professional Land Surveyor.
- Location of existing and/or proposed monuments to establish the county road right-of-way, coordinates tied into the NJ State Plane Coordinate System (NAD83) and shown on plat.
- County Engineer final approval of all bridges and culverts.
- Signature blocks for owner, Sussex County Clerk's office, Sussex County Planning Board. Corporate certification required if owner is a corporation.
- Copy of any required permits from federal, state or other governmental units

Easements

Deed Book & Page on plat	Type of Deed (as required in Preliminary approval)
<input type="checkbox"/>	Sight Triangle Easement
<input type="checkbox"/>	Sight Distance Easement
<input type="checkbox"/>	Sight Triangle deed restriction on property
<input type="checkbox"/>	Slope Easement to County
<input type="checkbox"/>	Continued Right-to-Discharge or Drainage Easement to County
<input type="checkbox"/>	Bridge Maintenance Easement to County

Other

- _____ Sight triangles Graded and cleared
- _____ Measured sight lines shown on plans if direct access to County road
- _____ Required payment in lieu of improvements to the County roads and/ or a proportionate share of the cost of future installation of County infrastructure
- _____ Permits obtained before working in the County Road Right-of-Way
- _____ ROW dedication shown on Plans (Deed Book _____ Page _____)
- _____ Stormwater maintenance and operation Plan reviewed by municipal engineer if stormwater runoff impacts County infrastructure
- _____ ROW Source Documents noted on Plans if property fronts County road

2. Final Site Plan Checklist

SUSSEX COUNTY PLANNING BOARD SCPB # _____
FINAL SITE PLAN CHECKLIST

Applicant Name _____

Block _____ **Lot** _____ **Municipality:** _____

Yes /No	Item
	Has frontage on Sussex County Route # _____ Mile Marker _____
	Direct Access onto County Road
	Is within the subwatershed of a County Bridge # _____

Required items below have a check box (☐) In blank spaces, enter "N.A." for not applicable

General

- Legible prints and CD-ROM of the final and copies of all supporting documentation and data as required. *The final site plan is an as-built of the preliminary site plan and encompasses the requirements of the preliminary site plan, including the 1" = 20 foot scale entrance and right-of-way detail.*
- CAD electronic file submitted (see Standards section IV.C.4)
- Seal and signature of Professional Land Surveyor, or copy of sealed survey and reference noted on site plan (refer to State Statute)
- Name and address of the applicant and the name, address and title of the person preparing the plan, maps and accompanying data.
- Copy of any required permits from federal, state or other governmental units
- Identifying titles on each sheet.
- A key map showing the entire subdivision and the proposed street pattern, nearest intersecting streets, and lots within 200'
- Date of latest revision, scale and north arrow
- Municipal tax map sheet, block and lot number, zoning district, and latest revision date.
- Owner authorization as defined.

Easements

Deed Book & Page, if filed	Deed submitted	Type of Deed (as required in Preliminary approval)
		Sight Triangle Easement
		Sight Distance Easement
		Sight Triangle deed restriction on property
		Slope Easement to County
		Continued Right-to-Discharge or Drainage Easement to County
		Bridge Maintenance Easement to County

Other

- _____ Measured sight lines shown on plans if direct access to County road
- _____ Permits obtained before working in the County Road Right-of-Way
- _____ ROW dedication submitted to County
- _____ ROW dedication shown on Plans (Deed Book _____ Page _____)
- _____ Maintenance and Operation Plan reviewed by municipal engineer if stormwater impacts County infrastructure
- _____ ROW Source Documents noted on Plans if property fronts County road

**SUSSEX COUNTY PLANNING BOARD
FINAL SITE PLAN CHECKLIST**

SCP# _____

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Sussex County Planning Board

3. Minor Subdivision Checklist

Applicant Name _____

Block _____ Lot _____ Municipality: _____

Yes /No	Item
	Has frontage on Sussex County Route #____ Mile Marker ____ Is adjacent to County property
	Proposed new access to County road
	Existing access to County road
	Is within the subwatershed of a County Bridge # _____

Required items below have a check box ()

General Plan Details, Owner Information

- Plans showing the following on **one hardcopy** (drawing size of 24" x 36" preferred, minimum scale of 100') and **one CD-ROM with** electronic version of plans and report
- 1. Seal and signature of Professional Land Surveyor
- 2. A key map showing the entire subdivision, nearest intersecting streets, and lots within 200'
- 3. A Regional Map identifying the nearest County bridges & roads, State roads
- 4. Name and address of the applicant and owner, and owners within 200'.
- 5. Name and address of the person who prepared the map.
- 6. Existing and proposed utility poles.
- 7. Copy of application to Municipality and tax map sheet with block and lot number, zoning district, reference meridian, and latest revision date.

Improvements and Proposed Lot Layout, Natural Features

- 1. All existing and proposed buildings or structures.
- 2. Acreage of the tract to be subdivided to 1/10 acre, number of new lots to be created.
- 3. Existing and proposed property lines, setbacks, existing buildings and structures, existing driveways, and wooded areas, or other environmental features.
- 4. All existing and proposed signs, traffic control devices, shown with Manual on Uniform Traffic Control Devices (MUTCD) designations on plan and Lighting Standards.
- 5. Location, names, paved widths and right of way widths of all existing streets.
- 6. Land to be dedicated or reserved for public use.
- 7. Location of all flood hazard areas shown as delineated on the current "Flood Insurance Rate Map" issued by the Federal Emergency Management Agency, (FEMA), as well as lakes, ponds, standing water bodies.
- 8. All existing watercourses, streams, wetlands, and NJDEP Stream Encroachment and Wetlands delineation, buffers, and permit data shown.

Sussex County Planning Board

In blank spaces, enter "N.A." for not applicable, "W.R" for waiver, or "I" if included

Access Standards

___	Subdivision proposes or has direct access(s) to County Road (skip section if "N.A.")
Details provided as per Standard Construction Details (available from County Website)	
<input type="checkbox"/>	Driveways on opposite side of road shown
<input type="checkbox"/>	On County road, show yellow centerline, existing and proposed white edge line, edge of pavement, dimensions. Transect Zone: T-___ (see County Standards, Section V.C.2) Speed: Posted: ___ 85 th Percentile: ___ (from County database)
<input type="checkbox"/>	Pavement box for residential driveway off County road. Distances from proposed access on site to existing driveways on adjacent properties: Same side of County Road as Subdivision: Left _____ Right _____ Opposite side of County Road from Subdivision: Left _____ Right _____
___	New Driveway width, curb flare & radii, sight triangle, and grade as per Table V.C.5
<input type="checkbox"/>	Access driveways allow vehicles to turn around on-site.

A. Easements

	Type of Deed	When Required
___	Sight Triangle Easement * 90' x 300' to County	<i>Street intersection with County Roads on or adjacent to site</i>
___	Sight Distance Easement	<i>Sight line from driveway extends over neighboring property</i>
___	Sight Triangle deed restriction 60' x 300' (in Centers: 15' behind curb x Stopping Sight Distance)	<i>Commercial and multi-family residential driveways</i>
___	Slope Easement to County	<i>If regrading required outside ROW</i>
___	Continued Right-to-Discharge or Drainage Easement to County	<i>If stormwater can flow from County Road onto property</i>
___	Bridge Maintenance Easement to County	<i>If a County bridge fronts the site</i>

*Double sight triangles needed at intersection of two arterial roads

Sight Distances

___	Site has existing or proposed direct access to County Road (skip section if "N.A.")
<input type="checkbox"/>	Field Meeting held with County staff to measure and verify sight distances. Please call County planning office to schedule. Date of Field Meeting: _____
<input type="checkbox"/>	Measured sight distances noted on the plans, sight lines shown in plan and profile views. County Road Cross sections provided if regrading needed in ROW.
<input type="checkbox"/>	Sight distance measured 5' behind proposed stop bar
<input type="checkbox"/>	use eye height=3.5', object height=3.5'. (object=2.0' for Stopping Sight Distances)
___	Sight distances meet Standards in Appendix D. (WR) (6" clearance over asphalt)

Acknowledge that permits are required before working in the County Road Right-of-Way

Sussex County Planning Board

Dedication and Reservation of Road Right-of-Way (ROW)

___ ROW dedication to the County shown on Plans (*applicant will need to submit deed descriptions as per subchapter V. D for Engineering Review*)

___ ROW follows corner radii at intersections

Reverse Frontage - Access points are not from County Road:

___ Access from municipal street is utilized (WR)

Shade Trees

___ No trees within 1' of clear zone (if specified) or the County Road ROW; section V.N.

___ No landscaping in sight triangles between 2' and 10' above pavement levels

Road Improvements

___ Road improvements proposed

Sidewalks and Bikeways

___ Sidewalk if within a designated Center or Transect Zones T-4 through T-6

___ Bikeway according to NJDOT or shared bicycle usage according to V.P.1.

Curbing, and Additional Traffic Lanes

___ Curbing on plan

- Dimensions provided as shown in Drawing No. SC-5

___ Unused, existing curb openings to be closed

Traffic Impact Report

___ Left turn lane into site warrant performed or left turn lane proposed

Drainage Standards

___ ***Stormwater from the site affects a County Bridge, Road or stormwater system*** (skip if "N.A.")

- | |
|--|
| <input type="checkbox"/> Stormwater Management Plan consistent with NJDEP standards for "major development" and County Standards |
| <input type="checkbox"/> Maintenance and Operation Plan |
| <input type="checkbox"/> Detail of existing County stormwater collection system on Plans (details of proposed changes to stormwater system if needed) |
| <input type="checkbox"/> Runoff calculations for conceptual development of new lot based on USDA NRCS method |
| <input type="checkbox"/> Emergency spillways designed according to County Standards (including no open emergency spillway directed to County Road ROW) |
| <input type="checkbox"/> NJDEP Best Management Practices Used |
| ___ Calculation of impact to existing bridge if >3 residential lots |

Survey Data (regarding properties adjoining County Road ROWs)

___ ***Property fronts a County Road*** (Skip Section if "N.A.")

- | |
|---|
| <input type="checkbox"/> ROW Source Documents for Surveys form filled-out and attached, source docs. noted on Plans |
| <input type="checkbox"/> Existing right-of-way lines, width shown on plans. |

4. Preliminary Major Subdivision

Applicant Name _____

Block _____ **Lot** _____ **Municipality:** _____

Yes /No	Item
	Has frontage on Sussex County Route #____ Mile Marker ____ Is adjacent to County property
	Proposed new access to County road
	Existing access to County road
	Is within the subwatershed of a County Bridge # _____

Required items below have a check box (☐)

General Plan Details, Owner Information

- ☐ *Plans showing the following on one **hardcopy** (drawing size of 24" x 36" preferred, minimum scale of 100') and one **CD-ROM with** electronic version of plans and report*
- ☐ 1. Seal and signature of Professional Land Surveyor
- ☐ 2. Seal and signature of Professional Engineer (refer to State Statute)
- ☐ 3. A key map showing the entire subdivision, nearest intersecting streets, and lots within 200'
- ☐ 4. A Regional Map identifying the nearest County bridges & roads, State roads
- ☐ 5. Name and address of the applicant and owner, and owners within 200'.
- ☐ 6. Name and address of the person who prepared the map.
- ☐ 7. Existing topography based on North American Datum of 1983 (NAD 83)
- ☐ 8. Existing and proposed utility poles.
- ☐ 9. Copy of application to Municipality and tax map sheet with block and lot number, zoning district, reference meridian, and latest revision date.

Improvements and Proposed Lot Layout, Natural Features

- ☐ 1. All existing and proposed buildings or structures.
- ☐ 2. Acreage of the tract to be subdivided to 1/10 acre, number of new lots to be created.
- ☐ 3. Existing and proposed property lines, setbacks, existing buildings and structures, existing driveways, and wooded areas, or other environmental features.
- ☐ 4. All existing and proposed signs, traffic control devices, shown with Manual on Uniform Traffic Control Devices (MUTCD) designations on plan and Lighting Standards.
- ☐ 5. Location, names, paved widths and right of way widths of all existing and proposed streets.
- ☐ 6. Contour lines reference to the New Jersey Geodetic Control Survey Datum, NVD 87
- ☐ 7. Contours at 5' intervals wherever average slope is 10% or greater, at 2' intervals wherever average slope is less than 10% but more than 2%, at 1' intervals wherever average slope is 2% or less.
- ☐ 8. Land to be dedicated or reserved for public use.
- ☐ 9. Location of all flood hazard areas shown as delineated on the current "Flood Insurance Rate Map" issued by the Federal Emergency Management Agency, (FEMA), as well as lakes, ponds, standing water bodies.
- ☐ 10. All existing watercourses, streams, wetlands, and NJDEP Stream Encroachment and Wetlands delineation, buffers, and permit data shown.

In blank spaces, enter “N.A.” for not applicable, “W.R” for waiver, or “T” if included

Access Standards

___	Subdivision proposes or has direct access(s) to County Road (skip section if “N.A.”)
<input type="checkbox"/>	Access details at 1”=20’ scale Details provided as per Standard Construction Details (available from County Website)
<input type="checkbox"/>	Driveways on opposite side or road shown
<input type="checkbox"/>	On County road, show yellow centerline, existing and proposed white edge line, edge of pavement, dimensions. Transect Zone: T-___ (see County Standards, Section V.C.2) Speed: Posted: ___ 85 th Percentile: ___ (from County database)
___	<u>New street width, lane width, and corner radii</u> (see Table V.C.2);
<input type="checkbox"/>	Approach grades shown; pavement box for residential driveway off County road. Distances from proposed access on site to existing driveways on adjacent properties: Same side of County Road as Subdivision: Left ___ Right ___ Opposite side of County Road from Subdivision: Left ___ Right ___
___	<u>New Driveway width, curb flare & radii, sight triangle, and grade</u> as per Table V.C.5
<input type="checkbox"/>	Access driveways allow vehicles to turn around on-site.

Easements

	Type of Deed	When Required
___	Sight Triangle Easement * 90’ x 300’ to County	<i>Street intersection with County Roads on or adjacent to site</i>
___	Sight Distance Easement	<i>Sight line from driveway extends over neighboring property</i>
___	Sight Triangle deed restriction 60’ x 300’ (in Centers: 15’ behind curb x Stopping Sight Distance)	<i>Commercial and multi-family residential driveways</i>
___	Slope Easement to County	<i>If regrading required outside ROW</i>
___	Continued Right-to-Discharge or Drainage Easement to County	<i>If stormwater can flow from County Road onto property</i>
___	Bridge Maintenance Easement to County	<i>If a County bridge fronts the site</i>

*Double sight triangles needed at intersection of two arterial roads

Sight Distances

___	Site has existing or proposed direct access to County Road (skip section if “N.A.”)
<input type="checkbox"/>	Field Meeting held with County staff to measure and verify sight distances. Please call County planning office to schedule. Date of Field Meeting: _____
<input type="checkbox"/>	Measured sight distances noted on the plans, sight lines shown in plan and profile views. County Road Cross sections provided if regrading needed in ROW.
<input type="checkbox"/>	Sight distance measured 5’ behind proposed stop bar
<input type="checkbox"/>	use eye height=3.5’, object height=3.5’. (object=2.0’ for Stopping Sight Distances)
___	Sight distances meet Standards in Appendix D. (WR) (6” clearance over asphalt)

Acknowledge that permits are required before working in the County Road Right-of-Way

Dedication and Reservation of Road Right-of-Way (ROW)

- _____ ROW dedication to the County shown on Plans (*applicant will need to submit deed descriptions as per subchapter V. D for Engineering Review*)
- _____ ROW follows corner radii at intersections

Reverse Frontage - Access points are not from County Road:
 _____ Access from municipal street is utilized (WR)

Shade Trees

- _____ No trees within 1’ of clear zone (if specified) or the County Road ROW; section V.N.
- _____ No landscaping in sight triangles between 2’ and 10’ above pavement levels

Road Improvements

- _____ Road improvements proposed

Sidewalks and Bikeways

- _____ Sidewalk if within a designated Center or Transect Zones T-4 through T-6
- _____ Bikeway according to NJDOT or shared bicycle usage according to V.P.1.

Curbing, and Additional Traffic Lanes

- _____ Curbing on plan if required in Section V.Q in Standards.
- Dimensions provided as shown in Drawing No. SC-5
- _____ Unused, existing curb openings to be closed

Traffic Impact Report

- _____ Left turn lane into site warrant performed or left turn lane proposed

Drainage Standards

	<i><u>Stormwater from the site affects a County Bridge, Road or stormwater system</u></i> (skip if “N.A.”)
<input type="checkbox"/>	Stormwater Management Plan consistent with NJDEP and County Standards
<input type="checkbox"/>	Maintenance and Operation Plan
<input type="checkbox"/>	Detail of existing and proposed changes to County stormwater collection system
<input type="checkbox"/>	If new bridge is proposed, design of bridge submitted to County Engineer for review prior to development or construction plans.
<input type="checkbox"/>	Runoff calculations based on USDA NRCS method
<input type="checkbox"/>	Emergency spillways designed according to County Standards (including no open emergency spillway directed to County Road ROW)
_____	NJDEP Best Management Practices Used
_____	Calculation of impact to existing bridge if >3 residential lots

Survey Data (regarding properties adjoining County Road ROWs)

	<i><u>Property fronts a County Road</u></i> (Skip Section if “N.A.”)
<input type="checkbox"/>	ROW Source Documents for Surveys form filled-out and attached, source docs. noted on Plans
<input type="checkbox"/>	Existing right-of-way lines, width shown on plans.

5. Preliminary Site Plan

Applicant Name _____

Block _____ **Lot** _____ **Municipality:** _____

Yes /No	Item
	Has frontage on Sussex County Route #____ Mile Marker ____ Is adjacent to County property
	Proposed new access to County road
	Existing access to County road
	Is within the subwatershed of a County Bridge # _____

Required items below have a check box ()

General Plan Details, Owner Information

- Plans showing the following on **one hardcopy** (drawing size of 24" x 36" preferred, minimum scale of 100') and **one CD-ROM** with electronic version of plans and report
- 1. Seal and signature of Professional Land Surveyor, or copy of sealed survey and reference noted.
- 2. Seal and signature of Professional Engineer (refer to State Statute)
- 3. A key map showing the site, nearest intersecting streets, and lots within 200'
- 4. A Regional Map identifying the nearest County bridges & roads, State roads
- 5. Name and address of the applicant and owner, and owners within 200'.
- 6. Name and address of the person who prepared the map.
- 7. Existing topography based on North American Datum of 1983 (NAD 83)
- 8. Existing and proposed utility poles.
- 9. Copy of application to Municipality and tax map sheet with block and lot number, zoning district, reference meridian, and latest revision date.

Improvements and Proposed Lot Layout, Natural Features

- 1. All existing and proposed buildings or structures.
- 2. Finished grade elevations at all corners of buildings.
- 3. Existing and proposed property lines, setbacks, existing buildings and structures, existing driveways, and wooded areas, or other environmental features.
- 4. All existing and proposed signs, traffic control devices, shown with Manual on Uniform Traffic Control Devices (MUTCD) designations on plan and Lighting Standards.
- 5. Location, names, paved widths and right of way widths of all existing and proposed streets.
- 6. Contour lines reference to the New Jersey Geodetic Control Survey Datum, NVD 87
- 7. Contours at 5' intervals wherever average slope is 10% or greater, at 2' intervals wherever average slope is less than 10% but more than 2%, at 1' intervals wherever average slope is 2% or less.
- 8. Land to be dedicated or reserved for public use.
- 9. Location of all flood hazard areas shown as delineated on the current "Flood Insurance Rate Map" issued by the Federal Emergency Management Agency, (FEMA), as well as lakes, ponds, standing water bodies.
- 10. All existing watercourses, streams, wetlands, and NJDEP Stream Encroachment and Wetlands delineation, buffers, and permit data shown.

In blank spaces, enter "N.A." for not applicable, "W.R" for waiver, or "I" if included

Access Standards

_____	<u>Subdivision proposes or has direct access(s) to County Road</u> (skip section if "N.A.")
<input type="checkbox"/>	Access details at 1"=20' scale Details provided as per Standard Construction Details (available from County Website)
<input type="checkbox"/>	Driveways on opposite side or road shown
<input type="checkbox"/>	On County road, show yellow centerline, existing and proposed white edge line, edge of pavement, dimensions. Transect Zone: T-_____ (see County Standards, Section V.C.2) Speed: Posted: _____ 85 th Percentile: _____ (from County database)
_____	<u>New street width, lane width, and corner radii</u> (see Table V.C.2);
<input type="checkbox"/>	Approach grades shown; pavement box for residential driveway off County road. Distances from proposed access on site to existing driveways on adjacent properties: Same side of County Road as Subdivision: Left _____ Right _____ Opposite side of County Road from Subdivision: Left _____ Right _____
_____	<u>New Driveway width, curb flare & radii, sight triangle, and grade</u> as per Table V.C.5
<input type="checkbox"/>	Access driveways allow vehicles to turn around on-site.

Easements

	Type of Deed	When Required
_____	Sight Triangle Easement * 90' x 300' to County	<i>Street intersection with County Roads on or adjacent to site</i>
_____	Sight Distance Easement	<i>Sight line from driveway extends over neighboring property</i>
_____	Sight Triangle deed restriction 60' x 300' (in Centers: 15' behind curb x Stopping Sight Distance)	<i>Commercial and multi-family residential driveways</i>
_____	Slope Easement to County	<i>If regrading required outside ROW</i>
_____	Continued Right-to-Discharge or Drainage Easement to County	<i>If stormwater can flow from County Road onto property</i>
_____	Bridge Maintenance Easement to County	<i>If a County bridge fronts the site</i>

*Double sight triangles needed at intersection of two arterial roads

Sight Distances

_____	<u>Site has existing or proposed direct access to County Road</u> (skip section if "N.A.")
<input type="checkbox"/>	Field Meeting held with County staff to measure and verify sight distances. Please call County planning office to schedule. Date of Field Meeting: _____
<input type="checkbox"/>	Measured sight distances noted on the plans, sight lines shown in plan and profile views. County Road Cross sections provided if regrading needed in ROW.
<input type="checkbox"/>	Sight distance measured 5' behind proposed stop bar
<input type="checkbox"/>	use eye height=3.5', object height=3.5'. (object=2.0' for Stopping Sight Distances)
_____	Sight distances meet Standards in Appendix D. (WR) (6" clearance over asphalt)
<input type="checkbox"/>	<i>Acknowledge that permits are required before working in the County Road Right-of-Way</i>

Dedication and Reservation of Road Right-of-Way (ROW)

- _____ ROW dedication to the County shown on Plans (*applicant will need to submit deed descriptions as per subchapter V. D for Engineering Review*)
- _____ ROW follows corner radii at intersections

Reverse Frontage - Access points are not from County Road:

- _____ Access from municipal street is utilized (WR)

Shade Trees

- _____ No trees within 1' of clear zone (if specified) or the County Road ROW; section V.N.
- _____ No landscaping in sight triangles between 2' and 10' above pavement levels

Road Improvements

- _____ Road improvements proposed

Sidewalks and Bikeways

- _____ Sidewalk if within a designated Center or Transect Zones T-4 through T-6
- _____ Bikeway according to NJDOT or shared bicycle usage according to V.P.1.

Curbing, and Additional Traffic Lanes

- _____ Curbing on plan if required in Section V.Q in Standards.

- Dimensions provided as shown in Drawing No. SC-5

- _____ Unused, existing curb openings to be closed

Traffic Impact Report

- _____ Left turn lane into site warrant performed or left turn lane proposed

Drainage Standards

_____	<i>Stormwater from the site affects a County Bridge, Road or stormwater system</i> (skip if "N.A.")
<input type="checkbox"/>	Stormwater Management Plan consistent with NJDEP and County Standards
<input type="checkbox"/>	Maintenance and Operation Plan
<input type="checkbox"/>	Detail of existing and proposed changes to County stormwater collection system
<input type="checkbox"/>	If new bridge is proposed, design of bridge submitted to County Engineer for review prior to development or construction plans.
<input type="checkbox"/>	Runoff calculations based on USDA NRCS method
<input type="checkbox"/>	Emergency spillways designed according to County Standards (including no open emergency spillway directed to County Road ROW)
_____	NJDEP Best Management Practices Used
_____	Calculation of impact to existing bridge if >3 residential lots

Survey Data (regarding properties adjoining County Road ROWs)

_____	<i>Property fronts a County Road</i> (Skip Section if "N.A.")
<input type="checkbox"/>	ROW Source Documents for Surveys form filled-out and attached, source docs. noted on Plans
<input type="checkbox"/>	Existing right-of-way lines, width shown on plans.

**SUSSEX COUNTY PLANNING BOARD
PRELIMINARY SITE PLAN CHECKLIST**

SCPB # _____

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6. ROW Source Documents For Surveys

FOR SUSSEX COUNTY ROUTE No. _____ Nearest Mile Marker to site: _____
 Municipality _____ Tax Block _____ Lot _____

<input type="checkbox"/> Found <input type="checkbox"/> Not Found	TURNPIKE For portions of (but not limited to) Routes: 517 in Vernon, 519, 565, 639, 645, 650, 655 Name _____ File No. _____ Date _____ ROW Width = _____ Relevant Courses Or Calls _____
<input type="checkbox"/> Found <input type="checkbox"/> Not Found	ROAD RETURN Date Of Writing _____ Date Of Filing _____ Book Of Roads _____ Page _____ ROW Width = _____ Municipalities _____ Relevant Courses Or Calls _____
<input type="checkbox"/> Found <input type="checkbox"/> Not Found	FILED MAP Date Of Map _____ Filing Date _____ Registered Map Number _____ ROW Width= _____ Preparer Of Map _____ License Number _____ Right-Of Way Map _____ Subdivision Map _____ Deed References _____ Other Document References _____ Station: From _____ To _____
<input type="checkbox"/> Deed <input type="checkbox"/> Mortgage <input type="checkbox"/> Not Found For Help Searching, See list of GRANTEE NAMES on next page	DEED or MORTGAGE: Book _____ Page _____ ROW Width = _____ Grantor _____ Grantee _____ Date Of Execution _____ Filing Date _____ Other Document References: _____ _____ _____ Map Stationing Reference _____ _____
Additional deed references: ** List all found source documents in Plans **	
DEED Book _____ Page _____ ROW = _____ Grantor _____ Grantee _____ Dates: Execution: _____ Filing: _____ Other Document References: _____ _____ _____ Map Stationing Reference _____	DEED Book _____ Page _____ ROW = _____ Grantor _____ Grantee _____ Dates: Execution: _____ Filing: _____ Other Document References: _____ _____ _____ Map Stationing Reference _____

Note: Resolutions from governing bodies may also specify ROW widths survey courses, and references to the above items

 Name of Professional Land Surveyor License No. Signature (affix seal)

To be filled-	Deed Book _____	Page _____	Width _____
---------------	-----------------	------------	-------------

out by Sussex County Division of Engineering <input type="checkbox"/> Found <input type="checkbox"/> Not Found	Grantor _____ Grantee _____ (County Of Sussex) Date Of Execution _____ Filing Date _____ Other Document References _____ _____ _____ MAP STATIONING REFERENCE _____
To be filled- out by Sussex County Division of Engineering <input type="checkbox"/> Found <input type="checkbox"/> Not Found	Deed Book _____ Page _____ Width _____ Grantor _____ Grantee _____ (County Of Sussex) Date Of Execution _____ Filing Date _____ Other Document References _____ _____ _____ MAP STATIONING REFERENCE _____

ROW Source Documents for Surveys

POSSIBLE GRANTEE NAMES FOR RIGHT-OF-WAY DEDICATIONS

- | |
|--|
| BOARD OF FREEHOLDERS
BOARD OF CHOSEN FREEHOLDERS
FREEHOLDER BOARD
COUNTY OF SUSSEX
SUSSEX COUNTY
SUSSEX COUNTY BOARD OF CHOSEN
FREEHOLDERS
DEPARTMENT OF TRANSPORTATION
NEW JERSEY
NEW JERSEY DEPARTMENT OF
TRANSPORTATION
NEW JERSEY, STATE OF
STATE OF NEW JERSEY
STATE OF NEW JERSEY, COMMISSIONER
OF TRANSPORTATION
TRANSPORTATION DEPARTMENT
(MUNICIPALITY WHERE ROAD LIES)
Note: this list is not exhaustive. |
|--|

7. Application Form

APPLICATION FOR SUBDIVISION
or SITE PLAN REVIEW

SUSSEX COUNTY PLANNING BOARD
County Administrative Center
1 Spring Street
Newton, NJ 07860
(973) 579-0500

FILE NUMBER _____
DATE RECEIVED _____
DATE COMPLETED _____
DATE PROCESSED _____
REVIEW DATE _____
ACTION DATE _____

PRIOR APPLICATIONS _____ COUNTY NUMBER _____
ACTION TAKEN _____
DATE _____

APPLICATION BY _____ MUNICIPALITY _____
FOR CONCEPTUAL REVIEW BLOCK NUMBER _____
 NEW APPLICATION LOT(S) NUMBER _____
 REQUIRED REVISION ZONE (EXISTING) _____
 REVISION BY APPLICANT TAX MAP NUMBER _____
 REVISION AFTER DISAPPROVAL STREET ADDRESS _____

SITE ABUTS PRIVATE STREET OR RIGHT OF WAY _____
MUNICIPAL STREET _____
COUNTY ROAD NUMBER _____ STATE HIGHWAY _____
COUNTY PROPERTY _____ BLOCK _____
SITE AFFECTS COUNTY BRIDGE NO. _____ ON _____
DRAINAGE ON COUNTY ROAD _____ ROUTE _____

SITE DEVELOPMENT IS RESIDENTIAL COMMERCIAL INDUSTRIAL (QUASI) PUBLIC
SITE REQUIRES ROADS ADDITIONAL R.O.W. OPENSOURCE RECREATION AREAS
DEDICATION OF DRAINAGE SLOPE SIGHT SIGHT TRIANGLES UTILITIES
SITE REQUIRES EASEMENTS FOR WAIVERS
REQUIRED FOR SIGHT DISTANCE SIGHT TRIANGLES OTHER _____
SITE CONTAINS FLOOD HAZARD AREAS WETLANDS OPEN WATER DETENTION BASINS

TOTAL CONTIGUOUS LAND AREA OWNED (UNDER CONTRACT) BY APPLICANT _____ ACRES
SUBDIVISION PROPOSES CREATION OF _____ NEW LOTS CONTAINING _____ ACRES
SITE PLAN PROPOSES DEVELOPMENT (TOTAL DISTURBED AREA) OF _____ ACRES
SITE PLAN PROPOSES DEVELOPMENT (BUILDING AREA) OF _____ SQ. FT.
DEVELOPMENT PROPOSES DEDICATION OF ADDITIONAL RIGHTS OF WAY _____ ACRES
DEVELOPMENT PROPOSES DEDICATION OF OPEN SPACE OF _____ ACRES

TYPE OF APPLICATION		FEE REQUIRED
SITE PLAN	<input type="checkbox"/> PRELIMINARY <input type="checkbox"/> MINOR <input type="checkbox"/> FINAL	\$ _____
PLANNED DEVELOPMENT	<input type="checkbox"/> PRELIMINARY <input type="checkbox"/> FINAL	\$ _____
SUBDIVISION MINOR	<input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> LOT CONSOLIDATION <input type="checkbox"/> LOT LINE RELOCATION <input type="checkbox"/> UNPERFECTED SUBDIVISION <input type="checkbox"/> MINOR	\$ _____
SUBDIVISION TECHNICAL MAJOR	<input type="checkbox"/>	\$ _____
SUBDIVISION MAJOR	<input type="checkbox"/> PRELIMINARY <input type="checkbox"/> FINAL	\$ _____

AUTHORIZED ACTIONS | FEE \$ _____ CASH/CHECK NO _____
 EXEMPT | RECEIVED FROM _____
 REVIEWED | DEPARTMENT REPRESENTATIVE _____
 APPROVAL | DATE _____

Applicant's Name _____ Title _____
Firm or Company _____
Mailing Address _____
Corporate Representative _____
Telephone Number () _____
Signature of Applicant _____ Date of application _____

_____ print name of person completing application
_____ signature of person completing application

Owner's Name _____
Mailing Address _____
Corporate Representative _____
Telephone Number () _____

I / we hereby authorize the above named applicant to submit this application for the proposed development on my /our property.

_____ Date _____
Land Surveyor's Name _____ License No. _____
Firm or Company _____
Mailing Address _____
Telephone Number () _____

Engineer / Architect Name _____ License No. _____
Firm or Company _____
Mailing Address _____
Telephone Number () _____ Fax: _____ Email: _____

Attorney Name _____
Firm _____
Mailing Address _____
Telephone Number () _____ Fax: _____ Email: _____

Realtor or other Representative _____ Title _____
Firm _____
Mailing Address _____
Telephone Number () _____ Fax: _____ Email: _____

Comments or Notes _____

COUNTY PLANNING BOARD REVIEW ACTION

This application has been acted upon in accordance with the N. J. County Planning Enabling Act R.S. 40:27-6-2 through 40:27-6.4 or 40:27-6.6 as follows:

- ____ Received & Filed - Application stands (Approved) (Approval Withheld) (Disapproved)
- ____ Reviewed - Comments on conceptual plan are attached.
- ____ Exempt - Site plan will have no adverse affect on any County Property.
- ____ Reviewed – Subdivision will have no adverse effect on County Property
- ____ Approved as it relates to County roads, bridges, drainage structures, and/or property.
- ____ Approval withheld subject to conditions (see attached).
- ____ Disapproved for a number of reasons (see attached).

The aforementioned decision was taken by the County Planning Board's Site Plan & subdivision Review Committee. Any question or appeal shall be directed to the Sussex County Planning Department, as per N.J.S.A. 40:27-6.9.

Signature of Authorized Agent for: _____
Sussex County Planning Board