File#_	
Date Received	

# SUBDIVISION APPROVAL APPLICATION

Salem County Planning Board 110 Fifth Street, Salem, NJ 08079 856-935-7510 Ext 8414 FAX 856-935-3830

1. Subdivision Name (or land of)		
2. Location: Municipality	Tax Map Page Block (s)	Lot(s)
A. Road Name:	Route Num	[ ] State [ ] County [ ] Loca
Present Right of Way width	Route Num	nber
Proposed Right of Way width		
B. Road Name:		[ ] State [ ] County [ ] Loca
Present Right of Way width	Route Num	nber
Proposed Right of Way width		
	Owner [] Other	
Address:		
Phone: Fax: _	Email:	
4. Agent (to receive correspondence, if different f	from above):	
Name:		
Address:		
Phone: Fax:	Email:	
_	Original Lot Acreage Acreage	•
Bescription of Froposed Bevelopment of Cisc.		
7. Zoning Classification	Requirements: Minimum Lot Area	Frontage
8. Fees Paid \$		
9. Other description or Special Conditions (draina	age, existing structures, etc.)	
10. If this is a revised submission or re-submissic	on of a previous application, indicate County File Number	
11. This Cubdivision Dist has been filed with the		(Municipality) Dlanning Doord
and was classified as a [] Major or [] Minor or	n (date).	(Municipanty) Flamining Board,
(Signature of applicant, agent or designate	ed municipal official)	(Date)

**INSTRUCTIONS ON NEXT PAGE (2)** 

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#### **Instructions**

## **Application:**

Complete the application by typewriter or neatly printed with pen. Please fill in all blanks or enter None/Not Applicable. You only need to submit the original application, copies are not necessary.

#### **Plat Requirements:**

You must submit four (4) **copies of the plat** in order for your application to be reviewed. All plats must be drawn in accordance with the provisions of the Salem County Land Development Standards. Omission of any required information may result in the application not being accepted for review or may delay the review process until the missing information is provided. The County requirements for Sketch submission (the only submission for minor subdivisions) are summarized below. To obtain County requirements for preliminary and final submissions for major subdivisions, the applicant should refer to the separate instruction sheets available from the Salem Count Planning Board.

### **County Sketch Plat Details**

Minimum plat details required for review by the Salem County Planning Board are summarized below. Particular attention should be given to the information which appears in **bold type**, as it represents the most frequently omitted information which causes delays in the review process.

- 1. A separate **key map** inset showing the entire subdivision and its relation to the surrounding areas. A tracing of the Salem County Map (One inch equals one mile, (1" = 1 mile) is suggested.
- 2. The location, including distance from at least one street intersection and a clear indication of the portion which is to be subdivided.
- 3. Acreage of the entire tract, the area being conveyed and the area retained.
- 4. All **existing structures** within the portion to be subdivided.
- 5. All existing and proposed streets or roads within or adjoining the proposed subdivision, with the right-of-way widths clearly indicated.
- 6. The **location**, size and direction of flow **for all** streams, ditches and drainage structures in or adjacent to the subdivision.
- 7. Graphic scale and north arrow.
- 8. Dimensions and bearings.
- 9. Tax map Sheet, Block and Lot.
- 10. The name of the property owner and owners of all adjoining properties as disclosed by the most recent municipal tax records.
- 11. All proposed new lot lines and lot lines to be eliminated by the proposed subdivision.
- 12. The location and width of all existing and proposed utility easements in the area to be subdivided.
- 13. Name and address of owner, subdivider and person preparing plat.

#### Fees:

Please refer to the Salem County Site Plan Fee Schedule. An application is incomplete and will not be reviewed until the fees have been paid.

All applications must be submitted a minimum of seven (7) days before a regularly scheduled Planning Board Meeting for review.

PLEASE NOTE: All site plans must be reviewed by both the municipal and county planning boards.

FOUR (4) COPIES OF THE PLAT MUST BE SUBMITTED FOR ALL APPLICATIONS

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# **Subdivision & Site Plan Development Applicant Review Information Sheet**

- ALL subdivision and site plans which are reviewed by your municipality MUST ALSO BE REVIEWED BY THE COUNTY, whether or not County Approval is required. The review processes may take place simultaneously. While <u>Municipal approval</u> is not contingent upon County approval, it is contingent upon County REVIEW.
- Applications must be submitted **AT LEAST SEVEN DAYS** before a regularly scheduled Board meeting, in order to allow sufficient time for Engineering review. Applications submitted less than seven days before the meeting will be either (1) reviewed at the County Engineer's discretion, ONLY IF sufficient time is available or (2) denied without prejudice for insufficient review time and will come before the Board at the following month's meeting.
- An application MUST be accompanied by FOUR COPIES OF THE PLAT and the appropriate fees, otherwise it will be deemed incomplete and cannot be reviewed.
- Subdivision application approval may be voided if the subdivision category (major vs. minor) is mis-classified on the application form.
- When approval is granted WITH CONDITIONS, these conditions must be met within 90 days of notice. Failure to meet this deadline will result in the revocation of approval. Applicants may then be required to resubmit an application and go through the development review process again. Requests for an additional 90 days extension may be made IN WRITING to the Planning Board, at least seven days prior to the first expiration date.
- If revised plats are required, four copies must be submitted to the Planning Board within 90 days of notice. Final approval will not be granted until the revised plats are submitted.
- When a condition of approval is the dedication of a **REQUIRED EASEMENT** to the County (such as clear sight triangle, right-of-way or drainage easements), the applicant must have the easement prepared at his or her own expense, and then submit the legal documents to the Planning Board within 90 days of notification. The Planning Board will record the easements with the County Clerk at no expense to the applicant.
- When the County REQUESTS dedication of a road right-of-way (widening) easement, NOT as a condition of approval, the applicant may have the easement prepared at his or her own expense OR may request that the County prepare the easement documents at no expense to the applicant. In either case, the Planning Board will record the easements with the County Clerk at no expense to the applicant. Applicants are not required to grant REQUESTED easements, as they are voluntary.
- When a MAJOR subdivision application is granted final approval, the PLAT must be recorded with the County Clerk within 95 days of the approval date. When a MINOR subdivision application is granted final approval, the DEED must be recorded with the County Clerk within 190 days of the approval date. Failure to do so will void any application approvals.
- When preliminary approval is granted for a major subdivision application, it is granted for a period of 3 years, after which it will expire. Applicants may request up to two 1-year extensions in WRITING to the Planning Board, prior to the expiration date of the approval. Final approval must be sought BEFORE preliminary approval expires.
- If no activity or improvements are undertaken on an approved development application within a period of 5 years from the date of final approval, the application will be considered INACTIVE. The applicant will be notified before the file is made inactive. Before any site improvements/ activity are undertaken on an inactive application, the applicant should contact the Planning Board for REACTIVATION of an inactive file. There is no fee for this process. Reactivation is only applicable when there has been NO CHANGE in applicant or in the proposed subdivision/ site plans. Any changes in the application may require submission of a new application and the subsequent development review process.

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