

SUBDIVISION APPLICATION
Gloucester County Planning Board
1200 N. Delsea Drive Clayton, NJ 08312
(856) 307-6650 Fax (856) 307-6680

All information on this application & the submission checklist **must be completed** & the proper fees enclosed in order to start county review. Failure to comply with submission requirements will classify this application as **“Incomplete”**.

Municipality: _____ Code No. _____ (County Use Only)

Amended Application _____
Revised Approval _____

New Application _____ Preliminary _____ Final _____ Sketch _____ Signatures _____

1. **Applicant's Name:** _____

Applicant's Mailing Address: _____

_____ Phone # _____

Contact Person: _____ Phone # _____

2. **Owner's Name:** _____

Address: _____

_____ Phone # _____

3. **Attorney's Name:** _____

Address: _____

_____ Phone # _____

4. **Engineer's Name:** _____

Address: _____

_____ Phone # _____

5. **Location of Subdivision:**

Street: _____

Tax Map Plate: _____ Block: _____ Lot: _____

6. **Does the Subdivision front on a County Road?** (check one) Yes Co. Rte. #: _____ No

7. **Plat Information:**

Area of Entire Tract: _____ Portion Being Subdivided: _____ Number of Lots Created: _____

Proposed Use: **Residential:** _____ **Commercial:** _____ **Industrial:** _____

8. **Classified by Municipal Planning Board as:** **Minor Subdivision:** _____ **Major Subdivision:** _____

9. **Fee Schedule:** (Please check appropriate category)

_____ **Sketch Review:** \$50

_____ **Fee Waived** (For Governmental Units & Non-Profit Organizations, include proof of non-profit status if applicable)

_____ **Minor Subdivision, as Classified by Municipality; NOT FRONTING a County Road:** \$100

_____ **Minor Subdivision, as Classified by Municipality; FRONTING a County Road:** \$200

Major Subdivision Preliminary Review: (Submit Preliminary Checklist-see Land Development Resolution)

_____ **Major Subdivision, NOT FRONTING a County Road:** \$150 plus \$10 per lot

_____ **Major Subdivision, FRONTING a County Road:** \$300 plus \$10 per lot

_____ **Major Subdivision, Final Review:** \$100 (Submit Final Checklist-see Land Development Resolution)

Amount Enclosed \$ _____ Please make check payable to: **“Gloucester County”**

Check No.: _____ Amount: \$ _____ (County Use Only)

I hereby consent to the filing of this application.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

All items on this Submission Checklist must be completed to start the review process. Failure to comply with submission requirements will classify this application as “Incomplete”.

- Completed Subdivision Application Form & Submission Checklist
- Application Fees
- Two (2) copies of Drainage Calculations & Traffic Study (Signed with Raised Seal) if applicable
- Two (2) copies of Survey (no more than 12 months old) (Signed with Raised Seal)
- One (1) Completed Certification of Ownership Form
- One (1) Completed NJPDES Stormwater Checklist
- One (1) Copy of Recorded Property Deed
- Proof of submission to outside agencies retaining jurisdiction; e.g., Pinelands Commission, NJDOT, NJDEP.
- Five (5) copies of Plans (Signed with Raised Seal) required by the County showing the following County requirements:
 - Title block
 - Key map showing the entire subdivision and its relation to surrounding areas
 - Location and metes and bounds description of that portion which is to be subdivided in relation to the entire tract
 - All existing structures within the portion to be subdivided
 - Tax map sheet, block and lot numbers
 - Contours at 2’ intervals or spot elevations where necessary to determine the general slope and natural drainage of the land, especially in relation to any County road adjacent to or within said Subdivision
 - Location of existing and proposed access (es) onto the newly created lot (s)
 - Clear sight distance available for accesses, as per County standards
 - All existing and proposed streets, roads and Easements within or adjoining the proposed Subdivision with right-of-way widths clearly indicated
 - All proposed lot lines and/or lot lines to be eliminated by the proposed Subdivision must be identified
 - A general description of proposed drainage facilities showing location, size and direction of flow of all streams, brooks, lakes and water courses, drainage structures and drainage ditches in the area to be subdivided
 - North arrow
 - Location and width of all existing and proposed Utility Easements in the area to be subdivided
 - Scale of the plat
 - Acreage of the entire tract and the area being subdivided
 - Number of new lots created
 - Name and address of owner and/or subdivider
 - Name, signature and license number, seal and address and telephone number of Engineer, Architect, Planner, Landscape Architect or Land Surveyor
 - Property owners and lot lines within 200’ and in correct location to subject parcel

Where work is to be done in the County right-of-way, a detailed plan at a scale of not less than one (1) inch equals thirty (30) feet showing the layout of any intersection including driveways with a county road. This plan shall show the following:

- € () Road profiles showing existing elevations along the centerline of the County road, that shall conform to County stationing, every twenty five (25) feet, extending one-hundred (100) feet beyond the property line or the end of road improvements, whichever is greater. Pipe sizes, slope, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities shall also be shown.
 - € () Proposed gutterline elevations and top of curb grades shall be determined by the applicant's engineer, and supplied to the County Engineer's office for review and approval.
 - € () Full cross-sections every fifty (50) feet and at critical points along the County road, that shall conform to County stationing, shall be provided, and shall be drawn at a scale of one (1) inch equals five (5) feet horizontal and vertical. These cross-sections shall give the elevations for the existing centerline and edge of road, the proposed gutterline and top of curb grades, and the cross-slope of any widened section of pavement along the County road. These sections shall be extended to the proposed right-of-way line to show any regarding (cut or fill) required within the shoulder area.
 - € () Pavement markings, signs, and traffic control islands.
 - € () Existing and proposed signs, lighting standards, utility poles, and trees of eight (8) inches in diameter or larger and thirty (30) inches or higher within the County right-of-way, except in heavily wooded areas.
- () When a **Traffic Impact Study** is to be submitted, it must address the requirements set forth in the **County Specification Manual**.

Note: UPON COUNTY REVIEW OF PLANS, ADDITIONAL INFORMATION MAY BE REQUIRED