

**SUBDIVISION APPLICATION**  
Gloucester County Planning Board  
1200 N. Delsea Drive Clayton, NJ 08312  
(856) 307-6650 Fax (856) 307-6656

**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)*

New Application \_\_\_\_\_ Revised Application \_\_\_\_\_ Amended Application \_\_\_\_\_  
Sketch \_\_\_\_\_ Preliminary \_\_\_\_\_ Final \_\_\_\_\_ 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: \_\_\_\_\_

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 appropriate form 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 Affidavit 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.
- Four (4) 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

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