

MUST BE FILED WITH THE SECRETARY OF THE PLANNING BOARD THIRTY (30) DAYS PRIOR TO THE REGULAR PLANNING BOARD MEETING.

FORM SUBDIVISION - CITY OF SUMMIT PLANNING BOARD
APPLICATION NO. _____ FILED _____

APPLICATION FOR CLASSIFICATION OF SKETCH OR PRELIMINARY SUBDIVISION PLAT.

TO: City of Summit Planning Board

Application is hereby made for the classification of a Sketch Plat of a proposed subdivision of land hereinafter more particularly described.

1. Applicant's name: _____
Address: _____
_____ Phone _____
2. Name and address of present owner (if other than #1 above)
Name: _____
Address: _____
_____ Phone _____
3. Interest of applicant if other than owner _____
4. Location of Subdivision _____
Block _____ Lots _____ Street Zoning District _____
5. Number of existing lots _____ Number of proposed lots _____
6. Area of Entire Tract _____ Minimum Lot Area _____
7. Proposed Improvements:
 - A. Road _____ Lin.ft.
 - B. Sanitary sewer mains _____ Lin.ft.
 - C. Storm sewer mains _____ Lin.ft.
 - D. Sidewalks _____ Lin.ft.
 - E. Curb _____ Lin.ft.
8. Development Plans
 - A. Sell lots only (Yes or No)
 - B. Other _____

9. Name and address of person-profession preparing sketch plat.

Name: _____

Address: _____

_____ Phone: _____

Signature of applicant: _____

I, _____ am the owner(s) of the subject property and do hereby grant the applicant permission to seek subdivision approval as herein outlined.

Signatures: _____

10. Please have the following Officials sign application prior to submission to the Planning Board Secretary.

I hereby certify that the taxes have been paid to date on the herein described premises.

Tax Collector.

I have reviewed and assigned block and lot numbers for the subdivision in question.

Tax Assessor

I hereby certify that the proposed subdivision prepared by

_____ dated _____
complies with the requirements of the Zoning Ordinance and that no structure on the subject lots or property is made non-conforming in any manner.

Zoning Officer

DO NOT WRITE BELOW THIS LINE

Received by _____ Date _____
Planning Board Secretary

Action of the City of Summit Planning Board/Zoning Board of Adjustment.

Date _____ Approved _____ Disapproved _____

Secretary

Classified as Major (Yes or No) _____ on _____

Secretary

CONCEPT PLAN FOR SUBDIVISIONS

Submission Checklist City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Section 6.6-2

- | | | Applicant | City |
|----|--|-----------|-------|
| 1. | Original and 13 copies of application form | _____ | _____ |
| 2. | Original and 13 copies of narrative description of project | _____ | _____ |
| 3. | 14 copies of informal plat | _____ | _____ |
| 4. | Original and 1 copy of this completed checklist | _____ | _____ |
| 5. | Application fee and escrow deposit | _____ | _____ |

Section 6.9-2

- | | | | |
|-----|---|-------|-------|
| 6. | Scale 1" = 100' or larger | _____ | _____ |
| 7. | Tract acreage and lot areas | _____ | _____ |
| 8. | Existing and proposed street and lot layout | _____ | _____ |
| 9. | Existing and proposed lot lines and setback lines | _____ | _____ |
| 10. | Existing lot lines to be eliminated | _____ | _____ |
| 11. | Contours based on U.S.G.S. data | _____ | _____ |
| 12. | Approximate location of existing streams, brooks, drainage rights-of-way and the direction of flow; location of steep slopes, wetlands and swamps | _____ | _____ |
| 13. | Approximate location of and distances between existing and proposed structures, buildings and uses | _____ | _____ |
| 14. | Tax sheet, block, lot, adjoining lots, date, graphic scale, north arrow | _____ | _____ |
| 15. | Zoning District | _____ | _____ |
| 16. | Key map with north arrow showing entire development and its relationship to surrounding areas. | _____ | _____ |
| 17. | Name, address, phone number and signature of owner, the developer, and the person preparing the plat | _____ | _____ |

On _____, this submittal was deemed complete _____ incomplete _____.

Administrative Officer

This checklist is not a substitute for the specific submission requirements of the Ordinance. See the Ordinance for detailed requirements.

Staff comments on reverse side

MINOR SUBDIVISION – FINAL APPROVAL
Submission Checklist
 City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Submittal Items – Section 6.8-1

- | | | Applicant | City |
|-----|---|-----------|-------|
| 1. | 1 original and 13 copies of application form | _____ | _____ |
| 2. | 14 copies and one mylar of plat | _____ | _____ |
| 3. | 1 original and 13 copies of property owners list and area map showing the uses of each property | _____ | _____ |
| 4. | 1 original and 1 copy of completed checklist | _____ | _____ |
| 5. | 1 original and 1 copy of the proposed public notice | _____ | _____ |
| 6. | 1 original and 1 copy of the proposed advertisement | _____ | _____ |
| 7. | 2 copies of the completed County planning board application | _____ | _____ |
| 8. | 2 copies of protective covenants, deed restrictions and easements | _____ | _____ |
| 9. | 1 original and 1 copy of drainage calculations | _____ | _____ |
| 10. | 1 original and 1 copy of certification of paid property taxes | _____ | _____ |
| 11. | Application fee and escrow deposit | _____ | _____ |
| 12. | Soil Conservation District certification | _____ | _____ |
| 13. | Letters from utility companies approving proposed utility service and stating who will construct the utility facility | _____ | _____ |

Plat Design Standards – Section 6.9-4

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|-----|--|-------|-------|
| 14. | Scale 1" = 50' or larger | _____ | _____ |
| 15. | Based on certified boundary survey by NJ-licensed land surveyor | _____ | _____ |
| 16. | Design and improvements by NJ-licensed professional engineer | _____ | _____ |
| 17. | Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11" | _____ | _____ |
| 18. | Signature blocks for the approving authority, City Engineer, and other endorsements required by law | _____ | _____ |
| 19. | Tract boundary lines; municipal boundary lines if within 200 feet | _____ | _____ |
| 20. | Street names | _____ | _____ |
| 21. | Lot lines and other site lines and chord bearings, with the distances of all curves | _____ | _____ |
| 22. | Minimum building setback lines | _____ | _____ |
| 23. | Area of each lot to nearest 1.0 square foot | _____ | _____ |
| 24. | Dimensions (both linear and angular) of exterior tract boundaries based on and calculated from surveyed traversing which has an apparent error of field course of 1:10,000 or better, corrected by accepted balancing methods to final errorless closure | _____ | _____ |
| 25. | Block and lot numbers in conformance with city standards and in accord with city Tax Assessor | _____ | _____ |

MAJOR SUBDIVISION – PRELIMINARY APPROVAL
Submission Checklist
City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Applicant **City**

Submittal Items – Section 6.7-1

- | | | | |
|-----|---|-------|-------|
| 1. | 1 original and 13 copies of application form | _____ | _____ |
| 2. | 14 copies of preliminary plat | _____ | _____ |
| 3. | 1 original and 13 copies of property owners list and area map showing the uses of each property | _____ | _____ |
| 4. | 1 original and 1 copy of completed checklist | _____ | _____ |
| 5. | 1 original and 1 copy of the proposed public notice | _____ | _____ |
| 6. | 1 original and 1 copy of the proposed advertisement | _____ | _____ |
| 7. | 2 copies of the completed County planning board application | _____ | _____ |
| 8. | 2 copies of protective covenants, deed restrictions and easements | _____ | _____ |
| 9. | 1 original and 1 copy of drainage calculations | _____ | _____ |
| 10. | 1 original and 1 copy of certification of paid property taxes | _____ | _____ |
| 11. | Application fee and escrow deposit | _____ | _____ |
| 12. | Soil Conservation District certification | _____ | _____ |
| 13. | Letters from utility companies approving proposed utility service and stating who will construct the utility facility | _____ | _____ |

Plat Design Standards – Section 6.9-3

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|-----|---|-------|-------|
| 14. | Scale 1" = 50' or larger | _____ | _____ |
| 15. | Based on certified boundary survey by NJ-licensed land surveyor | _____ | _____ |
| 16. | Design and improvements by NJ-licensed professional engineer | _____ | _____ |
| 17. | Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11" | _____ | _____ |
| 18. | Key map with north arrow showing entire subdivision in relation to surrounding areas; includes name of principal roads; scale of not less than 1 inch equals 2,000 feet | _____ | _____ |
| 19. | Title block with name of subdivision; any development names previously associated with the application; the name of municipality; tax map sheet number; block and lot numbers; date of preparation and all revision dates; meridian; north arrow; graphic scale | _____ | _____ |
| 20. | Names, addresses, phone numbers, and signatures of owner(s), developer, person preparing the plat(s) including seal; and space for the application number | _____ | _____ |
| 21. | Tract acreage to 0.001 acre; number of lots | _____ | _____ |
| 22. | Lot lines to nearest 1 foot; lot areas to nearest 1.0 square foot | _____ | _____ |
| 23. | Names of all property owners within 200 feet of the extreme limits of the development as disclosed in most recent municipal tax records, and showing adjoining property in common ownership with the land on which the subdivision is proposed | _____ | _____ |

	Applicant	City
24. Existing and proposed contours at 2 foot intervals. All elevations related to a bench mark on the plan and based on USGS datum	_____	_____
25. Location of existing natural features such as soil types (based on US Soil Conservation Service data; slopes exceeding 10 percent; wooded areas; rock out-croppings; views within the development; location of individual trees having a caliper of 6 inches or more at five feet above ground level	_____	_____
26. Existing and proposed streams, lakes, ponds, and marsh areas accompanied by the following:		
a. NJ-DEP approval for any changes or modifications to any running streams proposed for alteration, improvement or relocation	_____	_____
b. Cross-sections and profiles of watercourses at appropriate scale showing extent of flood fringe area, top of bank, normal water level; and bottom elevations at the following:		
(1) All watercourses within or adjacent to the development, and at any point where watercourse crosses a boundary of the development (cross-sections and profiles);	_____	_____
(2) At 50 foot intervals for a distance of 300 feet upstream and downstream of any existing or proposed culvert or bridge within the development (cross-sections)	_____	_____
(3) At maximum 100 foot intervals, but at no less than two locations along each watercourse (cross-sections)	_____	_____
c. Method of stabilizing slopes and measures to control erosion and siltation; typical ditch sections and profiles	_____	_____
d. Total upstream acreage in the drainage basin of any watercourse, including small scale watershed maps for flowing streams, developed from USGS sheets	_____	_____
e. Total acreage in the drainage basin to the nearest downstream drainage structure and the acreage in the development that drains to that structure	_____	_____
f. Location and extent of all existing and proposed drainage and conservation easements; flood hazard areas; floodway lines	_____	_____
g. Location, extent and water level elevation of all existing or proposed lakes or ponds within or not farther than 300 feet from the development	_____	_____
27. Plans and computations for storm drainage, including:		
a. Existing & proposed storm sewer lines within or on lands or roads adjacent to the development and for all required off-site and off-tract drainage improvements, showing size, profile & slope; direction of flow; location of basins, inlets, manholes, culverts & headwalls	_____	_____

	Applicant	City
b. Location and extent of any proposed dry wells; ground water recharge basins; detention basins; flood control devices; sedimentation basins or other water conservation devices	_____	_____
28. Names, locations, and paved and right-of-way widths of all existing streets within 200 feet, existing driveways, and any connections from proposed streets, sidewalks, and bike routes to any adjoining streets, sidewalks, and bike routes	_____	_____
29. Off-site extensions to nearby arterial and collector streets	_____	_____
30. Plans, cross-sections, center-line profiles, tentative grades and details of proposed and existing streets in the tract and within 200 feet, based on USGS datum	_____	_____
31. Full information on disposal of surface drainage, including plans cross-sections and profiles of streets, storm drains and drainage structures	_____	_____
32. Sight triangles, radii of curblines, crosswalks and street signs	_____	_____
33. Separate curb and sidewalk profiles at street intersections	_____	_____
34. Names, locations, paved widths, right-of-way widths, and purpose of existing and proposed easements, streets, and other rights-of-way, including text of deed restrictions	_____	_____
35. Location and description of monuments, existing and proposed	_____	_____
36. Proposed lot lines; existing lot lines to remain or be removed	_____	_____
37. Zoning District and lines; municipal boundary lines when within 200 feet; lots reserved for public use	_____	_____
38. Blocks and lots numbered in accord with Tax Assessor	_____	_____
39. Location of existing structures and their uses in the tract and within 200 feet, showing existing and proposed front, rear and side yard setbacks; structures of historic significance	_____	_____
40. All structures to be retained and those to be removed	_____	_____
41. Plans and profiles and proposed layouts of sanitary sewers; storm sewers, erosion control; storm water controls; excavation) showing location, size, slope, pumping stations, & other details	_____	_____
42. Performance guarantee estimate with itemization of all on-site and off-site improvements	_____	_____

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On _____, this submittal was deemed complete _____ incomplete _____.

Administrative Officer

Staff comments on following page

MAJOR SUBDIVISION – FINAL APPROVAL
Submission Checklist
 City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Submittal Items – Section 6.8-1

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