

MINOR SUBDIVISION APPLICATION

Complete

- 1) A signed and sealed survey prepared by a licensed surveyor drawn on a scale not less than 200 feet to the inch to enable the entire tract to be shown on one sheet. This survey shall show or include the following information:
- a. Date, North arrow and graphic scale.
 - b. Signature blocks for Chairman, Secretary and Township Engineer
 - c. The Tax Map sheet, block and lot numbers and zone.
 - d. Schedule of required and provided zone district(s) requirements.
 - e. Key map showing the entire subdivision at 1" = 400' minimum and its relation to the surrounding areas and zone boundary lines using a 1500' radius.
 - f. Cover to show all plans in set and latest revision for each sheet.
 - g. The name(s) of the owner(s) of the property to be subdivided and all property owners within 200' radius.
 - h. The names, addresses and signatures of the owner and the applicant.
 - i. The location of that portion of the tract which is to be subdivided in relation to the entire tract.
 - j. All existing structures and wooded areas within the portion to be subdivided and within two hundred (200) feet thereof.
 - k. All streets or roads and streams within five hundred (500) feet of the subdivision.
 - l. Area in square feet of parcel to be subdivided, the number of new lots and the area of each lot in square feet, correct to 1 square foot.
 - m. Any road right of way to be dedicated.
 - n. Date of current property survey.
 - o. Size and location of any existing or proposed structures with all setbacks dimensional.
 - p. Identify all existing and proposed property lines and all lot lines to be eliminated.
 - q. The existing and proposed right-of-way width of all streets within and adjoining the premises, together with the street names.
 - r. All proposed lot lines with the dimensions thereof correct to one-tenth (0.1) foot.

- s. All buildings and structures, streams, lakes, conservation drainage and utility right-of-way easements within the limits of the tract(s) being subdivided and within 200 feet thereof, including the location, size and direction of flow and top of bank of all streams, brooks, drainage structures and drainage rights-of-way. Part C, Page 2

TOWNSHIP OF MARLBORO

DIVISION OF ZONING/CODE ENFORCEMENT

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Sarah Paris
Administrative Officer
Zoning Board of Adjustment

MEMORANDUM

TO: All Applicants Applying for Sub-Divisions

FROM: Sarah Paris, Administrative Officer, Zoning Board of Adjustment

DATE:

RE: Block and Lot number assignment process for Development Applications

The Township procedure for assigning new Block and Lot numbers for all subdivision applications will be as follows:

1. During the application process, a letter and plan should be sent by the applicant to the Tax Assessor's office requesting the assignment of lot and block numbers.
2. The Tax Assessor will forward the request to Arnold Barnett, P.L.S., of Civil Solutions (the consultant maintaining the tax maps for the Township). Civil Solutions will assign the lot and block numbers for the subdivision.
3. During compliance review, the Board Engineer shall verify that the lot and block numbers have been assigned by the Tax Assessor's office and/or Civil Solutions. Applications will not be found in compliance until this is verified.
4. The Municipal Engineer will not sign the final map until a compliance letter is received from the Board Engineer which indicates the block and lot numbers were received and are approved.