

BURLINGTON COUNTY PLANNING BOARD

FINAL SUBDIVISION CHECKLIST

B.C.P.B. FILE # _____

Each checklist item has a reference to a paragraph in the Burlington County Land Development Review Resolution.

- () 1. Completed and signed application form. (7.08)
- () 2. Application Fee: Minor \$200.00. (11.03 & 11.10)
 Major \$400.00.
- () 3. One (1) legible print of plans of developments with or without frontage on a County road and one (1) electronic copy (PDF) of the submission sent to planning@co.burlington.nj.us (7.08)
- () 4. Pinelands certificate of filing or approval when the property is in Pinelands. (7.08)
- () 5. All plans submitted must be drawn at the scale indicated below unless otherwise approved prior to submission: (7.09)

<u>Area</u>	<u>Scale</u>
less than 20 acres	not less than 1" = 50'
20 - 100 acres	not less than 1" = 100'
more than 100 acres	not less than 1" = 200'

(The entire area involved in the subdivision must be drawn at the proper scale, not just the subdivided portion.)

The final subdivision plat shall include the following information:

- () 6. Signature and seal of a New Jersey licensed Professional Land Surveyor shall be on all plats. (7.09.1)
- () 7. The name and address of the person preparing the plat must be printed under the signature or in the title block. (7.09.2)
- () 8. Date of preparation and a revision date for each revision. (7.09.3)
- () 9. North Arrow. (7.09.4)
- () 10. Scale clearly noted. (7.09.5)
- () 11. Road names and route numbers on all roads. (7.09.6)
- () 12. Name of the land development and the municipality in which it is located. (7.09.7)
- () 13. Name and address of the owner and developer of the property. (7.09.8)
- () 14. The total area of the development or section and the area of each proposed lot. (7.09.9)
- () 15. Tax map sheet, block and lot number. (7.09.10)
- () 16. Clearly note which lot lines are proposed, and which lot lines are to be removed. (7.09.11)
- () 17. Existing and proposed right-of-way width dimensioned with respect to centerline. (7.09.12)

- () 18. Ultimate right-of-way (UROW) dimensioned with respect to centerline as per Burlington County Highway Master Plan (<https://www.dvprc.org/webmaps/bchmp/>). (7.09.13)
- () 19. Signature block of the Chairperson of the County Planning Board clearly worded. (5.15)
- () 20. A statement of the proposed number of lots, open space and other lots, including the final number remaining after completion of the development or section. (7.09.15)
- () 21. Designation of a lot and block number for each new lot. (7.09.16)
- () 22. Correct wording for right-of-way dedication to Burlington County. (7.09.17)
- () 23. Location of proposed monuments as required by the Map Filing Law. (7.09.18)
- () 24. All items required by the Map Filing Law to be on the plat. *(Not an LDRR requirement, but will be required prior to signing of the plat.)*

When final section plans are submitted for approval of improvement plans, the following information should also be included:

- () 25. Utility Plan. (7.10.19)
- () 26. Drainage Plan and its associated calculations. (7.10.20)
- () 27. County Road Improvement Plans when not approved at the Preliminary Plan stage. (7.10.21)
- () 28. Additional Comments:
