

BURLINGTON COUNTY PLANNING BOARD

MAJOR 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. (7.01)
- () 2. Correct application fee \$ _____. (11.03 & 11.10)
- () 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 (7.01)
- () 4. Pinelands certificate of filing or approval when the property is in Pinelands. (7.01)
- () 5. The preliminary subdivision plans submitted must be drawn at the scale indicated below unless otherwise approved prior to submission: (7.04)

<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'

If more than one (1) sheet is required to show the entire site plan, a separate composite map shall be drawn showing the entire development at a scale of not less than 1" = 100' or 1" = 200'.

- () 6. Signature and seal of a New Jersey licensed Professional Land Surveyor on the preliminary subdivision plan or on an outbound survey plan to accompany the application. (7.05.1)
- () 7. The name and address of the person preparing the plans must be printed under the signature or in the title block. (7.05.2)
- () 8. If the subdivision involves the design and determination of new streets, drainage, utilities, pavement construction, etc., then the plans must also be signed and sealed by a New Jersey licensed Professional Engineer. (7.05.3)
- () 9. Date of preparation and a revision date for each revision. (7.05.4)
- () 10. North Arrow. (7.05.5)
- () 11. Scale clearly noted. (7.05.6)

The subdivision plan and overall plan shall also include the following information:

- () 12. Road names and route numbers on all existing and proposed roadways. (7.06.7)
- () 13. Name of the land development and the municipality in which it is located. (7.06.8)
- () 14. Name and address of the owner and developer of the property. (7.06.9)
- () 15. Total area of development and the area of each proposed lot. (7.06.10)
- () 16. Total number of lots, buildings, open space and remainder. (7.06.11)

- () 17. Key map at a scale of 1"=2000' showing an area of not less than 4x4 inches. (7.06.12)
- () 18. Tax map sheet, block and lot number. (7.06.13)
- () 19. The municipal zoning district. (7.06.14)
- () 20. Signature block of the Chairperson of the County Planning Board clearly worded. (5.15)
- () 21. Outbound property description based on deeds, and outbound survey of the subdivided lot(s). (7.06.16)
- () 22. Existing and proposed contours. (7.06.17)
- () 23. Existing and proposed right-of-way width dimensioned with respect to centerline. (7.06.18)
- () 24. Ultimate right-of-way (UROW) dimensioned with respect to centerline as per Burlington County Highway Master Plan (<https://www.dvprc.org/webmaps/bchmp/>). (7.06.19)
- () 25. Correct wording for right-of-way dedication to Burlington County. (7.06.20)
- () 26. Location of existing water courses and their associated flood plains. (7.06.21)
- () 27. Proposed lot numbers for each lot involved In the subdivision. (7.06.22)

Application shall include the submission of the following additional plans, where appropriate:

- () 28. Detailed plans of work to be done in the County right-of-way shall be drawn at a scale of no less than 1" = 30', and shall include the following information: (7.07.23)
 - () A. Existing spot elevations every 25 feet on the centerline and edge of existing pavement to extend at least 100 feet beyond the proposed improvements. (7.07.23A)
 - () B. Proposed spot elevations every 25 feet in the gutter and at top of curb, and at each end of curb radii. (7.07.23B)
 - () C. When paved shoulders are required with no curbing, existing and proposed spot elevations every 50 feet will be sufficient. (7.07.23C)
 - () D. Existing and proposed underground utilities and utility poles. (7.07.23D)
 - () E. Existing and proposed drainage facilities showing size, type, slope, invert and grate elevations. (7.07.23E)
 - () F. Existing and proposed pavement markings, signs and traffic control devices. (7.07.23F)
 - () G. At least two (2) permanent benchmarks based on NGS datum are required for the following developments. (7.07.23G)

<u>Area</u>	<u>Distance to Nearest Vertical Control</u>
4 – 10 Lots	1 mile
11 – 50 Lots	5 miles
50+ Lots	10 miles

- () H. Separate striping plan where new striping is proposed. (7.07.23H)

- () I. Typical county curb and paving detail (See figures in Chapter 17). (7.07.23I)
- () 29. Cross sections are required every 100 feet where widening of a county road is proposed, showing existing and proposed grades. Additional cross sections will be required at critical locations and where a large change in grade occurs adjacent to County right-of-way. Cross sections should be at a scale of 1" = 10' horizontal and 1" = 2' vertical. (7.07.24)
- () 30. Profiles and typical cross sections of proposed streets. (7.07.25)
- () 31. Soil erosion and sediment control plan; location and general extent of wooded features, bodies of water and other physical features. (7.07.26)
- () 32. Overall drainage plan showing all existing and proposed drainage facilities, labels. (7.07.27)
- () 33. Overall utility plan showing all existing and proposed utilities. (7.07.28)
- () 34. Off-site utility plan, at a scale of 1"=50', for extensions to utilities along county roads. (7.07.29)
- () 35. Standard details such as inlets, manholes, typical paving sections, etc. (7.07.30)
- () 36. Drainage area map showing a number for each area, size of each area, and the existing and proposed drainage facilities. (7.07.31)
- () 37. Drainage calculations for the total undeveloped and developed runoff, storm sewer design, basin design, hydrographs, etc. (7.07.32)
- () 38. Traffic study where required by this Resolution. (7.07.33)
- () 39. Additional Comments:
