

**BURLINGTON COUNTY PLANNING BOARD**

**MINOR 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. Application Fee \$200.00. (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](mailto:planning@co.burlington.nj.us) (7.01)
- ( ) 4. Pinelands certificate of filing or approval when the property is in Pinelands. (7.01)
- ( ) 5. All plans submitted must be drawn at the scale indicated below unless otherwise approved prior to submission: (7.02)

<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 subdivision plans shall include the following information:

- ( ) 6. Signature and seal of a New Jersey licensed Professional Land Surveyor shall be on all plans and documents submitted. (7.02.1)
- ( ) 7. The name and address of the person preparing the plans must be printed under the signature or in the title block. (7.02.2)
- ( ) 8. Date of preparation and a revision date for each revision. (7.02.3)
- ( ) 9. North Arrow. (7.02.4)
- ( ) 10. Scale clearly noted. (7.02.5)
- ( ) 11. Key map at a scale of 1"=2000' showing an area of not less than 4 x 4 inches. (7.02.6)
- ( ) 12. Road names and route numbers on all roads. (7.02.7)
- ( ) 13. Name of the land development and the municipality in which it is located. (7.02.8)
- ( ) 14. Name and address of the owner and developer of the property. (7.02.9)
- ( ) 15. Total area of the development and the area of each proposed lot. (7.02.10)
- ( ) 16. Tax map sheet, block and lot number. (7.02.11)
- ( ) 17. The municipal zoning district. (7.02.12)

- ( ) 18. Outbound property description based on deeds, and outbound survey of the subdivided lot(s). (7.02.13)
- ( ) 19. Clearly note which lot lines are proposed, and which lot lines are to be removed. (7.02.14)
- ( ) 20. Existing and proposed right-of-way width dimensioned with respect to centerline. (7.02.15)
- ( ) 21. Ultimate right-of-way (UROW) dimensioned with respect to centerline as per Burlington County Highway Master Plan (<https://www.dvprc.org/webmaps/bchmp/>). (7.02.16)
- ( ) 22. Existing and proposed driveway locations. (7.02.17)
- ( ) 23. Signature block of the Chairperson of the County Planning Board clearly worded. (5.15)
- ( ) 24. Proposed lot numbers for each lot involved in the subdivision. (7.02.19)
- ( ) 25. Additional Comments:

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