

Application No.: \_\_\_\_\_

Name: \_\_\_\_\_

**CHECKLIST OF  
SUBDIVISION SUBMISSION REQUIREMENTS**

**Mountain Lakes Planning Board  
Or Zoning Board of Adjustment**

**Check Application Type**

Minor       Preliminary Major       Final Major       Sketch

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References are to Chapter 208.7 of the Land Use Ordinances.

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(X) – Included

(W) – Waiver

**Common Requirements for All Applications**

- A1 Name and Address of applicant and owner.
- A2 Tax Map block and lot numbers.
- A3 Name, title, professional seal and signature of person preparing the plat.
- A4 Place for the Chairman, the Administrative Officer of the Planning Board and the Borough Engineer to sign.
- A5 Scale shall equal 50 feet to the inch except, for one acre or less, the scale shall be 20 feet to the inch.
- A6 Date and revision dates of drawings.
- A7 North arrow.
- A8 Key map showing the entire plan and its relation to surrounding areas. Where required for a public hearing, the key map shall show name and location of all property owners within 200 feet, with block and lot numbers.
- A9 Name and location of all contiguous property owners, with block and lot numbers.
- A10 Existing zoning and zone boundaries and contiguous zone classifications.
- A11 All existing and proposed streets within 200 feet.
- A12 Area of entire tract.
- A13 Area of each proposed lot, lot width and lot depths.
- A14 All existing and proposed property line dimensions and bearings, and all setback lines, except that a sketch plat for a cluster development need not show bearings.
- A15 Present and proposed elevations based on New Jersey Geodetic Control Survey Datum, at two-foot contour intervals and delineate slopes or 15% or greater.
- A16 Location, size and nature of all existing and proposed right-of-way easements and other lands if any to be dedicated to the Borough.
- A17 Location and type of all existing and proposed storm drainage facilities, watercourses and ditches, water lines and sanitary sewer lines.
- A18 Location of major trees and tree masses.

**SUBDIVISION CHECKLIST (CONT'D)**

**Additional Requirements for Sketch Plats** (in addition to A)

- B1 Major environmental features such as vegetation, soils, ground and surface waters and land proposed as open space.

**Additional Requirements Minor Plats** (in addition to A & B)

- C All existing structures and all trees over four inches in diameter.

**Additional Requirements Preliminary Plats** (in addition to A, B & C)

- D1 Proposed utility layouts showing feasible connections to existing or any proposed utility systems.
- D2 Copies of any protective covenants, easements or deed restrictions to existing or any proposed utility system.
- D3 When an individual water supply or sewage disposal system is proposed, submit a plan for such a system which has been approved by the appropriate local, county or state health agency. When a public sewage disposal system is not available, the developer shall have percolation tests made and submit the results, approved by the Borough Board of Health, with the preliminary plat.
- D4 Environmental impact statement. (102-6)
- D5 Soil erosion and sedimentation control plan. (102-19)
- D6 Surface water management plan. (102-26)
- D7 Wellhead Protection Area compliance. (102-30)
- D8 Landscaping plan. (208-10 I, h)
- D9 Wetlands and transition area delineation or waiver approved by the NJDEP.

**Additional Requirements Final Plats** (in Addition to A, B, C, & D)

- E The final plat shall be drawn by a licensed New Jersey land surveyor on the basis of, and in accordance with the Map Filing Act, N.J.S.A. 46:23-9.9 et. seq.

Name \_\_\_\_\_ Date \_\_\_\_\_

7/2023