

TOWNSHIP OF BUENA VISTA
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
890 HARDING HIGHWAY, P.O. BOX 605
BUENA, NJ 08310

MINOR SUBDIVISION CHECKLIST

The following checklist is designed to assist applicants in preparing plans for Planning Board/Zoning Board of Adjustment review. Applicant should check off each item and submit the “checklist” with the application to ensure that the information is included on the plan. Items omitted will delay consideration by the board. The subdivision/sketch plan shall show the following information and be drawn according to all relevant standards set forth in the Code of Buena Vista Township:

- ___ 1. The plans shall be submitted on one of the following sheet sizes: 15”x 21”, 24”x 36”, 30” x 42”. No other size will be accepted. **Plans must be folded and have the title block clearly visible.**
- ___ 2. The plan shall be drawn or reproduced at a scale of not less than 1” = 50’.
- ___ 3. Key Map at a scale of either 1” = 1000’ or 1” = 2000”, showing the entire subdivision and it’s relation to surrounding areas within 2000 feet. Such map shall show all existing land uses within 200 feet of the land being subdivided.
- ___ 4. The tract name, tax map sheet, block and lot numbers, and zoning district and zoning requirements.
- ___ 5. Name and address of owner, subdivider, and the owners of land within 200 feet of the outer boundary of lands to be subdivided as disclosed by the most recent municipal tax records.
- ___ 6. Name, address, and signature of person preparing the plan. Plan shall be prepared, signed, and sealed by a licensed N.J. Land Surveyor, Engineer, Planner or Architect as required by State regulation.
- ___ 7. Map must include provisions for signatures of the Planning/Zoning Board Chairman, Secretary, and Engineer.
- ___ 8. A survey of the property prepared by a New Jersey Licensed Land Surveyor with bearings and distances provided for all property lines. The survey shall also identify the location of existing and

proposed property lines, streets, street names, buildings, watercourses, railroads, bridges, culverts easements, right-of-ways and any natural features, such as wooded areas, streams, or wetlands. All historically, cultural and/or archeological significant structures or resources shall be identified.

- ___ 9. Acreage of tract to be subdivided to the nearest one tenth(1/10) of an acre and the proposed number of lots including area and dimensions of each proposed lot.
- ___ 10. Locations of all existing structures showing existing and proposed front, rear, and side yard setback distances, and an indication of whether the existing structures and uses will be retained or removed.
- ___ 11. The names, locations and dimensions (cartway and right-of-way widths) of all streets.
- ___ 12. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at all intersections.
- ___ 13. The location of all wetlands areas and required wetland transition areas or buffers within the proposed development as required pursuant to the "New Jersey Freshwater Wetlands Protection Act" or the Comprehensive Management Plan, and a letter from either the NJDEP or the Pinelands Commission indicating that the proposed subdivision does not require a wetlands delineation.
- ___ 14. A copy of any existing and/or proposed protective covenants, deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat, if applicable.
- ___ 15. Soil boring information as required in Section 49-19G2 of the Township Code.
- ___ 16. Areas in which construction is precluded due to presence of stream corridors.
- ___ 17. Location of existing and proposed wells, septic systems.
- ___ 18. Location of any existing and proposed driveway aprons, specifying the type of proposed apron to be constructed along with an appropriate detail shall be shown on plans. (refer to 49-91)
- ___ 19. Location of all existing and proposed streetlights shall be shown on the plan for the area immediately adjacent to the boundaries of the proposed subdivision. Streetlights shall be 50 watt High Pressure Sodium (100 watt at intersection) in accordance with current AASHTO and Atlantic City Electric standards. Street lights are

required at intersections, groupings of driveways, and changes in roadway horizontal and vertical alignment. Spacing shall be determined on a site by site basis, generally not in excess of 750' on center, and as directed by Township Engineer.

- ___ 20. Location of all monuments, corners, and other points established in the field, whether set or to be set. The material of which the monuments, corners or other points are made shall be noted at the representation thereof or by legend.
- ___ 21. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of site other than residential shall be noted.
- ___ 22. The plan/project shall be designed in compliance with the subdivision and zoning ordinances of the Township and other applicable standards of the state, county, and local agencies.
- ___ 23. All application fees and escrows must be paid with the submission.
- ___ 24. No application will be deemed complete until taxes are paid up to date.
- ___ 25. In the Pinelands area, no application shall be deemed complete until a Certificate of Filing from the Pinelands Commission is submitted by the applicant.