

TOWNSHIP OF FLORENCE

MINOR SUBDIVISION APPLICATION CHECKLIST OF SUBMISSION REQUIREMENTS

TO BE FILLED OUT BY APPLICANT:

Name of Applicant: _____

Location of Subject Property:

Street Address: _____

Block: _____ Lot: _____

Date Submitted to Florence Land Use Office: _____

FOR OFFICIAL USE ONLY:

Date Received at Florence Land Use Office: _____ By: _____

Completeness Review By (required by all three):

Complete	Incomplete	Reviewed by	Signature	Date Reviewed
___		Board Engineer	_____	_____
___		Township Planner	_____	_____
___		Board Attorney	_____	_____

(If incomplete indicate the missing items on this form and return it to the applicant)

Date Returned to Applicant:

By:

INSTRUCTIONS

You should first obtain the "GENERAL INSTRUCTIONS FOR APPLICATIONS", from the Land Use Office. Read it carefully for a detailed explanation of the application process. Also, be sure that you have the correct checklist before you begin compiling your application. This checklist relates to steps 1 and 2 in the process (as described in the General Instructions) and can be used only for **minor subdivision applications**. It is your responsibility, as an applicant, to provide a complete "picture" of your application. Only after you have provided the information listed below can your application be certified as "complete" and submitted to the Planning Board or Zoning Board for their review. In some cases (indicated below), specific checklist items may be requested to be waived by checking the appropriate box under "waiver requested". Be sure that you address each of the items listed in this checklist in your application submission. Failure to do so will result in it being classified "incomplete". An "incomplete" application has no legal status.

SUBMISSION OF MATERIALS to the LAND USE OFFICE

At the time of the original submission of your application to the Florence Land Use Office, your application must be in six (6) complete sets (original and 5 copies). All maps must be folded and a complete set must be sent directly to the Board’s professional staff (addresses can be obtained from the Land Use Office). After your application has been certified as complete you must submit nine (9) additional sets to the Land Use Office. As noted below, the application fee is a non-waivable submission item. However, because the application fee is non-refundable, you are not required to submit the application fee until after your application is certified “complete” (and scheduled on the Board’s meeting agenda).

Non-waivable Submission Items

The following items must accompany all applications at the time of the original submission. They cannot be waived. Please check the appropriate box when provided:

	Completed and signed checklist together with written justification of waiver requests, if any. Original and 5 copies.
	Application Form. Original and five (5) copies, completed and notarized.
	Escrow fee along with the completed escrow agreement (consult with the Land Use Office for the amount and to obtain agreement form).
	Certification by the Township Tax Collector that all taxes, including water and sewer charges and all other assessments, on the subject property are paid to date (form available from the Land Use Office).
	If the property is under agreement, either a copy of the agreement or a letter from the owner granting permission to seek application approval.

PLEASE NOTE: The application fee is also a non-waivable submission item; but because it is non-refundable, you may submit it after your application is certified as “complete” and scheduled on a Board meeting agenda.

Submission Items

The following items are required by ordinance to be submitted with all minor site plan applications. You may request that a specific item be waived by marking the appropriate “waiver requested” box and providing written justification for the request. A determination on any waiver request will be made based upon the written justification that must accompany any waiver request. Waivers will be granted only for good and sufficient reason and the request to waive a major item will substantially delay the process. Please check the appropriate boxes:

Provided	Waiver Requested	Not Applicable	
			An Environmental Impact Statement (EIS)
			A preliminary delineation of wetlands based upon NJDEPE criteria.
			A preliminary delineation of stream encroachment based upon NJDEPE criteria.
			A survey made by a New Jersey Licensed Land Surveyor at a scale not less than 1” = 100 feet.
			A locator map at a scale no less than 1 inch = 2,000 feet showing all road intersections within 500 feet or the nearest intersection whichever is the most distant.
			All structures and wooded areas within the tract and on adjoining properties within 100 feet.

Provided	Waiver Requested	Not Applicable	
			All lot lines and names of owners of lots adjoining the tract. If any variance is required, show the information of all lots within 200 feet of the site.
			Streets, easements, watercourses and rights-of-way, both existing and proposed, within the tract.
			Utilities and drainage, both existing and proposed within the tract.
			Any extension of off-tract improvements necessitated by the proposed development.
			A general indication of drainage flow by the use of arrows.
			Location, type and number of existing and proposed drives.
			The location of that portion which is to be subdivided in relation to the entire tract.
			The tax map sheet, block and lot number.
			Route numbers of all County roads.
			Table of zoning requirements.
			General delineation of flood plain or restricted areas.
			The area of the Federal Flood Hazard Zone, if applicable; or a notation that it is not applicable.
			A statement of the proposed use of the site.
			Names and addresses of the record owner of the lands to be subdivided.
			If an onsite disposal system is proposed, the location of the test pits and the results of permeability tests.
			All required constraint-free circles (CFCs).
			A table showing all applicable residential site improvement standards (RSIS) and the corresponding actual residential site improvement proposed.

Whenever a proposed lot will contain a new residential use that is adjacent to unimproved land then being commercially farmed or suitable therefore the subdivision plan shall contain the following. If applicable, this requirement cannot be waived.

Provided	Not Applicable	
		The plan shall contain acknowledgement that due notice shall be given to prospective purchasers of newly created lots nearby farming uses as required by the Florence Township "Right to Farm Ordinance" (Ordinance #1993-12, as amended).

APPLICANT’S CERTIFICATION

The undersigned (applicant) hereby acknowledges that the information contained herein is true and complete to the best of his/her knowledge.

Date: This _____ day of _____, 2____

If you have any questions concerning this checklist or the application process, contact the Florence Township Land Use Office at (609) 499-2525.