

LAND USE PROCEDURES

WASHINGTON TOWNSHIP PLANNING BOARD  
SUBDIVISION APPLICATION FORM  
PART B - PRELIMINARY APPROVAL CHECKLIST  
(Required Only For Preliminary Subdivisions)  
[Amended 8-15-2005 by Ord. No. 32-05]

Applicant's Name \_\_\_\_\_

Indicate (Y) or (N) for compliance with Checklist Items

**ITEMS REQUIRED FOR A COMPLETE APPLICATION**

1. \_\_\_\_\_ Twenty-one folded prints of subdivision plat showing all information required by Chapter 175, Subdivision of Land, §§ 175-24 and 175-27.
2. \_\_\_\_\_ Six completed applications (Parts A, B and C).
3. \_\_\_\_\_ Payment of administrative fee and review deposits.
4. \_\_\_\_\_ Payment of property taxes. Property taxes paid through \_\_\_\_\_, 20 \_\_\_\_  
Next taxes due on \_\_\_\_\_, 20 \_\_\_\_  
Signed \_\_\_\_\_ Tax Collector
5. \_\_\_\_\_ For corporations and partnerships for applications with more than five lots, submit names of holders owning 10% or more of interest.
6. \_\_\_\_\_ If applicant is not owner, submit letter from owner authorizing submission of plan.
7. \_\_\_\_\_ If phasing of construction is proposed, plat shall show boundary of each section on which final approval will be requested.
8. \_\_\_\_\_ Development Impact Statement (seventeen (17) copies). (Chapter 175, Subdivision of Land, § 175-27Q.)
9. \_\_\_\_\_ Surface Water Management Plan (four copies). (Chapter 175, Subdivision of Land, § 175-49, Surface water management standards.)
10. \_\_\_\_\_ For proposed flag lot(s), submit the necessary documents demonstrating compliance with Chapter 217, Zoning, § 217-37.
11. \_\_\_\_\_ Wetlands delineation and documentation per Chapter 175, Subdivision of Land, § 175-27V, *and* a letter recommending approval from the Planning Board environmental consultant.
12. \_\_\_\_\_ Soil disturbance application. Compliance with Chapter 164, Soil Removal, § 164-12, Fees.
13. \_\_\_\_\_ Letter from Township Engineer stating that plat complies with ordinance requirements and all information required by ordinance to accompany plat has been received.
14. \_\_\_\_\_ Phase I Geological Checklist (If property within Carbonate Area District).
15. \_\_\_\_\_ Completeness determination at Planning Board meeting.
16. \_\_\_\_\_ Submission of completed Washington Township Highlands Information Questionnaire.
17. \_\_\_\_\_ For any application that falls within the definition of "Major Highlands Development" as defined by the Highlands Water Protection and Preservation Act and does not fall within any of the exemptions provided in the Act, a Highlands Preservation Area Approval must be obtained.

WASHINGTON CODE

**THE FOLLOWING SHALL BE SUBMITTED PRIOR TO SCHEDULING FOR PUBLIC HEARING**

1. \_\_\_\_\_ Property corners and road locations must be clearly marked by the applicant prior to site inspection by the Major Subdivision Committee. Appointments with the Major Subdivision Committee must be arranged by the applicant after submission of application.
2. \_\_\_\_\_ Copy of completed application form for Morris County Soil Conservation District.
3. \_\_\_\_\_ Copy of completed application form for Morris County Planning Board.
4. \_\_\_\_\_ For applications with public water supplies:
  - A. \_\_\_\_\_ Letter from water supplier stating water service availability per Chapter 175, Subdivision of Land, §§ 175-22E(1) and 175-34C.
  - B. \_\_\_\_\_ Letter from Fire Department stating that waterlines and fire hydrants are adequate and approved per Chapter 175, Subdivision of Land, § 175-22E(2).
5. \_\_\_\_\_ Letter from solid disposal contractor stating agreement to provide collection services from the development and letters from electric and telephone and cable TV companies showing that underground utilities will be installed by them.

**EXHIBITS TO BE SUBMITTED AT LEAST FIVE DAYS PRIOR TO PUBLIC HEARING**

6. \_\_\_\_\_ Proof of publication of public notification in official newspaper.
7. \_\_\_\_\_ Affidavit of service of notice of hearing to property owners within 200 feet, and others as required by § 111-32B through J.

FORM LS-B2 - July 2005