

SUBDIVISION APPLICATION
Gloucester County Planning Board
1200 N. Delsea Drive Clayton, NJ 08312
(856) 307-6650 Fax (856) 307-6656

All information on this application & the submission checklist must be completed & the proper fees enclosed in order to start county review. Failure to comply with submission requirements will classify this application as “Incomplete”.

Municipality: _____ **Code No.** _____ *(County Use Only)*

New Application _____ Revised Application _____ Amended Application _____
Sketch _____ Preliminary _____ Final _____ Signatures _____

1. **Applicant's Name:** _____

Applicant's Mailing Address: _____

_____ Phone # _____

Contact Person: _____ Phone # _____

2. **Owner's Name:** _____

Address: _____

_____ Phone # _____

3. **Attorney's Name:** _____

Address: _____

_____ Phone # _____

4. **Engineer's Name:** _____

Address: _____

_____ Phone # _____

5. **Location of Subdivision:**

Street: _____

Tax Map Plate: _____ Block: _____ Lot: _____

6. **Does the Subdivision front on a County Road? (check one)** Yes Co. Rte. #: _____ No

7. **Plat Information:**

Area of Entire Tract: _____ Portion Being Subdivided: _____

Number of Lots Created: _____ Proposed Use: _____

8. **Classified by Municipal Planning Board as:** Minor Subdivision: _____ Major Subdivision: _____

9. **Fee Schedule:** *(Please check appropriate category)*

- _____ **Sketch Review:** \$50
- _____ **Fee Waived** *(For Governmental Units & Non-Profit Organizations, include appropriate form if applicable)*
- _____ **Minor Subdivision, as Classified by Municipality; NOT FRONTING a County Road:** \$100
- _____ **Minor Subdivision, as Classified by Municipality; FRONTING a County Road:** \$200

Major Subdivision Preliminary Review: *(Submit Preliminary Checklist-see Land Development Resolution)*

- _____ **Major Subdivision, NOT FRONTING a County Road:** \$150 plus \$10 per lot
- _____ **Major Subdivision, FRONTING a County Road:** \$300 plus \$10 per lot
- _____ **Major Subdivision, Final Review:** \$100 *(Submit Final Checklist-see Land Development Resolution)*

Amount Enclosed \$ _____ Please make check payable to: “**Gloucester County**”
Check No.: _____ Amount: \$ _____ *(County Use Only)*

I hereby consent to the filing of this application.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

All items on this Submission Checklist must be completed to start the review process. Failure to comply with submission requirements will classify this application as “Incomplete”.

- Completed Subdivision Application Form & Submission Checklist
- Application Fees
- Two (2) copies of Drainage Calculations & Traffic Study (Signed with Raised Seal) if applicable
- Two (2) copies of Survey (no more than 12 months old) (Signed with Raised Seal)
- One (1) Completed Certification of Ownership Form
- One (1) Completed NJPDES Stormwater Checklist
- One (1) Copy of Recorded Property Deed
- Proof of submission to outside agencies retaining jurisdiction; e.g., Pinelands Commission, NJDOT, NJDEP.
- Four (4) copies of Plans (Signed with Raised Seal) required by the County showing the following County requirements:
 - ___ Title block
 - ___ Key map showing the entire subdivision and its relation to surrounding areas
 - ___ Location and metes and bounds description of that portion which is to be subdivided in relation to the entire tract
 - ___ All existing structures within the portion to be subdivided
 - ___ Tax map sheet, block and lot numbers
 - ___ Contours at 2’ intervals or spot elevations where necessary to determine the general slope and natural drainage of the land, especially in relation to any County road adjacent to or within said Subdivision
 - ___ Location of existing and proposed access (es) onto the newly created lot (s)
 - ___ Clear sight distance available for accesses, as per County standards
 - ___ All existing and proposed streets, roads and Easements within or adjoining the proposed Subdivision with right-of-way widths clearly indicated
 - ___ All proposed lot lines and/or lot lines to be eliminated by the proposed Subdivision must be identified
 - ___ A general description of proposed drainage facilities showing location, size and direction of flow of all streams, brooks, lakes and water courses, drainage structures and drainage ditches in the area to be subdivided
 - ___ North arrow
 - ___ Location and width of all existing and proposed Utility Easements in the area to be subdivided
 - ___ Scale of the plat
 - ___ Acreage of the entire tract and the area being subdivided
 - ___ Number of new lots created
 - ___ Name and address of owner and/or subdivider
 - ___ Name, signature and license number, seal and address and telephone number of Engineer, Architect, Planner, Landscape Architect or Land Surveyor
 - ___ Property owners and lot lines within 200’ and in correct location to subject parcel

Note: UPON COUNTY REVIEW OF PLANS, ADDITIONAL INFORMATION MAY BE REQUIRED