

MUST BE FILED WITH THE SECRETARY OF THE PLANNING BOARD THIRTY (30) DAYS PRIOR TO THE REGULAR PLANNING BOARD MEETING.

FORM SUBDIVISION - CITY OF SUMMIT PLANNING BOARD
APPLICATION NO. _____ FILED _____

APPLICATION FOR CLASSIFICATION OF SKETCH OR PRELIMINARY SUBDIVISION PLAT.

TO: City of Summit Planning Board

Application is hereby made for the classification of a Sketch Plat of a proposed subdivision of land hereinafter more particularly described.

1. Applicant's name: _____
Address: _____
_____ Phone _____
2. Name and address of present owner (if other than #1 above)
Name: _____
Address: _____
_____ Phone _____
3. Interest of applicant if other than owner _____
4. Location of Subdivision _____
Block _____ Lots _____ Street Zoning District _____
5. Number of existing lots _____ Number of proposed lots _____
6. Area of Entire Tract _____ Minimum Lot Area _____
7. Proposed Improvements:
 - A. Road _____ Lin.ft.
 - B. Sanitary sewer mains _____ Lin.ft.
 - C. Storm sewer mains _____ Lin.ft.
 - D. Sidewalks _____ Lin.ft.
 - E. Curb _____ Lin.ft.
8. Development Plans
 - A. Sell lots only (Yes or No)
 - B. Other _____

9. Name and address of person-profession preparing sketch plat.

Name: _____

Address: _____

_____ Phone: _____

Signature of applicant: _____

I, _____ am the owner(s) of the subject property and do hereby grant the applicant permission to seek subdivision approval as herein outlined.

Signatures: _____

10. Please have the following Officials sign application prior to submission to the Planning Board Secretary.

I hereby certify that the taxes have been paid to date on the herein described premises.

Tax Collector.

I have reviewed and assigned block and lot numbers for the subdivision in question.

Tax Assessor

I hereby certify that the proposed subdivision prepared by

_____ dated _____
complies with the requirements of the Zoning Ordinance and that no structure on the subject lots or property is made non-conforming in any manner.

Zoning Officer

DO NOT WRITE BELOW THIS LINE

Received by _____ Date _____
Planning Board Secretary

Action of the City of Summit Planning Board/Zoning Board of Adjustment.

Date _____ Approved _____ Disapproved _____

Secretary

Classified as Major (Yes or No) _____ on _____

Secretary

CONCEPT PLAN FOR SUBDIVISIONS

Submission Checklist City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

		Applicant	City
Section 6.6-2	1. Original and 13 copies of application form	_____	_____
	2. Original and 13 copies of narrative description of project	_____	_____
	3. 14 copies of informal plat	_____	_____
	4. Original and 1 copy of this completed checklist	_____	_____
	5. Application fee and escrow deposit	_____	_____
Plat Detail. section 6.9-2	6. Scale 1" = 100' or larger	_____	_____
	7. Tract acreage and lot areas	_____	_____
	8. Existing and proposed street and lot layout	_____	_____
	9. Existing and proposed lot lines and setback lines	_____	_____
	10. Existing lot lines to be eliminated	_____	_____
	11. Contours based on U.S.G.S. data	_____	_____
	12. Approximate location of existing streams, brooks, drainage rights-of-way and the direction of flow; location of steep slopes, wetlands and swamps	_____	_____
	13. Approximate location of and distances between existing and proposed structures, buildings and uses	_____	_____
	14. Tax sheet, block, lot, adjoining lots, date, graphic scale, north arrow	_____	_____
	15. Zoning District	_____	_____
	16. Key map with north arrow showing entire development and its relationship to surrounding areas.	_____	_____
	17. Name, address, phone number and signature of owner, the developer, and the person preparing the plat	_____	_____

On _____, this submittal was deemed complete _____ incomplete _____.

Administrative Officer

This checklist is not a substitute for the specific submission requirements of the Ordinance. See the Ordinance for detailed requirements.

☐ Staff comments on reverse side

MINOR SUBDIVISION – FINAL APPROVAL

Submission Checklist

City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

		Applicant	City
Submittal Items – Section 6.8-1	1.	1 original and 13 copies of application form	_____
	2.	14 copies and one mylar of plat	_____
	3.	1 original and 13 copies of property owners list and area map showing the uses of each property	_____
	4.	1 original and 1 copy of completed checklist	_____
	5.	1 original and 1 copy of the proposed public notice	_____
	6.	1 original and 1 copy of the proposed advertisement	_____
	7.	2 copies of the completed County planning board application	_____
	8.	2 copies of protective covenants, deed restrictions and easements	_____
	9.	1 original and 1 copy of drainage calculations	_____
	10.	1 original and 1 copy of certification of paid property taxes	_____
	11.	Application fee and escrow deposit	_____
	12.	Soil Conservation District certification	_____
	13.	Letters from utility companies approving proposed utility service and stating who will construct the utility facility	_____
Plat Design Standards – Section 6.9-4	14.	Scale 1" = 50' or larger	_____
	15.	Based on certified boundary survey by NJ-licensed land surveyor	_____
	16.	Design and improvements by NJ-licensed professional engineer	_____
	17.	Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11"	_____
	18.	Signature blocks for the approving authority, City Engineer, and other endorsements required by law	_____
	19.	Tract boundary lines; municipal boundary lines if within 200 feet	_____
	20.	Street names	_____
	21.	Lot lines and other site lines and chord bearings, with the distances of all curves	_____
	22.	Minimum building setback lines	_____
	23.	Area of each lot to nearest 1.0 square foot	_____
	24.	Dimensions (both linear and angular) of exterior tract boundaries based on and calculated from surveyed traversing which has an apparent error of field course of 1:10,000 or better, corrected by accepted balancing methods to final errorless closure	_____
	25.	Block and lot numbers in conformance with city standards and in accord with city Tax Assessor	_____

Continued on next page

MAJOR SUBDIVISION – PRELIMINARY APPROVAL
Submission Checklist
City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Submittal Items – Section 6.7-1

		Applicant	City
1.	1 original and 13 copies of application form	_____	_____
2.	14 copies of preliminary plat	_____	_____
3.	1 original and 13 copies of property owners list and area map showing the uses of each property	_____	_____
4.	1 original and 1 copy of completed checklist	_____	_____
5.	1 original and 1 copy of the proposed public notice	_____	_____
6.	1 original and 1 copy of the proposed advertisement	_____	_____
7.	2 copies of the completed County planning board application	_____	_____
8.	2 copies of protective covenants, deed restrictions and easements	_____	_____
9.	1 original and 1 copy of drainage calculations	_____	_____
10.	1 original and 1 copy of certification of paid property taxes	_____	_____
11.	Application fee and escrow deposit	_____	_____
12.	Soil Conservation District certification	_____	_____
13.	Letters from utility companies approving proposed utility service and stating who will construct the utility facility	_____	_____

Plat Design Standards – Section 6.9-3

14.	Scale 1" = 50' or larger	_____	_____
15.	Based on certified boundary survey by NJ-licensed land surveyor	_____	_____
16.	Design and improvements by NJ-licensed professional engineer	_____	_____
17.	Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11"	_____	_____
18.	Key map with north arrow showing entire subdivision in relation to surrounding areas; includes name of principal roads; scale of not less than 1 inch equals 2,000 feet	_____	_____
19.	Title block with name of subdivision; any development names previously associated with the application; the name of municipality; tax map sheet number; block and lot numbers; date of preparation and all revision dates; meridian; north arrow; graphic scale	_____	_____
20.	Names, addresses, phone numbers, and signatures of owner(s), developer, person preparing the plat(s) including seal; and space for the application number	_____	_____
21.	Tract acreage to 0.001 acre; number of lots	_____	_____
22.	Lot lines to nearest 1 foot; lot areas to nearest 1.0 square foot	_____	_____
23.	Names of all property owners within 200 feet of the extreme limits of the development as disclosed in most recent municipal tax records, and showing adjoining property in common ownership with the land on which the subdivision is proposed	_____	_____

		Applicant	City
24.	Existing and proposed contours at 2 foot intervals. All elevations related to a bench mark on the plan and based on USGS datum	_____	_____
25.	Location of existing natural features such as soil types (based on US Soil Conservation Service data; slopes exceeding 10 percent; wooded areas; rock out-croppings; views within the development; location of individual trees having a caliper of 6 inches or more at five feet above ground level	_____	_____
26.	Existing and proposed streams, lakes, ponds, and marsh areas accompanied by the following:		
	a. NJ-DEP approval for any changes or modifications to any running streams proposed for alteration, improvement or relocation	_____	_____
	b. Cross-sections and profiles of watercourses at appropriate scale showing extent of flood fringe area, top of bank, normal water level; and bottom elevations at the following:		
	(1) All watercourses within or adjacent to the development, and at any point where watercourse crosses a boundary of the development (cross-sections and profiles);	_____	_____
	(2) At 50 foot intervals for a distance of 300 feet upstream and downstream of any existing or proposed culvert or bridge within the development (cross-sections)	_____	_____
	(3) At maximum 100 foot intervals, but at no less than two locations along each watercourse (cross-sections)	_____	_____
	c. Method of stabilizing slopes and measures to control erosion and siltation; typical ditch sections and profiles	_____	_____
	d. Total upstream acreage in the drainage basin of any watercourse, including small scale watershed maps for flowing streams, developed from USGS sheets	_____	_____
	e. Total acreage in the drainage basin to the nearest downstream drainage structure and the acreage in the development that drains to that structure	_____	_____
	f. Location and extent of all existing and proposed drainage and conservation easements; flood hazard areas; floodway lines	_____	_____
	g. Location, extent and water level elevation of all existing or proposed lakes or ponds within or not farther than 300 feet from the development	_____	_____
27.	Plans and computations for storm drainage, including:		
	a. Existing & proposed storm sewer lines within or on lands or roads adjacent to the development and for all required off-site and off-tract drainage improvements, showing size, profile & slope; direction of flow; location of basins, inlets, manholes, culverts & headwalls	_____	_____

Applicant City

- b. Location and extent of any proposed dry wells; ground water recharge basins; detention basins; flood control devices; sedimentation basins or other water conservation devices
28. Names, locations, and paved and right-of-way widths of all existing streets within 200 feet, existing driveways, and any connections from proposed streets, sidewalks, and bike routes to any adjoining streets, sidewalks, and bike routes
29. Off-site extensions to nearby arterial and collector streets
30. Plans, cross-sections, center-line profiles, tentative grades and details of proposed and existing streets in the tract and within 200 feet, based on USGS datum
31. Full information on disposal of surface drainage, including plans cross-sections and profiles of streets, storm drains and drainage structures
32. Sight triangles, radii of curblines, crosswalks and street signs
33. Separate curb and sidewalk profiles at street intersections
34. Names, locations, paved widths, right-of-way widths, and purpose of existing and proposed easements, streets, and other rights-of-way, including text of deed restrictions
35. Location and description of monuments, existing and proposed
36. Proposed lot lines; existing lot lines to remain or be removed
37. Zoning District and lines; municipal boundary lines when within 200 feet; lots reserved for public use
38. Blocks and lots numbered in accord with Tax Assessor
39. Location of existing structures and their uses in the tract and within 200 feet, showing existing and proposed front, rear and side yard setbacks; structures of historic significance
40. All structures to be retained and those to be removed
41. Plans and profiles and proposed layouts of sanitary sewers; storm sewers, erosion control; storm water controls; excavation) showing location, size, slope, pumping stations, & other details
42. Performance guarantee estimate with itemization of all on-site and off-site improvements

This checklist is not a substitute for the specific submission requirements of the Ordinance. See the Ordinance for detailed requirements.

On _____, this submittal was deemed complete _____ incomplete _____.

Administrative Officer

☐ Staff comments on following page

**MAJOR SUBDIVISION - PRELIMINARY
STAFF COMMENTS on CHECKLIST**

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

COMMENTS: _____

Submitted by: _____

MAJOR SUBDIVISION – FINAL APPROVAL
Submission Checklist
City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Submittal Items – Section 6.8-1

		Applicant	City
1.	1 original and 13 copies of application form	_____	_____
2.	14 copies and one mylar of plat	_____	_____
3.	1 original and 13 copies of property owners list and area map showing the uses of each property	_____	_____
4.	1 original and 1 copy of completed checklist	_____	_____
5.	1 original and 1 copy of the proposed public notice	_____	_____
6.	1 original and 1 copy of the proposed advertisement	_____	_____
7.	2 copies of the completed County planning board application	_____	_____
8.	2 copies of protective covenants, deed restrictions and easements	_____	_____
9.	1 original and 1 copy of drainage calculations	_____	_____
10.	1 original and 1 copy of certification of paid property taxes	_____	_____
11.	Application fee and escrow deposit	_____	_____
12.	Soil Conservation District certification	_____	_____
13.	Letters from utility companies approving proposed utility service and stating who will construct the utility facility	_____	_____

Plat Design Standards – Section 6.9-4

14.	Scale 1" = 50' or larger	_____	_____
15.	Based on certified boundary survey by NJ-licensed land surveyor	_____	_____
16.	Design and improvements by NJ-licensed professional engineer	_____	_____
17.	Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11"	_____	_____
18.	Signature blocks for the approving authority, City Engineer, and other endorsements required by law	_____	_____
19.	Tract boundary lines; municipal boundary lines if within 200 feet	_____	_____
20.	Street names	_____	_____
21.	Lot lines and other site lines and chord bearings, with the distances of all curves	_____	_____
22.	Minimum building setback lines	_____	_____
23.	Area of each lot to nearest 1.0 square foot	_____	_____
24.	Dimensions (both linear and angular) of exterior tract boundaries based on and calculated from surveyed traversing which has an apparent error of field course of 1:10,000 or better, corrected by accepted balancing methods to final errorless closure	_____	_____
25.	Block and lot numbers in conformance with city standards and in accord with city Tax Assessor	_____	_____

Continued on next page

Applicant City

26. Street numbers as assigned by the Tax Assessor
27. Certification that the applicant is the agent or owner of the land, or that the owner has given consent to the development
28. Local, county and state approvals
29. One copy of the preliminary plat revised to show all conditions and changes required by the approving authority

Applicant - Please do not write below this line

On _____, this submittal was deemed complete _____ incomplete _____.

Administrative Officer

To be completed by Technical Review Committee / other staff:

[illegible]

Submitted by: