



BOROUGH OF
NEW PROVIDENCE
SETTLED IN 1720

Planning Board
Board of Adjustment
Tel 908-665-1400
Fax 908-665-9272

INSTRUCTIONS AND CHECKLIST FOR COMPLETING SUBDIVISION APPLICATION

I. IMPORTANT NOTICE

The application procedures described below are intended to make the application process as simple as possible while simultaneously providing the Board with sufficient information to enable it to reach an informed decision as quickly as possible. It is, therefore, important that the applicant carefully and fully comply all requirements listed below are met. The Board cannot act on incomplete applications.

II. SUBDIVISION DEFINITION AND APPROVAL

A Subdivision is defined as the division of a lot, tract or parcel of land into two or more lots, tracts, parcels or other divisions of land for sale or development. A subdivision of land for the creation of no more than three lots is classified as a Minor Subdivision provided that such subdivision does not involve a planned development, any new street or the extension of any off-tract improvement. All other subdivisions are classified as Major Subdivisions.

The Planning Board must approve a subdivision unless a D Variance is required, in which case the Board of Adjustment must approve the Subdivision.

III. INFORMATION TO BE SUBMITTED

An application for Subdivision approval shall not be considered complete until all the material and information specified on the Subdivision Application Checklist has been submitted, unless, upon receipt of a written request from the applicant, a specific requirement is waived by the Board to which the application is submitted. The request for a waiver shall accompany the application and shall be granted or denied within forty-five days of receipt of said request.

The following information relates to the numbered items on the checklist:

6. List of persons notified of Subdivision Plan Application and certification

Upon application to the Borough Assessor and the payment of a \$10.00 fee, the Assessor will provide and certify a list of the adjoining property owners. The applicant may develop his own list of adjoining property owners in which case the applicant must submit a notarized affidavit that the list includes all property owners within two hundred feet of the subject property. The list must include property owners in other municipalities if within two hundred feet.

Notice must be given to the adjoining municipality if the property is within two hundred feet of the Borough boundary.

Notice must be given to the Union County Planning Board if the property is adjacent to an existing or proposed county road, adjoins county land or is situated within two hundred feet of the Borough boundary.

7. Copy of notice of Site Plan Application and notarized Proof of Service.

Notice shall be given to adjoining property owners, adjoining municipalities and the Union County Planning Board by personal service or by certified mail, and shall be addressed to the Municipal Clerk of adjoining municipalities, when required.

A notice of the public hearing on the application must be advertised in the legal newspaper of the Borough.

Notice must be given at least ten days before the public hearing on the application. A copy of the notice given to adjoining property owners and the newspaper advertisement and a notarized Proof of Service Affidavit must be submitted with the application.

8. Tax payment certification

A certification by the Borough Tax Collector that taxes are fully paid to date must be submitted.

9. Board of Health Approval

An approval by the Board of Health is required with Preliminary Major Subdivision Applications for any remedy proposed to overcome situations in any subdivision or part thereof in regards to proposed water supply or sewerage disposal systems that do not meet with the established requirements of the Subdivision and Site Plan Ordinance or other applicable regulation.

BOROUGH OF NEW PROVIDENCE
SUBDIVISION APPLICATION CHECKLIST

Name _____ Block No. _____ Lot No. _____

In order for your application to be considered and a public hearing held, the following items must be submitted. All items must be submitted to the Board Secretary at least ten days before the date of the public hearing. Indicate by a check that the item is provided, by "NA" that the item does not apply and by a "W" that a waiver request is being submitted.

- ☐ 1. Subdivision Application form – 20 copies
- ☐ 2. Subdivision Application Checklist – 20 copies
- ☐ 3. Sketch Plat - Required for Minor Subdivisions
6 copies full size
14 copies half size or 11x17 (not to scale)
 - ☐ a. Drawn on one sheet showing the entire tract
 - ☐ b. Drawn at a scale of not less than one inch equals four hundred feet.
 - ☐ c. Showing the location of that portion which is to be subdivided in relation to the entire tract.
 - ☐ d. Showing all existing structures and wooded areas within the portion to be subdivided and within two hundred feet thereof.
 - ☐ e. Identifying all properties within two hundred feet of the property in question by block and lot number, name of owner and address of owner.
 - ☐ f. Indicating the zoning district in which the property is located, and the zoning of all property within two hundred foot radius of the property in question.
 - ☐ g. Showing all streets or roads, and streams within five hundred feet of the subdivision.
 - ☐ h. Is twenty-four inches by thirty-six inches in full size.
- ☐ 4. Preliminary Plat – Required for Major Subdivisions
6 copies full size
14 copies half size or 11x17 (not to scale)
 - ☐ a. Drawn at scale of not less than one inch equals one hundred feet.
 - ☐ b. Clearly marked "Preliminary Plat".

- ☐ c. Designed and drawn by a land surveyor, engineer or planner licensed in the State of New Jersey.
- ☐ d. Designed in compliance with the provisions of Article 10 of the Subdivision and Site Plan Ordinance.
- ☐ e. Is twenty-four inches by thirty-six inches in full size.
- ☐ f. Showing the entire subdivision and its relation to surrounding areas.
- ☐ g. Showing the tract name, tax map sheet, block and lot number, date, reference meridian, name and address of record owner, name and address of subdivider, name, address and seal of person who prepared map.
- ☐ h. Showing acreage of tract to be subdivided to nearest tenth of an inch.
- ☐ i. Including sufficient elevations or contours to determine the general slope and natural drainage of the land and the high and low points and tentative cross sections and center land profiles for all purposed new streets.
- ☐ j. Showing the locations of existing and proposed property lines, streets, buildings, water courses, railroads, bridges, culverts, drain pipes, and any natural features such as wooded areas, trees and rock formations.
- ☐ k. Showing plans of proposed utility layouts, sewers, storm drains, and indicates feasible connections to existing or any proposed utility systems.

- ☐ 5. Final Plat – Required for Major Subdivisions
6 copies full size
14 copies half size or 11x17 (not to scale)

- ☐ a. Drawn in ink on tracing cloth at a scale of not less than one inch equals one hundred feet.
- ☐ b. Clearly marked "Final Plat"
- ☐ c. Designed in compliance with the provisions of the Map filing Law of the State of New Jersey.
- ☐ d. Is twenty-four inches by thirty-six inches in full size.
- ☐ e. Showing the date, name and location of the subdivision, name of owner, graphic scale and reference meridian.

- ☐ f. Showing track boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and other site lines with accurate dimensions, bearings or deflection angles, and radii arcs, and central angles of all curves.
 - ☐ g. Indicating the purpose of any easement or land reserved or dedicated to public use.
 - ☐ h. Indicating the purposed use of sites other than residential.
 - ☐ i. Showing lot numbers in accordance with the tax map.
 - ☐ j. Showing the minimum building setback line on all lots and other sites.
 - ☐ k. Showing the location and description of all monuments.
 - ☐ l. Including the names of owners of adjoining unsubdivided land.
 - ☐ m. Indicating certification by engineer or surveyor as to accuracy of details of plat.
 - ☐ n. Including certification that the applicant is agent of owner of the land or that the owner has given consent under agreement.
 - ☐ o. Including certification of approval, if required, by any officer or body of the Borough of New Providence, Union County of the State of New Jersey.
 - ☐ p. Showing cross sections and profiles of streets approved by the Borough Engineer.
 - ☐ q. Including contours at three foot intervals.
 - ☐ r. Showing plans and profiles of storm and sanitary sewers.
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- ☐ 6. List of persons notified of Subdivision Application and certification.
 - ☐ 7. Copy of notice of Subdivision Application and notarized Proof of Service.
 - ☐ 8. Tax payment certification.
 - ☐ 9. Copy of approval by Board of Health.
 - ☐ 10. Completed Federal W-9 Tax Identification Form

- [] 11. Final approved plans submitted on CD in PDF and Auto-CAD 2004 or newer format.

Applicant

**BOROUGH OF NEW PROVIDENCE
SUBDIVISION APPLICATION**

FOR OFFICIAL USE ONLY

Date Application Filed: _____	Application No. _____
Fee Paid: Amount _____	Date _____
Date: Application Complete _____	Notice Sent _____
Time Period Expires: _____	
Block No. (s) _____	Lot No. (s) _____

SECTION 1. INFORMATION REGARDING THE APPLICANT

- a) Full legal name _____
- b) Mailing address _____

- c) Telephone number _____
- d) The applicant is (check one):
☐ Individual ☐ Corporation ☐ Partnership ☐ Other (specify) _____

If the Applicant is a corporation or a partnership information specified in Article 8D of the Land Use Procedures Ordinance must be included as a rider to this application. All corporate applicants must be represented by an attorney.

- e) The relationship of the applicant to the property in question is (check one):
☐ Owner ☐ Tenant or Lessee ☐ Purchaser under contract

If the applicant is not the owner of the property in question, the Applicant must submit a copy of this application signed by the owner in the space provided in Section 6.

SECTION 2. INFORMATION REGARDING THE PROPERTY

- a) The street address is _____

- b) The property is approximately _____ feet from the intersection of _____
_____ and _____
- c) The property is Block No. (s) _____ Lot No. (s) _____ on the Tax Map and is located in the _____ Zone(s).

SECTION 3. INFORMATION ABOUT PROPOSAL

- a) Proposal: With respect to said property, Applicant proposes (include all physical improvements such as structures, additions, landscaping, etc.):

- b) Planned Development: _____ (Yes/No). Type _____

- c) Coincident Applications:

Site Plan _____ (Yes/No)
Variance _____ (Yes/No)
Conditional Use _____ (Yes/No)

- d) Previous Applications (with regard to this property):

Site Plan _____ (Yes/No)
Subdivision _____ (Yes/No)
Variance _____ (Yes/No)
Conditional Use _____ (Yes/No)

If yes, attach a copy of the Board decision.

- d) Deed Restrictions or Covenants:

Existing or proposed: _____ (Yes/No)

If yes, attach a copy.

SECTION 4. PROPERTY DETAILS

The property is more particularly described as follows:

- a) Area of entire tract _____ square feet. Area of portion to be subdivided _____ square feet.
- b) Number of existing lots _____. Number of proposed lots _____.

SECTION 5. OTHER INFORMATION

- a) Attorney: _____ Phone No. _____

Address _____

b) Person Preparing Plat:

Name: _____ Phone No. _____

Address _____

c) Intent of Applicant: ☐ Sell lots only ☐ Construct houses for sale

☐ Other (specify) _____.

d) Adjoining Property: Block and Lot number(s) of any adjoining property currently owned or under contract to purchase by either applicant or current owner

SECTION 6. VERIFICATION AND AUTHORIZATION

a) Applicant: I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in the connection with this application are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Applicant's Signature

Date

b) Owner (if owner is not Applicant): _____ hereby certifies that he resides _____ in the County of _____ and the State of _____; and I am the owner of that certain lot, piece or parcel of land known as Block (s) _____ Lot (s) _____ on the Tax Map of the Borough of New Providence, which property is the subject of the above application, and that said application is hereby authorized by me.

Owner's Signature

Date

FOR OFFICIAL USE ONLY

This application was approved on _____. A resolution setting forth the specifics of the approval and conditions, if any, was mailed on _____.

This application was denied on _____.

A resolution of denial was mailed on _____.

Secretary of the Board