

Sussex County Planning Board Minor Subdivision Checklist

Applicant Name _____

Block _____ Lot _____ Municipality: _____

| Yes /No | Item |
|---------|--|
| | Has frontage on Sussex County Route #____ Mile Marker ____ Is adjacent to County property |
| | Proposed new access to County road |
| | Existing access to County road |
| | Is within the subwatershed of a County Bridge # _____ |

Required items below have a check box ()

General Plan Details, Owner Information

- Plans showing the following on **one hardcopy** (drawing size of 24" x 36" preferred, minimum scale of 100') and **one CD-ROM with** electronic version of plans and report
- 1. Seal and signature of Professional Land Surveyor
- 2. A key map showing the entire subdivision, nearest intersecting streets, and lots within 200'
- 3. A Regional Map identifying the nearest County bridges & roads, State roads
- 4. Name and address of the applicant and owner, and owners within 200'.
- 5. Name and address of the person who prepared the map.
- 6. Existing and proposed utility poles.
- 7. Copy of application to Municipality and tax map sheet with block and lot number, zoning district, reference meridian, and latest revision date.

Improvements and Proposed Lot Layout, Natural Features

- 1. All existing and proposed buildings or structures.
- 2. Acreage of the tract to be subdivided to 1/10 acre, number of new lots to be created.
- 3. Existing and proposed property lines, setbacks, existing buildings and structures, existing driveways, and wooded areas, or other environmental features.
- 4. All existing and proposed signs, traffic control devices, shown with Manual on Uniform Traffic Control Devices (MUTCD) designations on plan and Lighting Standards.
- 5. Location, names, paved widths and right of way widths of all existing streets.
- 6. Land to be dedicated or reserved for public use.
- 7. Location of all flood hazard areas shown as delineated on the current "Flood Insurance Rate Map" issued by the Federal Emergency Management Agency, (FEMA), as well as lakes, ponds, standing water bodies.
- 8. All existing watercourses, streams, wetlands, and NJDEP Stream Encroachment and Wetlands delineation, buffers, and permit data shown.

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In blank spaces, enter "N.A." for not applicable, "I" if included, or "W.R." if waiver requested
Note that any waiver request must include a cover letter which gives justification

Access Standards

| | |
|--------------------------|--|
| ___ | <u>Subdivision proposes or has direct access(s) to County Road</u> (skip section if "N.A.") |
| <input type="checkbox"/> | Details provided as per Standard Construction Details (available from County Website) |
| <input type="checkbox"/> | Driveways on opposite side of road from site shown on plans |
| <input type="checkbox"/> | On County road, show yellow centerline, existing and proposed white edge line, edge of pavement, dimensions Transect Zone: T-___ (see County Standards, Section V.C.2) Speed: Posted: ___ 85 th Percentile: ___ (from County database) |
| <input type="checkbox"/> | Approach grades shown; pavement box for residential driveway off County road. Distances from proposed access on site to existing driveways on adjacent properties is: Same side of County Road as site plan: Left _____ Right _____ Opposite side of County Road from site plan: Left _____ Right _____ |
| ___ | <u>New Driveway</u> width, curb flare & radii, sight triangle, and grade as per Table V.C.5 |
| <input type="checkbox"/> | Access driveways allow vehicles to turn around on-site |

Easements

| | Type of Deed | When Required |
|-----|--|--|
| ___ | Sight Triangle Easement * 90' x 300' to County | <i>Street intersection with County Roads on or adjacent to site</i> |
| ___ | Sight Distance Easement | <i>Sight line over adjacent property</i> |
| ___ | Sight Triangle deed restriction 60' x 300' (in Centers: 15' behind curb x SSD) | <i>Commercial and multi-family residential driveways</i> |
| ___ | Slope Easement to County | <i>If regrading required outside ROW</i> |
| ___ | Continued Right-to-Discharge or Drainage Easement to County | <i>If stormwater can flow from County Road onto property</i> |
| ___ | Bridge Maintenance Easement to County | <i>If a County bridge fronts the site</i> |

*Double sight triangles needed at intersection of two arterial roads

Sight Distances

| | |
|--------------------------|---|
| ___ | <u>Site has existing or proposed direct access to County Road</u> (skip section if "N.A.") |
| <input type="checkbox"/> | Field Meeting held with County staff to measure and verify sight distances. Please call County planning office to schedule. Date of Field Meeting: _____ |
| <input type="checkbox"/> | Measured sight distances noted on the plans, sight lines shown in plan and profile views. County Road Cross sections provided if regrading needed in ROW. |
| <input type="checkbox"/> | Sight distance measured 5' behind proposed stop bar |
| <input type="checkbox"/> | use eye height=3.5', object height=3.5'. (object=2.0' for Stopping Sight Distances) |
| ___ | Sight distances meet Standards in Appendix D with 6" clearance over asphalt |
| <input type="checkbox"/> | <i>Acknowledge: permits required prior to working in the County Road Right-of-Way</i> |

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Dedication and Reservation of Road Right-of-Way (ROW)

- _____ ROW dedication to the County shown on Plans (*applicant will need to submit deed descriptions as per subchapter V. D for Engineering Review*)
- _____ ROW follows corner radii at intersections

Reverse Frontage - Access points are not from County Road:

- _____ Access from municipal street is utilized

Shade Trees

- _____ No trees within 1' of clear zone (if specified) or the County Road ROW; section V.N.
- _____ No landscaping in sight triangles between 2' and 10' above pavement levels

Road Improvements

- _____ Road improvements proposed

Sidewalks and Bikeways

- _____ Sidewalk if within a designated Center or Transect Zones T-4 through T-6
- _____ Bikeway according to NJDOT or shared bicycle usage according to V.P.1.

Curbing, and Additional Traffic Lanes

- _____ Curbing on plan
- _____ Dimensions provided as shown in Drawing No. SC-5
- _____ Unused, existing curb openings to be closed

Traffic Impact Report

- _____ Left turn lane into site warrant performed or left turn lane proposed

Drainage Standards

| | |
|--------------------------|---|
| _____ | <i>Stormwater from the site affects a County Bridge, Road or stormwater system</i> (skip if "N.A.") |
| <input type="checkbox"/> | Stormwater Management Plan consistent with NJDEP standards for "major development" and County Standards |
| <input type="checkbox"/> | Maintenance and Operation Plan |
| <input type="checkbox"/> | Detail of existing County stormwater collection system on Plans (details of proposed changes to stormwater system if needed) |
| <input type="checkbox"/> | Runoff calculations for conceptual development of new lot based on USDA NRCS method |
| <input type="checkbox"/> | Emergency spillways designed according to County Standards (including no open emergency spillway directed to County Road ROW) |
| <input type="checkbox"/> | NJDEP Best Management Practices Used |
| ___ | Calculation of impact to existing bridge if >3 residential lots |

Survey Data (regarding properties adjoining County Road ROWs)

| | |
|--------------------------|--|
| _____ | <i>Property fronts a County Road</i> (Skip Section if "N.A.") |
| <input type="checkbox"/> | ROW Source Documents for Surveys form filled-out and attached, source docs. noted on Plans |
| <input type="checkbox"/> | Existing right-of-way lines, width shown on plans. |