B. Appendix B - Forms

The following forms are in this appendix:

1. Final Major Subdivision Checklist .................................................. 163
2. Final Site Plan Checklist ............................................................... 166
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4. Preliminary Major Subdivision ...................................................... 172
5. Preliminary Site Plan ................................................................. 176
6. ROW Source Documents For Surveys ........................................... 181
7. Application Form ........................................................................ 183
1. Final Major Subdivision Checklist
Applicant Name: _______________________
Block ______________  Lot________________  Municipality: ____________________

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Has frontage on Sussex County Route #_____ Mile Marker _____</td>
</tr>
<tr>
<td></td>
<td>Direct Access onto County Road</td>
</tr>
<tr>
<td></td>
<td>Is within the subwatershed of a County Bridge #________</td>
</tr>
</tbody>
</table>

**Required items below have a check box (☐) In blank spaces, enter “N.A.” for not applicable**

**General**

☐ Plans (with drawing size of 24” x 36” preferred) and one CD-ROM of Plat at not less than 1”=100’ scale, conforming to the Map Filing Act, as required with all County and municipal requirements, with supporting documentation and data.

☐ Deed book and pages of all right-of-way dedications and easement deeds appear on the plat.

☐ CAD electronic file submitted. (see Standards section IV.C.4)

☐ Seal and signature of Professional Land Surveyor.

☐ Location of existing and/or proposed monuments to establish the county road right-of-way, coordinates tied into the NJ State Plane Coordinate System (NAD83) and shown on plat.

☐ County Engineer final approval of all bridges and culverts.

☐ Signature blocks for owner, Sussex County Clerk’s office, Sussex County Planning Board. Corporate certification required if owner is a corporation.

☐ Copy of any required permits from federal, state or other governmental units

**Easements**

<table>
<thead>
<tr>
<th>Deed Book &amp; Page on plat</th>
<th>Type of Deed (as required in Preliminary approval)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Sight Triangle Easement</td>
</tr>
<tr>
<td>☐</td>
<td>Sight Distance Easement</td>
</tr>
<tr>
<td>☐</td>
<td>Sight Triangle deed restriction on property</td>
</tr>
<tr>
<td>☐</td>
<td>Slope Easement to County</td>
</tr>
<tr>
<td>☐</td>
<td>Continued Right-to-Discharge or Drainage Easement to County</td>
</tr>
<tr>
<td>☐</td>
<td>Bridge Maintenance Easement to County</td>
</tr>
</tbody>
</table>

**Other**

☐ Sight triangles Graded and cleared

☐ Measured sight lines shown on plans if direct access to County road

☐ Required payment in lieu of improvements to the County roads and/ or a proportionate share of the cost of future installation of County infrastructure

☐ Permits obtained before working in the County Road Right-of-Way

☐ ROW dedication shown on Plans (Deed Book ________ Page ________) Stormwater maintenance and operation Plan reviewed by municipal engineer if stormwater runoff impacts County infrastructure

☐ ROW Source Documents noted on Plans if property fronts County road
2. Final Site Plan Checklist
Applicant Name ______________________
Block ____________ Lot __________________ Municipality: ____________________

<table>
<thead>
<tr>
<th>Yes /No</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Has frontage on Sussex County Route #_____ Mile Marker _____</td>
</tr>
<tr>
<td></td>
<td>Direct Access onto County Road</td>
</tr>
<tr>
<td></td>
<td>Is within the subwatershed of a County Bridge #_____</td>
</tr>
</tbody>
</table>

Required items below have a check box (☐) In blank spaces, enter “N.A.” for not applicable

**General**

☐ Legible prints and CD-ROM of the final and copies of all supporting documentation and data as required. *The final site plan is an as-built of the preliminary site plan and encompasses the requirements of the preliminary site plan, including the 1” = 20 foot scale entrance and right-of-way detail.*

☐ CAD electronic file submitted (see Standards section IV.C.4)

☐ Seal and signature of Professional Land Surveyor, or copy of sealed survey and reference noted on site plan (refer to State Statute)

☐ Name and address of the applicant and the name, address and title of the person preparing the plan, maps and accompanying data.

☐ Copy of any required permits from federal, state or other governmental units

☐ Identifying titles on each sheet.

☐ A key map showing the entire subdivision and the proposed street pattern, nearest intersecting streets, and lots within 200’

☐ Date of latest revision, scale and north arrow

☐ Municipal tax map sheet, block and lot number, zoning district, and latest revision date.

☐ Owner authorization as defined.

**Easements**

<table>
<thead>
<tr>
<th>Deed Book &amp; Page, if filed</th>
<th>Deed submitted</th>
<th>Type of Deed (as required in Preliminary approval)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sight Triangle Easement</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Bridge Maintenance Easement to County</td>
</tr>
</tbody>
</table>

**Other**

☐ Measured sight lines shown on plans if direct access to County road

☐ Permits obtained before working in the County Road Right-of-Way

☐ ROW dedication submitted to County

☐ ROW dedication shown on Plans (Deed Book __________ Page __________)

☐ Maintenance and Operation Plan reviewed by municipal engineer if stormwater impacts County infrastructure

☐ ROW Source Documents noted on Plans if property fronts County road
3. Minor Subdivision Checklist

Applicant Name: ____________________
Block __________ Lot __________ Municipality: ____________

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Has frontage on Sussex County Route # _____ Mile Marker _____</td>
</tr>
<tr>
<td></td>
<td>Is adjacent to County property</td>
</tr>
<tr>
<td></td>
<td>Proposed new access to County road</td>
</tr>
<tr>
<td></td>
<td>Existing access to County road</td>
</tr>
<tr>
<td></td>
<td>Is within the subwatershed of a County Bridge # __________</td>
</tr>
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</table>

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
  - Seal and signature of Professional Land Surveyor
  - A key map showing the entire subdivision, nearest intersecting streets, and lots within 200’
  - A Regional Map identifying the nearest County bridges & roads, State roads
  - Name and address of the applicant and owner, and owners within 200’
  - Name and address of the person who prepared the map.
  - Existing and proposed utility poles.
  - 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**

- All existing and proposed buildings or structures.
- Acreage of the tract to be subdivided to 1/10 acre, number of new lots to be created.
- Existing and proposed property lines, setbacks, existing buildings and structures, existing driveways, and wooded areas, or other environmental features.
- All existing and proposed signs, traffic control devices, shown with Manual on Uniform Traffic Control Devices (MUTCD) designations on plan and Lighting Standards.
- Location, names, paved widths and right of way widths of all existing streets.
- Land to be dedicated or reserved for public use.
- 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.
- All existing watercourses, streams, wetlands, and NJDEP Stream Encroachment and Wetlands delineation, buffers, and permit data shown.
Sussex County Planning Board

In blank spaces, enter “N.A.” for not applicable, “W.R” for waiver, or “I” if included

Access Standards

- Subdivision proposes or has direct access(s) to County Road (skip section if “N.A.”)
  Details provided as per Standard Construction Details (available from County Website)

- Driveways on opposite side or road shown

- 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: _____ 85th Percentile: ____ (from County database)

- Pavement box for residential driveway off County road.
  Distances from proposed access on site to existing driveways on adjacent properties:
  Same side of County Road as Subdivision: Left__________ Right ______________
  Opposite side of County Road from Subdivision: Left____________ Right ___________

- New Driveway width, curb flare & radii, sight triangle, and grade as per Table V.C.5

- Access driveways allow vehicles to turn around on-site.

A. Easements

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

*Double sight triangles needed at intersection of two arterial roads

Sight Distances

- Site has existing or proposed direct access to County Road (skip section if “N.A.”)

- Field Meeting held with County staff to measure and verify sight distances. Please call County planning office to schedule.
  Date of Field Meeting: _________________

- 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.

- Sight distance measured 5’ behind proposed stop bar

- use eye height=3.5’, object height=3.5’. (object=2.0’ for Stopping Sight Distances)

- Sight distances meet Standards in Appendix D. (WR) (6” clearance over asphalt)

- Acknowledge that permits are required before working in the County Road Right-of-Way
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 (WR)

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

<table>
<thead>
<tr>
<th>Stormwater from the site affects a County Bridge, Road or stormwater system (skip if “N.A.”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Stormwater Management Plan consistent with NJDEP standards for “major development” and County Standards</td>
</tr>
<tr>
<td>☐ Maintenance and Operation Plan</td>
</tr>
<tr>
<td>☐ Detail of existing County stormwater collection system on Plans (details of proposed changes to stormwater system if needed)</td>
</tr>
<tr>
<td>☐ Runoff calculations for conceptual development of new lot based on USDA NRCS method</td>
</tr>
<tr>
<td>☐ Emergency spillways designed according to County Standards (including no open emergency spillway directed to County Road ROW)</td>
</tr>
<tr>
<td>☐ NJDEP Best Management Practices Used</td>
</tr>
<tr>
<td>☐ Calculation of impact to existing bridge if &gt;3 residential lots</td>
</tr>
</tbody>
</table>

Survey Data (regarding properties adjoining County Road ROWs)

<table>
<thead>
<tr>
<th>Property fronts a County Road (Skip Section if “N.A.”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ROW Source Documents for Surveys form filled-out and attached, source docs. noted on Plans</td>
</tr>
<tr>
<td>☐ Existing right-of-way lines, width shown on plans.</td>
</tr>
</tbody>
</table>
4. Preliminary Major Subdivision
Applicant Name __________________________

<table>
<thead>
<tr>
<th>Block</th>
<th>Lot</th>
<th>Municipality:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes/No</td>
<td>Item</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Has frontage on Sussex County Route #____ Mile Marker ____</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is adjacent to County property</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proposed new access to County road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Existing access to County road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is within the subwatershed of a County Bridge # ______</td>
<td></td>
</tr>
</tbody>
</table>

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. Seal and signature of Professional Engineer (refer to State Statute)
- [ ] 3. A key map showing the entire subdivision, nearest intersecting streets, and lots within 200’
- [ ] 4. A Regional Map identifying the nearest County bridges & roads, State roads
- [ ] 5. Name and address of the applicant and owner, and owners within 200’.
- [ ] 6. Name and address of the person who prepared the map.
- [ ] 7. Existing topography based on North American Datum of 1983 (NAD 83)
- [ ] 8. Existing and proposed utility poles.
- [ ] 9. 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 and proposed streets.
- [ ] 6. Contour lines reference to the New Jersey Geodetic Control Survey Datum, NVD 87
- [ ] 7. Contours at 5’ intervals wherever average slope is 10% or greater, at 2’ intervals wherever average slope is less than 10% but more than 2%, at 1’ intervals wherever average slope is 2% or less.
- [ ] 8. Land to be dedicated or reserved for public use.
- [ ] 9. 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.
- [ ] 10. All existing watercourses, streams, wetlands, and NJDEP Stream Encroachment and Wetlands delineation, buffers, and permit data shown.
In blank spaces, enter “N.A.” for not applicable, “W.R” for waiver, or “I” if included

---

**Access Standards**

- **Subdivision proposes or has direct access(s) to County Road** (skip section if “N.A.”)
  - ☐ Access details at 1”=20’ scale
  - ☐ Details provided as per Standard Construction Details (available from County Website)
  - ☐ Driveways on opposite side or road shown

- ☐ 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: _____ 85th Percentile:_____(from County database)
  - New street width, lane width, and corner radii (see Table V.C.2);

- ☐ Approach grades shown; pavement box for residential driveway off County road.
  - Distances from proposed access on site to existing driveways on adjacent properties:
    - Same side of County Road as Subdivision: Left__________ Right ______________
    - Opposite side of County Road from Subdivision: Left____________ Right ___________
  - ☐ Access Driveway width, curb flare & radii, sight triangle, and grade as per Table V.C.5

---

**Easements**

<table>
<thead>
<tr>
<th>Type of Deed</th>
<th>When Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sight Triangle Easement * 90’ x 300’ to County</td>
<td>Street intersection with County Roads on or adjacent to site</td>
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<td>If regrading required outside ROW</td>
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</tr>
<tr>
<td>Bridge Maintenance Easement to County</td>
<td>If a County bridge fronts the site</td>
</tr>
</tbody>
</table>

*Double sight triangles needed at intersection of two arterial roads

---

**Sight Distances**

- **Site has existing or proposed direct access to County Road** (skip section if “N.A.”)
  - ☐ Field Meeting held with County staff to measure and verify sight distances. Please call County planning office to schedule.
    - Date of Field Meeting:__________________
  - ☐ 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.
  - ☐ Sight distance measured 5’ behind proposed stop bar
  - ☐ use eye height=3.5’, object height=3.5’. (object=2.0’ for Stopping Sight Distances)
  - ☐ Sight distances meet Standards in Appendix D. (WR) (6” clearance over asphalt)

☐ **Acknowledge that permits are required before working in the County Road Right-of-Way**
**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 (WR)

**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 if required in Section V.Q in Standards.

- 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**

<table>
<thead>
<tr>
<th>Stormwater from the site affects a County Bridge, Road or stormwater system (skip if “N.A.”)</th>
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<td>☐ Detail of existing and proposed changes to County stormwater collection system</td>
</tr>
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<td>☐ If new bridge is proposed, design of bridge submitted to County Engineer for review prior to development or construction plans.</td>
</tr>
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<td>☐ Runoff calculations based on USDA NRCS method</td>
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<tr>
<td>☐ ROW Source Documents for Surveys form filled-out and attached, source docs. noted on Plans</td>
</tr>
<tr>
<td>☐ Existing right-of-way lines, width shown on plans.</td>
</tr>
</tbody>
</table>
5. Preliminary Site Plan
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, or copy of sealed survey and reference noted.
☐ 2. Seal and signature of Professional Engineer (refer to State Statute)
☐ 3. A key map showing the site, nearest intersecting streets, and lots within 200’
☐ 4. A Regional Map identifying the nearest County bridges & roads, State roads
☐ 5. Name and address of the applicant and owner, and owners within 200’.
☐ 6. Name and address of the person who prepared the map.
☐ 7. Existing topography based on North American Datum of 1983 (NAD 83)
☐ 8. Existing and proposed utility poles.
☐ 9. 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. Finished grade elevations at all corners of buildings.
☐ 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 and proposed streets.
☐ 6. Contour lines reference to the New Jersey Geodetic Control Survey Datum, NVD 87
☐ 7. Contours at 5’ intervals wherever average slope is 10% or greater, at 2’ intervals wherever average slope is less than 10% but more than 2%, at 1’ intervals wherever average slope is 2% or less.
☐ 8. Land to be dedicated or reserved for public use.
☐ 9. 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.
☐ 10. All existing watercourses, streams, wetlands, and NJDEP Stream Encroachment and Wetlands delineation, buffers, and permit data shown.
Access Standards

Subdivision proposes or has direct access(s) to County Road (skip section if “N.A.”)

☐ Access details at 1”=20’ scale
Details provided as per Standard Construction Details (available from County Website)

☐ Driveways on opposite side or road shown

☐ 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: ______ 85th Percentile: _____ (from County database)
  New street width, lane width, and corner radii (see Table V.C.2);

☐ Approach grades shown; pavement box for residential driveway off County road.
Distances from proposed access on site to existing driveways on adjacent properties:
  Same side of County Road as Subdivision: Left__________ Right ______________
  Opposite side of County Road from Subdivision: Left____________ Right ___________

☐ New Driveway width, curb flare & radii, sight triangle, and grade as per Table V.C.5
Access driveways allow vehicles to turn around on-site.

Easements

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<td>If a County bridge fronts the site</td>
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</table>

*Double sight triangles needed at intersection of two arterial roads

Sight Distances

Site has existing or proposed direct access to County Road (skip section if “N.A.”)

☐ Field Meeting held with County staff to measure and verify sight distances. Please call County planning office to schedule.
  Date of Field Meeting:__________________

☐ 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.

☐ Sight distance measured 5’ behind proposed stop bar

☐ use eye height=3.5’, object height=3.5’. (object=2.0’ for Stopping Sight Distances)
Sight distances meet Standards in Appendix D. (WR) (6” clearance over asphalt)

☐ Acknowledge that permits are required before working in the County Road Right-of-Way
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 (WR)

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 if required in Section V.Q in Standards.

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

Stormwater from the site affects a County Bridge, Road or stormwater system (skip if “N.A.”)

Stormwater Management Plan consistent with NJDEP and County Standards
Maintenance and Operation Plan
Detail of existing and proposed changes to County stormwater collection system
If new bridge is proposed, design of bridge submitted to County Engineer for review prior to development or construction plans.
Runoff calculations based on USDA NRCS method
Emergency spillways designed according to County Standards (including no open emergency spillway directed to County Road ROW)
NJDEP Best Management Practices Used
Calculation of impact to existing bridge if >3 residential lots

Survey Data (regarding properties adjoining County Road ROWs)

Property fronts a County Road (Skip Section if “N.A.”)
ROW Source Documents for Surveys form filled-out and attached, source docs. noted on Plans
Existing right-of-way lines, width shown on plans.
6. **ROW Source Documents For Surveys**

FOR SUSSEX COUNTY ROUTE No. ____________  Nearest Mile Marker to site: ________
Municipality _________________________ Tax Block ________ Lot _________

| □ Found | Name: ____________________ | File No. __________ Date __________ ROW Width = __________ |
| □ Found | Relevant Courses Or Calls: ____________________ |
| □ Found | ROAD RETURN: Date Of Writing __________ Date Of Filing __________ |
| □ Found | Book Of Roads __________ Page __________ ROW Width = __________ |
| □ Found | Municipalities: ____________________ |
| □ Found | Relevant Courses Or Calls: ____________________ |

| □ Found | Date Of Map __________ Filing Date __________ |
| □ Found | Registered Map Number __________ ROW Width= __________ |
| □ Found | Preparer Of Map __________ License Number __________ |
| □ Found | Right-Of Way Map __________ Subdivision Map __________ |
| □ Found | Relevant Courses Or Calls: ____________________ |

| □ Found | Other Document References: ____________________ |
| □ Found | Station: From __________ To __________ |

**DEED or MORTGAGE:**
Book ___ Page ___ ROW Width = __________
Grantor: ____________________
Grantee: ____________________
Date Of Execution __________ Filing Date __________

**Other Document References:**
- ____________________
- ____________________
- ____________________

**Map Stationing Reference:** ____________________

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**Additional deed references:**

**List all found source documents in Plans**

| DEED Book ___ Page ___ ROW = __________ | DEED Book ___ Page ___ ROW = __________ |
| DEED Book ___ Page ___ ROW = __________ | DEED Book ___ Page ___ ROW = __________ |
| Grantor: ____________________ | Grantor: ____________________ |
| Grantee: ____________________ | Grantee: ____________________ |
| Dates: Execution: __________ Filing: __________ | Dates: Execution: __________ Filing: __________ |

**Other Document References:**
- ____________________
- ____________________
- ____________________

**Map Stationing Reference:** ____________________

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Note: Resolutions from governing bodies may also specify ROW widths, survey courses, and references to the above items.

Name of Professional Land Surveyor ____________________
License No. __________ Signature (affix seal) __________

To be filled: Deed Book ___ Page ___ Width __________
| Grantor __________________________________________ |
| Grantee __________________ (County Of Sussex)__________ |
| Date Of Execution ________ Filing Date _____________ |
| Other Document References |
| MAP STATIONING REFERENCE |

| Deed Book __________  Page __________  Width __________________ |
| Grantor __________________________________________ |
| Grantee __________________ (County Of Sussex)__________ |
| Date Of Execution ________ Filing Date _____________ |
| Other Document References |
| MAP STATIONING REFERENCE |

**ROW Source Documents for Surveys**

**POSSIBLE GRANTEE NAMES FOR RIGHT-OF-WAY Dedications**

- BOARD OF FREEHOLDERS
- BOARD OF CHOSEN FREEHOLDERS
- FREEHOLDER BOARD
- COUNTY OF SUSSEX
- SUSSEX COUNTY
- SUSSEX COUNTY BOARD OF CHOSEN FREEHOLDERS
- DEPARTMENT OF TRANSPORTATION
- NEW JERSEY
- NEW JERSEY DEPARTMENT OF TRANSPORTATION
- NEW JERSEY, STATE OF
- STATE OF NEW JERSEY
- STATE OF NEW JERSEY, COMMISSIONER OF TRANSPORTATION
- TRANSPORTATION DEPARTMENT
- (MUNICIPALITY WHERE ROAD LIES)

*Note: this list is not exhaustive.*
7. Application Form

APPLICATION FOR SUBDIVISION
or SITE PLAN REVIEW

FILE NUMBER
DATE RECEIVED
DATE COMPLETED
DATE PROCESSED
REVIEW DATE
ACTION DATE

SUSSSEX COUNTY PLANNING BOARD
County Administrative Center
1 Spring Street
Newton, NJ 07860
(973) 576-0500

PRIOR COUNTY NUMBER
APPLICATIONS ACTION TAKEN DATE

APPLICATION BY ________________________ MUNICIPALITY ________________

FOR □ CONCEPTUAL REVIEW BLOCK NUMBER ________________________
 □ NEW APPLICATION LOT(S) NUMBER ________________________
 □ REQUIRED REVISION ZONE (EXISTING) ________________________
 □ REVISION BY APPLICANT TAX MAP NUMBER ________________________
 □ REVISION AFTER DISAPPROVAL STREET ADDRESS ________________________

SITE ABUTS PRIVATE STREET OR RIGHT OF WAY ________________________
MUNICIPAL STREET ________________________
COUNTY ROAD NUMBER ____________________________________ STATE HIGHWAY ________________________
COUNTY PROPERTY ________________________ BLOCK ________________________
SITE AFFECTS COUNTY BRIDGE NO ____________________________________ ON ________________________ ROUTE ________________________
DRAINAGE ON COUNTY ROAD ________________________

SITE DEVELOPMENT IS □ RESIDENTIAL □ COMMERCIAL □ INDUSTRIAL □ (QUASI) PUBLIC

SITE REQUIRES DEDICATION OF □ ROADS □ ADDITIONAL R.O.W. □ OPENSPACE □ RECREATION AREAS
□ DRAINAGE □ SLOPE □ SIGHT □ SIGHT TRIANGLES □ UTILITIES

EASEMENTS FOR WAIVERS □ SITE CONTAINS □ FLOOD HAZARD AREAS □ WETLANDS □ OPEN WATER □ DETENTION BASINS

□ REQUIREMENT FOR SIGHT DISTANCE □ SIGHT TRIANGLES □ OTHER ________________

TOTAL CONTIGUOUS LAND AREA OWNED (UNDER CONTRACT) BY APPLICANT ___________ ACRES

SUBDIVISION PROPOSES CREATION OF ___________ NEW LOTS CONTAINING ___________ ACRES

SITE PLAN PROPOSES DEVELOPMENT (TOTAL DISTURBED AREA) OF ___________ ACRES

SITE PLAN PROPOSES DEVELOPMENT (BUILDING AREA) OF ___________ SQ. FT.

DEVELOPMENT PROPOSES DEDICATION OF ADDITIONAL RIGHTS OF WAY ___________ ACRES

DEVELOPMENT PROPOSES DEDICATION OF OPEN SPACE OF ___________ ACRES

TYPE OF APPLICATION □ PRELIMINARY □ MINOR □ FINAL $ ___________

PLANNED DEVELOPMENT □ PRELIMINARY □ MINOR □ FINAL $ ___________

SUBDIVISION MINOR □ AGRICULTURAL □ LOT CONSOLIDATION
 □ LOT LINE RELOCATION
 □ UNPERFECTIONED SUBDIVISION □ MINOR $ ___________

SUBDIVISION TECHNICAL MAJOR □ $ ___________

SUBDIVISION MAJOR □ PRELIMINARY □ FINAL $ ___________

AUTHORIZED ACTIONS □ EXEMPT RECEIVED FROM ________________________
 □ REVIEWED DEPARTMENT REPRESENTATIVE ________________________
 □ APPROVAL DATE ________________________

FEE $ ________________________ CASH/CHECK NO ________________________
COUNTY PLANNING BOARD REVIEW ACTION

This application has been acted upon in accordance with the N.J. County Planning Enabling Act R.S. 40:27-6.2 through 40:27-6.4 or 40:27-5.6 as follows:

___Received & Filed - Application stands (Approved) (Approval Withheld) (Disapproved)
___Previewed - Comments on conceptual plan are attached.
___Exempt - Site plan will have no adverse affect on any County Property.
___Reviewed - Subdivision will have no adverse effect on County Property
___Approved as it relates to County roads, bridges, drainage structures, and/or property.
___Approval withheld subject to conditions (see attached).
___Disapproved for a number of reasons (see attached).

The aforementioned decision was taken by the County Planning Board's Site Plan & subdivision Review Committee. Any question or appeal shall be directed to the Sussex County Planning Department, as per N.J.S.A. 40:27-6.5.

Signature of Authorized Agent for: ____________________________
Sussex County Planning Board