



Borough of Lake Como

1740 Main Street, P.O. Box 569 • Lake Como, New Jersey 07719-0569
(732) 681-3232 • FAX (732) 681-8981

Major Subdivision Completeness Checklist

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55D-10.3 of the Municipal Land Use Law. The applicant completes this checklist and submits it at the time of initial application.

Application Number _____
Applicant Name _____
Block & Lot _____

Affidavit of Completeness:

I, the undersigned affirm this application fully complies with all standards and requirements contained in the Municipal Land Use Law N.J.S.A. 40:55D-1 et. seq. and amendments thereto, the Development Ordinance of the Borough of Lake Como Checklist.

Name (print or type)

Date

Signature/Seal & License Number

Borough of Lake Como

Application Number _____
Applicant Name _____

Date _____
Received By _____

PRELIMINARY MAJOR SUBDIVISION CHECKLIST – PART A
SUBMISSION OF DOCUMENTS

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

- | C | N | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Ten (10) copies of Application Form |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Eight (8) sets of site plans |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Proof of application to the Freehold Soil Conservation District |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Certification of owner authorizing submission of the application |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Certification of payment of property taxes |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Proof of application to the Monmouth County Planning Board |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Three (3) copies of a letter, in a form prescribed by the Borough Attorney, save the Borough, its Officers and Engineer harmless from any loss due to damage resulting from the grading, drainage or development of the property |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Notice and proof of service |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Application Fee - \$ _____ |

C – Complete

N – Incomplete

N/A – Not Applicable

Borough of Lake Como

Application Number _____
Applicant Name _____

Date _____
Received By _____

SITE PLAN CHECKLIST – PART B
PLAT REQUIREMENTS

- 1. General Requirements: The plat for a major subdivision shall be drawn at a scale of not less than one hundred feet (100') to the inch, shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 16:23-9.9 et. seq. and shall include, or be accompanied by the information specified below:
 - a. All dimensions, both linear and angular, of the exterior boundaries of the subdivisions, all lots and lands reserved or dedicated for public use shall balance and their descriptions shall close within a limit of error of not more than one (1) part in ten thousand (10,000)
 - b. The major subdivision shall be based on a current boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1, "Preparation of Land Surveys", dated September 1984 and as amended, certified to the subdivider.

- 2. Title Block: The title block shall appear on all sheets in conformance with N.J.S.A. 45:8-27 et. seq. (Map Filing Law) and included:
 - a. Title to read "Major Subdivision"
 - b. Name of Subdivision, if any
 - c. Tax map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest Borough Tax Map, the date of which shall be shown
 - d. Acreage of the tract to be subdivided to the nearest hundredth of an acre
 - e. Names and addresses of owner and developer, so designated
 - f. Date of original and all revisions
 - g. Name, signature, address and license number of the land surveyor who prepared the map and made the survey; the plat shall bear the embossed seal of said land surveyor

- 3. Plat Detail Information
 - a. A key map at a scale of not less than one (1") inch equals one thousand feet (1,000') showing the location of the tract to be subdivided with reference to surrounding areas, existing streets and any zone boundaries which are within five hundred feet (500') of the subdivision
 - b. 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 line profiles for all proposed new streets.
 - c. The location of existing and proposed property lines, streets, buildings, water courses, railroads, bridges, culverts, drain pipes and any natural features such as wooded areas and rock formations

- d. Preliminary plans of proposed utility layouts for sewers, storm drains, water, gas and electricity showing feasible connections to existing or any proposed utility systems. If no permanent water supply or sewage disposal system is available, the developer shall be required to provide permanent installation for future connections to a proposed system; the plan for such system must be approved by the appropriate local, county, or State health agency. When a public sewage disposal system is not available, the developer shall have percolation tests made as required by the State Board of Health and submit the results with the preliminary plan. Any subdivisions or part thereof which does not meet with the establishment requirements of this ordinance or other applicable regulations shall not be approved. Any remedy proposed to overcome such a situation shall first be approved by the appropriate local, county or State health agency.
- e. A copy of any protective covenants or deed restriction applying to the land being subdivided.
- f. North arrow
- g. Written and graphic scales
- h. Proposed lot and block numbers as assigned by the Borough Tax Assessor

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Application Number _____

Applicant's Name _____

FOR MUNICIPAL USE ONLY

Application submitted on: _____

Part A – Complete/Incomplete: _____ Part B – Complete/Incomplete: _____

Application reviewed and declared complete on: _____

Application reviewed and declared incomplete on: _____

Reason: _____

This application will be heard on: _____

Upon completeness certification, distribute as follows:

	Board or Agency	Plans Forwarded	Report Dated	Report Received
1.	Borough Engineer	_____	_____	_____
2.	Fire Chief/Prevention	_____	_____	_____
3.	Zoning Officer	_____	_____	_____
4.	Tax Assessor	_____	_____	_____
5.	County Planning Board	_____	_____	_____
6.	Board of Health	_____	_____	_____
7.	Environment Commission	_____	_____	_____
8.	Police Department	_____	_____	_____

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Date Received _____

County Code _____

Return To: Monmouth County Planning Board
Environmental Planning Board
One East Main Street
Freehold, NJ 07728-1255

Environmental Assessment Checklist

To be completed by applicants and included in the Subdivision and Site Plan review package.

Project Name: _____

Phase (if applicable): _____

Municipality: _____

Block & Lot(s) _____

Acreage: _____

Applicant's Address: _____

City: _____ State: _____

Telephone: _____

Person Completing this Checklist: _____

Signature: _____

Title: _____

Project Type: (Check One)

- Site Plan, provide SIC code in known _____ []
- Major subdivision, number of units _____ []
- Minor subdivision, number of units _____ []
- Condominium type and number of units _____ []

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CHECK ALL STATEMENTS THAT APPLY

Project Construction:

- NJDEPE permits are required (see attached checklist)
- The project will be completed in phases
- Construction will continue for more than one year
- The project will include industrial or research use
- The project will include manufacturing use

Physical Features:

- On-site slopes exceed 10 percent
- Slopes greater than 15 percent will be distributed
- Depth to water table is 3 feet or less
- Excavations may expose acid soils
- Impervious area will exceed 10,000 square feet and/or 75 percent of the site
- Project area within 200 feet of site includes a mapped or known flood zone
- Project area included a greenway mapped by Monmouth County or a municipality
- Parking will be in excess of 4 spaces

Drainage:

(for the next four questions please refer to the Monmouth County Planning Board Drainage Features Map)

- Name of Drainage Basin _____
- Name of Watershed _____
- Name of sub-watershed _____
- Name of stream project drains to _____

Water:

- Project includes or is adjacent to open water or wetlands
- Project will divert ground water supplies
- Project will require siltation controls
- Grading will alter existing drainage patterns
- Project will require storm water outfalls
- Project will require detention/retention/ditches
- Project will require drainage swales/ditches
- Drainage water will be routed offsite
- Drainage water will be routed to a stream/wetland

Agricultural Resources:

- The site was farmed sometime in the past
- The project will irreversibly convert more than two acres of agricultural land to other uses
- The project is expected to sever, cross or limit access to agricultural land (cropland, hayfields, pasture, vineyards, orchards, nursery, etc.)
- Construction activity will excavate or compact soil profiles on onsite agricultural land
- Construction activity will excavate or compact soil profiles on offsite agricultural land
- Contiguous lands are in agricultural use

Plants and Animals:

- New Jersey Heritage Data base has been consulted to determine the historic record of sightings and the potential presence of habitat for threatened or endangered species

- Habitat for threatened or endangered species is known to exist in the project area
- The project area includes any portion of a known critical or significant wildlife habitat
- New Jersey Native Plant Society has been contacted to ascertain the presence of wildflower or wild herb plant communities or specimens
- The project will result in the removal of native wildflower or wild herb communities or specimens
- The project will require the removal of more than one half acre of forest cover

Aesthetic Resources:

- A detailed landscape plan has been prepared
- The project includes buffer screening along the perimeters
- Non-vegetative buffer screens are proposed
- Onsite lighting will be screened to prevent offsite scatter
- The project is located along a scenic byway

Historic and Archaeological Resources:

- The project includes or is contiguous to a facility listed on a Municipal, County, State or Federal Registrar of historic places
- The project is located within a Historic District
- The project includes an archaeological site or fossil bed
- The project is located near where archaeological sites or fossil beds have been known to occur

Open Spaces and Recreation Resources:

- The project includes lands shown as proposed open space and/or greenways on the official Monmouth County Open Space Master Plan Map
- The project is adjacent to an existing or proposed Green Acres site or municipal preserve, natural area, park or recreation site
- The project will not include recreational facilities

Utilities and Waste Management:

- The project will require an increase in regional solid waste disposal facility capacity
- The project will require sewage treatment facilities to be expanded or installed
- Septic facilities will be installed or expanded
- The project will require an extension or increase in regional water purveyor capacity
- The project will require and/or improvements in electric or gas delivery systems and/or capacity

Air Resources:

- The project will reduce existing levels of service at intersections serving the project
- The project will decrease levels of service on adjoining roadways
- The project will require an increase in public transit capacity
- The project will require or include alterations to roadways, intersections, and/or bridges
- The project will alter the existing mix of vehicles which use near-by Municipal and County roadways
- The project includes construction of a chimney or stack
- The project is expected to emit industrial gases

Noise and Odor:

- The project, when completed, may produce or increase odors or vibrations
- The completed project will produce operating noise in excess or existing outside ambient noise levels

- The project will remove natural or man-made screens which buffer existing and future noise generators from noise receptors
- The project will employ construction procedures which may exceed typical noise, odor and/or dust emissions

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STATE AND REGIONAL PERMITS AND/OR CERTIFICATIONS

Check all that the project will require as well as statuses

	-----Status-----		
	Applied	Pending	Action
<input type="checkbox"/> CAFRA	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Statewide General Freshwater Wetland Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Open Water Fill Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Individual Freshwater Wetlands Permits	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Transition Area Waiver Averaging Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Stream Encroachment	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Water Diversion	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Soil Erosion and Sediment Certificate	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Air Pollution Control	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Waterfront Development	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Discharge Prevention & Control	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Underground Storage Tank (UST)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Dam Repair/Construction	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Realty Improvement Sewerage and Facilities Certificate	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> NJPDES Permit (Surface Waters)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> NJPDES Permit (Ground Waters)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Sewer Extension/Construction	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Sewer Connection Exemption	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Water Quality Certificate	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Solid Waste Facility Registration	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Disruption of Solid Waste	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Recycling Facility	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Haz/Waste Facility	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> ECRA	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Water Diversion (surface)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Water Diversion (groundwater)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Well Drilling Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Portable Water Facility	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Green Acres Review	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Access Driveway Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Drainage Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Highway Advertising Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Outdoor Advertising Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____

- D&C Canal Review _____
- Delaware River Basin Commission Review _____

Any additional questions _____

*Conditional, Denied, Other