

TOWNSHIP OF BUENA VISTA  
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT  
890 HARDING HIGHWAY, P.O. BOX 605  
BUENA, NJ 08310

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**MAJOR SUBDIVISION PRELIMINARY PLAT CHECKLIST**

The following checklist is designed to assist applicants in preparing plans for Planning Board/ Zoning Board of Adjustment review. Applicant should check off each item and submit the “checklist” with the application to ensure that the information is included on the plan. Items omitted will delay consideration by the board. The subdivision/sketch plan shall show the following information and be drawn according to all relevant standards set forth in the Code of Buena Vista Township:

- \_\_\_ 1. The plans shall be submitted on one of the following sheet sizes: 15”x 21”, 24”x 36”, 30” x 42”. No other size will be accepted. **Plans must be folded and have the title block clearly visible.**
- \_\_\_ 2. The plan shall be drawn or reproduced at a scale of not less than 1” = 50’.
- \_\_\_ 3. Key Map at a scale of either 1” = 1000’ or 1” = 2000”, showing the entire subdivision and it’s relation to surrounding areas within 2000 feet. Such map shall show all existing land uses within 200 feet of the land being subdivided.
- \_\_\_ 4. The tract name, tax map sheet, block and lot numbers, and zoning district and zoning requirements.
- \_\_\_ 5. Name and address of owner, subdivider, and the owners of land within 200 feet of the outer boundary of lands to be subdivided as disclosed by the most recent municipal tax records.
- \_\_\_ 6. Name, address, and signature of person preparing the plan. Plan shall be prepared, signed, and sealed by a licensed N.J. Land Surveyor, Engineer, Planner or Architect as required by State regulation.
- \_\_\_ 7. Map must include provisions for signatures of the Planning/Zoning Board Chairman, Secretary, and Engineer.
- \_\_\_ 8. A survey of the property prepared by a New Jersey Licensed Land

Surveyor with bearings and distances provided for all property lines. The survey shall also identify the location of existing and proposed property lines, streets, street names, buildings, watercourses, railroads, bridges, culverts easements, right-of-ways and any natural features, such as wooded areas, streams, or wetlands. All historically, cultural and/or archeological significant structures or resources

- \_\_\_ 9. Acreage of tract to be subdivided to the nearest one tenth(1/10) of an acre and the proposed number of lots including area and dimensions of each proposed lot.
- \_\_\_ 10. Locations of all existing structures showing existing and proposed front, rear, and side yard setback distances, and an indication of whether the existing structures and uses will be retained or removed.
- \_\_\_ 11. The names, locations and dimensions (cartway and right-of-way widths) of all streets, both existing and proposed, within a distance of 500' from the boundaries of the subdivision showing any connections from the proposed streets to existing streets and to those proposed arterial and collector streets as shown on the Master Plan or official map, as adopted.
- \_\_\_ 12. Plans, typical cross sections, centerline profiles, grades and details of all proposed streets and of existing streets abutting the development based on the NGVD 1921 vertical datum, including curbing, sidewalks, storm drains and drainage structures. Sight triangles, the radii of curblines and street sign locations shall be clearly indicated at all intersections.
- \_\_\_ 13. Plans and profiles of existing and proposed "future" street extensions must be shown a minimum distance of 200 feet beyond the subdivision boundaries.
- \_\_\_ 14. Site characteristics maps showing the location of existing and proposed property lines, streets, street names, watercourses, railroads, bridges, culverts easements, right of ways any natural features, such as wooded areas, streams, wetlands. All significant individual trees (over 16" diameter at breast high) and historically, cultural, and archaeologically significant structures or resources shall be shown.
- \_\_\_ 15. The location of all wetlands areas and required wetland transition areas or buffers within the proposed development as requires pursuant to the " New Jersey Freshwater Wetlands Protection Act" or the Comprehensive Management Plan, or a letter from either the

NJDEPE or Pinelands Commission indicating that the proposed site plan does not require a wetlands delineation.

- \_\_\_ 16. A copy of any existing and/or proposed protective covenants, deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat, if applicable.
- \_\_\_ 17. Proposed first floor elevations.
- \_\_\_ 18. Soil boring information as required in Section 49-19G2 of the Township Code.
- \_\_\_ 19. A storm water management plan, calculations and information in accordance with Section 49-33 of the Township Code.
- \_\_\_ 20. A sewer and water report containing an explanation of plans to tie into existing sewer and water facilities including the status of efforts to have such tie-ins approved by the appropriate authorities. Based on the capacities of existing sewer and water systems, the applicant shall, if pertinent, describe what improvements shall be implemented to meet the anticipated demands of the subdivision.
- \_\_\_ 21. On-site septic systems are proposed must be in accordance with Section 49-34 of the Township Code.
- \_\_\_ 22. A traffic report containing calculations of the number of motor vehicles expected to enter or leave the site for an average peak hour and an evaluation of the ability of the internal circulation plan and the external access roadways, including the two nearest intersections on collector roadways to handle the anticipated traffic, made by a qualified traffic engineer.
- \_\_\_ 23. A fiscal impact report indicating the impact of the project on township services, the cash flow of the project, and the determination of the applicants pro rata share of necessary improvements.
- \_\_\_ 24. Sketch of perspective future street system of the entire tract where the preliminary plat covers only a portion thereof.
- \_\_\_ 25. An open space/recreation plan showing all areas designed for open space/recreation, their proposed use, the organization intended to maintain such spaces and the relation of the proposed facilities

with existing Township facilities.

- \_\_\_\_ 26. A modification report, if applicable, showing the modifications of Township standards requested, along with supporting documentation.
- \_\_\_\_ 27. A utilities plan at the same scale as the site plan showing:
- A. The location of existing utility structures such as water and sewer mains, gas transmission lines, and high tension power lines on the subdivision and within 200 feet of it's boundaries.
  - B. Plans of proposed improvements and utility layouts, including sewer, water, storm drains, showing all proposed connections to existing systems. If service will be provided by an existing utility company, a letter from that company stating that service will be available before occupancy will be sufficient. When individual on-lot water or sewer disposal is proposed, the plan shall be approved by the appropriate township and state agencies, and the results of percolation tests shall be submitted with the preliminary plan under conditions designated by the township and County Board of Health, and/or the Pinelands commission. Where applicable, the utility company letter must indicate that wet hook-ups will be available for each subdivided lot. If private utilities are proposed, they shall comply fully with all township, county, and state regulations.
- \_\_\_\_ 28. In the case of planned and/or clustered development, the application for preliminary approval shall contain, in addition to the items specified above, the following:
- A. common open space map at a scale as same as the site plan showing all areas of the site to be designated as common space and the designation of each area according to its proposed use, and the type, size, and general location of planting or other screening techniques to be used in designated buffer areas. The map shall also denote the size of each designated area in acres and the total common open space area in acres as a percentage of the site, in accordance with applicable ordinances.
- \_\_\_\_ 29. A Polaroid or similar photograph of the premises in question from the opposite side of the street.

- \_\_\_ 30. Areas in which construction is precluded due to the presence of stream corridors.
- \_\_\_ 31. All areas to be disturbed by grading or construction.
- \_\_\_ 32. Location of existing well, septic systems, and streetlights.
- \_\_\_ 33. Natural resource inventory information including:
- A. Soil types as shown on the current Soil Conservation Service Soil Survey Maps.
  - B. Soil depth to restricted layers of soil
  - C. Soil depth to bedrock
  - D. Permeability of the soil by layers.
  - E. Height of soil water table and type of water table.
  - F. Flood Plain Soil (status).
  - G. Limitation for foundations.
  - H. Limitation for septic tank absorption field (only where septic tank is proposed for use).
  - I. Limitation for local roads and streets.
  - J. Agricultural capacity classifications.
  - K. Erosion hazard.
- \_\_\_ 34. Location of existing and proposed wells, septic systems, driveway aprons, and streetlights.
- \_\_\_ 35. Location of all monuments, corners, and other points established in the field, whether set or to be set. The material of which the monuments, corners or other points are made shall be noted at the representation thereof or by legend.
- \_\_\_ 36. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of site other than residential shall be noted.
- \_\_\_ 37. The plan/project shall be designed in compliance with the subdivision and zoning ordinances of the Township and other

applicable standards of the state, county, and local agencies.

- \_\_\_ 38. All application fees and escrows must be paid with the submission.
- \_\_\_ 39. No application will be deemed complete until taxes are paid up to date.
- \_\_\_ 40. In the Pinelands area, no application shall be deemed complete until a Certificate of Filing from the Pinelands Commission is submitted by the applicant.