

SUBDIVISION APPLICATION
Gloucester County Planning Board
1200 N. Delsea Drive
Clayton, NJ 08312
(856) 307-6658 Fax (856) 307-6656

All information on this application and the submission checklist must be completed and the proper fee enclosed in order to start county review. Failure to comply with submission requirements will classify this application as “incomplete”.

Municipality: _____ Code No. _____ (County Use Only)

New Application Revised App Signatures Sketch Preliminary Final

1. **Applicant's Name:** _____
Applicant's Mailing Address: _____
_____ Phone # _____
Contact Person: _____ Phone# _____

2. **Owners Name:** _____
Address: _____
_____ Phone# _____

3. **Attorney's Name:** _____
Address: _____
_____ Phone# _____

4. **Location of Subdivision:**
Street _____
Tax Map Plate _____ Block _____ Lot _____

5. **Plat Information:**
Area of Entire Tract: _____ Portion being subdivided _____
Number of lots created: _____ Proposed use: _____

6. **Classified by Municipal Planning Board as:** Minor Subdivision Major Subdivision

7. **Does the subdivision front on a County road?** Yes No Co. Rt.# _____

8. **Fee Schedule: (Please check appropriate category)**
_____ Fee Waived (**Governmental Units/Non-Profit Organizations**)
_____ Exempt Subdivision \$50 (**Checklist on reverse side**)
_____ Minor Subdivision, as per Municipality on a County Road, \$200 (**Checklist on reverse side**)

Major Preliminary Review: (Preliminary Checklist must be submitted)
_____ Sketch review \$25
_____ NOT FRONTING a County road \$150
_____ FRONTING a County road \$300 plus \$10 per lot
_____ Final Review: \$100 (**Final checklist must be submitted**)
Amount Enclosed \$ _____ Please make your check payable to: “Gloucester County”

I hereby consent to the filing of this application.

Applicant's Signature _____ Date _____
Owner's Signature _____ Date _____

All items on this checklist must be completed to start the review process. Failure to comply with submission requirements will classify this application as “Incomplete”.

1. Completed Application Form
2. Application fees
3. Completed Affidavit of Ownership Form
4. Copy of recorded property Deed
5. Proof of submission to outside agencies retaining jurisdiction; e.g., Pinelands Commission, NJDOT, NJDEP.
6. Five (5) copies of signed and sealed plans required by the County showing the following County requirements:
 - ___ Title block
 - ___ Key map showing the entire subdivision and its relation to surrounding areas
 - ___ Location and metes and bounds description of that portion which is to be subdivided in relation to the entire tract
 - ___ All existing structures within the portion to be subdivided
 - ___ Tax map sheet, block and lot numbers
 - ___ Contours at 2’ intervals or spot elevations where necessary to determine the general slope and natural drainage of the land, especially in relation to any County road adjacent to or within said Subdivision
 - ___ Location of existing and proposed access (es) onto the newly created lot (s)
 - ___ Clear sight distance available for accesses, as per County standards
 - ___ All existing and proposed streets, roads and Easements within or adjoining the proposed Subdivision with right-of-way widths clearly indicated
 - ___ All proposed lot lines and/or lot lines to be eliminated by the proposed Subdivision must be identified
 - ___ A general description of proposed drainage facilities showing location, size and direction of flow of all streams, brooks, lakes and water courses, drainage structures and drainage ditches in the area to be subdivided
 - ___ North arrow
 - ___ Location and width of all existing and proposed Utility Easements in the area to be subdivided
 - ___ Scale of the plat
 - ___ Acreage of the entire tract and the area being subdivided
 - ___ Number of new lots created
 - ___ Name and address of owner and/or subdivider
 - ___ Name, signature and license number, seal and address and telephone number of Engineer, Architect, Planner, Landscape Architect or Land Surveyor
 - ___ Property owners and lot lines within 200’ and in correct location to subject parcel

Note: UPON COUNTY REVIEW OF PLANS, ADDITIONAL INFORMATION MAY BE REQUIRED

