Borough of Highlands Land Use Board
42 Shore Drive, Highlands, NJ 07732
Phone: 732-872-1224
Fax: 732-872-0670

Checklist
Minor Subdivision

17-6 Plat Details

17-6.1 *Sketch Plat.* The sketch plat shall be based on tax map information or some other similarly accurate base at a scale not less than 100 feet into the inch to enable tract to be shown on one sheet and shall show or include the following information:

	PROVIDED: YES	NO	NA	WAIVE	COMMENT
a. *Key map.* A key map showing the entire subdivision and its relation to the entire tract and surrounding areas.					
b. *Location of subdivision.* Location of that portion which is to be subdivided in relation to the entire tract.					
c. *Tract name, block and lot numbers.* The tract name, tax map sheet, block and lot number, date, revision date, if applicable, reference meridian, graphic scale and the following names and addresses:					
1. Name and address of record owner or owners.					
2. Name and address of subdivider.					
3. Name and address of person who prepared map.					
d. *Acreage of tract.* Acreage of the entire tract and the area being subdivided to nearest tenth of an acre.					
e. *Easement.* The location, width and purpose of any easement or land reserved or dedicated to public use of sites other than residential shall be noted.					
f. *Lot lines.* All proposed lot lines to be eliminated by the proposed subdivision shall be clearly indicated.					
g. *Existing structures and wooded areas.* All existing structures and wooded areas within the portion to be subdivided and within the portion to be subdivided and within 200 feet thereof for subdivision including four lots or more.					
h. *Owners of adjoining property.* The name of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.					
i. *Street, roads, etc.* All street, roads, drainage rights of bodies of water and streams within 200 feet of the subdivision.					

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Checklist Preliminary
Major Subdivision

17-6.2 *Preliminary Plat.* The preliminary plat shall be clearly and legibly drawn or reproduced at a scale of not less than one inch equals 100 feet. Preliminary plats shall be designated and drawn by a licensed New Jersey land surveyor. The plat shall be designed in compliance with the provisions of section 17-8 of this chapter and shall show or be accompanied by the following information:

PROVIDED:

	YES	NO	NA	WAIVE	COMMENT
a. *Key map.* A key map showing the entire subdivision and its relation to surrounding areas.					
b. *Tract name, block and lot numbers.* The tract name, tax map sheet, block and lot number, date, revision date if applicable, reference meridian, graphic scale and the following names and addresses:					
1. Name and address of record owner or owners.					
2. Name and address of subdivider.					
3. Name and address of person who prepared map.					
c. *Acreage of tract.* Acreage of the entire tract and the area being subdivided to nearest tenth of an acre.					
d. *Elevations or contours.* Sufficient elevations or contours to determine the general slope and natural drainage of all land within the subdivision and adjacent areas which bear an essential relationship to the subdivision.					
e. *Location of property lines, etc.* The location of existing and proposed property lines, building set back lines, streets, buildings, water courses, railroads, bridges, culverts, drains, and any natural features such as wooded areas and rock formations. The information should also include the boundaries of the designated encroachment lines of all water courses within or adjacent to the subdivision.					
f. *Plans of proposed and existing utilities.* Plans of proposed and existing utility facilities (sewers, storm drains, water, gas, and electricity) serving the subdivision showing the size , location and feasible connections to existing or any proposed utility systems. When a public sewage disposal system is not available, the developer shall have percolation tests made and submit the results with the preliminary plat. Any subdivision or part thereof which does not meet with the established requirements of this chapter 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.					

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	PROVIDED: YES	NO	NA	WAIVE	COMMENT
g. *Protective covenants or deed restrictions.* A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat.					
h. *Streets.* The high and low points and tentative cross sections and center line profiles for all proposed streets within the subdivision.					
i. *Water certificate.* The municipal, private or regional water supply agency shall certify that sufficient water is available for each proposed lot for the foreseeable needs of the subdivision.					
j. *Easement.* The location, width and purpose of any easement of land reserved or dedicated to public use in the area to be subdivided shall be designated, and the proposed use of sites other than residential shall be noted.					
k. *Sewer certificate.* The municipal or regional sewage disposal shall certify that sewage disposal facilities are available for each proposed lot for the foreseeable needs of the subdivision.					
l. *Environmental impact statement.* For a subdivision consisting of four or more lots there shall be submitted an environmental impact statement pursuant to the requirements of the New Jersey Department of Environmental Protection.					
m. Written determination from the Zoning Officer of whether or not the subject property is located in the flood zone.					