

FORM # 3A

**BRIDGEWATER TOWNSHIP
SOMERSET COUNTY, NEW JERSEY**

Board File Name _____

Application #: _____

Date: _____

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(Do not write above this line)

APPLICATION: MINOR SUBDIVISION

(With and without Variances)

Check type of application:

_____ Minor Subdivision

_____ Lot Line Adjustment (no new lots created)

1. Applicant's name _____

Address _____

E-mail address: _____ Phone # _____ Fax: _____

2. Name and address of present owner if other than above _____

Phone#: _____ Fax: _____ Email: _____

3. Attorney's name _____

Address _____

E-mail address: _____ Phone # _____ Fax: _____

4. Plan Preparer/Engineer's name _____

Address _____ Email: _____

License No#: _____ Phone # _____ Fax: _____

5. Location of subdivision _____

(Street)

(Tax map sheet #)

(Block#)

(Lot#)

6. Zone _____

7. Number of proposed lots _____

8. Area of entire tract _____ s.f.

Signature of Applicant _____

Date _____

THE TOWNSHIP OF BRIDGEWATER
MINOR SUBDIVISION
CHECK LIST

Application #: _____ Applicant: _____

Block(S) _____ Lot(S) _____

Applicant	Bridgewater

1. **Twenty four (24) copies** of the application form, checklist, fee schedule with calculations, survey and Plat.

All documents submitted must be collated into 24-sets
 (or you may select the following option)

2. **OPTION:** You may choose to submit (3) full sets of documents for completeness review only. When the documents submitted comply with the submission requirements, we will notify you to submit the other (21) sets in order to be deemed complete. This option is made available to applicants in an effort to save resources expended on numerous plans that may need to be revised and resubmitted.

3. All fees must be paid.

Application fee: _____ Escrow Fee: _____

(Fee Schedule with calculations must be submitted, including a signed W-9)

4. If the application involves a request for a *subdivision or site plan* including land development of more than 50 dwelling units or 50,000 square feet of non-residential building space or all major subdivisions or site plans within 500 feet of a municipal border or critical natural resources like primary or secondary streams identified in the County Open Space Plan, that may affect neighboring jurisdictions, ***you must submit a copy of the full application packet including plans to Somerville Borough and Raritan Borough and provide proof of submission/ mailing.***

5. Size of Map should be in accordance with the Map Filing Laws

6. Survey of property, signed and sealed by a Licensed Surveyor

7. Submit deeds for property, including easement deeds

8. Signed Consent by owner form even if the applicant is the owner
9. Provide proof of submission of full application including plans to the local Fire Department. You may contact the Fire Official to confirm the correct Fire Department for your Block and Lot at (908) 725-6300 ext. 263. List name and address you submitted to:

Fire Department _____

Address _____

PLAT SHOULD CONTAIN THE FOLLOWING DATA:

10. Key Map at a scale not to exceed 1"=800' showing the proposed subdivision and (a) the Land Use, circulation, and community facility features of the Master Plan within a one-half mile radius, (b) zoning classification of the proposed subdivision and 200' area surrounding the property.
11. Scale not to exceed 1" = 50'
12. The entire tract to be subdivided giving the accurate location and dimensions of existing and proposed streets and property lines
13. The signature block must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans. **Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.**
14. Location of existing buildings and other structures including paved parking areas with accurate dimensions from all existing and proposed lot lines.
15. Wooded areas and isolated trees: deciduous 12" dbh or greater; non-deciduous 8" dbh or greater; dogwoods 4" dbh or greater
16. Topography at two foot contours on the tract and within 100 feet. Every 10-foot contour interval line should be shown darker.
17. Owners of the tract being subdivided, all adjoining property owners and those across existing or proposed streets.

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34. Written description of a request for a hardship variance, Conditional Use or special permit.

X _____

Signature of person preparing application

Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

NOTICE REQUIREMENTS:

The following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service.
2. Copy of the notice served.
3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS
5. Affidavit of publication from the newspaper in which the notice was published