

South Brunswick Township Checklist
Sec. 62-152. Sketch plats.

(a) *Application requirements.* At least 14 days and no more than 20 days prior to a regular meeting of the municipal agency, the applicant subject to this division shall file the following documents with the secretary of the municipal agency:

(1) *Sketch plat.* Sixteen black- or blue-line copies of a sketch plat, certified by a land surveyor licensed by the state. The sketch plat shall be on a scale no smaller than one inch equals 400 feet, shall contain dimensions according to the township tax map and shall show the following:

a. Contours of 20-foot intervals, based on a photographic enlargement of the standard United States Geological Survey quadrant maps or similar sources.

b. All existing structures within the portion to be subdivided or within 200 feet thereof, and, where such a structure will remain, offsets to the proposed lot lines must be shown.

c. All streets, roads, drainage rights-of-way, streams and existing utility lines in the tract and within 500 feet of the tract.

d. Rights-of-way for proposed roads, as shown on the county master plan or official map and the township master plan or official map.

e. All proposed lot and street lines, lot dimensions, lot areas, zoning setback lines and rear yard lines.

f. A key map at a scale not smaller than one inch equals 1,000 feet, showing the relation of the portion to be subdivided to the entire tract and the relation of the entire tract to its surrounding areas and streets for at least 1,000 feet beyond its boundaries.

g. A title block containing the following:

1. The title of the map.

2. The name of the subdivision, if any.

3. The tax map sheet, block and lot numbers of the tract to be subdivided, as shown on the latest tax map.

4. The acreage of the tract to be subdivided to the nearest tenth of an acre.

5. The date of the original sketch plat and all revisions.

6. The names and addresses of the owner and subdivider, so designated, and of all adjoining property owners, as disclosed by the most recent municipal tax records.

7. North point.

8. Written and graphic scales.

9. The zoning district in which the subdivision is located, the requirements of the district and whether a variance is necessary.

10. The zoning districts which abut on the subdivision.

11. The certification, signature and seal of the licensed land surveyor.

South Brunswick Township Checklist
Sec. 62-152. Sketch plats.

h. An environmental impact statement where the statement has not been waived by the director of planning or appropriate reviewing board under the provisions of article V of this chapter.

i. Application and proof of the application shall be made to the state department of environmental protection and energy for a letter of interpretation or an exemption letter, acknowledging review by this agency.

(2) *Classification forms.* Three completed application for classification forms, which forms shall be obtained from the secretary of the municipal agency.

(3) *Fees.* All required fees.

(b) *Application procedure.* The application procedure shall be as follows:

(1) *Copies for county planning board.* Three copies of the sketch plat, marked "filed," shall be returned to the applicant for filing with the county planning board.

(2) *Application number.* An application number will be assigned to the application by the secretary of the board and will be used on all papers and maps submitted in conjunction with the application.

(3) *Copies to engineer and planner.* The secretary of the board shall forward a copy of the submitted materials to the township engineer, and the township planner shall request each to review the application and to file a written report of his findings and recommendations with the secretary of the board within ten days of the next regular meeting of the board.

(4) *Classification and approval.* Procedures for classification and approval of minor and major subdivisions shall be as follows:

a. *Minor subdivision.* If the application is classified and approved as a minor subdivision by unanimous vote of the minor subdivision committee or by a majority vote of the municipal agency, a notation to that effect will be made on the sketch plat by the secretary of the planning board. Two copies of the plat shall be signed by the chairman and the secretary of the planning board and returned to the applicant within ten days after the meeting at which the development is classified. The secretary of the board shall also forward one signed copy of the approved sketch plat to the township engineer, planner, building inspector, assessor and the county planning board.

b. *Notice of decision.* The secretary shall mail one copy of the decision of the board to the applicant or his attorney and to all other persons who have requested it, within ten days after the development is classified. The secretary shall also file one copy of the decision with the township clerk and shall cause a brief notice of the decision to be published in the official newspaper of the township.

c. *Major subdivision.* If the application is classified as a major subdivision, a notation to that effect will be made on the plat, which will be returned to the subdivider for compliance with the procedure for preliminary approval of a major subdivision set forth in section 62-153.

(c) *Effect of classification as minor subdivision.* The effect of classification as a minor subdivision is as follows:

South Brunswick Township Checklist
Sec. 62-152. Sketch plats.

(1) *Final approval.* Minor subdivision approval shall be deemed to be a final approval of the subdivision by the board, but the board or subcommittee may condition such approval on terms which ensure the provision of improvements.

(2) *Finality of terms.* The zoning requirements and general terms and conditions, whether conditional or otherwise, upon which minor subdivision approval was granted shall not be changed for a period of two years after the date of minor subdivision approval, provided that the approved minor subdivision shall have been duly recorded as set forth in subsection (d)(1) of this section.

(d) *Time for classification and approval of minor subdivision.* Time limitations for classification and approval of a minor subdivision shall be as follows:

(1) *Time for grant or denial.* Minor subdivision approvals shall be granted or denied within 45 days of the date of submission of a complete application to the board or within such further time as may be consented to by the applicant. Approval of a minor subdivision shall expire 190 days from the date of planning board approval, unless, within such period, a plat in conformity with such approval and the provisions of the Map Filing Law or a deed clearly describing the approved minor subdivision is filed by the developer with the county recording office, the township engineer and the tax assessor.

(2) *Failure to act.* Failure of the planning board to act on a complete application within the period prescribed shall constitute minor subdivision approval, and a certificate of the administrative officer as to the failure of the planning board to act shall be issued on request of the applicant.

(3) *Incomplete application.* If the township planner determines that the application is incomplete, he shall notify the applicant within 45 days of his submission, or the application shall be deemed to be complete.

(Code 1988, § 175-41)