

**Borough of Matawan
Unified Planning and Zoning Board of Adjustments
201 Broad Street
Matawan, New Jersey 07747**

(732) 566-3898 Ext 602

Fax (732) 290-7585



Site Plan Application Package

\$250 Application Fee Plus

4 COPIES EACH:

- Application
- Site Plan (drawings)

Revised: December 9, 2009 (11:09AM)

Site Plan/Subdivision Application

BOROUGH OF MATAWAN PLANNING BOARD APPLICATION FILING PROCEDURES

INSTRUCTIONS:

The following items must be turned in with every application:

1. 4 sets of duly executed, folded plans
2. 4 applications (signed original plus 3 copies)
3. 1 checklist
4. Fees \$250⁻
5. Proof of ownership document, preferably a deed.
If owner is not the applicant, a statement of consent from the owner allowing the applicant to proceed, and a copy of the contract of sale, if possible.
- 5A - PROOF OF ALL TAXES, UTILITIES PAID / UP TO DATE
6. (Pursuant to N.J.S.A. 40:55D-48.1) - A corporation or partnership applying for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes must list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be.
7. (Pursuant to N.J.S.A. 40:55D-48.2) - If a corporation or partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, subject to disclosure pursuant to the Municipal Land Use Law, the corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, as the case may be, and this requirement must be followed by every corporate stockholder or partner in a partnership, until the names and addresses of the noncorporate stockholders and individual partners, exceeding the 10% ownership criterion established within the Municipal Land Use Law, have been listed.
8. Property list may need to be requested if notice is required. These take seven (7) to ten (10) days to process.

PROCEDURES

SUBMISSION OF ANY REQUESTS FOR WAIVERS FROM DESIGN STANDARDS SPECIFIED BY CODE (USING THE FORM PROVIDED IN THIS PACKAGE) WILL HOLD THE COMPLETENESS REVIEW FROM FINALIZATION UNTIL THE BOARD DECIDES WHETHER TO GRANT THE REQUEST(S). THE DATE OF COMPLETENESS WILL BE THE DATE OF THE BOARD DECISION.

A. FOR SUBDIVISION:

1. An application, labeled "Classification" must be filled out. This will allow the Board to classify an application as a major or minor, and if a minor, will suffice to effect a minor subdivision decision. (Fees required.) If a minor subdivision approval is granted, a deed, preferably with both tracts described in the same deed, along with any required deed conveying a dedication to the Borough, must be returned to the Administrative Official. The deed(s) will be checked for accuracy and will be returned to the applicant/attorney upon all Municipal parties being satisfied as to the wording of the deed(s). The applicant/attorney has 190 days from the APPROVAL date of the application by the respective Board(s) to file the deed(s) with the Monmouth County Clerk at the Courthouse in Freehold, New Jersey.
2. If determined a major, a Preliminary Major Subdivision application must be filled out. A public hearing is required, and notices must be sent to all property owners within a 200 foot radius of the property in question, as well as publication in the official newspaper at least ten (10) full days in advance of the hearing. A preliminary major subdivision approval is valid for three (3) years.
3. If a Preliminary Major Subdivision approval is granted, the applicant must submit an application for Final Major Subdivision, to be heard and granted after ALL conditions of the Preliminary have been met and appropriate bonds and engineering inspection fees have been submitted. The applicant will then bring three (3) mylar and two (2) linen copies of the final map to the Borough Engineer. Once in order, appropriate Municipal signatures will be affixed to the map, and the applicant may file the maps with Monmouth County. When one (1) mylar and one (1) linen copy of the filed maps are returned to the Borough Engineer, permits can be issued. (Maps must be filed within 95 days of the date of the Municipal signatures.)

✓
B. FOR SITE PLANS:

1. Preliminary and final site plan may be heard concurrently or separately, as requested by the applicant.
2. Preliminary site plan approval is valid for three years. Final site plan approval is valid for two years.

C. FOR VARIANCES:

1. Advice of the zoning officer should be sought prior to submission of the application, to insure that all variances have been properly listed. The applicant should request and apply for a zoning permit.
2. All applications for variance require notice to surrounding property owners within 200 feet of the property in question, and publication of the notice in the official newspaper at least ten (10) full days prior to the public hearing.
3. A variance approval is valid for one (1) year.

D. CONDITIONAL USE APPLICATION:

1. Must be requested where use in the zone is conditional. (Can be ascertained by looking in the Borough Zoning Ordinance.)
2. Notice to surrounding property owners within 200 feet of the subject property and notice publication in the official newspaper is required 10 days prior to the hearing date for this application.

PLANNING BOARD APPLICATIONS WHICH HAVE BEEN RULED COMPLETE AT LEAST 10 DAYS PRIOR TO THE MEETING WILL BE SCHEDULED FOR PUBLIC HEARINGS AT THE FIRST AVAILABLE HEARING DATE IN THE ORDER IN WHICH THEY HAVE BEEN RULED UPON FOR COMPLETENESS.

All decisions by the Board must be reduced to writing, then adopted. The resolution is adopted at the next regular meeting from the date the decision was made. (This is usually a one-month time period.) The Borough must publish a legal notice announcing the decision reflected within the resolution, and the public at large has a time period of 20 days in which to comment. On all applications not involving deeds or filed maps, permits may be issued once the resolution has been adopted.

RE: APPLICATION FEES AND PROFESSIONAL ESCROW FEES

DEAR APPLICANT:

THE BOROUGH OF MATAWAN HAS ADOPTED AN ORDINANCE PURSUANT TO THE MUNICIPAL LAND USE ACT, N.J.S.A. 40:55D-1 ET SEQ., WHICH PROVIDES FOR THE PAYMENT OF MONIES TO BE PLACED IN ESCROW BY THE MUNICIPALITY TO DEFRAID THE COSTS OF PROFESSIONAL FEES FOR ADVICE AND COUNSELING TO THE BOARD OF ADJUSTMENT FOR THE REVIEW AND APPROVAL OF APPLICATIONS FOR DEVELOPMENT, INCLUDING VARIANCES. THE FEE SCHEDULE HAS BEEN CALCULATED TO REASONABLY ANTICIPATE EXPENSES THAT MAY BE CHARGED BY THE PROFESSIONALS TO PROTECT THE INTERESTS OF THE MUNICIPALITY. ANY AND ALL EXPENSES CHARGED AGAINST THIS ACCOUNT WILL BE ITEMIZED BY THE PROFESSIONAL PURSUANT TO A VOUCHER SUBMITTED AND APPROVED BY THE MUNICIPALITY WHICH IS AVAILABLE FOR PUBLIC REVIEW AND INSPECTION. AS BILLS ARE SUBMITTED TO THE MUNICIPAL CLERK FOR PAYMENT, SAME WILL BE PAID FROM THIS ESCROW ACCOUNT. ANY AND ALL MONIES THAT REMAIN ON ACCOUNT UPON CONCLUSION OF THE APPLICATION PROCESS WILL BE REFUNDED TO THE APPLICANT. HOWEVER, IN THE EVENT THE COSTS INCURRED BY THE MUNICIPALITY EXCEED THE SUMS DEPOSITED BY THE APPLICANT, NOTICE WILL BE GIVEN TO THE APPLICANT TO PAY ADDITIONAL ESCROW FEES WHICH WILL BE UTILIZED IN ACCORDANCE WITH THE FOREGOING PROVISIONS OF THIS LETTER. FAILURE TO PAY THE REQUIRED ESCROW FEES WILL RESULT IN YOUR APPLICATION NOT BEING ACCEPTED FOR FILING BY THE MUNICIPALITY.

IN THE EVENT THE ESCROW FUND IS DEPLETED AND THERE REMAINS SUMS DUE TO THE MUNICIPALITY, ANY RESOLUTION OF APPROVAL OR ISSUANCE OF C.O. WILL BE WITHHELD PENDING SATISFACTION OF THIS OBLIGATION.

APPLICATION FOR CLASSIFICATION OF SKETCH SUBDIVISION PLAT

To: Matawan Borough Planning Board.

Application is hereby made for the classification of a Sketch Plat of a proposed subdivision of land hereinafter more particularly described.

1. Applicant's name: _____
Address: _____
Phone _____

2. Name and address of present owner (if other than #1 above)
Name: _____
Address: _____

3. Interest of applicant if other than owner _____

4. Location of subdivision _____

5. Number of proposed lots _____

6. Area of entire tract _____, and portion being subdivided _____

7. Development plans:
a. Sell lots only? (Yes or No) _____
b. Construct houses for Sale? (Yes or No) _____
c. Other _____

8. Name and address of person preparing sketch plat.
Name: _____
Address: _____
Phone _____
Signature of applicant _____

Received by: _____ Fee: \$ _____ Date: _____
Municipal Clerk or Auth. Rep

Action of subdivision committee. Classified as minor by unanimous action (Yes or No) _____

Classified as major (Yes or No) _____ Date _____

*Signatures of Planning Board Chariman and Planning Board Secretary if classified as a minor subdivision.

Chairmen

Secretary

**Borough of Matawan
Sketch Plat (Classification) Check List**

Applicant	_____	Date	_____
Owner	_____		
Block (s)	_____	Lot (s)	_____
Application #	_____	Zone	_____
Project Name	_____		_____

Sketch plats. All plats shall be based on accurate information at a scale of not less than one inch equals 100 feet and shall show or include the following information, except that the Planning Board may waive any requirement or request additional information where it is clearly appropriate to the particular application:

- () Location and key map. The entire tract to be subdivided, giving the accurate location of all existing and proposed property and street lines and including a key map at a scale where one inch equals not more than 1,000 feet showing the entire subdivision and its relation to all features shown on the Official Map and Master Plan and located within 1/2 mile of the extreme limits of the subdivision and the zoning classification of the proposed subdivision and of adjacent land.
- () Structures, wooded areas and topography. The location of existing houses, buildings and other structures with accurate dimensions from all existing and proposed lot lines, wooded areas and isolated trees more than 10 inches in diameter and topography within the portion to be subdivided and within 200 feet thereof at ten-foot contours.
- () Owners. The name of the owner, all adjoining property owners and those across existing or proposed streets as disclosed by the most recent municipal tax records.
- () Identify. The Tax Map sheet, date of revision, block and lot numbers and zone district.
- () Streets, easements, watercourses, rights-of-way. The location of existing or proposed streets, roads, easements, public rights-of-way, streams, bridges, culverts, drainage ditches and natural watercourses in and within 500 feet of the subdivision.
- () Lots. The original and proposed lot layout, lot dimensions, all required setback lines and lot area of each lot in square feet and acreage.
- () Percolation tests. If individual sewerage disposal systems are proposed, the plat shall show the location of all percolation tests and test results, including those that failed and soil logs.
- () Other information required. Date of original preparation and date of revision, if any, of plat, as well as old name if submitted previously under different title.
- () Information required for minor subdivision plats. If the sketch plat is being submitted for minor subdivision approval, it shall contain the information required under this section and shall be a certified survey map drawn by a licensed New Jersey land surveyor. The plat shall provide for endorsement by the Chairman and Planning Board Secretary. If the plat is to be filed it shall meet the requirements of the Map Filing Law.

MUST BE FILED WITH ADMINISTRATIVE OFFICER

Matawan Borough Planning Board

Application No. _____ Filed _____, 19____

APPLICATION FOR APPROVAL OF PRELIMINARY SUBDIVISION PLAT

To: Matawan Borough Planning Board.

Application is hereby made for tentative approval of the Preliminary Plat of a major subdivision hereinafter more particularly described.

1. Applicant's name: _____
Address: _____
_____ Phone _____
2. Name and address of present owner (if other than #1 above)
Name: _____
Address: _____

3. Interest of applicant if other than owner _____
4. Date classified as major subdivision by subdivision committee of Planning Board _____
5. Location of subdivision _____

6. Number of proposed lots _____
7. Area of entire tract _____, and portion being subdivided _____
8. Development plans:
 - a. Sell lots only? (Yes or No) _____
 - b. Construct houses for Sale? (Yes or No) _____
 - c. Other _____
9. Deed restrictions that apply or are contemplated. (If no restrictions, state "None", if "Yes" attach copy)

10. Name and profession of person designing preliminary plat.
Name: _____
Address: _____
_____ Phone _____
11. List proposed improvements and utilities and intentions to install or post performance guarantee prior to final approval.

	Improvement	Intention
1.		
2.		
3.		
4.		
5.		

12. List of maps and other material accompanying application, and number of each

	<u>Item</u>	<u>Number</u>
a.		
b.		
c.		
d.		
e.		
f.		
g.		

Signature of applicant _____

Date received and fee collected by municipal clerk.

(Date)

(Fee)

(Municipal Clerk)

Action of the Matawan Borough Planning Board.

Date _____ Approved _____ Disapproved _____

(Chairman)

(Secretary)

**Borough of Matawan
Preliminary Subdivision Plans Checklist**

Applicant		Date	
Owner			
Block (s)		Lot (s)	
Application #		Zone	
Project Name			

Plat submitted for preliminary approval. The preliminary plat shall be clearly and legibly drawn or reproduce at a scale of not less than one inch equals 100 feet. Preliminary plats shall be drawn by a licensed New Jersey professional engineer or land surveyor. Contour maps and preliminary construction plans, including road profiles and utility plans, shall be submitted as part of the preliminary plat. Separate maps may be required by the Board of topography, utilities and road details. A soil erosion and sedimentation control plan and a grading plan shall be included. The plat shall be designed in compliance with the provisions of this chapter and shall show or be accompanied by the following information:

- () Location and key map. The entire tract to be subdivided, giving the accurate location of all existing and proposed property and street lines and including a key map at a scale where one inch equals not more than 1,000 feet showing the entire subdivision and its relation to all features shown on the Official Map and Master Plan and located within 1/2 mile of the extreme limits of the subdivision and the zoning classification of the proposed subdivision and of adjacent land.
- () Lots. Lot layout, lot dimensions, all required setback lines and individual lot areas in square feet and acreage. Lots shall be designated by consecutive numbers until given an official lot number designated by the borough.
- () Other contents. The tract name, Tax Map sheet and date or revision, block and lot numbers, date of plat preparation, reference meridian, scale, graphic scale and the following names and addresses:
 - (a) Record owner or owners of property to be subdivided; if other than individual, the corporate officers or partners or other statutory agent.
 - (b) Subdivider.
 - (c) Person who prepared map, official seal and license numbers.
 - (d) Owners of property within 200 feet of entire tract being subdivided.
- () Acreage. Acreage of tract to be subdivided.
- () Elevations and contours. Sufficient elevations and contours at five-foot vertical intervals for slopes averaging 10% or greater and at two-foot vertical intervals for land of lesser slope to determine the general slope and natural drainage of the land and the high and low points for a distance of 200 feet around the entire tract boundary.

- () Existing and proposed locations. The location of existing and proposed property lines, streets, buildings, watercourses, railroads, bridges, culverts, drain pipes, sanitary sewers, water mains, gas mains, power lines and any natural features, such as wooded areas, large trees over 10 inches in diameter and rock formations. This data shall be determined by field and/or photogrammetric survey.
- () Streets. Preliminary plans and profiles at a scale of not less than one inch equals 50 feet horizontally and one inch equals five feet vertically, including cross sections every 50 feet or as specified by the Borough Engineer, of all proposed streets, curbs and gutters within the subdivision and proposed connection with existing or future continuing streets. The distances and radii of all curves along all street lines shall be shown.
- () Utilities. Preliminary plans and profiles of proposed utility layouts shall be at a scale of not less than one inch equals 50 feet horizontally and one inch equals five feet vertically (water, storm and sanitary sewers) showing connections to existing or proposed utility systems. The applicant shall indicate the general location of the gas, telephone and electrical lines.
- () Sewers, drains, ditches. Preliminary plans and profiles at a scale of one inch equals 50 feet horizontally and one inch equals five feet vertically of all proposed and existing sanitary sewers, storm drains, drainage ditches and streams within the subdivision, together with the locations, sizes, elevations, grades and capacities of any existing sanitary sewer, storm drain, drainage ditch or stream or watercourse to which the proposed facility shall be connected. When brook or stream channel improvements are proposed or required, the plans for such improvement shall be approved by the State Department of Environmental Protection or the Monmouth County Planning Board where applicable.
- () Percolation tests and soil logs. When an individual sewage disposal system is proposed the following requirements shall be met:
 - (a) Percolation tests shall be made on each lot to determine the ability of the soil to absorb effluent. Such tests shall be made as directed by the Borough Health Officer. The percolation test shall be approved by the Borough Health Officer. No lot shall be approved as a building lot unless a passing percolation test has been secured.
 - (b) If the percolation rate meets the borough requirements, the Health Officer shall prescribe the type and extent of the disposal system in accordance with borough health ordinances.
 - (c) In areas of questionable percolation, the Health Officer may establish the conditions under which the percolation tests may be undertaken, including the month of the year and locations.
 - (d) The Planning Board may require, in areas of questionable suitability for individual sewage disposal systems, soil logs to be undertaken under the direction of the Board of Health.
- () Private sewage disposal. Plans for a typical individual or package sewage disposal system where same is proposed. The plans shall be approved by the appropriate local and/or state agency.

- () **Off-site improvements.** When the development of the subdivision or improvements within the subdivision are contingent upon improvements outside the boundaries of the subdivision, information shall be supplied by the subdivider prior to Planning Board consideration for preliminary approval that the improvements outside the subdivisions are installed and will be available to the subdivider.
- () **Setback lines.** All front, rear and side yard lines shall be shown for all lots.
- () **Deed restrictions.** A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat.
- () **Open space.** Any open spaces proposed to be dedicated for public use of playgrounds or other public purpose and the location and use of all such property shall be shown on the plat.
- () **Support capability.** When deemed necessary to determine the suitability of the soil to support new construction, the Planning Board shall require test holes or borings to be made by a New Jersey licensed engineer or an approved testing laboratory at the expense of the subdivider under the direction of the Borough Engineer.
- () **Conservation plans.** Plans showing measures designed to minimize soil erosion and sedimentation, such as berms, siltation ponds, sediment traps, detention and retention basins, landscaping, natural cover, energy dissipators and rip-rap. Plans may also include:
 - (a) A storm drainage schedule, including a description of all temporary and permanent structures, negative measures and other techniques for the control of stormwaters, together with a time table for the construction or installation of such structures, negative measure or other techniques.
 - (b) A schedule containing the timing of and description of temporary and permanent soil stabilization measures, including tracking, scarification, serration of slopes, roughening, mulching, silting, chemical binders and other suitable methods of soil stabilization.
 - (c) The location and description of water interception and diversion measures, such as diversion ditches, dikes, barriers and disposal structures such as flexible or sectional downdrains, flumes, lineal spreaders and the like.

BOROUGH OF MATAWAN
SITE PLAN CHECK LIST

APPLICATION # _____
(ASSIGNED BY CLERK)

TITLE: _____

APPLICANT: _____ PHONE #: _____

ADDRESS: _____ ZIP CODE: _____

LOCATION OF PROPERTY IN QUESTION (STREET ADDRESS): _____

BLOCK: _____ LOT/ (s) _____

Twelve copies of the application, site plan, and supporting documentation shall be submitted to the Administrative Official at least 14 days prior to the regular meeting of the Planning Board. The Board will review the application with the Administrative Official as to completeness and determine the public meeting date at which the application will be heard.

The following check list is designed to assist the applicant in preparing proper site plans for Planning Board review. The applicant should check off each item to ensure that it is included on the submitted plans. Utility plans, landscaping plans, architectural elevations, floor plans, parking plans, etc., may be shown on separate sheets. WAIVERS MUST BE REQUESTED IF ITEMS ARE OMITTED.

ITEMS OMITTED MAY SUBSTANTIALLY DELAY CONSIDERATION BY THE BOARD

GENERAL INFORMATION:

- Tax Map Sheet No., Lot and Block Nos.
- Proper size sheet under N.J. Map Filing Act: 8^{1/2} x 13, 15 x 21 or 24 x 36 inches. When several drawings are submitted as a set, they should all be the same size.
- Scale: No less than 1" = 100'.
- Date, Reference meridian (North arrow), Graphic scale
- Name, Signature, and Seal of N.J. Licensed Professional Engineer, Surveyor, Architect, or Planner who prepared plans on all sheets.
- Land coverage by Buildings, Parking, Loading, Landscaping (in square feet and percentage of total site).
- First Floor elevation of all buildings
- Wooded areas, plus location of single trees not in wooded areas with a diameter of 6" or more as measured 4' above ground
- Size, location, and number of parking stalls, aisles shown to scale

- Direction of parking traffic flow
- Fencing, Scree Retaining walls
- Landscaping plan with planting schedule including Botanical names, common names
 caliper, Planted height, and Number of plants, etc.
- Signs Locations, Size, Height Illumination
- Setbacks of Buildings, Parking, Loading areas

THE FOLLOWING INFORMATION SHOULD BE SHOWN AS DETAILS, PROFILES, OR ARCHITECTURAL ELEVATIONS AS APPLICABLE:

- Horizontal and Vertical scales
- Detail or catalog cut of proposed stanchion lighting, Model,
 Name, and Number
- Sign details
- Architect elevations of all building facades, Construction Materials
- Maximum building height
- Profiles of all existing and proposed utilities, Pipe slopes,
Inverts of Pipes, Catch basins, and Manholes
 Type of pipe
- Details of Manholes, Catch basins Headwalls and/or wingwalls,
 Retaining walls, Full curb, Depressed curb,
 Sidewalk, Pavement Other proposed construction
- Cross Sectional details of Roadways, Embankments,
 Other proposed construction.
- Name of owner or applicant and interest in property
- Indicate topographic datum (should be consistent throughout the entire set of drawings)
- Conformance with Master Plan, Zoning Ordinance
- Street trees provided
- Roof-mounted appurtenances screened from view
- Soil stabilization control provided
- Design criteria for storm and sanitary sewers

SITE PLAN APPLICATION - BOROUGH OF MATAWAN

APPLICATION # _____

PRELIMINARY _____ FINAL _____

FEE: \$ _____ DATE RECEIVED: _____ BY: _____

APPLICANT: _____ PHONE #: _____

ADDRESS: _____ ZIP CODE: _____

OWNER OF PREMISES: _____ PHONE #: _____

ADDRESS: _____ ZIP CODE: _____

LESSEE: _____ PHONE #: _____

ADDRESS: _____ ZIP CODE: _____

LOCATION OF PROPERTY IN QUESTION (STREET ADDRESS) _____

BLOCK: _____ LOT/S: _____ ZONE: _____ LOT AREA: _____ (acres)

BUILDING AREA (GROUND FLOOR) _____ (Sq. Ft.)

BUILDING AREA TOTAL (ALL FLOORS) _____ (Sq. Ft.)

TOTAL AREA OF PROPOSED NEW CONSTRUCTION _____ (Sq. Ft.)

BUILDING HEIGHT (FROM MEAN FINISHED GRADE FRONT OF BUILDING: _____ FT. _____ IN.

NUMBER OF PARKING SPACES: _____ (CAR) _____ (TRUCK)

NATURE OF APPLICANT'S INTEREST IN PROPERTY: _____

DATE INTEREST ACQUIRED: _____

PRESENT USE OF PROPERTY: _____

DESCRIPTION OF PRESENT STRUCTURES: _____

DISPOSITION OF STRUCTURES: _____

PROPOSED USE OF PROPERTY: _____

PLEASE NOTE: ----- CORPORATIONS MUST BE REPRESENTED BY ATTORNEYS.

ADDRESS ALL CORRESPONDENCE CONCERNING THIS APPLICATION TO: (CHECK ONE)

- () APPLICANT OR () NAME: _____ TITLE: _____
() OWNER ADDRESS: _____
() LESSEE CITY: _____ STATE _____ ZIP _____

NOTE: FAILURE TO ANSWER ANY OF THE ABOVE QUESTIONS SHALL VOID THIS APPLICATION.

ENCLOSURES

- A. PROPERTY SURVEY TITLE: _____ DATE: _____
PREPARED BY: NAME: _____
ADDRESS: _____
- B. SITE PLAN TITLE: _____ DATE: _____
PREPARED BY: NAME: _____
ADDRESS: _____
- C. DRAINAGE PLAN TITLE: _____ DATE: _____
PREPARED BY: NAME: _____
ADDRESS: _____
- D. LIGHTING PLAN TITLE: _____ DATE: _____
PREPARED BY: NAME: _____
ADDRESS: _____
- E. LANDSCAPE PLAN TITLE: _____ DATE: _____
PREPARED BY: NAME: _____
ADDRESS: _____
- F. BLDG. ELEVATIONS TITLE: _____ DATE: _____
PREPARED BY: NAME: _____
ADDRESS: _____
- G. _____ TITLE: _____ DATE: _____
PREPARED BY: NAME: _____
ADDRESS: _____

SIGNATURE OF APPLICANT

TYPE OR PRINT NAME AND TITLE

SIGNATURE OF OWNER

TYPE OR PRINT NAME AND TITLE

DATE

WAIVER REQUEST

APPLICANT NAME: _____

APPLICATION #: _____

This form must be filled out if the application is requesting waivers from the design criteria expressly spelled out in the provisions of the Site Plan and Subdivision Codes. The application **WILL NOT** be ruled complete until the Board acts upon the requested waivers

A waiver is requested from Code provision _____

where required is _____

and proposed is _____

REASON FOR REQUEST: _____

**SIGNATURE OF PERSON SIGNING ON BEHALF
OF APPLICANT OR APPLICATION**

**PRINT NAME OF PERSON WHOSE SIGNATURE
APPEARS ABOVE**

I certify that a bond has been given to the Borough of Matawan guaranteeing the future setting of the monuments shown on this map and so designated.

Borough Clerk

Date

(b) I hereby certify that all of the requirements of the Borough of Matawan

**Borough of Matawan
Final Plat Checklist**

Applicant	_____	Date	_____
Owner	_____		
Block (s)	_____	Lot (s)	_____
Application #	_____	Zone	_____
Project Name	_____		

Final plat. The final plat and all final plans and profiles of improvements and other original exhibits shall be filed with the Borough Clerk at least two weeks prior to the regular meeting of the Planning Board when the plat is to be considered. The plat shall be drawn in compliance with the provisions of the Map Filing Law. The final plat shall show or be accompanied by the following:

- () Identification. Date, name and key map of the subdivision, name of owner, scale, graphic scale and reference meridian. The final plat shall be drawn at a scale of not more than one inch equals 100 feet.
- () Other contents. Tract boundary lines, rights-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines with accurate dimensions, bearings, distances, arc lengths, central angles, tangents, and radii of all curves and areas of each lot in square feet.
- () Public use. The purpose of any easement or land reserved or dedicated for any use shall be indicated, and the proposed use of sites other than residential shall be noted.
- () Blocks and lots. All block, lot and house numbers shall be approved by the Borough Engineer and the Tax Assessor and shall be related to existing block and lot numbers as shown on the Official Tax Map of the Borough.
- () Monuments. Location and description of all monuments shall be shown.
- () Consent of owner. Certification that the applicant is agent or owner of the land or that the owner has given consent to file the map.
- () Approval. When approval of a plat is required by any officer or body, whether municipal, county or state, approval shall be certified on the plat.
- () Certifications. The following certifications shall appear on the final plat:

MUST BE FILED WITH ADMINISTRATIVE OFFICER

Matawan Borough Planning Board

Application No. _____

Filed _____

19 _____

APPLICATION FOR FINAL APPROVAL OF FINAL SUBDIVISION PLAT

To: Matawan Borough Planning Board.

Application is hereby made for final approval of a Final Plat of a proposed subdivision as shown and described on the accompanying maps and documents.

1. Applicant's name: _____
Address: _____
Phone _____

2. Name and address of present owner (if other than #1 above)
Name: _____
Address: _____

3. Date of tentative approval of Preliminary Plat _____

4. Form #2 application number _____

5. Does the Final Plat follow exactly the Preliminary Plat in regard to details and area covered?
If not, indicate material changes _____

6. Number of lots proposed for Final Approval _____

7. List of maps and other material accompanying application and number of each.

	<u>Item</u>	<u>Number</u>
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		

Signature of applicant _____

Date received by Municipal Clerk _____

Signature



**Borough of Matawan
201 Broad Street
Matawan, New Jersey 07747
#732-566-3898**

REQUEST FOR PROPERTY OWNER LIST WITHIN 200 FEET

Request from: _____

Address: _____

Block: _____

Lot: _____

Fee: \$10.00

Check: _____

Cash: _____

Date Rec'd: _____

WAIVER REQUEST

APPLICANT NAME: _____

APPLICATION #: _____

This form must be filled out if the application is requesting waivers from the design criteria expressly spelled out in the provisions of the Site Plan and Subdivision Codes. The application **WILL NOT** be ruled complete until the Board acts upon the requested waivers

A waiver is requested from Code provision _____

where required is _____,

and proposed is _____.

REASON FOR REQUEST: _____

SIGNATURE OF PERSON SIGNING ON BEHALF
OF APPLICANT OR APPLICATION

PRINT NAME OF PERSON WHOSE SIGNATURE
APPEARS ABOVE