

PLANNING BOARD
BOROUGH OF OAKLAND
DETERMINATION OF COMPLETENESS CHECKLIST
MINOR SUBDIVISION

Project Title _____
 Lot, Block _____
 Docket No. _____

ITEM	YES	NO	N/A	COMMENTS
(1) 16 copies of subdivision map.	_____	_____	_____	_____
(2) Scale not less than 1"=50'.	_____	_____	_____	_____
(3) Statement of certification as to the accuracy of the plat, signed and sealed by Licensed Professional Engineer.	_____	_____	_____	_____
(4) Statement of certification as to the accuracy of the topographical survey signed and sealed by Licensed Professional Land Surveyor.	_____	_____	_____	_____
(5) The location of the lots to be created in relation to the entire tract.	_____	_____	_____	_____
(6) All existing structures and natural features within the subdivision and two- hundred (200') feet thereof.	_____	_____	_____	_____
(7) The name of the owner and of all property owners within 200 feet.	_____	_____	_____	_____
(8) Lot, Block and Tax Map Sheet Numbers.	_____	_____	_____	_____
(9) All Streets and streams within two hundred (200') feet of the subdivision, including width of paving and rights-of-way.	_____	_____	_____	_____

ITEM	YES	NO	N/A	COMMENTS
(10) Acreage of tract being subdivided and area of all lots to be created.	_____	_____	_____	_____
(11) Key Map Drawn to a scale of not less than 1"=400'	_____	_____	_____	_____
(12) Reference to easement, covenants, deed restriction, and subsequent waivers and variances.	_____	_____	_____	_____
(13) List of required variances on the map.	_____	_____	_____	_____
(14) Map Title	_____	_____	_____	_____
(15) Zone Boundaries	_____	_____	_____	_____
(16) Approval block bearing titles of Chairman and Secretary of Planning Board and the Borough Engineer.	_____	_____	_____	_____
(17) Map preparation date, north arrow and scale.	_____	_____	_____	_____
(18) Location of existing and proposed building setback lines of all proposed lots.	_____	_____	_____	_____
(19) Appropriate minimum frontage and indicate frontage of any corner lot.	_____	_____	_____	_____
(20) Survey data of all proposed and existing lot lines.	_____	_____	_____	_____
(21) Location of existing and proposed buildings, including the floor elevations.	_____	_____	_____	_____

ITEM	YES	NO	N/A	COMMENTS
(22)Retaining wall design detail and calculations bearing seal and signature of a New Jersey registered Professional Engineer.	_____	_____	_____	_____
(23)Location of tract on National Wetlands Inventory Map.	_____	_____	_____	_____
(24)Submittal of variance application	_____	_____	_____	_____
(25)Submittal of soil movement permit application	_____	_____	_____	_____
(26)Any additional information deemed necessary by the Planning Board.	_____	_____	_____	_____
(27)The Board reserves the right to reject any and all drawings which are not clear, concise and legible.	_____	_____	_____	_____

NOTE: Corporations making application MUST be represented by Counsel at any Planning Board Meetings.

Additional Comments: _____

