

SECTION 400

Submission Details

400 Submission Details

401 Materials and Information to be Submitted with Minor Subdivisions

The following documents shall be submitted when making minor subdivision applications: two (2) completed copies of the County application form, two (2) legible prints of the plat and shall contain or be accompanied by any other information required hereunder. The plat of a minor subdivision shall be drawn at a scale large enough to contain legibly written data, bearings and other details, and shall be prepared by such professional (s) licensed by the State of New Jersey in accordance with Subchapter 7 of Title 13 of the New Jersey Administrative Code, and shall be of a size to conform with the specifications of the Map Filing Act. The plat shall contain or be accompanied by the following information:

- A. A key map at a scale of not more than 500 feet to the inch showing the location of the tract to be subdivided and its relationship to surrounding areas within 1,000 feet of its boundaries. The intersection of at least two (2) public streets, together with the names of such streets, shall also be shown.
- B. A title box containing the title of the map, the tax map sheet, block and lot numbers, the name, address, license number, signature and embossed seal of the licensed professional (s) who prepared the plan details, the date of survey, the date of original plan preparation and a box for recording revision dates, all to appear in the lower right-hand corner of the plat.
- C. A zoning table which compares the land use, density, setback distances, and any other related data between that which is required in the municipal zoning ordinance and that which is proposed on the subdivision plat.
- D. Certification by a licensed land surveyor as to boundaries and physical conditions. Such certification shall include the name, address, license number, signature, seal and date of survey.
- E. Notes adjacent to the title box shall include the name and address of the owner of the tract being subdivided and of the subdivider, if different from the owner.
- F. The names of all adjacent landowners within 200 feet of the subdivision tract as disclosed by current tax records. Block and lot numbers and any land use zone boundaries and their respective designations shall also be disclosed.
- G. North arrow, reference meridian and graphic scale.
- H. The location of the tract to be subdivided in relation to any larger tract of which it is a part.
- I. The layout of the proposed subdivision indicating all lot lines and the dimensions thereof in feet and decimals of a foot, as well as the acreage

of the entire tract and of each proposed lot. Minimum setback lines and lot lines to be eliminated shall also be shown.

- J. The location, size and use of all existing structures.
- K. The location, size and nature of all existing and proposed right-of-way, easements and other encumbrances which may affect the lot or lots in question, and the location, size and description of any lands to be dedicated to the approving municipality or to the County of Morris.
- L. The location, size and direction of flow of all watercourses, including applicable floodway and flood hazard boundaries, and the location, size and type of all drainage facilities, culverts, bridges, roadways, curbs, sidewalks, driveways and wooded areas on the site and within 200 feet of the property.
- M. If deemed necessary by the County Engineer, detailed information on watercourses and storm drainage systems which is required for preliminary major subdivision approval in these Standards may be required.
- N. Delineation of all freshwater wetlands.
- O. Such other information as may be required by the Planning Board in order to make an informed decision and meet the requirements of these Standards.

When use of the required scales for preparation of the plat or key map will result in unnecessarily large drawings, multiple sheets or other hardship to the applicant, the Planning Board may designate a suitable scale sufficient to clearly and legibly show all necessary details.

402 Materials and Information to be Submitted with Preliminary Plat for Major Subdivision

The following documents shall be submitted when making application for preliminary major subdivision approval: two (2) completed copies of the County application form, two (2) legible prints of the plat and shall contain or be accompanied by any other information required hereunder. The preliminary plat shall be drawn at a scale large enough to contain legibly written data, bearings and other details, and shall be prepared by such professional (s) licensed by the State of New Jersey in accordance with Subchapter 7 of Title 13 of the New Jersey Administrative Code and shall be of a size to conform to the specifications of the Map Filing Act. The plat shall contain or be accompanied by the following information:

- A. All information, data and certifications required under Section 401 of these Standards for a minor subdivision.
- B. Elevations to be based upon the current accepted National Vertical Datum and geo referenced to the National Geodetic Reference Network showing existing and proposed contours at intervals of 2 feet where slopes are less than 15 percent, and 5 foot intervals where slopes are 15 percent or more. Where changes in grade are proposed, finished grades and proposed contours shall be indicated. Topographic data shall be

provided for the entire site, as well as suitable overlap onto adjacent properties as deemed necessary to determine the existing drainage and grading patterns.

- C. Spot elevations on existing structures, pavements, walks or other physical features, with sufficient detail to determine existing conditions.
- D. Proposed elevations of the site shall be indicated by spot elevations at the corners of all buildings and lots and at changes in grade. Finished first floor and garage floor elevations shall also be shown for all buildings.
- E. Plans of proposed street intersections with County roads shall be shown at a minimum scale of 1 inch equals 30 feet. Included in the intersection plan shall be: any existing or proposed sight-triangles, radii of curb lines, traffic control signs, pavement markings, traffic islands, curb elevations, sidewalks, drainage inlets, and drainage flow direction.
- F. Profiles and cross-sections of existing and proposed streets within the development and existing streets and highways abutting the development shall be provided. The typical cross-section of streets shall clearly indicate the type, width and depth of pavement, and the location of curb, sidewalks and shade tree planting strips.
 - 1. Profiles of County roads must be drawn at a scale of 1 inch equals 30 feet horizontal and 1 inch equals 5 feet vertical; showing centerline, percentage of slope between stations, top-of-curb and gutter-line elevations including pavement taper and 50 feet beyond the proposed pavement widening.
 - 2. Profiles of County roads shall show existing and proposed drainage systems with elevations, percentage of slope, and the design velocity for each pipe.
 - 3. Cross-sections of County roads shall be shown at intervals of 50 feet at a scale of 1-inch equals 5 feet. These cross-sections shall show spot elevations at centerline, proposed gutter line, existing pavement edge, proposed top of curb and existing and proposed cross slopes.
- G. The following information shall be shown for all existing watercourses:
 - 1. Cross-sections of watercourses at an appropriate scale showing the extent of the floodplain for a 100 year storm, (if defined), top of bank, normal water level and bottom elevations at the following locations:
 - a. At any point where a watercourse crosses a boundary of the site.
 - b. At 50 foot intervals for a distance of 500 feet upstream and downstream of any proposed culvert or bridge within or adjacent to the development.
 - c. Immediately upstream and downstream of any point of juncture of two (2) or more watercourses.
 - d. At 50 foot intervals along all watercourses which run through or adjacent to the site.
 - 2. Profiles of stream beds 500 feet upstream and downstream from

proposed property limits of development.

3. When ditches, streams, brooks or watercourses are to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and siltation, resulting from said alteration, improvement or relocation shall be shown.

4. When a brook or stream is proposed for alteration, improvement or relocation, or when a drainage structure is proposed on a running stream with a drainage area of one-half square mile or greater, the applicant shall be required to submit the improvement to the New Jersey Department of Environmental Protection.

H. Plans and computations for any storm drainage systems including the following:

1. A drainage plan with (a) the drainage area delineated; (b) contributory areas given in acres; and (c) the existing and proposed runoff for the 2, 10, 50 and 100 year storms.

2. All existing or proposed storm sewer lines within or adjacent to the development showing size and profile of the lines, direction of flow and the location of each manhole, inlet and catch basin.

3. The location and extent of any existing or proposed dry wells, groundwater recharge basins, retention basins or other water conservation devices.

4. The total acreage upstream of the development which is in the drainage basin of any watercourse running through or adjacent to the development.

5. The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage in the development which drains to the structure.

I. The location and extent of drainage and conservation easements and stream encroachment lines.

J. The location, extent and water level elevation of all existing or proposed lakes or ponds within or adjacent to the development.

K. Plans showing existing and proposed sanitary sewage facilities, water mains or any other utilities and the easements to accommodate them, including the location, size, depth, slope and connections to existing facilities where appropriate. Treatment plants and pumping stations shall also be shown.

L. A soil erosion sediment control plan as required by, and in compliance with, the "Soil Erosion and Sediment Control Act," (N.J.S.A. 4:24-39 et seq.)

M. A stormwater control plan, as required by, and in compliance with Section 602 of these Standards.

N. A traffic impact report as required by and in compliance with Section 502 of these Standards.

403 Materials and Information to be Submitted with Final Plat for Major Subdivision.

The following documents shall be submitted when making application for final subdivision approval: 2 completed copies of the County application form and 2 legible prints of the plat. The final plat shall be drawn at a scale large enough to contain legibly written data, bearings and other details, and shall be prepared by such professional (s) licensed by the State of New Jersey in accordance with Subchapter 7 of Title 13 of the New Jersey Administrative Code. The plat shall be designed in compliance with all of the provisions of the New Jersey Map Filing Act and shall contain or be accompanied by the following information:

- A. All requirements for drainage easements, conservation easements, encroachment lines, sight triangles and new or additional rights-of-way or easements for County roads as shown on the approved preliminary plat. If substantial revisions are incorporated on the final plat which affect or could affect County requirements, a revised preliminary plat shall be submitted to the Morris County Planning Board for processing as a new preliminary plat.
- B. All required deed and/or easement forms.
- C. Detailed plans and specifications for all proposed culverts and bridges which may become structures under County jurisdiction and for improvements to existing County culverts or bridges as well as a permit from the NJDEP indicating its approval of the proposed facility.
- D. Submission of proof that the applicant has complied with one or both of the following:
 - 1. Installed all improvements to County facilities in accordance with the requirements of these Standards and the conditions of preliminary approval.
 - 2. Posted a performance guarantee in favor of the County of Morris in sufficient amount to assure completion of all required improvements to County facilities.

404 Material and Information to be Submitted When Filing a Final Plat

Prior to filing of the approved final subdivision plat at the County Clerk's Office, the applicant shall submit to the County Planning Board Offices the necessary copies of the approved final plat for certification and signature by the County Planning Director or his/her designee. The final plat shall conform to the following:

- A. For the purpose of filing at the County Clerk's Office, the final plat shall be prepared in accordance with the New Jersey Map Filing Act and Section 403 of these Standards. The final plat shall be submitted either as an original drawing in black ink on translucent tracing cloth, translucent mylars

at least 4 mils thick or its equivalent, of good quality, with signatures in ink, or as an equivalent reproduction on photographic fixed line mylar 4 mils thick with signatures in black ink or its equivalent and shall be accompanied by a cloth print or photographic fixed line mylar 4 mils thick duplicate thereof. Plats shall be certified (signed and sealed) as required by the New Jersey Map Filing Law, the New Jersey Municipal Land Use Law and Subchapter 7 of Title 13 of the New Jersey Administrative Code.

B. In addition to the above required drawings, a CAD copy of the final plat, certified by a New Jersey Licensed Surveyor, prepared in accordance with the New Jersey Map Filing Act and Section 403 of these Standards shall be submitted. All required information appearing on the digital version of the final plat shall appear on separate layers of the drawing in accordance with the adopted criteria as found in Appendix 'G', Digital Mapping Submission Standards of these Standards. All work shall be based upon the New Jersey system of plane co-ordinates as defined in Section 51:3-7 of the New Jersey Statutes. The drawing shall identify a minimum of three (3) corners distributed around the tract and shall indicate the grid coordinate values geo referenced to within 0.3 feet of the National Geodetic Reference Network as amended and updated. The monumentation shall be in a US Survey Feet based upon the standard conversions from meters to feet in accordance with adopted standards of the National Oceanic Atmospheric Administration.

405 Materials and Information to be Submitted with Site Plans

The following documents shall be submitted when making application for site plan approval: two (2) completed copies of the County application form, two (2) legible prints of the plat and shall contain or be accompanied by any other information required hereunder. The sizes of all maps and plans of any proposed land development shall be of a size to conform with the specifications of the Map Filing Act. The site plan shall be drawn at a scale large enough to contain legibly written data, bearings and other details. For topographical and boundary survey information, the site plan shall be signed and sealed by a licensed land surveyor and shall indicate the date of survey or shall be accompanied by a current survey in accordance with the laws of the State of New Jersey. For all elements of design, including drainage, pavements, curbing, walkways, embankments, horizontal and vertical geometrics, utilities and all pertinent structures, drawings shall be signed and sealed by such professional (s) licensed by the State of New Jersey in accordance with Subchapter 7 of Title 13 of the New Jersey Administrative Code.. The site plan shall contain or be accompanied by the following information:

A. A key map at a scale of not more than 500 feet to the inch showing the location of the tract and its relationship to surrounding areas within 1,000 feet of its boundaries. The intersection of at least two (2) public streets, together with the names of such streets, shall also be shown.

- B. A title box containing the title of the map, the tax map sheet, block and lot numbers, the name, address, license number, signature and embossed seal of the professional (s) who prepared the details in accordance with Subchapter 7 of Title 13 of the New Jersey Administrative Code, the date of the original site plan preparation and a box for recording revision dates, all to appear in the lower right-hand corner of the site plan.
- C. Certification by a licensed land surveyor as to boundaries and physical conditions. Such certification shall include name, address, license number, signature, seal and date of survey.
- D. Notes adjacent to the title box shall include the name and address of the owner and of the applicant, if different from the owner.
- E. The names of all adjacent landowners within 200 feet of the site as disclosed by current tax records. Block and lot numbers and any land use zone boundaries and their respective designations shall also be disclosed.
- F. North arrow, reference meridian and graphic scale.
- G. The location, size, type and specifics of all existing and proposed utilities, storm drainage facilities and easements necessary to service the site, plus all design data necessary to support the adequacy of the existing or proposed facilities to handle future flows.
- H. The location, size and use of all existing structures, and the location, size and direction of flow of all watercourses and drainage facilities on the site and within 200 feet of the property in question, as well as the location, size and type of all wooded areas, retaining walls, culverts, bridges, roadways, curbs, sidewalks and driveways on the tract. Minimum setback lines shall also be shown, as shall floodways and flood hazard boundaries, when applicable. All structures to be removed shall be labeled to be removed and indicated by dashed lines.
- I. The location, size and nature of all existing and proposed right-of-way, easements and other encumbrances which may affect the site in question, and the location, size and description of any lands to be dedicated to the approving municipality or to the County of Morris.
- J. Elevations to be based upon the current accepted National Vertical Datum showing existing and proposed contours at intervals of 2 feet where slopes are less than 15 percent, and 5 foot intervals where slopes are 15 percent or more. Where changes in grade are proposed, finished grades and proposed contours shall be indicated. Topographic data shall be provided for the entire site, as well as suitable overlap onto adjacent properties as deemed necessary to determine the existing drainage and grading patterns.
- K. Spot elevations on existing structures, pavements, walks or other physical features, with sufficient detail to determine the existing conditions.
- L. The proposed use(s) of land and buildings and the proposed location of structures, including finished floor elevations and elevations at outside corners of all structures.

- M. All proposed means of vehicular access for ingress and egress from the site onto public streets, showing the size and location of driveways and curb cuts, acceleration and deceleration lanes and any other device necessary to permit the safe and efficient movement of traffic.
- N. All walkways and rights-of-way for pedestrian traffic.
- O. The location and design of any off-street parking or loading areas, showing size and location of bays, aisles and barriers.
- P. Profiles and cross-sections of all existing and proposed streets and driveways abutting and within the development. The typical cross-section of streets shall clearly indicate the type, width and depth of pavement and the location of curb, sidewalks and shade tree planting strips. At intersections of streets or streets and driveways, any existing or proposed sight triangles and the radius of curb lines shall be clearly indicated.
- Q. Plans showing existing and proposed sanitary sewage facilities, water mains or any other utilities and the easements to accommodate them, including the location, size, depth, slope and connections to existing facilities where appropriate. Treatment plants and pumping stations shall also be shown.
- R. A soil erosion and sediment control plan as required by, and in compliance with, the Soil Erosion and Sediment Control Act (N.J.S. 4:27-39 et seq.)
- S. A stormwater control plan as required by, and in compliance with Section 602 of these Standards.
- T. The location, type and size of all existing and proposed signs, lighting standards and utility poles within 25 feet of the County right-of-way, as well as information on the power and direction of illumination of proposed lighting.
- U. The nature of the entire lot or lots in question with respect to contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest, even though only a portion of the entire property is involved in the site plan for which approval is sought; provided, however, that where it is physically impossible to show such entire lot or lots or contiguous lots on one map, a key map thereof shall be submitted.
- V. Boring logs if available showing the character of the soil on the site and the elevation of the groundwater table, as well as delineation of the soil types as established by the USDA soil survey map for Morris County with the site delineated.
- W. Delineation of all freshwater wetlands.
- X. A traffic impact study as required by and in compliance with Section 502 of these Standards.
- Y. Such other information as may be required by the Planning Board in order to make an informed decision and meet the requirements of these Standards.