



Ocean County Planning Board Application Checklist

The following checklists identify items that must be submitted with an application for review by the Ocean County Planning Board and Engineering Department. All information and documents on these checklists must be completed and the proper fees enclosed in order to initiate the County review. Applicants are encouraged to request and attend a preapplication meeting with County Staff prior to any application preparation for a project that abuts or will impact a County roadway. **Failure to provide ALL items required will automatically deem an application administratively incomplete.** Incomplete applications will be purged after (30) days.

Checklist for All Application Types

APPLICATION REQUIREMENTS	APPLICANT	OFFICE USE ONLY
Completed Ocean County Planning Board Application for Minor Subdivision, Preliminary/Final Major Subdivision, or Site plan. - Three (3) copies, legal Size , clearly legible		
Fee schedule		
Check or money order made payable to: Ocean County Treasurer		
Subdivision plat or site plan map prepared, signed, and sealed by Professional Engineer and/or Professional Land Surveyor (three (3) sets PLUS one (1) digital copy)		
Pinelands Commission Certificate of Filing, Notice of filing, or Certificate of Completeness (If applicable)		
Digital copy on CD/USB in accordance with digital submission requirements		
Traffic Report prepared by Professional Engineer for Major Subdivision and/or Site Plan - Three (3) hard copies and one (1) digital copy		
Drainage Report prepared by Professional Engineer for Major Subdivision and/or Site Plan - Three (3) hard copies and one (1) digital copy		
County Road Improvement Plans (if on County Road) prepared by Professional Engineer - Three (3) hard copies and one (1) digital copy		
CAFRA Permit or CAFRA Jurisdictional determination (if applicable)		

Materials and Information to be submitted with Minor Subdivision Application.

The following documents shall be submitted when making minor subdivision applications: Three (3) completed County Application forms and three (3) legible prints of the plat and any other information required hereunder. The plat of a minor subdivision shall be drawn at a scale of not more than fifty (50') feet to the inch by a surveyor licensed in the State of New Jersey and shall be of a size to conform to the specifications of the Recordation Act. An electronic copy must accompany the submittal. The plat shall show or be accompanied by the following information:

APPLICATION REQUIREMENTS	APPLICANT	OFFICE USE ONLY
A key map at a scale of not more than five hundred (500') feet to the inch showing the location of the tract to be subdivided and its relationship to surrounding areas within one thousand (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.		
A title block is to be in accordance with State approved title block requirements. This title block is to contain the title of the map, the tax map sheet, block and lot numbers, the name, address, New Jersey license number, signature and embossed seal of the land surveyor for all subdivision applications and, if applicable, the licensed engineer 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 plats and plans.		
A current survey prepared by a surveyor licensed in the State of New Jersey or certification of 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		
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.		
The names of all adjacent landowners as disclosed by current tax records. Block and lot numbers shall also be provided.		
North arrow oriented up or to the right per industry standards, including a reference meridian and graphic scale.		
The location of the tract to be subdivided in relation to any larger tract of which it is a part.		
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. Lot lines to be eliminated shall also be shown.		
The location, size, and use of all existing structures.		
The location, size and nature of all existing and proposed rights-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 Ocean. When the subdivision abuts a County Road, existing right-of-way half width and full width as well as the proposed County Master Plan right-of-way half widths and full widths shall be shown on the plat.		
The location and width of all existing and proposed bikeways within and adjoining the proposed site and all bikeway space required to be reserved under Section 613 of this Resolution.		
The location and dimensions of existing profiles, cross-sections, traffic striping, and pavement markings of existing streets and highways may be required to be shown on the plans. The typical cross-section of streets shall clearly indicate the type, width and depth of pavement, and the location of curb, sidewalks, utility poles, 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. When the subdivision abuts a County Road, all features, including but not limited to, pavement striping and markings, pavement half width and full width shall be shown on the plat.		
If deemed necessary by the County Engineer, 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 two hundred (200') feet of the property may be required. When the subdivision abuts a County Road all features, including but not limited to, drainage facilities, culverts, bridges, roadway curb, sidewalks, driveways and wooded areas within 200 feet of the subdivision shall be shown on the plat.		
If deemed necessary by the County Engineer, detailed information on watercourses and storm drainage systems which is required for preliminary major subdivision approval in Subsection 402:G and 402:H of this Resolution may be required.		
One (1) copy of Delineation of all Freshwater and/or Tidal Wetlands with Letter of Interpretation (L.O.I.) issued by NJ Department of Environmental Protection.		
Proof of filing for all NJDEP Land Resource Protection permits that may be required for the development.		
If deemed necessary by the County Engineer, detailed information on sanitary sewage facilities, water mains and other utilities which are required for preliminary major subdivision approval in Subsection 402:K of this Resolution may be required.		
Such other information as may be required by the Board in order to make an informed decision and meet the requirements of this Resolution.		
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 County Engineer may designate a suitable scale sufficient to clearly and legibly show all necessary details.		
One (1) mylar copy of the plat must be available for signing for recording purposes at the meeting at which action will be taken.		