

**HAMPTON BOROUGH  
HUNTERDON COUNTY, NEW JERSEY**

**CHECKLIST FOR MINOR SUBDIVISION OR  
MAJOR SUBDIVISION, PRELIMINARY OR FINAL PLAT  
AND/OR PRELIMINARY OR FINAL MAJOR SITE PLAN**

An application for a Minor Subdivision or Major Subdivision of Major Subdivision, Preliminary or Final Plat and/or Preliminary or Final Major Site Plan shall not be considered complete until all the material and information specified herein has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for a waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

A determination of completeness is in no way an evaluation of the adequacy or acceptability of the information submitted, and shall not be construed as diminishing the applicant's obligation to prove in the application process that he is entitled to approval of the application. The municipal agency may subsequently require correction of any information found to be in error and submission of additional information not specified in the ordinance or any revisions in the accompanying documents, as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for a zoning variance or the direction for the issuance of a permit have been met.

Name of Applicant: \_\_\_\_\_  
Applicant No.: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Other Checklists Attached:

- Minor Subdivision
- Major Subdivision, Preliminary Plat
- Major Subdivision, Final Plat
- Preliminary Major Site Plan
- Final Major Site Plan

**BOROUGH OF HAMPTON  
MINOR SUBDIVISION OR SKETCH PLAT CHECKLIST  
(ARTICLE IV OF HAMPTON BOROUGH CODE)**

**Subject:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_  
**Applicant:** \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_  
**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Sheet 1 of 2**

GENERAL	<u>Complies</u>		
	Yes	No	N.A
1. The applicant shall submit the following items to the Planning Board Secretary at least 2 weeks prior to a regular meeting: a. Required number of copies of application (14 copies) b. Required number of copies sketch plat (14 copies) c. Required number of copies of deed (3 copies) d. Receipt of taxes paid from the Borough Tax Collector (3 copies) e. Proof of submission to Soil Conservation Service; letter (3 copies) f. Proof of submission to County Planning Board; letter (3 copies) g. Proof of submission to County Department of Health; letter (3 copies) h. Required fees			
2. In the event the applicant is not the owner of the property, a notarized letter from the owner authorizing submission of application shall be included.			
3. The applicant, if a corporation or a partnership, shall submit if applicable, a statement as to Stockholders or partners in accordance with Chapter 336 of the Laws of 1977 (N.J.S.A. 40:55D-48.1 to 40:55D-48.4)			
4. A title block on the lower right corner of the sheet with the following information: a. Name of minor subdivision or sketch plat. b. Block, lot, and tax map sheet number c. Borough of Hampton, Hunterdon County d. Scale and graph scale e. The sheet number and total number of sheets f. Name and address of person or firm that prepared the plat including signature, qualification, and license number g. Date of original plan and subsequent revision date(s), including a brief description of each revision			
5. The plans shall be based on Tax Map information or other similar accurate base.			
6. If the sketch plat is being submitted for minor subdivision approval, it shall be signed and sealed by a licensed New Jersey Land Surveyor and shall provide for the endorsement by the chairman and secretary of the Planning Board			
7. If the tract is too large to fit onto one sheet, then the portion(s) to be subdivided shall be identified on a separate key map.			
8. The name(s) of the record owner(s) of the tract to be subdivided or developed			
9. The name and address of the applicant, if other than the record owner.			
10. The name and address of prospective purchaser should be provided.			
11. If the application has been submitted previously, then, the old name of the application shall be provided.			
12. All drawings shall be clearly and legibly drawn at a scale of not less than 1"=50'			
13. The direction of north and reference meridian.			
14. The metes and bounds of each line (course) required to plot the entire tract. The error of closure shall not exceed 1 in 10,000. Also, if a MINOR SUBDIVISION PLAT, the metes and bounds of each line (course) required to plot each lot within the subdivision. The frontage upon the street or streets shall be set forth in feet. Total area of each lot and remaining lands (net and gross area)			
15. Each lot within the development shall bear a block and lot number.			

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**Applicant:** \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_  
**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Sheet 2 of 2**

GENERAL	<u>Complies</u>		
	Yes	No	N.A
16. Lot lines, lot numbers, and the full names of the record owners of adjoining properties, including properties across a street or across a municipal boundary line, and including all properties within 200 feet of the boundaries of the entire tract subject of application for development shall be shown.			
17. A key map showing the entire development and its relationship with the surrounding area, at a scale not less than 1" = 800'.			
18. Block limits, zone district boundaries and municipal boundaries, where applicable, shall be shown within the tract being developed and within 200 feet thereof, by heavy lines that will not be confused with lot lines.			
19. A schedule in the margin area shall state the zoning district, proposed, and required lot area in acres and square feet, frontage, depth, and width as well as the required front, rear, and side yard setbacks.			
20. The plat shall indicate elevations and contours, existing and proposed, at 2-foot vertical intervals referred to United States Coastal and Geodetic data, to determine the general slope and natural drainage of the high and low points.			
21. The location of existing and proposed property lines, streets, buildings, watercourses, ponds, railroads, bridges, culverts, drain pipes, wetlands, wooded areas, high points, rock outcrops, shallow depth to bedrock areas, sinkholes, depressions, and any other natural features on-site and within 200 feet of the site.			
22. The location and results of all passing and failing percolation tests and soil log tests shall be shown on the plat. Tests shall be made in the location where the septic system will be installed. Two satisfactory percolation tests and two soil logs shall be provided on each lot. All percolation tests and soil logs shall be done under the supervision of a licensed professional engineer, or a licensed health officer, or first grade sanitarian, and witnessed by the Borough Board of Health or its authorized agent.			
23. The location of both existing and proposed wells and on-site sewage disposal shall be shown on the plans,			
24. If the site lies within the R-5 Zoning District, then, the following items must be provided: a. Topography map showing existing contours at 2-foot intervals. b. Areas clearly identified showing the following slopes as measured between 10-foot contour lines per Section G: Area 1, 30 percent or higher; Area 2, 20-29 percent; Area 3, 11 to 19 percent; Area 4, 0 to 10 percent. c. Calculations, in square footage and acres, of amount of area in various slope categories listed above.			
25. A copy, in triplicate, of any protective covenants or deed restrictions on the subject tract.			
26. A stormwater management plan in accordance with the requirements of Article VIII of the Ordinance			