



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 Preliminary Plat for Major subdivision.

The following documents shall be submitted when making application for preliminary subdivision approval: Three (3) completed County application forms and three (3) legible prints of the plat and any other information required. The preliminary plat shall be clearly and legibly drawn or reproduced at a scale of not more than fifty (50') feet to the inch. Preliminary plats shall be designed and drawn 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. All engineering details shall be certified by an engineer licensed in the State of New Jersey. An electronic copy of application and all plans may be submitted, in addition to the hard copy. The plat shall show or be accompanied by the following information:

APPLICATION REQUIREMENTS	APPLICANT	OFFICE USE ONLY
All information required under Section 401 of this Resolution for a minor subdivision.		
The names of all adjacent landowners as disclosed by current tax records. Block and lot numbers shall also be provided.		
Elevations to be based upon United States National Geodetic Survey Datum (NGVD) showing existing contours with the intervals of one (1) foot where slopes are seven percent (7%) or less, two (2) feet where slopes are more than seven percent (7%) but less than fifteen percent (15%), and five (5) feet where slopes are fifteen percent (15%) 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.		
Spot elevations on existing structures, pavements, walks or other physical features, with sufficient detail to determine existing conditions.		
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.		
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. At intersections of streets or streets and driveways, any existing or proposed sight triangles and the radius of curb lines shall be clearly indicated.		
<p>The following information shall be shown for all existing watercourses:</p> <ol style="list-style-type: none"> 1. Cross-sections of watercourses at an appropriate scale showing the extent of the floodplain for a one hundred (100) year storm, if defined, top of bank, normal water level and bottom elevations at the following locations: <ol style="list-style-type: none"> a. At any point where a watercourse crosses a boundary of the site. b. At one hundred (100') foot intervals for a distance of five hundred (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. 		

<p>d. At a maximum of five hundred (500') foot intervals along all watercourses which run through or adjacent to the site.</p> <ol style="list-style-type: none"> 2. Profiles of stream beds five hundred (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, as well as typical ditch sections and profiles 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, Division of Land Use Regulation. Proof of filing shall be provided to the County Planning Board. 		
<p>Plans and computations for any storm drainage systems including the following:</p> <ol style="list-style-type: none"> 1. A drainage plan with (a) the drainage area delineated; (b) contributory areas given in acres; (c) time of concentrated flow paths; and (d) the existing and proposed runoff for the two (2), ten (10) and one hundred (100) year storms. If located in the Pinelands Area, the calculations for the ten (10) year, twenty-four (24) hour storm shall also be provided. 2. All existing or proposed storm sewer lines within or adjacent to the development within 200', 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 stormwater management measures. 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. 6. Permeability tests providing acceptable infiltration rates performed in the location of any proposed infiltration basins in accordance with Chapter 12 of the NJ Stormwater Best Management Practices Manual. 		
<p>Boring logs showing the character of the soil on the site and the elevation of the groundwater table, as well as a copy of the applicable USDA soil survey map for Ocean County with the site delineated. Permeability tests providing acceptable infiltration rates performed in the location of any proposed infiltration basins shall be provided by the applicant in accordance with Chapter 12 of the NJ Stormwater Best Management Practices Manual.</p>		
<p>The location and extent of drainage and conservation easements, flood hazard area lines, and riparian zone lines.</p>		
<p>The location, extent, and water level elevation of all existing or proposed lakes or ponds within or adjacent to the development.</p>		
<p>Plans showing existing and proposed sanitary sewage facilities, water mains or any other utilities and the easements to accommodate them, including the location,</p>		

size, depth, slope, and connections to existing facilities where appropriate. Treatment plants and pumping stations shall also be shown.		
Any traffic study, air quality analysis and/or noise analysis as required by the Planning Board.		
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.		

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: Three (3) completed County application forms, one (1) mylar copy of the plat, and three (3) legible prints of the plat. The final plat shall be drawn at a scale of not more than fifty (50') feet to the inch and shall be prepared by a surveyor licensed in the State of New Jersey. The plat shall be designed in compliance with all of the provisions of the Recordation Act and shall show or be accompanied by the following information:

APPLICATION REQUIREMENTS	APPLICANT	OFFICE USE ONLY
All requirements for drainage 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 Ocean County Planning Board for processing as a new preliminary plat.		
All required executed and recorded easement or dedication forms.		
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 New Jersey Department of Environmental Protection, Division of Land resource protection indicating their approval of the proposed facility.		
A map showing all required improvements to County roads and drainage facilities in exact location and elevation, identifying those portions already installed and those to be installed, and that the applicant has complied with one or both of the following: <ol style="list-style-type: none"> 1. Installed all improvements to County facilities in accordance with the requirements of this Resolution and the conditions of preliminary approval. 2. Posted a performance guarantee in favor of the approving municipality in sufficient amount to assure completion of all required improvements to County facilities. 		