

BOROUGH OF LEONIA
SUBDIVISION PLAT APPLICATION CHECKLIST

(To be completed by the applicant and submitted with the application)

Applicant Name: _____
 Project Name: _____
 Application Number: _____
 Date: _____

Section 250-17 Requirements

Item No.	Description	Provided	Waiver Requested	N/A
A. Map requirements. The application shall be accompanied by 10 copies of the proposed subdivision plat accurately drawn to a scale of not less than one inch equals 100 feet, certified by a licensed land surveyor. The minor subdivision plat shall be in conformance with the Map Filing Act (N.J.S.A. 46:23-9.9 et seq.) and shall indicate:				
1	The location of the lots to be created in relation to the entire tract.	Yes No		
2	All existing structures and wooded areas within the subdivision and within 200 feet thereof	Yes No		
3	The name of the owner and of all adjoining property owners as disclosed by the current municipal tax records.	Yes No		
4	The municipal Tax Map sheet, block and lot numbers.	Yes No		
5	All streets and streams within 500 feet of the subdivision.	Yes No		
6	The area in square feet of all lots to be created.	Yes No		
7	A key map showing the entire subdivision and its relation to surrounding areas.	Yes No		
8	Easements, streets, buildings, watercourses, railroads, bridges, culverts, drainpipes, rights-of-way, drainage easements and prior variances affecting the lands being subdivided.	Yes No		
9	Acreage of the entire parcel to be subdivided.	Yes No		
10	Location of existing or proposed sewer connections.	Yes No		
B. Other Requirements				
1	The applicant shall be required to submit proof that no taxes or assessments for local improvements are due or delinquent on the property for which minor subdivision approval is sought.	Yes No		
2	All applicable fees shall be paid prior to any action by the approving authority.	Yes No		
3	The provisions of Chapter 140, Flood Damage Prevention, § 140-20, regarding zero increase in stormwater runoff shall apply. [Added 8-4-2003 by Ord. No. 16-03]	Yes No		
C. Waiver of requirements. Upon request of an applicant, the Planning Board may waive such map requirements as it may find to be unnecessary for its consideration and action on the minor subdivision application.				