

NETCONG CODE

**TECHNICAL CHECKLIST  
MINOR SUBDIVISION  
NETCONG BOROUGH**

NAME OF APPLICANT: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

BLOCK(S) AND LOT(S): \_\_\_\_\_

Check appropriate box. Attach a sheet which explains reasons for any waivers requested.

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
1	Plans drawn, signed and sealed by appropriate New Jersey licensed professional person(s) pursuant to N.J.S.A. 13:40-7 et seq.			
2	Scale to be not smaller than 1"=100'			
3	Key map showing the subject property and all lands within 200 feet thereof with existing streets and zone boundaries All applications for properties located in any zone shall submit electronic plans to the Board Secretary, in pdf form, or as otherwise agreed to by the Board Secretary and Board Engineer.			
4	Map sizes permitted: 8-1/2" x 11" 8-1/2" x 14" 11" x 17" 15" x 21" 24" x 36"			
5	Plans should contain the following: a. Name of development b. Name and address of owner c. Name and address of developer d. Date of preparation e. Block(s) and lots developed f. Name, address, signature, seal and license number of person preparing plans			
6	Graphic and written scale Reference meridian			
7	Survey of the subject property, prepared by a New Jersey licensed surveyor, showing the location of the portion to be divided therefrom, giving all distances and showing all roads abutting or traversing the property. Development boundaries shall be clearly delineated with metes and bounds			
8	A list of all property owners within 200' as disclosed by the most recent tax records			
9	Any municipal limits within 200 feet of the development and the names of the adjoining municipalities shown on key map			
10	Existing and proposed property lines with metes and bounds description			
11	Existing streets, both public and private, showing the right-of-way width and width of the traveled way			
12	Existing structures with dimensions and setbacks to all property lines			

