

TOWNSHIP OF BUENA VISTA  
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT  
890 HARDING HIGHWAY, P.O. BOX 605  
BUENA, NJ 08310

---

**MAJOR SUBDIVISION FINAL PLAT CHECKLIST**

The following checklist is designed to assist applicants in preparing plans for Planning Board/ Zoning Board of Adjustment review. Applicant should check off each item and submit the “checklist” with the application to ensure that the information is included on the plan. Items omitted will delay consideration by the board. The subdivision/sketch plan shall show the following information and be drawn according to all relevant standards set forth in the Code of Buena Vista Township:

- \_\_\_ 1. The plans shall be submitted on one of the following sheet sizes: 15”x 21”, 24”x 36”, 30” x 42”. No other size will be accepted. **Plans must be folded and have the title block clearly visible.**
- \_\_\_ 2. The plan shall be drawn or reproduced at a scale of not less than 1” = 50’.
- \_\_\_ 3. Key Map at a scale of either 1” = 1000’ or 1” = 2000”, showing the entire subdivision and it’s relation to surrounding areas within 2000 feet. Such map shall show all existing land uses within 200 feet of the land being subdivided.
- \_\_\_ 4. The tract name, tax map sheet, block and lot numbers, and zoning district and zoning requirements.
- \_\_\_ 5. Name and address of owner, subdivider, and the owners of land within 200 feet of the outer boundary of lands to be subdivided as disclosed by the most recent municipal tax records.
- \_\_\_ 6. Name, address, and signature of person preparing the plan. Plan shall be prepared, signed, and sealed by a licensed N.J. Land Surveyor, Engineer, Planner or Architect as required by State regulation.
- \_\_\_ 7. Map must include provisions for signatures of the Planning/Zoning Board Chairman. Secretary, and Engineer.
- \_\_\_ 8. Certification by the licensed NJ Land Surveyor, as to the accuracy of the details of the plat.
- \_\_\_ 9. Certification that the applicant is the agent or owner of the land or

that the owner has given consent under a option agreement.

- \_\_\_ 10. When approval of a plat is required by any other officer or body of the municipality, county or state, approval shall be certified on the plat.
- \_\_\_ 11. Locations of all existing structures showing existing and proposed front, rear, and side yard setback distances, and an indication of whether the existing structures and uses will be retained or removed.
- \_\_\_ 12. Plans and profiles of improvements drawn to a scale of not more than one (1) inch equals fifty (50) feet showing proposed construction of off-site improvements and grading of lots complete in every detail.
- \_\_\_ 13. Copies of all other data not included in the submission of the preliminary plat, necessary to be completely and accurately delineate and describe the construction of off-site improvements.
- \_\_\_ 14. Plans and profiles of improvements and utility layouts, including sewer, water, storm drains, showing all proposed connections to existing systems as approved by the Township Engineer.
- \_\_\_ 15. Location of all monuments, corners, and other points established in the field, whether set or to be set. The material of which the monuments, corners or other points are made shall be noted at the representation thereof or by legend. The legend for metal monuments shall indicate the kind of metal, the diameter, length, and weight per lineal foot of the monuments.
- \_\_\_ 16. Executed and acknowledged easements to the appropriate governmental entity for all off-site utilities required, together with a certificate of title thereto made to the appropriate entity by a New Jersey attorney or a reputable title company.
- \_\_\_ 17. All required utility easements shall be shown. The purpose of each easement and the entity to be responsible for it's maintenance shall be noted on the plans.
- \_\_\_ 18. All application fees and escrows must be paid with the submission.
- \_\_\_ 19. No application will be deemed complete until taxes are paid up to date.
- \_\_\_ 20. In the Pinelands area, no application shall be deemed complete until a Certificate of Filing from the Pinelands Commission is submitted by the applicant.