

CITY OF PORT REPUBLIC

AN OVERVIEW OF THE MAJOR SUBDIVISION PROCESS

A major subdivision should be prepared by a State of New Jersey licensed Land Surveyor and be based upon an actual certified survey. If the major subdivision is accompanied by engineering design as specified by the State Board of Professional Engineers and Land Surveyors, the subdivision plans must also be signed and sealed by a licensed professional engineer.

The subdivision map must be of such size as required by the New Jersey Map Filing Law. It shall be 1 of 4 standard sizes, 8½" X 13", 30" X 42", 24" X 36" or 15" X 21" as measured from cutting edges.

The Title Block should be in accordance with Chapter 40, Administrative Rules & Regulations, State Board of Professional Engineers and Land Surveyors.

A major subdivision within the City of Port Republic must also be submitted to the County of Atlantic Planning Division for review, exemption or approval. If the subdivision is for 25 lots or more it must be submitted to the New Jersey Department of Environmental Protection (C.A.F.R.A.) and if it is within the Pinelands Zone it must be submitted to the Pinelands District for review and approval. There may be other reviewing agencies such as the New Jersey Department of Transportation or Cape-Atlantic Soil Conservation District depending on the subdivision size, nature and location. The Planning Board will condition any approval that it grants upon the review and approval by any other necessary reviewing agency.

Twenty-one (21) days prior to the regular, scheduled hearing date, sixteen (16) copies of the subdivision plans, application, calculations and other appropriate materials should be delivered to the City Clerk's Office. The appropriate fees and escrow must be submitted in two separate checks upon submission of the application (Fee Schedule attached). *Dependent upon the completeness of the application, the availability of the Board attorney, and the Board engineer's ability to review the application, the matter will be scheduled as soon as possible. The Board secretary will call the phone number on the application to inform the applicant when the matter will be put on the agenda.* Applicant is responsible for notifying the public of the meeting place, date and time (see attached Public Meeting Requirements). Applicant should contact Board Secretary, **Vicki Cantell at 652-9403** for meeting schedule.

A properly completed plat should comply with all State, County and Local regulations including, but not limited to Article VI, Section 602 d, of the City of Port Republic Development Ordinance.

Upon favorable review by all interested reviewing agencies, the necessary signatures and seals are affixed to the plans. One Mylar and two cloth copies will be given to the applicant. Applicant is responsible for filing the plan in the Map Filing Room at the County Clerk's Office in Mays Landing and for posting the Notice of Action Taken in The Atlantic City Press verification of which should be sent to the Planning Board.

