

MARGATE CITY CODE

Minor Subdivision and Minor Site Plan Checklist

APPLICATION FOR APPROVAL OF MINOR SUBDIVISIONS AND MINOR SITE PLANS (Page 1 of 2)		Submitted	Waiver Requested
	If waiver is requested, reasons shall be indicated in separate submission.		
1.	Plat or plan drawn and sealed by a P.E., L.S., P.P. or R.A. as permitted by law and based on a current survey.		
2.	Scale: 1" = 50' or as approved by Board Engineer.		
3.	Current survey upon which plat or plan is based.		
4.	Map size: 24" x 36"		
5.	Key map: 1,000-foot radius, street names, zoning districts.		
6.	Title block and basic information: a. Title. b. Date of original preparation and date(s) of revision. c. North arrow and reference meridian. d. Ratio scale and graphic scale. e. Tax map block, lot numbers and zone. f. Name, address and license number of person preparing plat or plan, signed and sealed. g. Name and address of owner of record and applicant, if different from the owner.		
7.	Signature of the applicant, and, if the applicant is not the owner, the signed consent of the owner.		
8.	A map of the entire tract or property showing the location of that portion to be divided therefrom, giving all distances and showing all roads abutting or transversing the property. Development boundaries shall be clearly delineated.		
9.	The name of all adjoining property owners as disclosed by the most recent City tax records.		
10.	Names of adjoining municipalities within 200 feet.		
11.	The location of existing and proposed, including details: a. Property lines. b. Streets (with right-of-way widths). c. Buildings (with an indication as to whether existing buildings will be retained or removed). d. Buildings within 200 feet of the site. e. Parking spaces and loading areas. f. Roadways, driveways and curbs. g. Watercourses. h. Bridges. i. Drainage pipes and other improvements. j. Natural features and treed areas, both on the tract and within two hundred (200) feet of its boundary. k. Sewer, water and other utilities. l. Lighting including photometrics and landscaping. m. Signage including details. n. Refuse areas. o. Soil erosion and sediment control plan.		

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Minor Subdivision And Minor Site Plan Checklist (Cont'd)

APPLICATION FOR APPROVAL OF MINOR SUBDIVISIONS AND MINOR SITE PLANS (Page 2 of 2)		Submitted	Waiver Requested
12.	Area in square feet of all existing and proposed lots; number of new lots created.		
13.	Bearings and distances of all existing and proposed property lines with any existing lot lines to be eliminated by the proposed subdivision clearly indicated.		
14.	Sufficient elevations or contours at two-foot intervals, including finished grades and finished floor elevations.		
15.	The location and width of all existing and proposed utility, drainage and other easements, including but not limited to, sight triangle easements.		
16.	Front, side, and rear setback lines.		
17.	Chart of the zoning requirements for the zone, what is proposed, and variances indicated.		
18.	Delineation of flood plain and wetlands areas.		
19.	A copy of any protective covenants or deed restrictions applying to the lands being subdivided or developed.		
20.	Ten (10) sets of folded plans		
21.	For subdivisions, if the applicant intends to file the approved subdivision with the County, the plat shall be prepared in compliance with the "Map Filing Act," P.L. 1960, c.141 (C.46.2309.9 et seq.) and bear the signature block.		
Checklist prepared by: _____ Date: _____ Checklist reviewed by Board: _____ Date: _____ Application found complete on: _____ Application found incomplete on: _____			

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Preliminary Major Subdivision and Site Plan Checklist

APPLICATION FOR PRELIMINARY APPROVAL OF MAJOR SUBDIVISIONS AND SITE PLANS (Page 1 of 3)		Submitted	Waiver Requested
	If waiver is requested, reasons shall be indicated in separate submission.		
1.	Plat or plan drawn and sealed by a P.E., L.S., P.P. or R.A. as permitted by law and based on a current survey.		
2.	Scale: 1" = 50' or as approved by Board Engineer.		
3.	Current survey upon which plat or plan is based, signed and sealed.		
4.	Map size: 24" x 36"		
5.	Title block and basic information: a. Title. b. Date of original preparation and date(s) of revision. c. North arrow and reference meridian. d. Ratio scale and graphic scale. e. Tax map block, lot numbers and zone. f. Name, address and license number of person preparing plat or plan. g. Name and address of owner of record and applicant, if different from the owner. (Where more than one sheet is required, the above information shall appear on each sheet and all sheets shall be appropriately labeled, numbered and bound.)		
6.	The first sheet of a series of plats or plans submitted for preliminary approval shall contain, in addition to the above, the following: a. A key map at a scale of 1" = 400' or less showing zone boundaries. b. The names and addresses, lot and block numbers of all property owners within 200' of the tract boundary line including adjoining municipalities. c. Signature blocks for the Board Chairperson, Board Administrator and Board Engineer. d. Chart of the zoning requirements for the zone, what is proposed, and variances indicated.		
7.	Existing and proposed contours at one-foot intervals.		
8.	For site plans, a grading plan showing, at one-foot contour intervals, existing and proposed contours and elevations.		
9.	The location of existing watercourses and any natural features, including floodplains and wetlands on the site and within 50 feet.		
10.	The area of the tract to be subdivided or developed in square footage and the location, lot area, width and depth of any existing lot or lots proposed to be subdivided.		

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Preliminary Major Subdivision and Site Plan Checklist (Cont'd)

APPLICATION FOR PRELIMINARY APPROVAL OF MAJOR SUBDIVISIONS AND SITE PLANS (Page 2 of 3)		Submitted	Waiver Requested
11.	Location of all existing and proposed buildings and subsurface structures, with building setbacks, front, side and rear yard distances.		
12.	Location of all structures within 200 feet of the property.		
13.	A stormwater management plan including construction details showing the location, type and size of any existing and proposed bridges, culverts, drainpipes, catch basins and other storm drainage facilities, including Stormwater Analysis Report.		
14.	A soil erosion and sediment control plan.		
15.	A circulation plan showing proposed vehicle, bicycle and pedestrian circulation systems. The plan shall include the locations, typical cross-sections, center line profiles, width of right-of-way, edge of pavement, curbs, sidewalks and type of paving for all proposed new streets and paths. Road cross-sections shall be every 50 feet along center line. Profile shall be at a scale of one inch equals five feet vertical; one inch equals 50 feet horizontal.		
16.	Plans of proposed potable water, sanitary sewer utility systems showing feasible connections to existing or any proposed system.		
17.	Location of any proposed off-street parking areas and driveways with sight distance profiles, with dimensions showing parking spaces, loading docks and access drives and a traffic circulation pattern showing all ingress and egress to the site.		
18.	Location and description of all proposed signs and exterior lighting, including details.		
19.	Provision for storage and disposal of solid wastes.		
20.	For site plans, the preliminary floor plans and preliminary building elevation drawings showing all sides of any proposed building or buildings.		
21.	All proposed buffers, landscaping, fences, walls, hedges or similar facilities. The landscaping plan shall show in detail the location, size and type of all plant material, including ground cover, to be used on the site. Common names of all landscaping material shall be indicated.		
22.	A copy of any protective covenants or deed restrictions applying to the land and being subdivided or developed and a notation on the plat or plan of any easements required by the Board, such as but not limited to sight triangle easements. Said easements may also include utility lines, public improvements and ingress and egress for emergency vehicles.		
23.	A copy of such guarantees, covenants, master deed or other document which shall satisfy the requirements of the Board for the construction and maintenance of any proposed common areas, landscaping, recreational areas, public improvements and buildings.		

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Preliminary Major Subdivision and Site Plan Checklist
(Cont'd)

APPLICATION FOR PRELIMINARY APPROVAL OF MAJOR SUBDIVISIONS AND SITE PLANS (Page 3 of 3)		Submitted	Waiver Requested
24.	A list of all licenses, permits or other approvals required by law, including proof of service.		
25.	A letter of intent stating the following: type of structures to be erected, nature of nonresidential use, if any, approximate date of construction start and estimated number of lots on which final approval will be requested.		
26.	The Board may require the applicant to submit a traffic impact statement as part of preliminary approval if, in the opinion of the Board, the development could have an adverse effect on off-site traffic and circulation.		
31.	Applicant shall submit ten (10) sets of folded plans.		
Checklist prepared by: _____ Checklist reviewed by Board: _____ Application found complete on: _____ Application found incomplete on: _____ Applicant notified on: _____		Date: _____ Date: _____	

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Final Major Subdivision and Site Plan Checklist

APPLICATION FOR FINAL APPROVAL OF MAJOR SUBDIVISIONS AND SITE PLANS (Page 1 of 2)		Submitted	Waiver Requested
	If waiver is requested, reasons shall be indicated in separate submission.		
1.	Plat or plan drawn and sealed by a P.E., L.S., P.P. or R.A. as permitted by law and based on a current survey.		
2.	Scale: 1" = 50' or as approved by Board Engineer.		
3.	Current survey upon which plat or plan is based, signed and sealed.		
4.	Map size: 24" x 36"		
5.	Title block and basic information: a. Title. b. Date of original preparation and date(s) of revision. c. North arrow and reference meridian. d. Ratio scale and graphic scale. e. Tax map block, lot numbers and zone. f. Name, address and license number of person preparing plat or plan. g. Name and address of owner of record and applicant, if different from the owner. (Where more than one sheet is required, the above information shall appear on each sheet and all sheets shall be appropriately labeled, numbered and bound.)		
6.	Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and other site lines, with accurate dimensions, bearings or deflection angles, radii arcs and central angles of all curves, or as required by the Map Filing Act.		
7.	The purpose of any easement or land reserved or dedicated to public use, such as but not limited to sight triangle easements, and the proposed use of sites other than residential.		
8.	The front, side and rear building setback lines.		
9.	Improvement plans in accordance with the City standards for roads and utilities.		
10.	Statement that the final plan is consistent with preliminary plan, and if not, how and why they differ.		
11.	All additional information, changes or modifications required by the Board at the time of preliminary approval.		

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Final Major Subdivision and Site Plan Checklist
(Cont'd)

APPLICATION FOR FINAL APPROVAL OF MAJOR SUBDIVISIONS AND SITE PLANS (Page 2 of 2)		Submitted	Waiver Requested
12.	A statement from the City Engineer that all improvements required by the Board for preliminary approval have been installed in compliance with all applicable laws.		
13.	If improvements have not been installed, then a statement from the City Clerk shall accompany the application for final approval stating that: a. A recordable developer's agreement with the City has been executed. b. A satisfactory performance guarantee has been posted. c. That the City has received all escrow and inspection fees.		
14.	Proof that all taxes and assessments for local improvements on the property have been paid.		
15.	If the requirement improvements have been installed, the application for final approval shall be accompanied by a statement from the City Clerk that a satisfactory maintenance bond has been posted.		
16.	Applicant shall submit ten (10) sets of folded plans.		
17.	A letter from the Fire Department, signed by the Chief, stating that waterlines and fire hydrants are adequate for fire protection.		
Checklist prepared by: _____ Date: _____ Checklist reviewed by Board: _____ Date: _____ Application found complete on: _____ Application found incomplete on: _____			

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Variance Application Checklist

VARIANCE CHECKLIST (Page 1 of 1)		Submitted	Waiver Requested
1.	<p>Submit the following documents with the Standard Development Application:</p> <ul style="list-style-type: none"> a. Copy of an area map showing all lots within 200 feet of the property. b. List of names, addresses, lot and block numbers, as they appear on the official tax records of the City, of all owners of property within 200 feet of the property affected by the application and upon whom the notice must be served in the manner provided by law. c. Copy of professional survey at a scale not smaller than 1" = 100' nor larger than 1/8" = 1'; clearly indicating the buildings and improvements thereon with all front, side and rear yard dimensions and setbacks from the property lines. d. Copies of subdivision, site plan or conditional use applications when applicable. e. Certification that taxes are paid. 		
2.	<p>If the survey is more than one year old, attach certification of the applicant or owner that the survey accurately represents the status of the premises and all improvements at the time of filing for the variance, and show any proposed changes with all dimensions including enlargement of existing footprint, if applicable.</p>		
3.	<p>A statement containing the following information:</p> <ul style="list-style-type: none"> a. Date of acquisition of property and from whom. b. The number of dwelling units in existing building(s). c. State whether the applicant or owners own or are under contract to purchase any adjoining lands. Set forth lot and block number(s). d. State whether the application is or is not to be accompanied by a separate application for subdivision, site plan or conditional use approval. 		
4.	<p>Ten (10) folded copies of a plot plan, map or survey.</p>		
<p>Checklist prepared by: _____</p> <p>Checklist reviewed by City: _____</p> <p>Application found complete on: _____</p> <p>Application found incomplete on: _____</p>		<p>Date: _____</p> <p>Date: _____</p>	