

PLAT CHECKLIST AND PRE-RECORDING FORM

COUNTY OF UNION, NEW JERSEY

NOTICE TO APPLICANT: The New Jersey Map Filing Law (P.L. 2011, Chapter 217; N.J.S.A. 46:26A-1, et. seq.) defines the documents to be recorded, contents of documents/maps, the prerequisites for recording, and associated signatures and seals required on said documents and maps.

The Union County Clerk's office requires **two copies** of the associated subdivision plat in Mylar form with all appropriate data, signatures and seals clearly legible for review prior to recording. One additional paper or Mylar copy can be signed for personal or municipal records. Contact the County Clerk's office (908-527-4787) for the recording fee, complete the required recording page found at www.ucnj.org/county-clerk/, and any other associated plat recording requirements they may require.

General Property & Applicant Information

Applicant/Company Contact Information:

- Applicant/Company Name _____
- Address _____

- Telephone# _____ Fax# _____
- Person Submitting Plat for recording: _____

Site Information:

- Site Address & Town _____

- Existing Block and Lot numbers _____

- Proposed Block and Lot Numbers _____

- Existing number of residential units or structures _____
- Proposed number of residential units or structures _____
- The plat shall show all street names as approved by the municipality. If the subdivision created a new street provide the name of the new street: _____

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Approval Information:

- Type of Subdivision - Minor ___ or Major ___
- Municipal Planning Board Subdivision Approval – Memorialization Resolution Date _____; Submit copy of resolution(s) with this form.
- Permit Extension Date (if required) – Municipal Planning Board Resolution Date _____; Submit copy of resolution(s) with this form.
- Extension/Revised filing Date _____
- Date of County Planning Board Approval (date of response letter) & County Planning Board Applic. # _____

Checklist

The following checklist of items and information required on plats are based on the NJ Map Filing Law:

- Appropriate scale, legible property dimensions, bearings and other associated details on boundaries. Map shall show all dimensions, square footage of each lot to nearest square foot or nearest hundredth of an acre. Bearings and curve shall include radius, delta angle, length of arc, chord distance and chord bearing sufficient to enable definite location of all lines and boundaries, including public easements and areas dedicated for public use. All lot data shall be included as per the associated map law and Municipal Land Use Law.
 - Provided Yes___ or No___
- Each block and lot shall be numbered consecutively and conform with the municipal tax map unless other government entity has jurisdiction to designate.
 - Provided Yes___ or No___
- Reference meridian used for bearings on the map shall be shown graphically based on New Jersey Plane Coordinate System. Are these reference bearings provided Yes___ or No ___
- All municipal boundary lines crossing or adjacent to the territory shall be shown and designated. Are all associated boundary lines provided Yes___ or No___ or Not Applicable _____
- Clearly show all monuments as per Map Filing Law, the outbound corner markers shall be set pursuant to regulations promulgated by the State Board of Professional Engineers and Land Surveyors
 - Provided: Yes ____, No ____, Not Required ___

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- All permanent easements, including sight right easements and utility easements shall be shown and dimensioned.
 - Provided: Yes ____, No ____, Not Required ____

- All natural and artificial watercourses, streams, shorelines and water boundaries and encroachments shall be shown.
 - Provided: Yes ____, No ____, or Not Applicable ____

- The plat shall show the name of the subdivision, the name of the last property owners, the municipality and county
 - Provided: Yes ____, No ____

- The plat shall show the date of the survey and shall be in accordance with survey detail requirements of the State Board of Professional Engineers and Land Surveyors.
 - Provided: Yes ____, No ____

- The plat shall include the following certificates, signatures and seals:
 - Licensed Professional Land Surveyor – **certification, signature & date, seal, and surveyor’s license number**
Provided: Yes ____, No ____

 - Municipal Engineer – **certification, signature and date, and seal**
Provided: Yes ____, No ____

 - Planning Board Chairman & Secretary – **signature and date, seal** (if available)
Provided: Yes ____, No ____

 - Municipal Clerk – **signature and date, seal** (if available)
Provided: Yes ____, No ____

Plat Review Process:

Upon completion of the checklist and general information above mail this form with a cover letter requesting a review of this form and plats for recording. If all data is accurate and plat items, seals, signatures, and dates are correct then a recording will be scheduled. This form, cover letter, and municipal resolutions should be mailed to the following: County Planning Office, Department of Economic Development, Union County Administration Building, Elizabethtown Plaza, Elizabeth, New Jersey 07207. Any questions regarding this form or the plat recording process please call 908-527-4268.