



357 South Livingston Avenue • Livingston, New Jersey 07039  
Office 973-535-7954 • Fax 973-992-1016

**PLANNING DEPARTMENT**

**APPLICATION FOR APPROVAL OF A MINOR SUBDIVISION**

**To be completed and returned to the Planning Department:**

- 1 Fifteen (15) copies of a plat prepared in accordance with Section §170-71B of the Land Use Ordinance.
- 2 Three (3) copies (with original signatures) of the completed Application for Approval of a Minor Subdivision.
- 3 Three (3) copies of the completed Minor Subdivision Plat Details checklist.
- 4 Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent.
- 5 List of the names and addresses of persons having 10% interest or more in the applicant corporation or partnership (if applicable).
- 6 Fee as required by Ordinance (\$300.00 plus \$50.00 for each lot within the subdivision).



**TOWNSHIP OF LIVINGSTON - PLANNING DEPARTMENT**

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**MINOR SUBDIVISION PLAT DETAILS**

**APPLICANT:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**BLOCK, LOT & ZONE:** \_\_\_\_\_

Section §170-71B: "The minor subdivision plat shall be drawn by a licensed New Jersey Professional Engineer or Land Surveyor, shall be based on Tax Map information or some other similarly accurate base at a scale of not more than 50 feet to the inch..."

**NOT  
SHOWN    SHOWN**

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(1) The location of that portion which is to be subdivided in relation to the entire tract.

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(2) All existing structures and wooded areas on tract.

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(3) The name and address of the owner and the names of all adjoining property owners, as disclosed by the most recent Township tax records.

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(4) The tax map sheet, block and lot number of the property to be subdivided.

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(5) The original and proposed lot layout, lot dimensions and total area of each lot and metes and bounds description for each lot within the subdivision.

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(6) The Planning Board may require submission of topographic data with the minor subdivision if physical conditions of the land are likely to result in drainage problems or otherwise cause concern in connection with the future development of the property.

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(7) The name and address of the person preparing the map, the scale and reference meridian.

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(8) Zoning on or adjoining the property to be subdivided and identification of zones.

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(9) Certification from the tax collector that no taxes or assessments for local improvements are due or delinquent.

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(10) Soil erosion and sediment control plan if required in accordance with R.S. 4:24-39 et seq. Said plan shall be submitted to the soil conservation district in accordance with said statute and approval of the application shall be conditioned upon certification of the soil erosion and sediment control plan by district.

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(11) A key map showing the proposed minor subdivision and its relation to surrounding areas within 500 feet of the extreme limits thereof.

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(12) All improvements abutting the subject property such as street pavement, curbs, sidewalks, sanitary and storm sewers, water lines, electric lines, gas lines, and TV and telephone cables.

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(13) If the applicant is a corporation or a partnership, the application form shall list the names and addresses of all stockholders or partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership as the case may be.

I hereby certify that the information contained in this document is true and correct to the best of my knowledge.

**Signature and Seal of person preparing the plan**

**Date**

**TOWNSHIP OF LIVINGSTON – PLANNING DEPARTMENT**

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**APPLICATION FOR DEVELOPMENT**

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

BLOCK(S) \_\_\_\_\_

LOT(S) \_\_\_\_\_

This will certify that all taxes on the above referenced property have been paid to date and that there are no outstanding assessments for local improvements, except as noted below.

\_\_\_\_\_  
Vibha Desai, Tax Collector

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**TOWNSHIP OF LIVINGSTON – PLANNING DEPARTMENT**

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**REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS**

PROPERTY LOCATION \_\_\_\_\_

BLOCK(S) \_\_\_\_\_

LOT(S) \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

ADDRESS \_\_\_\_\_

I hereby request one (1) copy of a certified list of all property owners within 200' of the property described above. Please mail the list to the above address.

The ten-dollar (\$10.00) fee for the preparation of this list is attached.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*