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Memorandum

To: Site Plan and Subdivision Applicants

From: Middlesex County Office of Planning
Division of Development Review

RE: Requirements for Land Surveys

Date: October 23, 2025

Submission of a land survey is required for site plan and subdivision applications with frontage on a County road and/or when off-site improvements to a County road are proposed; these surveys are subject to additional review and approval by the County land surveyor and/or County survey consultant.

Part A. Land Survey Requirements

1. A current signed and sealed land survey prepared of the entire site, **specifically for the application**, shall be submitted. The survey shall meet the current statutory and regulatory requirements for New Jersey.
2. The survey shall show the evidence used in determining the location of the applicant's property that shall include, but not be limited to, the following:
 - a. Current deeds of record for the applicant's property, adjoining properties, and properties located on both sides of NAME OF COUNTY ROAD (MC Rt. ____). The deed book and page information shall appear on their respective lots or in a tabular format clearly indicating the Tax Map Block and Lot for each deed. Any discrepancy found between deeds (overlaps/gores, etc.) shall be indicated on the land survey and reflected on the drawings submitted for review.
 - b. Restrictions/easements associated with said lots along with any prior dedications on both sides of NAME OF COUNTY ROAD (MC Rt. ____) and NAME OF INTERSECTING STREET.
 - c. Right-of-way and boundary markers found, along with the relationship of said markers with the calculated points they represent.



- d. Referenced maps used in the preparation of the survey shall be listed on the drawing and shall contain all the information needed to clearly identify the preparer of said maps and, in the case of drawings filed in the public records, include the filing information. **A clear copy of drawings/maps referenced but not filed in the Middlesex County Clerk's Office shall be provided for the record.** The site plan drawings submitted with an application should reference the survey and reflect the findings of same.
3. The survey shall show the evidence used in determining the location of both sides of the rights-of-way along NAME OF COUNTY ROAD (MC Rt. _____) and NAME OF INTERSECTING STREET. The information required includes, but is not limited to, the following:
 - a. The "original" centerline of the right-of-way for NAME OF COUNTY ROAD (MC Rt. _____) and NAME OF INTERSECTING STREET as determined by the land survey, including the half-widths from same to the existing sidelines.
 - b. Current road right-of-way width(s) and half-width(s), along and beyond the applicant's property, as documented.
 - c. Current width(s) and half-widths(s) of right-of-way as determined by the land survey.
4. The need for right-of-way dedication and/or easements will depend (in part) on the existing and proposed improvements and the land survey provided for an application.

Part B. Right-of-Way Dedication/Easement Requirements

Required for right-of-way dedications and/or easements only. Exhibits described below will not be reviewed until the land survey has been approved.

1. When a site plan or subdivision application indicates that proposed or future public improvements are required that will necessitate a dedication or easement, a deed of dedication or easement shall be developed, along with the metes and bounds description (to be labeled EXHIBIT A) and survey of dedication or easement (to be labeled EXHIBIT B). Exhibit B shall be at a scale of 1 inch = 20 feet or 1 inch = 10 feet, whichever provides the most clarity. Exhibit B shall show the information taken from the accepted land survey (when same has been determined). Exhibit B shall also show the intended improvements as depicted on the site plan or subdivision and contain the signature and raised seal of the design engineer. If the design engineer is from a different firm, the subtitle block of said firm shall appear on the survey as well. The draft Exhibit B shall be submitted to the Office of Planning in both PDF and DXF format, as per Part C below, for review and approval.

For large project sites, it may be acceptable to provide a DXF file that shows the linework of the dedication or easement area in lieu of the entire survey.

2. Upon the County's acceptance of Exhibits A and B, the following shall be submitted to the Office of Planning:
 - a. The deed of dedication or easement, which can be found on the County's Land Management webpage; and



- b. A signed and sealed physical copy of Exhibits A and B. Exhibit B shall be on a mylar sheet size of 24 inches x 36 inches (cutting edge to cutting edge) and have a minimum thickness of 4 mils.

The Office of Planning will undertake the recording of the right-of-way dedication or easement with the County Clerk.

3. A monument shall be provided at each corner of the dedication or easement area to be conveyed to the County of Middlesex as required. The preparer will be advised of the location of each monument.
4. Each right-of-way dedication or easement shall be represented as a closed polygon created from its survey point of beginning (P.O.B) through the final course of the survey and terminus point.

Part C. CAD Software File Specifications

A survey map of each final right-of-way dedication or easement shall be submitted to the County in digital file format by uploading files to the "ROW Dedication/Easement (CAD)" folder in the County's electronic application system, ePlan, in accordance with the following specifications.

1. Exhibit A shall be submitted to the County in digital file format by uploading to the "ROW Dedication/Easement (CAD)" folder in ePlan: a PDF file of Exhibit A and a file containing the exact text of Exhibit A. The digital text file format shall be the current version of MS Word DOCX format or other text file extension format that may be acceptable to the County.
2. Exhibit B shall be submitted to the County in digital file format by uploading the following two files to the "ROW Dedication/Easement (CAD)" folder in ePlan, in accordance with the following specifications:
 - a. One digital file shall be an AutoCAD or Intergraph Microstation file in DXF data file format containing only the final right-of-way dedication or easement boundaries, the existing property lines of the surveyed property, and a limited text block.
 - i. The CAD data file shall include and must be based upon real-world Northing and Easting grid coordinate values, enabling the DXF data file to be projected onto the earth's surface at its true real-world position using Esri Geographic Information System (GIS) software.
 - ii. The basis of bearings, the north reference, and the Northing and Easting grid coordinate values in the DXF data file shall be based on the most current datum and adjustment, which at the time of this Memorandum is NAD83 (2011). [WKID: 6527, Authority: EPSG, Esri Name: NAD_1983_2011_StatePlane_New_Jersey_FIPS_2900_Ft_US, Common Name: New Jersey State Plane Coordinate System (NJSPCS), North American Datum 1983, 2011 adjustment "NAD83(2011)" / US survey foot]
 - b. One (1) digital file shall be a full-sized printable digital PDF export of the DXF data file.
 - i. The grid coordinate values of the point of beginning (P.O.B.) must be provided and clearly labeled on the PDF export of the CAD drawing as "Description Point of Beginning" or "P.O.B." or similar notation.

Should you have any questions regarding these requirements, please contact us at planning@co.middlesex.nj.us.

