

**WARREN TOWNSHIP BOARD OF ADJUSTMENT
CHECK LIST – FINAL MAJOR SUBDIVISION**

Applicant's Name and Address _____

Telephone #: _____ FAX: _____ Case Number: _____

Project Name _____

Location _____
 (Block) (Lot(s)) (Street)

Engineer: _____

Subdivision plans shall be submitted at least fourteen (14) days prior to the hearing date for the purpose of review, discussion, and classification. At least eleven (11) signed and sealed blue on white prints, Fifteen (15) 11x17 prints (14 if Board of Adjustment) shall be submitted. The applicant is also responsible to bring four (4) signed and sealed maps to the hearing.

**APPLICANT SHALL CHECK OFF ALL ITEMS AS SUBMITTED, NOT APPLICABLE, OR
WAIVER REQUESTED.**

****PLEASE NOTE:** Any request for waiver must accompany this application as a separate rider, denoting reasons why the waiver should be granted. The Board of Adjustment will review your request and notify you whether or not waiver has been granted.**

No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
1.	Two copies of completed application and checklist.				
2.	Application fee is paid in accordance with Section 15-5. Final Major Subdivision: \$300.00 <u>Plus</u> 1-3 Lots \$ 50.00 4-10 Lots \$100.00 11-50 Lots \$300.00 50 Plus Lots \$400.00				
3.	Escrow Fee: One-third (1/3) for nonresidential use and one-half (1/2) for residential use of the original escrow fee paid at the time of preliminary plan application pursuant to Section 15-5(4) NOTE: Escrow fees for <u>AMENDED</u> Planning Board and Board of Adjustment applications shall be reduced by 50% of the above posted fees. (Per Ordinance 10-2 Effective 3/11/10 amending Section 15-5.3(a)(3).				
4.	Signed escrow agreement.				
5.	Official Somerset County Planning Board Receipt.				

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No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
6.	Proof of submission to NJDEP for necessary permits.				
7.	Disclosure Statement listing names and addresses of all stockholders or individual partners owning at least ten (10%) percent of the interest in the partnership or corporation in accord with N.J.S.A. 40:55D-48.2. Any applicant who is incorporated <u>must</u> have an attorney represent them.				
8.	Disclosure Statement of ten (10%) percent ownership interest of corporation or partnership which is ten (10%) percent owner or applying corporation or partnership in accordance with N.J.S.A. 40:55D-48.2.				
9.	Owner's letter of consent if applicant is other than owner.				
10.	Certification by Tax Collector that all taxes have been paid through the current quarter.				
11.	Copy of all existing protective covenants or deed restrictions of every nature affecting the premises sought to be developed or any part thereof and including a statement as to whether such deeds or covenants are of record.				
12.	A copy of abstract of the deed or deeds or other instruments by which title is derived with the names of all owners.				
13.	Five (5) translucent reproducible mylars and two paper copies (signed and sealed) to be supplied for signatures following action by the Board of Adjustment.				
14.	Eleven (11) blue on white prints signed and sealed, fifteen (15) 11"x17" reduced copies (14) if Board of Adjustment application) in accordance with the following: (Applicant must bring four (4) full size signed and sealed maps to all Planning Board hearings.				

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No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
15.	Identification as "Final Plat".				
16.	The final plans must fully conform to the preliminary plan as approved by the Board of Adjustment, including revisions required as conditions of approval.				
17.	Preliminary plans must be signed by the Board of Adjustment prior to filing for final.				
18.	Name and address of owner(s) of record.				
19.	Names of property owners adjacent to tract, along with respective block and lot designations.				
20.	The name of the map, municipality and county shall be shown.				
21.	The map must show streets, avenues, roads, lanes or alleys.				
22.	Signature lines and certifications must comply with the map filing law				
23.	Scale must be inches to feet and be large enough to contain legibly written date on the dimensions, bearings and all other details of the boundaries, and it shall also show the graphic scale (1"= 100') minimum				
24.	It shall show the dimensions, bearings and curve data sufficient to enable the definite location of all lines and boundaries shown thereon, including public easements and areas dedicated for public use.				
25.	Block and lot designations shall be shown.				
26.	The reference median used for bearings on the map shall be shown graphically.				
27.	All municipal boundary lines crossing or adjacent to subdivision shall be shown and designated.				
28.	All natural and artificial watercourses, streams, and water boundaries and encroachment lines shall be shown.				

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No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
29.	Watercourse Protection Area certification to be included if applicable: "This development permit application encompasses lands in a Watercourse Protection Area and is subject to all the standards and requirements of Section 15-10 of the Revised General Ordinances of the Township of Warren."				
30.	The map shall clearly show all documentation as required by Chapter 141 P.L. 1960; including monuments found monuments set, and monuments to be set.				
31.	Any curve data shall be shown on both sides; namely radius, length of curve, subtended angle, chord bearing and chord distance.				
32.	The date of survey shall be shown				
33.	New Jersey State coordinates in NAD 1983 indicated at a minimum of five (5) out bound corners.				
34.	Land Surveyor Certification shall be in accordance with N.J. Map Filing Law.				
35.	All maps shall be in accordance with Chapter 141 P.L. 1960 of the Map Filing Law.				
36.	<p>All maps shall have the following certifications from the Map Filing Law:</p> <p>a. I hereby certify that this map complies with the provisions of Chapter 141 P.L. 1960 and further certify that it has been approved for filing in the office of the County Clerk of Somerset County by the "Proper Authority", the Board of Adjustment of the Township of Warren.</p> <p>This certification shall expire if this map is not properly filed with the said County Clerk on or before _____.</p> <p>_____</p> <p>Chairman Date</p> <p>_____</p> <p>Secretary Date</p>				

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No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
36. Cont.	<p>All maps shall have the following certifications from the Map Filing Law:</p> <p>b. I hereby certify that this map and survey has been made under my supervision, and complies with the provisions of the "Map Filing Law".</p> <p style="padding-left: 40px;">(Include the following if applicable: I do further certify that the Monuments as designated and shown hereon have been set.</p> <hr style="width: 30%; margin-left: 0;"/> <p>Licensed Land Surveyor & No. (Affix Seal) (Date)</p> <p>c. If monuments are to be set at a later date, the following endorsement shall be shown on the map: "I certify that a bond has been given to the municipality, guaranteeing the future setting of the monuments shown on this map and so designated.</p> <hr style="width: 30%; margin-left: 0;"/> <p>Municipal Clerk Date (Affix Seal)</p> <p>d. There shall be endorsed thereon a certificate of the municipal engineer as follows: "I have carefully examined this map and find it conforms with the provisions of the "Map Filing Law" and the Municipal Ordinances and requirements applicable thereto.</p> <hr style="width: 30%; margin-left: 0;"/> <p>Municipal Engineer Date (Affix Seal)</p>				

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No.	Item	Submitted	Not Applicable	Waiver Requested	Board of Adjustment
36. Cont.	<p>All maps shall have the following certifications from the Map Filing Law:</p> <p>e. The Owner's Consent as follows: We, the undersigned, hereby declare that we are the owners of the land delineated hereon and we hereby consent to the filing of this map in the office of the Clerk of Somerset County.</p> <hr/> <p style="text-align: center;">Owner Date</p>				

NOTE: When the applicant appears before the Board of Adjustment, the applicant will be required to bring with them four (4) maps of the latest revision submission for the Board of Adjustment Members.

NOTE: The Warren Township Board of Adjustment may require submission of additional information not specified in this checklist as are reasonably necessary to make an informed decision as to whether the requirement necessary for approval of the application for development have been met. This application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required. (Municipal Land Use Law Chapter 291C 40:55D-10.3).