

**ANDOVER TOWSHIP LAND USE BOARD**  
**CHECK LIST #1 -- GENERAL REQUIREMENTS**

**Applicant:** \_\_\_\_\_ **File No.** \_\_\_\_\_  
**Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

This checklist is for general reference only. Further information may be required by the reviewing authority. The following designations are to be used when completing the checklist:  
✓ -- provided; NA -- not applicable; W -- waiver requested

<b>Item No.</b>	<b>Application Requirements</b>	<b>Applicant</b>	<b>Board</b>
1.	Sixteen (16) copies of completed application form, signed and notarized, inclusive of items in this checklist		
2.	Sixteen (16) copies of plans, maps, and construction details as required (see appropriate checklist) All plats shall be certified, signed and sealed.		
3.	Fees and escrow deposit in two separate checks made payable to Andover Township. A W-9 form is required if escrow amount is \$5,000 or more		
4.	Itemized calculation of fees and escrow		
5.	Certification of Township Tax Collector that all taxes and assessments have been paid to date		
6.	Site Inspection Form		
7.	Affidavit of Ownership		
8.	Corporate Form – If Applicant is a corporation or a partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.		
9.	County and State agency applications for approval - proof of submission		
10.	Copy of deed to the current owner including any easements or restrictions to use of property		
11.	Narrative of application and a list of all variance and waiver requests including statement of reasons why variance/waivers should be granted		
12.	CD containing PDF files of plans, maps, and details		
13.	Completed check list for the following: (Check one or more as necessary)  <b>Checklist #2:</b> Minor Subdivision  <b>Checklist #3:</b> Preliminary Major Subdivision  <b>Checklist #4:</b> Final Major Subdivision  <b>Checklist #5:</b> Site Plan and Conditional Use  <b>Checklist #6:</b> Final Site Plan  <b>Checklist #7:</b> Variance Administrative Appeal Ordinance Interpretation Bulk or other "C" variance Use Variance  <b>Checklist #8:</b> Lot Line Adjustment  <b>Checklist #9:</b> Site Plan Waiver  Note: Applications for amended plans require submission of the checklist associated with the original application.		