

LAND USE PROCEDURES

Checklist #4 – Final Major Subdivision

Applicant: _____
 Block _____ Lot _____

File No. _____

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.

The applicant shall provide a written statement justifying the waiver request or why a checklist item is not applicable.

Item No.	Application Requirements	Applicant	Board
	Improvements required: installed or bonded per Ordinance §§ 159-9 and 159-13		
1.	Final surface course, street pavement.		
2.	Sidewalks.		
3.	Curbs and gutters.		
4.	Monuments in accordance with the statute.		
5.	Street signs.		
6.	Shade trees.		
7.	Underground utilities (service and distribution).		
8.	Sanitary sewers and sewage disposal.		
9.	Fire protection system.		
10.	Items to be covered by performance guarantee with engineer's estimate.		
11.	Township Engineer letter that improvements have been installed.		
12.	Applicant's engineer certifying that the final plat conforms to preliminary plat.		
13.	Letter specifying changes from preliminary to final.		
14.	Off-tract improvements, developer's agreement.		
15.	Performance bond.		
16.	Twelve (12) copies of final subdivision plat in .DWG format to include the following:		
17.	Map Sizes: 8 1/2" x 13"		
	15" x 21"		
	24" x 36"		
	30" x 42"		
18.	Key Map: showing the subject property and all lands with lot and block numbers within 500 feet thereof with existing streets and zone boundaries.		
19.	Scale of not less than one inch equals 50 feet.		
20.	The plans should contain the following: A. Name of Development B. Name, address and phone number of Owner C. Date of Preparation D. Name & Address, signature, seal, and license number of person(s) preparing the map E. Graphic and written scale, north arrow and reference meridian F. Revision box & date of each revision		

21.	Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines with accurate dimensions, bearings or deflection angles of all curves.		
22.	The purpose of any easement or land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.		
23.	Blocks and lots shall be numbered.		
24.	Minimum building setback line on all lots and other sites.		
25.	Location and description of all monuments.		
26.	Names of owners of adjoining properties.		
27.	Certification by engineer or surveyor as to accuracy of details.		
28.	Certification that the applicant is agent or owner of the land or that the owner has given consent under an option agreement.		
29.	When approval is required by an officer of the Township, county or state, approval shall be certified on the plat.		
30.	As-Built plans and profiles of storm drains, culverts and inlets; plans for sanitary sewers and for water mains, showing the exact location.		
31.	Restrictive covenant regarding underground utilities – see Ordinance § 159-13A(8).		
32.	Organization documents, including:		
	A. Article of Incorporation for any Homeowners Assoc., Condominium Association, or other organization to maintain the common open space or community facilities.		
	B. By-Laws and Membership Rules and Regulations of any such organization, defining its rights.		
	C. A copy of the Master Deed detailing the rights and privileges of individual owners of common property.		
	D. A copy of all materials submitted to the Dept. of Community Affairs as required by the N.J. Planned Real Estate Development Full Disclosure Act. Regulations and evidence of the status of acceptance of and/or approval by the Dept. of Community Affairs.		
	E. Covenants or easements restricting the use of the common open space element.		
	F. Covenants or agreements requiring homeowners or residents to pay the organization for the maintenance of the common open space and/or community facilities. This shall include a proposed schedule of membership fees for at least the first three years of operation.		
33.	Final Map statement included on plat: “I certify that (NAME OF STREET OR STREETS) are approved by the Land Use Board of the Township of Andover. Approval of this map shall not be construed as acceptance of said roadways indicated herein, nor shall such approval obligate jurisdiction on said road or street until such time said road may be accepted by the Township of Andover” Signature _____ Township Clerk		
34.	Certification block to include signature of Land Use Board Chairperson, Secretary and Engineer.		
35.	CD containing electronic copies of plans in CAD format and copies of reports and studies where applicable.		
36.	For residential development, compliance with the New Residential Construction Off-Site Conditions Disclosure Act.		
37.	Evidence of fulfillment of growth share affordable housing obligations pursuant to Ordinance 190-32.1 and 190-100C.		

38.	Three copies of the appropriate application form(s), completely filled in. If any item is not applicable to the Applicant, it should so be indicated on the application form(s). If completeness waivers are sought, explain why waivers should be granted.		
39.	Evidence of the payment of off-tract/off-site pro rata share contributions.		
40.	Maintenance agreements. If there is to be no Homeowners Association, Condominium Association, open space organization, or similar arrangement for the maintenance of common facilities, the developer shall furnish an agreement under which private roads and other facilities will be maintained, refuse collected and other supplementary services provided.		
41.	Evidence of payment of mandatory development fees pursuant to Ordinance §190-32.2.		
42.	Copies of all permits issued by other agencies having jurisdiction.		