

ANDOVER TOWNSHIP LAND USE BOARD

CHECK LIST #1 -- GENERAL REQUIREMENTS

Applicant: William & Michelle Canniff File No. _____
Block 71 **Lot** 3.01

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

Item No.	Application Requirements	Applicant	Board
1.	Sixteen (16) copies of completed application form, signed and notarized, inclusive of items in this checklist	<input checked="" type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
2.	Sixteen (16) copies of plans, maps, and construction details as required (see appropriate checklist) All plats shall be certified, signed and sealed.	<input checked="" type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
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	<input checked="" type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
4.	Itemized calculation of fees and escrow	<input checked="" type="checkbox"/> W <input type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
5.	Certification of Township Tax Collector that all taxes and assessments have been paid to date	<input checked="" type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
6.	Site Inspection Form	<input checked="" type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
7.	Affidavit of Ownership	<input checked="" type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
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.	<input type="checkbox"/> N/A <input type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
9.	County and State agency applications for approval - proof of submission	<input type="checkbox"/> N/A <input type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
10.	Copy of deed to the current owner including any easements or restrictions to use of property	<input type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
11.	Narrative of application and a list of all variance and waiver requests including statement of reasons why variance/waivers should be granted	<input checked="" type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
12.	CD containing PDF files of plans, maps, and details	<input type="checkbox"/> N/A <input type="checkbox"/> NA <input type="checkbox"/> ATTACHED	
13.	Completed check list for the following: (Check one or more as necessary) <input type="checkbox"/> Checklist #2: Minor Subdivision <input type="checkbox"/> Checklist #3: Preliminary Major Subdivision <input type="checkbox"/> Checklist #4: Final Major Subdivision <input type="checkbox"/> Checklist #5: Site Plan and Conditional Use <input type="checkbox"/> Checklist #6: Final Site Plan <input checked="" type="checkbox"/> Checklist #7: Variance <input type="checkbox"/> Administrative Appeal <input type="checkbox"/> Ordinance Interpretation <input checked="" type="checkbox"/> Bulk or other "C" variance <input type="checkbox"/> Use Variance <input type="checkbox"/> Checklist #8: Lot Line Adjustment <input type="checkbox"/> Checklist #9: Site Plan Waiver Note: Applications for amended plans require submission of the checklist associated with the original application.		

