



FINAL SUBDIVISION CHECKLIST

Application:	
Date Rcvd.:	
Received by:	

1. Applicant's Name:	
Contact Person:	
Address:	
Telephone:	
Email:	
Relationship to Owner:	

2. Property Address:	
Development Name:	
Zoning District:	
Block(s):	
Lot(s):	

3. Property Owner:	
Contact Person:	
Address:	
Telephone:	
Email:	

4. Name of Attorney:	
Firm:	
Address:	
Telephone:	
Email:	

5. Has this property ever been subject of a previous application to the Planning or Zoning Board? If so, please describe (incl. Resolution #):

6. Description of Property, brief history of the site, its location and description of current use(s) (may attach addendum):

7. Provide Detail of the Exact Nature of the Application (may attach addendum):

8. Description of Relief Requested, including Section(s) of Ordinance variance is requested (may attach addendum):

INSTRUCTIONS:

1. This checklist shall be completed by the applicant or its authorized representative and submitted with the application. This checklist shall be used in determining completeness or incompleteness of the application pursuant to Robbinsville Township’s Land Use and Development Ordinance(s). The applicant is advised that failure to provide all data required on this checklist or failure to apply for the appropriated waivers will render the application incomplete. Applications will not be placed on an agenda until it has been deemed complete by the Administrative Officer.
2. Applicant to complete checklist column with an “X” in the appropriate column. A waiver should be requested for all checklist item you may consider “not applicable” (“n/a”) and reason(s) you would consider it “not applicable.” **** All waivers requested should be explained in detail on the Waiver/Variance Request Form.** Failure to provide a reason for the request will render the application incomplete.
3. The Technical Review Committee (TRC) will determine if any item where a waiver is requested shall be required to be provided and the application shall be considered incomplete if not provided.
4. The applicant shall submit three (3) collated copies of all correspondence (including cover and response letters) and administrative forms. The applicant shall submit three (3) signed and sealed copies of all maps, plans or reports and all additional submission item(s). All submissions must include a digital copy in pdf. format of all submission items (email to BoardSecretary@robbinsville.net, dropbox, thumb drive or disk). All re-submissions must include a point-by-point response letter addressing all comments from the Board’s professionals or from the Technical Review Committee (TRC) Meeting. All submissions must be made as one comprehensive submission, not under separate cover.

I. ADMINISTRATIVE			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	1. Completed General Land Use Application Form.		
<input type="checkbox"/>	2. Completed Fee Schedule Form.		
<input type="checkbox"/>	3. Payment of Required Fees (two separate checks).		
<input type="checkbox"/>	4. Completed Escrow Agreement Form with Escrow Contact Sheet.		
<input type="checkbox"/>	5. Completed W-9 Form (for Escrow Account).		
<input type="checkbox"/>	6. Tax & Utility Assessment Certification Form (Applicant part complete).		
<input type="checkbox"/>	7. Completed Waiver/Variance Request Form.		
<input type="checkbox"/>	8. Completed Affidavit of Ownership Form (notarized).		
<input type="checkbox"/>	9. Completed Disclosure Statement Form.		
<input type="checkbox"/>	10. Completed Consent of Entry Form.		
<input type="checkbox"/>	11. Completed Checklist(s) for All Applicable Requests.		
<input type="checkbox"/>	12. Resolution(s) for all previous Planning/Zoning Board approvals.		
<input type="checkbox"/>	13. Affidavit that all conditions of a Preliminary Major Subdivision approval have been met and the Preliminary Major Subdivision plan has been signed and on file with the Robbinsville Township Planning/Zoning Board.		
<input type="checkbox"/>	14. Final Major Subdivision Plan/Plat, designed, drawn, signed and sealed by N.J.P.E., L.S. or A.I.A. as appropriate, to scale, sheets numbered consecutively, folded, collated, bound, signed and sealed with a common preparation and/or revision date(s).		
<input type="checkbox"/>	15. Architectural Floor Plans and Elevations of typical prototypical homes showing the architectural design intent of the home along with material, scale, size and shape of proposed homes.		
<input type="checkbox"/>	16. A Final Plat of Major Subdivision complying with the “Map Filing Law” of the State of New Jersey.		

<input type="checkbox"/>	17. List of all necessary Outside Agency Approvals indicating status of approvals, including copies of each approval (NJDOT, NJDEP, etc.).		
<input type="checkbox"/>	18. A developer's agreement approved and executed by the Robbinsville Township Committee.		
<input type="checkbox"/>	19. Metes and bounds descriptions, as applicable.		
<input type="checkbox"/>	20. Complete application, filed as one submission, with quantities and digital copies as noted in the Instructions, #4.		

II. HEALTH			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	21. Compliance with any and all conditions of preliminary major subdivision approval and the preliminary major subdivision checklist.		
<input type="checkbox"/>	22. Final septic system design criteria and grading shown on "Sewage Disposal and Water Supply Plan".		
<input type="checkbox"/>	23. Copies of any NJDEPE permits for sewage disposal systems and water supplies not in conformance with current code and regulations.		

III. ENGINEERING/PLANNING			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	24. Compliance with any and all conditions of Preliminary Major Subdivision approval and the Preliminary Major Subdivision Checklist. All documents submitted for Preliminary Major Subdivision approval shall be appropriately revised, retitled, dated, and submitted for final major subdivision approval. All documents, including any revisions submitted, shall bear the same date.		
<input type="checkbox"/>	25. Bulk Requirements Schedule/Table in compliance with the Preliminary Major Subdivision approval and Checklist. All requested variances and waiver shall be noted on the plan.		
<input type="checkbox"/>	26. Final Subdivision Plan/Plat shall show any monuments that have been set and which are to be set.		
<input type="checkbox"/>	27. Title block shall contain minimum data per current Statutes.		
<input type="checkbox"/>	28. A north arrow with reference meridian shall be provided.		
<input type="checkbox"/>	29. Plan/Plat shall contain signature lines for the Township Engineer, Board Chairperson for appropriate Board and Board Secretary on cover sheet.		
<input type="checkbox"/>	30. Plans shall include a detailed project phasing plan including proposed construction sequence, routes to and from site, construction methods, hours or operation, construction traffic control plans, temporary construction traffic, office locations, and any other construction related plans.		
<input type="checkbox"/>	31. Metes and bounds descriptions for right-of-way dedications, sight triangle easements; drainage, detention or conservation easements; common driveway easements; cul-de-sac easements and all other easements or rights-of-way which shall be dedicated to the public or by a Homeowners Association. Descriptions may be by reference to Final Plat.		
<input type="checkbox"/>	32. Compliance with all Design Standards of the Land Use and Development Ordinance, or a waiver/variance requested on Waiver/Variance Request Form.		

IV. PRIOR TO PUBLIC HEARING (if required)		Acknowledged by Preparer (initial)
<input type="checkbox"/>	33. The notice of publication and the notice of service on the affected owners must be accomplished at least ten (10) days prior to the hearing date scheduled by the Administrative Officer in accordance with the M.L.U.L and Township Ordinance. Proof of Service Package must be filed with the Administrative Officer before the application will be considered complete and the hearing can proceed.	
<input type="checkbox"/>	34. Witness/Exhibit List shall be provided five (5) days prior to hearing: Exhibit A-1: Complete Application Package (current version of all submission items). Exhibit A-2: Board's Professional's Review Memos. Exhibit A-3: Affidavit of Proof of Service Package. Exhibit A-4: (continue with any additional exhibits to be introduced, if any).	
<input type="checkbox"/>	35. Tax & Utility Assessment Certification Form, to be re-certified, if necessary.	
<input type="checkbox"/>	36. Escrow Account must be current prior to hearing.	

Person Preparing Checklist:	
Firm:	
Address:	
Telephone:	
Email:	

CERTIFICATION:

I have prepared this checklist and confirm that I have provided a response to all waivers being requested and listed all variance relief sought on the Waiver/Variance Form. I certify that the checklist is complete and accurate.

Signature/Certification of Person Preparing Checklist

Date

TOWNSHIP USE ONLY BELOW THIS LINE

Application No: _____ Fees Paid: _____
Date(s) Received: _____ Escrow Paid: _____
Referred To (Planning Board or Zoning Board): _____