

LAND DEVELOPMENT PROCEDURES

194 Attachment 2

Schedule II, Checklists

[Added 9-10-2015 by Ord. No. 2015-10; amended 9-8-2022 by Ord. No. 2022-13]

**ADMINISTRATIVE CHECKLIST
NETCONG BOROUGH**

NAME OF APPLICANT: _____

DATE SUBMITTED: _____

PROJECT NAME: _____

BLOCK(S) AND LOT(S) _____

Check appropriate box. Attach a sheet which explains reasons for any waivers requested.

| ITEM NO. | PLAN REQUIREMENT | PROVIDED | NOT APPLICABLE | WAIVER REQUESTED |
|----------|---|----------|----------------|------------------|
| 1 | Completed application forms (15 copies) | | | |
| 2 | For preliminary site plan or preliminary subdivision applications: a. 4 full size sets of the plan addressing all requirements of the applicable checklist b. 11 reduced size sets of plans on 11" X 17" c. 15 copies of building plans showing elevations and floor plans of any proposed building (site plans only) | | | |
| 3 | For final site plan or final subdivision applications: a. 4 full size copies of the final plat for final subdivisions b. 11 reduced size copies of final plat on 11" X 17" for final subdivisions c. 4 full size copies of as-built plans showing any improvements which have been constructed at the time of application All applications for properties located in any zone shall submit electronic plans to the Board Secretary, in pdf form, or as otherwise agreed to by the Board Secretary and Board Engineer. | | | |
| 4 | Completed and signed administrative and technical checklist(s) which would be applicable to the application | | | |
| 5 | Application fees and escrow deposits paid (provide calculations for application fees and escrow deposits) | | | |
| 6 | Site inspection authorization form (one original and 14 copies) | | | |
| 7 | Corporation or partnership form (one original and 14 copies) | | | |
| 8 | Affidavit of ownership and authorization form (one original and 14 copies) | | | |
| 9 | Certification of payment of taxes, liens and assessment by the tax collector (one original and 14 copies) | | | |
| 10 | A listing of all variance requests, design waiver requests, and checklist waiver requests (one original and 14 copies) | | | |

NETCONG CODE

| ITEM NO. | PLAN REQUIREMENT | PROVIDED | NOT APPLICABLE | WAIVER REQUESTED |
|-----------------|--|-----------------|-----------------------|-------------------------|
| 11 | Compliance with legal notice requirements (must be submitted not later than seven days prior to regular meeting) | | | |