

CHECKLIST

Details required for Final Major Subdivision Plats and Final Major Site Plans

Note: See Section 805 of the Medford Township Land Development Ordinance for further details of submission requirements and procedures.

1. _____ Application Form(s) and Checklist(s) (15 copies).
2. _____ Application and escrow fees required pursuant to Section 901 of the Land Development Ordinance.
3. _____ Signed escrow agreement.
4. _____ Plats or Plans (15 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
5. _____ Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
6. _____ All details stipulated in Subsection 804 B. of the Ordinance.
7. _____ All additional details required at the time of preliminary approval.
8. _____ A section or staging plan, if proposed.
9. _____ Detailed architectural and engineering data as required by Ordinance.
10. _____ A copy of the signed preliminary plat or plan in conformance with the resolution of approval.
11. _____ Notification of Pinelands Commission review of the preliminary plat.
12. _____ Evidence that a duplicate copy(ies) of the application for development has been filed with any other agency (including but not limited to the Burlington County Board of Health and Burlington County Soil Conservation District) having jurisdiction over any aspect of the proposed development.
13. _____ Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.
14. _____ Certification from the Township Tax Collector that all taxes and assessments are paid up-to-date.
15. _____ Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by Ordinance.
16. _____ A street numbering plan.
17. _____ Certification in writing from the applicant to the Board that the applicant has:

- (a) Installed all improvements in accordance with the requirements of the Ordinance; and/or
- (b) Posted a performance guarantee in accordance with Section 902 of the Ordinance; and
- (c) Provided a construction schedule for all improvements yet to be installed.

18. _____ A statement from the Township Engineer that all installed improvements have been inspected.

Signature and Title of person who prepared check list

Date

PROOF OF SERVICE

PLANNING BOARD/ZONING BOARD OF ADJUSTMENT

OF MEDFORD TOWNSHIP

BLOCK _____ LOT _____ APPLICANT # _____

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED AND VERIFIED WITH BOARD SECRETARY AT LEAST TWO (2) DAYS PRIOR TO MEETING.

STATE OF NEW JERSEY)
COUNTY OF BURLINGTON) ss:

_____, of full age, being duly sworn according to the law, states that: (s)he resides at _____ in the municipality of _____, County of _____, and State of _____, that (s)he is the applicant in a proceeding before the Planning Board/Zoning Board of Adjustment of Medford Township, New Jersey, having submitted an application under the Medford Development Ordinance 706-D and relates to premises _____, that on _____, 20_____, (s)he have written notice of the hearing on this application to all persons on the attached form owning property affected by the application in the required form according to law.

APPLICANT

Sworn to and Subscribed before me
This _____ day of _____,
20_____.

NOTE TO APPLICANT: Attach a list of all persons served.

PROOF OF PUBLICATION
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
OF MEDFORD TOWNSHIP

BLOCK _____ LOT _____ APPLICATION # _____

PROOF OF PUBLICATION MUST BE FILED AND VERIFIED WITH BOARD
SECRETARY AT LEAST TWO (2) DAYS PRIOR TO MEETING.

ATTACH AFFIDAVIT RECEIVED FROM NEWSPAPER BELOW:

MEDFORD TOWNSHIP PLANNING BOARD/ZONING BOARD OF ADJUSTMENT

AFFIDAVIT OF POSTING THE SIGN

BLOCK _____ LOT _____

PROOF OF POSTING BLOCK AND LOT IDENTIFICATION SIGN MUST BE FILED AND VERIFIED WITH BOARD SECRETARY AT LEAST TWO (2) DAYS PRIOR TO MEETING.

STATE OF NEW JERSEY)
COUNTY OF BURLINGTON) Ss:

_____, of full age, being duly sworn according

to law, states that: (s)he resides at _____

in the municipality of _____,

County of _____, and State of _____,

that (s)he is the applicant in a proceeding before the Planning Board/Zoning Board of Adjustment of Medford Township, New Jersey, having submitted an application under the Land Use and Development Ordinance 706-D and relates to premises

_____, that on _____, 20_____,

(s)he posted a block and lot identification sign for said property.

APPLICANT

Sworn to and Subscribed before me

This _____ day of _____,
20_____.

Service of Notices

Notices may be served by certified mail or applicant may personally serve notices.

If applicant intends to serve notices personally rather than by certified mail, applicant must comply with the following requirements:

1. Leaving the notice in a mailbox is illegal and does not constitute valid service.
2. The notice must be personally handed to one of the property owners. Leaving the notice at the door is not valid. (The applicant must have the property owner sign and put the date it is received by his/her name on the property list.)
3. The notice must be hand delivered at least 10 days before the meeting date.

If an applicant is unable to hand deliver to a property owner, the notice should be mailed certified immediately to meet the ten day notice requirement.