

Application No. _____

**TOWNSHIP OF ALEXANDRIA
DEVELOPMENT REVIEW CHECKLIST**

Project Name: _____	Zoning District: _____
Street Location: _____	Block: _____ Lot: _____
Applicant: _____	Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant should be entitled to such waiver. The waiver may be approved for administrative purposes, but required prior to the approval of the application.
Signature of Applicant: _____	

INSTRUCTIONS: Complete All Applicable Sections:

- | | |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Section A: All applications (excluding B-16 Rural Estate Residence) | <input type="checkbox"/> Section E: Preliminary/Final Site Plan |
| <input type="checkbox"/> Section B: Minor Subdivision | <input type="checkbox"/> Section F: B-16 Minor Subdivision |
| <input type="checkbox"/> Section C: Preliminary Major Subdivision | <input type="checkbox"/> Section G: B-16 Preliminary Major Subdivision |
| <input type="checkbox"/> Section D: Final Major Subdivision | <input type="checkbox"/> Section H: B-16 Final Major |

Maps, Reports and Other Written Information Required for Complete Application	Applicant Portion			Township Portion	
	Complies	Not Applicable	Requested Waiver	Complies	Does Not Comply

SECTION H: B-16 FINAL PLAT — MAJOR SUBDIVISION					
The following items and information must be provided for a complete application:					
H-1	Payment of application and escrow fees. (Application: \$ _____ Escrow: \$ _____)				
H-2	Ten (10) legible prints of all drawings and ten (10) copies of the application form and all other required documents. NOTE: Following the review of the final plat and corrections, if necessary, the applicant shall submit ten (10) additional paper prints and two (2) sets of original and reproduction plats as described in § 46:23-9.11(3)a of the "Map Filing Law." These shall contain original signatures on all certifications, and will be the permanent record of the approved subdivision.				
H-3	A certification from Tax Collector that all taxes, and rollback taxes if applicable, upon the tract have been paid to date.				
H-4	A receipt indicating delivery of an application to the Hunterdon County Planning Board.				
H-5	The applicant's name, address, telephone, fax number and e-mail address for correspondence.				
H-6	The owner's name, address, telephone, fax number and e-mail address for correspondence.				
H-7	The name, address, telephone, fax number and e-mail address of licensed preparer of the plan(s).				

ALEXANDRIA CODE

Maps, Reports and Other Written Information Required for Complete Application	Applicant Portion			Township Portion	
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H-8	The name, address, telephone, fax number and e-mail address of applicant's attorney, if represented.					
H-9	Original and two (2) copies of affidavit indicating no changes or noting changes made since preliminary approval.					
H-10	Certification of improvements installed in accordance with ordinance requirements and preliminary plat approval, list of all improvements remaining to be constructed and their estimated costs and estimated amount of performance bond.					
H-11	Letter from Township CFO (where appropriate) indicating that monies have been paid to Township as reimbursement for engineering inspection costs of improvement construction or installation incurred since preliminary approval.					
H-12	An affidavit in accordance with the "Map Filing Law" setting forth the names and addresses of all the record title owners of the lands being subdivided and the consent in writing of all such owners to the approval of the final plat.					
H-13	Any exhibits required as a condition of preliminary approval.					
H-14	All plats, plans and maps shall be on one of the following standard size sheets as specified by the "Map Filing Law": 8 1/2" x 13", 30" x 42", 24" x 36", 11" x 17", 18" x 24" or 15" x 21"					
H-15	Copies of proposed deeds with language prohibiting further subdivision.					
The plans must show or include the following for a complete application:						
H-16	The applicant's name, address, and telephone number.					
H-17	The owner's name, address, and telephone number.					
H-18	The name, address, telephone, fax number, signature and seal of licensed preparer of the plan(s).					
H-19	The tax map sheet, block and lot number of tract.					
H-20	The date of the original preparation and the date(s) of revisions, if any, on each sheet of the plans.					
H-21	The zoning classification of the site and of adjacent land; pertinent lot size, yard setback and other zoning requirements.					
H-22	Written and graphic scale(s) on each sheet of the plans, as applicable.					
H-23	A reference meridian on each sheet of the plans, as applicable.					
H-24	The name and block and lot of all property owners within two hundred (200) feet of the tract.					
H-25	All right-of-way lines.					

LAND USE

Maps, Reports and Other Written Information Required for Complete Application	Applicant Portion			Township Portion	
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H-26	The location and description of all survey monumentation (concrete monuments, irons, spikes, etc.) found or set.					
H-27	All streets and roads with correct names or route numbers.					
H-28	Signed certification on the drawing, by the owner, that the applicant is either the owner of the land which is the subject of the development application, or is authorized by the owner to make application.					
H-29	A notation on the drawings stating that new lots are deed restricted from further subdivision.					
H-30	All plats shall comply with the "Map Filing Law."					
H-31	Delineation of wetlands.					
H-32	A key map.					
H-33	A map scale of not less than one (1) inch equals one hundred (100) feet.					
H-34	The purpose of any easement or land reserved or dedicated for any use shall be indicated, and the proposed use of sites other than residential shall be noted.					
H-35	Bearings, distances, and curve data (radius, central angle, arc length, chord bearing and distance, and tangent) of all curves.					
H-36	All lot lines, with accurate dimensions, bearings and distances.					
H-37	Lot areas to the nearest one-hundredth of an acre.					
H-38	Each lot shall be identified by a block and lot number assigned and provided by the Tax Assessor.					
H-39	Plat certifications to conform with the provisions of the "Map Filing Law" and § 115-153B(8) of the Land Use Code.					