

APPENDIX A

**TOWNSHIP OF PARSIPPANY-TROY HILLS
APPLICATION CHECKLIST
GENERAL REQUIREMENTS FOR ALL DEVELOPMENT APPLICATIONS**

Applicant's Name: _____

Application #: _____ Date Received: _____

ITEMS REQUIRED:		YES	N/A	WAIVER
1.	Application Forms: Twenty-three (23) copies, to conform to requirements per §225-38 of the Land Subdivision Ordinance.	()	()	()
2.	Fees and Escrow.	()	()	()
3.	Certification of Taxes Paid.	()	()	()
4.	Site Plan or Subdivision Plan: Twenty-three (23) copies.	()	()	()
5.	Affidavit of Ownership. If applicant is not the owner, applicant's interest in land must be indicated; e.g., tenant, contract/purchaser, lien holder, etc., and permission of property owner to file the application must be submitted.	()	()	()
6.	If applicant is a corporation or partnership applying for permission to subdivide a parcel of land into two (2) or more lots, or applying for a variance to construct a multiple dwelling or for approval of a site to be used for commercial purposes, 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.40:55D-48.1 and 48.2.	()	()	()
7.	A statement from the property owner granting permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application.	()	()	()
8.	Statements as to any requirements for which waiver or variance is sought, together with a statement of reasons why same should be granted.	()	()	()
9.	For minor site plans, minor subdivisions, preliminary major site plans and preliminary major subdivisions, a statement of any and all approvals which are required from other governmental or quasi-governmental entities.	()	()	()
10.	If approval from the Morris County Planning Board is required pursuant to P.L. 1968, c. 285, a copy of the application submitted to the Morris County Planning Board must be provided.	()	()	()
11.	A copy of the certified list of property owners within two hundred (200) feet of the subject property, prepared by the Tax Assessor, must also be submitted. Said certified list shall	()	()	()

	be no more than 90 days old. Names and addresses of all property owners within 200 feet of site, including block and lot numbers, shall be placed on the plan.			
12.	For minor subdivisions, preliminary major site plans and preliminary major subdivisions, one of the following:			
	a. A letter of interpretation from the N.J.D.E.P.;	()	()	()
	b. A letter of exemption from the N.J.D.E.P.;	()	()	()
	c. A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands; or	()	()	()
	d. Documentation from a qualified professional demonstrating that no wetlands exist on the subject property, and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.	()	()	()
13.	For minor site plans, minor subdivisions, preliminary major site plans, preliminary major subdivisions and variance applications, a copy of any protective covenants or deed restrictions, if any, affecting the property in question; provided that if none exist, an affidavit from the owner certifying that no such covenants or restrictions exist, shall be submitted.	()	()	()
14.	Complete checklist provided for one of the following development proposals (Applicant check one or more as required):			
	Form 1 - Informal (Concept) Subdivision			
	Form 2 - Informal (Concept) Site Plan			
	Form 3 - Minor Site Plan			
	Form 4 - Minor Subdivision			
	Form 5 - Preliminary Major Site Plan			
	Form 6 - Preliminary Major Subdivision			
	Form 7 - Final Major Site Plan or Final Major Subdivision			
	Form 8 - Appeals and/or Interpretation of Ordinance			
	Form 9 - "D" Variance Application			
	Form 10 - "C" Variance Application			
15.	Submission of site photographs of existing conditions including but not limited to, existing structures, site frontage and relationship to adjacent properties.	()	()	()
16.	Highlands Exemption Determination.	()	()	()