

TOWNSHIP OF MORRIS

GENERAL CHECKLIST

MINOR SUBDIVISION

- Original and fifteen (15) copies of application, properly completed
- 16 copies of a map and/or plat (5) 24x36 or 30x42 (11) 17x22 (for Board members only) 8 ½ x13 or 15x21
- Date, scale, north sign
- Name of owner and/or Consent of Owner, if owner is different than applicant
- Place for signature of Chairman and Secretary of the Planning Board
- Certification that taxes on the property in question are paid
- Compliance with Engineering Department Checklist attached hereto and made a part of hereof

PRELIMINARY MAJOR SUBDIVISION

- Original and fifteen (16) copies of application, properly completed
- 16 copies of a map (5) 24x36 or 30x42 (11) 17x22 (for Board members only), 8 ½ x13 or 15x21
- Two (2) Copies of Affidavit of Ownership, or letter from the owner authorizing submission of the map
- Two (2) Copies of letter of intent stating the following information, if known:
 - Type of structure to be erected
 - Nature of business, if commercial or industrial
 - Approximate start date of construction
 - Priority of construction (point of location)
 - Estimate number of lots on which final approval will be requested for the first section
- Letter from the Township Board of Health or appropriate municipal authority approving the proposed individual septic system or individual water supply
- Certification that taxes on the property in question are paid
- Compliance with Engineering Department Checklist attached hereto and made a part of hereof

FINAL MAJOR SUBDIVISION

- Original and fifteen (16) copies of application, properly completed
- 16 copies of a map (5) 24x36 or 30x42 (11) 17x22 (for Board members only), 8 ½ x13 or 15x21
- Affidavit indicating that final plans are drawn and presented exactly the same as preliminary approved plans, with any exceptions noted see *board secretary*
- Certification that taxes on the property in question are paid
- Compliance with Engineering Department Checklist attached hereto and made a part of hereof

SITE PLAN

- Original and fifteen (15) copies of application, properly completed
- 16 copies of a map (5) 24x36 or 30x42 (11) 17x22 (for Board members only), 8 ½ x13 or 15x21
- Certification that taxes on the property in question are paid
- Compliance with Engineering Department Checklist attached hereto and made a part of hereof
- Waiver of one or more of the submission requirements on checklist
State reason(s) why applicant(s) do not believe it's necessary to submit all the documentation listed on the checklist:

NOTE

WHEN FILING ANY APPLICATION BEFORE THE PLANNING BOARD, IT IS IMPORTANT TO HAVE AVAILABLE THE LAND DEVELOPMENT ORDINANCE (CHAPTER 57), AND THE ZONING ORDINANCE (CHAPTER 95), FOR EASY REFERENCE AND TO ANSWER ANY QUESTIONS THAT YOU MAY HAVE.