

**ADMINISTRATIVE CHECKLIST
TOWNSHIP OF HARDYSTON, SUSSEX COUNTY, NEW JERSEY**

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| CASE NUMBER: | | DATE: | |
| PREPARED BY: | | | |
| PROJECT NAME: | | | |
| I. | ALL APPLICATIONS: | YES | WAIVER REQUESTED |
| 1. | Application fees * Fees and escrow require separate checks. | | |
| 2. | Escrow account deposit * | | |
| 3. | Written explanation of fee and escrow calculation | | |
| 4. | One original application package consisting of the completed application form with original signatures, completed Administrative Checklist, completed Schedule A Checklist(s), required plan(s), and any additional requirements as noted below. Seventeen collated copies of this application package and a .pdf copy are required. | | |
| 5. | One current quarter certification from the tax collector verifying payment of taxes, liens, and assessments. | | |
| 6. | One copy of the legal notice | | |
| 7. | List of other agency approvals required and one copy of the application to or approval from each agency. Attach one original list to the original application packet and one copy of the list to each of the 17 packets. | | |
| 8. | List of any variances requested including a reference to the ordinance section and a description of the variance (s) requested. Attach one original list to the original application packet and one copy of the list to each of the 17 packets. | | |
| 9. | List of waivers being requested from the Administrative Checklist and Schedule A Checklist (technical). Attach a copy of the list to each packet. | | |
| 10. | Provide photographs of on-site conditions taken within six months of the date of submission. | | |
| II. ADDITIONAL REQUIREMENTS: ALL SITE PLAN APPLICATIONS | | | |
| 1. | 18 copies of building plans showing elevations and floor plans of any proposed building | | |
| 2. | 18 copies of a Fire Suppression Plan in accordance with the requirements of Chapter 147, Section 8, Subsection O of the Township's Revised General Ordinances. | | |
| 3. | 18 copies of the Affordable Housing Compliance Plan in accordance with the requirements of Chapter 185, Section 90.1 of the Township's Revised General Ordinances. | | |
| III. ADDITIONAL REQUIREMENT: AMENDED SITE PLAN AND/OR AMENDED SUBDIVISION | | | |
| 1. | Identify, describe, and list the changes made to the original application form and plans. Attach one original list to the original application and one copy to each of the 17 application packets. | | |
| 2. | Provide one original and 17 copies of an Affordable Housing Compliance Plan. Attach the original plan to the original application, and attach one copy to each of the 17 application packets. | | |
| IV. ADDITIONAL REQUIREMENT: FINAL SUBDIVISIONS | | | |
| 1. | Provide confirmation from the tax assessor that the proposed lot numbers and street addresses are correct. Attach the original confirmation to the original application, and attach one copy to each of the 17 application packets. | | |
| 2. | Acknowledgement of the Tax Map Maintenance Fee as required by §88-3.5(A) | | |

** Stormwater Management Plan – 4 Copies required

