

LAND USE PROCEDURES

27 Attachment 1

**Township of Mansfield
Land Development Checklist for Completeness**

**Checklist A
General Checklist**

[Amended 3-10-1988 by Ord. No. 1988-2; 5-23-2007 by Ord. No. 2007-16; 7-7-2008 by Ord. No. 2008-19; 10-8-2008 by Ord. No. 2008-29; 8-10-2016 by Ord. No. 201-6-12]

Item #	Description	Provided	Waiver Requested	Staff Use Only
1.	Correct number of development application copies as specified on the specified checklist.			
2.	All applicable entries on application form completed as per the specific checklist.			
3.	Correct number and size of development plan copies.			
4.	Application form signed by applicant/owner; if applicant is not the owner of property, a statement by owner that he/she concurs with the application.			
5.	If a corporation or partnership, a list of 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.A. 40:55D-48.1 and 55D-48.2.			
6.	Certificate that the applicant is the owner of the land or has authority to act as agent for the owner, setting forth names and addresses of both.			
7.	Application fee paid.			
8.	Initial escrow fee paid.			
9.	Escrow agreement signed and submitted.			
10.	Certification from Tax Collector that taxes are paid.			
11.	Completed checklist submitted.			
12.	Statement in writing for each request for a variance or waivers from either developmental standards or bulk and area requirements, together with a statement of reasons why said waiver should be granted.			

MANSFIELD CODE

Item #	Description	Provided	Waiver Requested	Staff Use Only
13.	Proof that there are no outstanding, uncollected fees and escrows resulting from past applications or prior submissions by this applicant and/or involving this property or any part thereof, including the base tract, by an applicant or a note on the plan stating that none exist.			
14.	Proof that any conditions resulting from a prior approval for this property have been fulfilled or a note on the plan stating that none exist.			
15.	Documentation, such as easements or creation of a homeowners' association, providing for maintenance of any drainage structure to remain in private ownership, with right of entry to the Township for maintenance but not the responsibility for the same and establishing a lien on the land if corrective action by the Township is required.			
16.	Submission to the Mansfield Township Environmental Commission.			
17.	Submission to the Mansfield Township Fire Official.			
18.	Submission to all required outside agencies with jurisdiction over the application.			
19.	Submission of an environmental assessment report (EAR) for all applications for conditional use or use variances except those exempted under § 20-30.4.1			
20.	The applicant needs to provide a copy of all plans/reports and estimates in electronic format on a CD disc after all approvals and all revisions are made to the final site plans and Mylar are endorsed by the Township Engineer and the Township Planner. The plans are to be in Auto-CAD version no later than 2014, correspondence in Word format or PDF format and estimates in Excel, version no later than 2010, or PDF format. Applicant shall also provide in electronic format on the CD the entire signed set of plans in PDF format.			

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NOTES TO APPLICANT:

- (1) Prior to receiving final signature, applicant is subject to inclusionary housing fees, if applicable, to be determined by the Township Planner.
- (2) For all site plan and major subdivision applications, the applicant shall provide the Township with an as-built survey of the development after completion of project construction and prior to receiving a certificate of occupancy.