

APPLICATION FOR APPROVAL OF A MINOR SUBDIVISION

MANDATORY SUBMISSION ITEMS & APPLICATION CHECK LIST

1. Fifteen (15) copies of a plat prepared in accordance with Section §170-71B of the Land Use Ordinance.
2. Fifteen (15) copies (include one copy with original signatures) of the completed Application for Approval of a Minor Subdivision.
3. Fifteen (15) copies of the completed Minor Subdivision Plat Details checklist.
4. List of the names and addresses of persons having 10% interest or more in the applicant corporation or partnership (if applicable).
5. Completed *W-9 Form* (Request for Taxpayer Identification Number and Certification).
6. Completed *Application for Development*, which will provide certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent.
7. Complete *Request for Certified List of Property Owners*, in order to obtain list of all property owners within 200 feet of the property. (\$10.00 fee – please make checks payable to the Township of Livingston.)
8. Application fee as required by Ordinance – \$300.00 plus \$50.00 for each lot within the subdivision.
Escrow deposit as required by Ordinance – \$1,000.00 (please make checks payable to the Township of Livingston)



APPLICATION FOR APPROVAL OF A MINOR SUBDIVISION

DATE OF SUBMISSION	APPLICATION NUMBER
FOR OFFICE USE	

BLOCK	LOT(S)	ZONE
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PROPERTY LOCATION

APPLICANT	TELEPHONE
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ADDRESS	EMAIL
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OWNER	TELEPHONE
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ADDRESS	EMAIL
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APPLICANT'S ATTORNEY	
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ADDRESS	TELEPHONE
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	EMAIL
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ENGINEER OR SURVEYOR PREPARING THE PLAT	
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ADDRESS	TELEPHONE
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	EMAIL
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DIMENSIONS AND TOTAL AREA OF PARCEL

PROPOSED NUMBER OF LOTS FOLLOWING SUBDIVISION

AREA	DIMENSIONS	DEVELOPMENT PLANS
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DOES THIS SUBDISION COMPLY WITH ALL REQUIREMENTS OF THE ZONE?
 (If not, state violation, article, section, and variance request and state principal points on which variance appeal is made.)



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HAS THERE BEEN ANY PREVIOUS APPEAL REGARDING THESE PREMISES?
(If so, state the character of appeal, date, and disposition.)

I hereby affirm that all of the above statement and statements contained in the papers submitted herewith are true.	I hereby affirm that I am the owner of the premises involved in this application and that I consent to the filing of the application.				
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 80%;"><i>Signature of Applicant</i></td> <td style="border: none; width: 20%;"><i>Date</i></td> </tr> </table>	<i>Signature of Applicant</i>	<i>Date</i>	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 80%;"><i>Signature of Owner</i></td> <td style="border: none; width: 20%;"><i>Date</i></td> </tr> </table>	<i>Signature of Owner</i>	<i>Date</i>
<i>Signature of Applicant</i>	<i>Date</i>				
<i>Signature of Owner</i>	<i>Date</i>				
<i>Address</i>	<i>Address</i>				

PUBLIC NOTICES ARE A JURISDICTIONAL REQUIREMENT. THE APPLICATION CANNOT BE HEARD UNTIL PUBLICATION AND PUBLIC NOTICE IS PROPERLY SERVED AND PROOF OF SAID NOTICE IS RECEIVED.

THIS APPLICATION DOES NOT RELIEVE THE APPLICANT FROM COMPLYING WITH OTHER TOWNSHIP ORDINANCES SUCH AS THE LOT SURFACE DRAINAGE, STORM WATER OR TREE REMOVAL ORDINANCES. OBTAINING THE NECESSARY APPROVALS AND PERMITS UNDER SUCH ORDINANCES WILL BE THE RESPONSIBILITY OF THE APPLICANT.

ESSEX COUNTY PLANNING BOARD

In the event that this project is bounded on any side by a county road or is within 200' of another municipality or includes a subdivision, a county application must be completed and submitted to Essex County Planning Board directly. Submit to the Planning Department verification that the application was filed with the County Planning Board.