

**APPENDIX B FORM 3  
TOWNSHIP OF SPARTA  
CHECKLIST – FINAL MAJOR SUBDIVISION**

Project Name \_\_\_\_\_  
 Applicant \_\_\_\_\_  
 Application Number \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_  
 Adjacent Road(s) \_\_\_\_\_

Code - √ = submitted                      N/A = not submitted  
           W= Waiver requested            I = incomplete

	<u>Applicant</u>	<u>Township Review</u>
1. Plans drawn at a scale of not less than 1" = 100 feet.	_____	_____
2. Plans drawn to comply with the Map Filing Law.	_____	_____
3. Three (3) original tracings on mylar, two of which will be retained by the County, one by the Township.	_____	_____
4. Prepared and sealed by N.J. licensed land surveyor.	_____	_____
5. Name and addresses of person who prepared plat.	_____	_____
6. Certification of a N.J. licensed land surveyor as to the accuracy of the plat details.	_____	_____
7. Certification from a N.J. land surveyor that the final plat is drawn in conformance with the approved set of preliminary subdivision plans.	_____	_____
8. Key Map showing the entire tract and relation to surrounding areas within 1000 feet of tract.	_____	_____
9. Adjoining properties, lot & block numbers & owner.	_____	_____
10. Tax map sheet(s).	_____	_____
11. Block and lot number(s) and deed reference.	_____	_____
12. Date map prepared and subsequent revisions.	_____	_____
13. North arrow and reference meridian.	_____	_____
14. Graphic and numerical scales.	_____	_____
15. Record owners name and address.	_____	_____
16. Applicant's name, address and phone number.	_____	_____
17. Acreage of entire tract to nearest one-hundredth (0.01) acre with and without public right-of-way.	_____	_____
18. Area of each proposed lot to nearest one hundredth (0.01) acre.	_____	_____
19. Area of each proposed lot to nearest square foot.	_____	_____
20. Lot area calculated exclusive of rights-of-way.	_____	_____
21. Bearing of all existing and proposed property line to nearest second.	_____	_____
22. Distance of property lines to nearest one-hundredth (0.01) foot.	_____	_____
23. Setback distances to all existing structures.	_____	_____
24. Any existing and proposed easements.	_____	_____
25. Any existing and proposed right-of-way.	_____	_____

	<u>Applicant</u>	<u>Township Review</u>
26. Location of road and rights-of-way within 200 feet of the property to be subdivided.	_____	_____
27. Location of all streams, lakes and ponds.	_____	_____
28. Location and delineation of all wetlands on the plans and in the field. Wetlands shown on the plans shall be defined by bearings and distances.	_____	_____
29. Location and limits of 100 year flood plain of any stream or river within or adjacent to the property to be subdivided.	_____	_____
30. Certification from the Tax Collector that all taxes have been paid.	_____	_____
31. Certification from the Municipal Clerk that all assessments have been paid.	_____	_____
32. Lot and block numbers to be assigned by the Tax Assessor.	_____	_____
33. Location of all existing drainage facilities.	_____	_____
34. Copy of any protective covenants or deed restrictions applying to land to be subdivided.	_____	_____
35. Lands to be reserved for common use.	_____	_____
36. Lands to be dedicated for public use.	_____	_____
37. Location of all proposed and existing monuments.	_____	_____
38. If a corporation, names and addresses of all officers and stock holders.	_____	_____
39. Minimum front, side, and rear setback lines on all lots.	_____	_____
40. Certification and any approvals as required by other units of government or agencies thereof.	_____	_____
41. As-built profiles of streets, storm mains, sanitary sewer mains and water mains.	_____	_____
42. Letter containing a list of all items to be covered by a performance guarantee.	_____	_____
43. Engineer's estimate of quantities of each item to be covered by a performance guarantee.	_____	_____
44. Statement on final plat:	_____	_____

"I certify that \_\_\_\_\_ (name of street(s)) are approved roads by the Planning Board of the Township of Sparta. Approval of this map shall not constitute acceptance of said roadways indicated herein, nor shall such approval obligate the Township of Sparta to maintain or exercise jurisdiction on said road or street until such time said road(s) may be accepted by the Township of Sparta."

**SPARTA TOWNSHIP  
DEED REVIEW CHECKLIST**

APPLICANT: \_\_\_\_\_ APPLICATION # \_\_\_\_\_

- \_\_\_\_\_ Three sets of deeds submitted in legal format with original sealed descriptions by Professional engineer to the Planning Department.
- \_\_\_\_\_ Deeds must be signed and notarized by Attorney.
- \_\_\_\_\_ An affidavit of consideration must be included for each deed.
- \_\_\_\_\_ Any deeds dedicated to Sparta Township must include: Record and Return to Sparta Township Clerk, 65 Main Street, Sparta, NJ 07871.
- \_\_\_\_\_ Signature line for Mayor and Chairman should be left blank to be filled in at signing.
- \_\_\_\_\_ All new block and lot numbers should be confirmed with Tax Assessor prior to submitting.
- \_\_\_\_\_ All Open Space deeds require an Affidavit of Title, Title Insurance Policy, survey of property and an Environmental site assessment.
- \_\_\_\_\_ All Open Space deeds and Road Dedications are subject to acceptance by the Township Council and must include a signature line for this.
- \_\_\_\_\_ Deed Dedications to other agencies i.e; D.O.T., SCUMA, etc, must be signed by the appropriate agency and should be recorded by the applicant with a filed copy to be provided to the Township Planning Department.

**ALL MINOR SUBDIVISION DEEDS AND THIRD PARTY DEEDS MUST BE RECORDED BY THE APPLICANT AND COPIES PROVIDED TO THE PLANNING DEPARTMENT.**

# ***SUBDIVISION STREET NAME REQUEST FORM***

*To be submitted prior to final subdivision map*

DEVELOPMENT NAME: \_\_\_\_\_

DEVELOPER'S NAME: \_\_\_\_\_

DEVELOPER'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: (        ) \_\_\_\_\_

MOTHER BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

## NAME REQUESTED FOR STREET(S):

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

*Please add any additional names to bottom of sheet*

PRELIMINARY

FINAL

## APPROVALS:

ASSESSOR: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICE (911): \_\_\_\_\_

DATE: \_\_\_\_\_

Joseph A. Ferraris, Jr., CTA  
Municipal Assessor  
65 Main Street  
Sparta, NJ 07871  
Phone: (973) 729-2626 Fax: (973) 729-0063