

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

= not submitted

= Waiver requested

= incomplete

Applicant Township
Review

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