

**BOROUGH OF CHATHAM, NEW JERSEY
LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55d-10.3**

CHECKLIST A – GENERAL REQUIREMENTS FOR ALL APPLICATIONS FOR DEVELOPMENT

***This checklist shall not be applicable to Requests for Interpretation, appeals of a Decision of a Borough Official, or Change of Permitted Use with Request for Waiver of Site Plan. Checklists E and F are required for those applications.**

Items	Checklist A General Requirements	submitted	Borough use
1	Completed and signed application for development		
2	Permission to Enter Applicant's Property (appendix 1H)		
3	Owner's consent when owner is not the applicant (appendix 1A)		
4	applicable checklist(s)		
5	Payment of application fee and escrow		
6	Property survey, signed and sealed by land surveyor or engineer, must be dated within 5 years from the date of the application and must show all current improvements and conditions on the property, including the location of all fences, decks, etc.,		
7	Letter from Borough water and Sewer Department that all fees and charges are paid and current. (appendix 1C)		
8	Certificate from Borough Tax Collector that taxes for the property have been paid (current date) (appendix 1D)		
9	Certified list of all property owners with 200 feet of the property from Borough's Tax assessors' office (appendix 1E)		
10	Photographs of the property from the front, back and both sides (please label what the pictures are)		
11	Copies of any prior resolutions of approval for this property from either the Planning Board or Zoning Board of Adjustment		
12	Copies of any letters or notices received from any Borough official, office, board, or agency		
13	List of any witness or experts who will be presenting testimony or reports regarding this application – Name, address, and phone number (attach any of said reports to your application)		
14	Copies of any and all approvals received from any other governmental agency, and if any permits have been issued attached hereto full and complete copies of any and all such notices documents, approvals, or permits.		
15	Copies of any deed restrictions or easements that affect the property		
16	Proposed notice to affected property owners and/ or to be published for hearing		
17	Statement of reasons why the application is necessary and all facts and information that would support an approval		