

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

CHECKLIST E – REQUIREMENTS FOR FINAL SITE PLAN AND/OR FINAL MINOR OR MAJOR SUBDIVISION

Items	Checklist E Requirements	submitted	Borough use
1	Completed and signed application form and Checklist E		
2	Payment of Application filing fees and escrows		
3	Letter from Borough water and Sewer Department that all fees and charges are paid and current. (Appendix 1C)		
4	Certificate from Borough Tax Collector that taxes for the property have been paid (current date) (appendix 1D)		
5	Written statement of the prior use of the premises or building in question		
6	Written statement describing the proposed use of the space of building in question, including a description of day-to-day business operations, including hours of operation, staffing levels, deliveries, use of off-street parking or other parking lots for proposed business, and other relevant operational details.		
7	Written confirmation that no exterior changes (other than signage) are proposed		
8	Architectural or hand-drawn floor plan(s) showing proposed interior layout, uses, storage/refuse areas, ingress and egress must be satisfactory to the Borough Engineer		
9	Survey of property which must be within five years, and which shows all improvements and current conditions on the property		
10	Most recent site Plan if available, with required sign details, including plans, renderings or photographs in question		
11	Signage plan, with required sign details, including plans, renderings or photographs of same		
12	Photographs of building or premises to be occupied from all adjoining property lines		
13	Copies of review and comments of Borough sign Committee and Borough Historic Preservation Commission		
14	Statement of how all waste and recycling will be handled, and describe and locate on the property all waste and recycling receptacles		