

**PENNSVILLE TOWNSHIP LAND DEVELOPMENT ORDINANCE
CHECKLIST
SCHEDULE “A” – GENERAL REQUIREMENTS**

Applicants must file all information and materials specified in this checklist unless inapplicable. Applicants must indicate that all required information and materials have been included in the application by marking an “X” in the left column space that corresponds to each required item. “N/A” indicates inapplicability. If a submission waiver is requested, applicants must indicate “W” and include the checklist item requested to be waived in the list referred to in item A-9, below, with an explanation of why the waiver should be granted.

Applicant Please Check	This application includes the following:	Verification (Official Use Only)
()	1. Eighteen (18) copies of all plans, documents, and other materials comprising the application.	()
()	2. A completed Application Cover Sheet confirming payment of all required fees and escrow deposits, signed by all applicants (and also signed by all owners if the property is not owned by the applicant). The applicant’s attorney may sign the application on behalf of the applicant, and the owner’s attorney may sign the application on behalf of the owner, but no other person may sign on behalf of either.	()
()	3. Completed Checklist Schedule “B” and all other checklists, materials, and information required as part of the application.	()
()	4. A certification or receipt from the Tax Collector confirming that all real estate taxes have been paid in full through the quarter in which the application is filed.	()
()	5. If the applicant is <u>not</u> the owner of the property, a complete copy of the document creating the applicant’s interest in the property (such as a contract for purchase or lease). Prices may be deleted. If the applicant owns the property, indicate “N/A”.	()
()	6. If the applicant is a corporation or limited liability company, or if the applicant is an individual or partnership represented by an attorney, the application includes correspondence from the applicant’s attorney confirming the attorney’s representation of the applicant and the attorney’s name, address and telephone number. If the applicant is not a corporation or limited liability company, or if the applicant is not represented by an attorney, indicate “N/A”.	()
()	7. If the applicant is a corporation, partnership or limited liability company, <u>and</u> if the application is one for which disclosure is required pursuant to <i>N.J.S.A. 40:55D-48.1, et seq.</i> , all such disclosures are included in the application. If the applicant is not a corporation, partnership or limited liability company, or if the application does not require such disclosure, indicate “N/A”.	()
()	8. The names and addresses of all witnesses and their expertise. If no witnesses are proposed, indicate “N/A”.	()
()	9. A list of all checklist items for which submission waivers are being requested, with an explanation of why each waiver should be granted. If no submission waivers are requested, indicate “N/A”.	()
()	10. A certification or letter from the Pennsville Water Department confirming whether the property is served by the public water system.	()
()	11. A certification or letter from the Pennsville Sewerage Authority confirming whether the property is served by the public sewerage system.	()