

LAND USE AND DEVELOPMENT

102 Attachment 6

**Township of Bethlehem**

**CHECKLIST**  
 FOR DETERMINING COMPLETENESS OF APPLICATION FOR  
**FINAL MAJOR SUBDIVISION APPROVAL**  
 LAND USE ORDINANCE  
 TOWNSHIP OF BETHLEHEM, HUNTERDON COUNTY, NEW JERSEY  
**[Amended 10-5-2006 by Ord. No. 255-37-2-2006]**

Name of Application \_\_\_\_\_ Application No. \_\_\_\_\_  
 Block \_\_\_\_\_ Lot \_\_\_\_\_ Date Filed \_\_\_\_\_

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the Applicant, a specified requirement is waived by the municipal agency.

Note: See § 102-52 of the Bethlehem Township Land Development Ordinance for further details of submission requirements and procedures.

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
1. Application form including checklists (20 copies). § 102-52A(1)(b)						
2. An acknowledgement signed by the applicant stating that the applicant is familiar with the procedure set forth herein for submitting and acting upon final major subdivision plats and agrees to be bound by it. § 102-52A(2)						
3. Plats (20 copies) that have been signed and sealed by a New Jersey professional engineer and/or New Jersey professional licensed surveyor, as required, and folded into eighths with the title block revealed. § 102-52A(1)(a)						
4. Protective covenants or deed restrictions applying to the land being subdivided (20 copies).						
5. Application fee in accordance with Article IX, § 102-53.						
6. Certification from the Bethlehem Township Tax Collector that all taxes and assessments on the property are paid in full. § 102-52B(5)(a)						

BETHLEHEM CODE

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	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
7. All details stipulated in § 102-51B.						
8. All additional details required at the time of preliminary approval.						
9. Map scale not less than 1 inch = 100 feet, using 1 of 4 standard sheet sizes: 8½ x 13; 15 x 21; 24 x 36; or 30 x 42 inches per ordinance § 102-51B(2).						
10. A section or staging plan, if proposed, indicating the portion of the tract to be considered for final approval as part of the current application and the relationship of the portion of the tract to the remaining land area according to ordinance § 102-52B(3).						
11. Detailed architectural and engineering data as required by ordinance § 102-52B(4).						
12. Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by the ordinance § 102-52 B(5)(b).						
13. Certification in writing from the applicant to the Board that the applicant has:						
a. Installed all improvements in accordance with the requirements of the ordinance; and/or						
b. Posted a performance guaranty in accordance with § 102-54.						
14. Tax Map scale drawing in accordance with § 102-52 B(4)(e) of the ordinance.						
15. Application must show compliance with the requirements of the Growth Share Ordinance, section 101-10 of the Township Code.						
16. The name of the owner and the block and lot designation of any and all property located within 200 feet of the site as shown on the most recent tax list. List shall be prepared by the Township Tax Assessor or Tax Collector. §102-51B(3)(g)						

LAND USE AND DEVELOPMENT

Application Deemed Complete

Date\_\_\_\_\_

Application Deemed Incomplete

Date\_\_\_\_\_

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete

Date\_\_\_\_\_

Submission of additional information or written request for waivers of the following completeness items is required: