

**ADMINISTRATIVE CHECKLIST
TOWNSHIP OF HARDYSTON, SUSSEX COUNTY, NEW JERSEY**

CASE NUMBER:		DATE:	
PREPARED BY:			
PROJECT NAME:			
		YES	WAIVER REQUESTED AND LISTED ON WAIVER SUMMARY LIST
I. ALL APPLICATIONS:			
1.	Application fees *		
2.	Escrow account deposit *		
3.	Written explanation of fee and escrow calculation		
4.	One original application package consisting of the completed application form with original signatures, completed Administrative Checklist, completed Schedule A Checklist(s), associated documents**, required plan(s), any additional requirements as noted below, and 17 collated copies of this application package.		
5.	One current quarter certification from the tax collector verifying payment of taxes, liens, and assessments.		
6.	One copy of the legal notice		
7.	List of other agency approvals required and one copy of the application to or approval from each agency. Attach one original list to the original application packet and one copy of the list to each of the 17 packets.		
8.	List of any variances requested including a reference to the ordinance section and a description of the variance (s) requested. Attach one original list to the original application packet and one copy of the list to each of the 17 packets.		
9.	List of waivers being requested from the Administrative Checklist and Schedule A Checklist (technical). Attach one original list to the original application packet and one copy of the list to each of the 17 packets.		
II. ADDITIONAL REQUIREMENT: ALL SITE PLAN APPLICATIONS			
1.	18 copies of building plans showing elevations and floor plans of any proposed building		
III. ADDITIONAL REQUIREMENT: AMENDED SITE PLAN AND/OR AMENDED SUBDIVISION			
1.	Identify, describe, and list the changes made to the original application form and plans. Attach one original list to the original application and one copy to each of the 17 application packets.		
IV. ADDITIONAL REQUIREMENT: ALL SUBDIVISIONS			
1.	Provide one original and 17 copies of an Affordable Housing Compliance Plan. Attach the original plan to the original application, and attach one copy to each of the 17 application packets.		
V. ADDITIONAL REQUIREMENT: FINAL SUBDIVISIONS			
1.	Provide confirmation from the tax assessor that the proposed lot numbers and street addresses are correct. Attach the original confirmation to the original application, and attach one copy to each of the 17 application packets.		

* Fees and escrow require separate checks

** Stormwater Management Plan – 4 Copies required

