

ANDOVER TOWNSHIP LAND USE BOARD

Date Submitted: _____

Application #: _____

LAND USE APPLICATION

Property Address: _____ Block: _____ Lot: _____

Project Name: _____

1. APPLICANT

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Interest in Property: _____

2. PROPERTY OWNER

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

3 TYPE OF APPLICATION (CHECK ALL THAT APPLY)

☐ Minor Subdivision

☐ Preliminary Major Subdivision *

☐ Final Major Subdivision

☐ Minor Site Plan

☐ Preliminary Major Site Plan *

☐ Final Major Site Plan

☐ Use (d) Variance *

☐ Bulk (c) Variance *

☐ Appeal (a)

☐ Interpretation (b) *

☐ Other (informal, Planning Variance,
Extension of Approval)

☐ Conditional Use *

* Legal advertisement and notice is required to all property owners within 200 feet.

4. ATTORNEY (A CORPORATION, PARTNERSHIP, LIMITED LIABILITY COMPANY OR PARTNESHIP MUST BE REPRESENTED BY A NEW JERSEY ATTORNEY)

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

5. APPLICANT'S PROFESSIONALS (ENGINEER, PLANNER, SURVEYOR, ARCHITECT ETC...)

Name: _____ Profession: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____	Name: _____ Profession: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____
Name: _____ Profession: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____	Name: _____ Profession: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____

6. LOCATION OF PROPERTY

Street Address: _____ Block(s): _____
Tract Area: _____ Lot(s): _____
Zone: _____
Tax Map Sheet # _____ Nearest Cross Street _____

7. LAND USE

Existing Land Use: _____

Proposed Land Use: Please describe in detail the project you are proposing and why you may need a particular variance.

Describe the current condition of the property and any features that affect the property. (e.g., septic/ well location, rock outcrop, wetlands, mature trees, lake shore, steep slopes, flood plains, ridge lines etc....) Applicant must be prepared to explain hardship reason to the Board. _____

8. PROPERTY

Number of Existing Lots:_____ Are there existing deed restrictions or easements? yes no

Number of proposed lots:_____ Are there proposed deed restrictions or easements? yes no

List all existing and proposed non-conforming conditions or uses:

9. APPLICATION SUBMISSION MATERIALS

List all plans, reports, photos etc. (use additional sheets if necessary):_____

10. PREVIOUS OR PENDING APPLICATIONS

List all previous or pending applications for this parcel (use additional sheets if necessary):_____

11. ZONING SCHEDULE (COMPLETE ALL THAT APPLY)

	REQUIRED	EXISTING	PROPOSED
Lot Area			
Lot Depth			
Frontage			
Front Yard Setback			
Left Side Setback			
Right Side Setback			
Rear Yard Setback			
Building Height			
Maximum Lot Disturbance			
Critical Lot Disturbance			
Open Space			
Parking Setbacks			
Parking Spaces			
Loading Spaces			

12. OWNER'S AUTHORIZATION FOR SITE INSPECTION

I hereby give permission for Andover Township Municipal agencies and their agents to come upon and inspect these premises with respect to the land use application for premises known as Block(s): _____, Lot(s): _____ in Andover Township, New Jersey.

Applicant Signature

Date

13. RELIEF REQUESTED (CHECK ALL THAT APPLY)

☐ Zoning Variances

☐ "A" Administrative Appeal

☐ "B" Interpretation

☐ "C" Bulk Variance

☐ "D" Use Variance

☐ Planning Variance

☐ Other _____

Individual Variance Applications:

Height variance – The maximum allowable height in the zone is _____ feet. The proposed structure will stand _____ feet.

Use Variance – The structure will be designed for use as a _____, a non-permitted use in the _____ zone.

Planning Variance (N.J.S.A. 40:55D-35 & 36)

Conditional Use variance

Expansion of a non-conforming use.

Other: _____

Substandard Lot Case:

Notice to all applications regarding vacant substandard lots: The Andover Township Land Use Board strongly recommends the Buy/Sell (see addendum) letter be followed in corresponding with abutting property owners. Applicants are not required to use the exact wording on the form (the wording may be modified for individual applicants is appropriate); the substance of the form must be followed. The Buy/Sell letter must be sent at least twenty (20) days in advance of your scheduled hearing date for completeness by both certified and regular mail. Failure to comply will delay a hearing on this matter. You must be prepared at the hearing date to offer into evidence the Buy/Sell letter and any response. Responses must be in writing. The Buy/Sell letter is in addition to the required statutory notice you must give to all property owners within 200 feet as well as those other entities entitled to notice by law.

☐ Exceptions from Municipal requirements (N.J.S.A. 40:55D-51)

☐ Exceptions from New Jersey Residential Site Improvement Standards (R.S.I.S) (N.J.A.C. 5:21-3.1)

☐ Waivers from New Jersey Residential Site Improvement Standards (R.S.I.S.) (N.J.A.C. 5:21-3.2) requires application to and approval of the New Jersey Site Improvement Advisory Board.

For any type of the above relief requested, a separate exhibit should be attached stating the factual basis, legal theory, and/or previous granted relief.

14. SIGNATURE OF APPLICANT

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or that I am an officer of the Corporate applicant and authorized to sign the application for the Corporation, or a general partner of the partnership application.

Sworn & Subscribed to before me this

Signature (Applicant)

Date

_____ day of _____, 20____ (year)

Applicant's Name

_____ (notary)

15. CONSENT OF OWNER

I certify that I am the Owner of the property which is the subject of this application, herby consent to the making of this application and the approval of the plans submitted here within. I further consent to the inspection of this property in connection with this application as deemed necessary by the Land Use Board and its professionals. I further consent that all fees must be paid in accordance the Land Use Board application, and in the event the applicant does not pay all appropriate fees, including application and escrow fees, the landowner consents to have any unpaid balance placed as an added assessment against the property at issue, to be collected by the Township Tax Collector's Office.

Sworn & Subscribed to before me this

Signature (Owner)

Date

_____ day of _____, 20____ (year)

Owner's Name

_____ (notary)

16. DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

- | | | |
|--|-----|----|
| Is this application to subdivide a parcel of land into six (6) or more lots? | Yes | No |
| Is this application for a variance to construct a multiple dwelling of twenty-five (25) or more units? | Yes | No |
| Is this application for approval of a site (or sites) for non-residential purposes? | Yes | No |
| Is the applicant a corporation? | Yes | No |
| Is the applicant a limited liability corporation? | Yes | No |
| Is the applicant a partnership? | Yes | No |

Pursuant to N.J.S.A. 40:55D-48.1 a corporation or partnership applying to a planning board or board of adjustment or to the governing body of a municipality for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be.

List the names and addresses of all stockholders or individual partners owning at least 10% in stock of any class or at least 10% of the interest in partnership (whichever is applicable) on Appendix attached.

Applicant signature

Date

17. SURVEY WAIVER CERTIFICATION

As of the date of this application, I hereby certify that the survey submitted with this application, under the date of _____, 20____ shows and discloses the premises in its entirety, described as Block(s) _____ Lot(s) _____; and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

Sworn & Subscribed to before me this

Signature (Applicant)

Date

_____ day of _____, 20____ (year)

Print Name

_____ (notary)

18 ESCROW AGREEMENT

As Applicant, I understand that monies associated with this application have been deposited in an escrow account in accordance with Andover Township's Ordinances. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of the submitted materials, any communications with the Board's or Township's Professionals as chargeable time. Sums not expended in the review process will be refunded. If additional sums are necessary, I understand that I will be notified of any additional amount and shall replenish the escrow account within 20 days of notification. Additionally, until such funds are fully replenished, no further consideration, review, processing of any pending application shall be permitted by the Land Use Board, nor shall any further inspections be performed by or on behalf of the Township until such additional escrow has been deposited. Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, as required by N.J.S.A 40:55D.1 et. seq. and particularly N.J.S.A.40:55D.51 and N.J.S.A. 40:55D.73 thereby barring an applicant from seeking a default approval under N.J.S.A. 40:55D-10.4.

The written notice referred to in this paragraph shall be sent to:

Name: _____

Address: _____

Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. The notice required under this paragraph shall be in the form of a letter requesting the additional sums.

After a period of forty-five (45) days from the notice from the Township, the applicant's failure to deposit the additional funds shall be grounds for denial of the application or for the dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan reviews by depositing the funds in escrow shall be a condition of the approval granted by the Board. If the escrow funds are depleted, after the application is filed or granted, the applicant, shall pay additional funds upon demand within the aforementioned (20) day period. The failure to pay, the demanded funds may also result in a voiding of any prior approvals upon due notice to the applicant by the Board. In addition to the foregoing, the applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be placed as an added assessment against the property at issue, to be collected by the Township Tax Collector's office.

Sworn & Subscribed to before me this

Signature (Applicant) Date

_____ day of _____, 20____ (year)

Print Name

_____ (notary)

19 OWNERSHIP DISCLOSURE STATEMENT (APPENDIX I)

Name of Corporation, Partnership, LLC or LLP: _____

Listed below are the names and addresses of all owner of 10% or more of the stock/interest* in the above referenced corporation, partnership, limited liability corporation (LLC) or limited liability partnership (LLP):

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

*If a corporation or a partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criterion established have been listed.

Sworn & Subscribed to before me this

Signature (Applicant) Date

_____ day of _____, 20____ (year)

Print Name

_____ (notary)

Andover Tax Collector
134 Newton-Sparta Road
Newton, NJ 07860

I hereby certify that the real estate taxes are paid currently on:

Block(s): _____

Lot(s): _____

Address: _____

Andover Township Tax Collector

Date

Fee: \$10.00

Checks or money orders made payable to Andover Township.

Please enclose a self-addressed, stamped envelope.

Fee Paid: _____ Date: _____

21. REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS (APPENDIX III)

I am requesting a list of property owners within two hundred feet (200') of the following subject property:

Address: _____

Owner: _____

Block: _____ Lot: _____

Requestor's

Name: _____

Address: _____

Email: _____

Phone: _____

Signature

Date

Fee: \$10.00 per list (Separate fee for each block and lot)

Please enclose a self-addressed, stamped envelope.

Andover Tax Assessor
134 Newton-Sparta Road
Newton, NJ 07860

Fee Paid: _____ Date: _____

Sample Notice of Hearing

PLEASE TAKE NOTICE that the undersigned has made an application to the Andover Township Land Use Board for property known as Block(s)_____, Lot(s)_____, located at _____.

In addition, the applicant will request such variances, waivers, permits, approvals or licenses that are deemed necessary or appropriate by the Applicant or the Land Use Board.

This application is now on the calendar for the Andover Township Land Use Board and a public hearing has been set for _____ at the Andover Township Municipal Building, 134 Newton-Sparta Road, Newton, NJ 07860 at 7:30 p.m. When the case is called, you may appear either in person or by attorney to present any evidence, which you may have regarding the application. The matter will be heard on the above date or any adjourned date designated by the Land Use Board at the public meeting without additional notice.

The maps, plans, plats and application for which approval is being sought are on file with the Land Use Board Secretary and are available for inspection at the Municipal Building during normal business hours.

Signature of applicant

Name of applicant

Address of applicant

Notice must be published at least **10 days prior** to the meeting. Publish in the New Jersey Herald or the Sunday Herald newspaper:

To place the ad call: 844-994-0716 opt 3

23. NOTICE OF HEARING (APPENDIX V)

To property owners within 200 feet of subject parcel to be heard before the Land Use Board

In accordance with the requirements of the Andover Township ordinances and Municipal Land Use Law N.J.S.A. 40:55D-12 of the Revised Statutes of New Jersey, you are hereby notified that an application has been filed by the undersigned with the Land Use Board. The application and plans are available for examination in the Land Use Board Office during normal business hours.

Take notice that a public hearing will be conducted before the Land Use Board in connection with this application at the Andover Township Municipal Building, 134 Newton-Sparta Road, Newton, NJ 07860 on the _____ day of _____, 20____ at 7:30p.m.

Property Involved:

Street Address: _____

Block(s): _____ Lot(s): _____

Present Use: _____

Proposed Use:

Nature of relief or variance requested:

and any other variances, waivers or approvals deemed necessary by the Land Use Board.

Further take notice that said Land Use Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Land Use Board Secretary concerning such adjournments, postponements or continuations.

Applicant

Andover Township Land Use Board

Affidavit of Service

STATE OF NEW JERSEY:

SS:

COUNTY OF SUSSEX:

The undersigned, of full age, being duly sworn according to law, on his/her oath deposes and says that he/she is the APPLICANT or AGENT and that he/she did on _____, at least ten (10) days prior to the hearing date, give personal notice to all property owners within 200 feet of the property known as Block _____, Lot _____, with a street address of _____, in the _____ zone, Andover Township, County of Sussex, State of New Jersey, and all public utility and cable television companies serving the municipality by Certified Mail – Return Receipt requested. A copy of the Notice (Exhibit "A") and the registered receipts are attached.

Notices were also served upon utilities, County Planning Department, N.J.D.O.T. etc...if applicable.

Notice was also published in the New Jersey Herald, the official newspaper of the Andover Township Land Use Board as required by law, and Proof of Publication is attached (Exhibit "B"). Note: if proof of service has not been received from the newspaper, applicants may use a photocopy of the notice.

Attached (Exhibit "C") is a copy of the Certified List of Property owners within 200 feet of the affected property who were served, showing the block and lot numbers of each property as shown on the Andover Township Tax Map.

Sworn & Subscribed to before me this

Signature (Applicant)_____
Date

_____ day of _____, 20____ (year)

Print Name_____
(notary)

Notice: Affidavit of Service must be filed with the Land Use Board Secretary at least three (3) days prior to hearing or the matter will not be heard.

25. AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY

SS

COUNTY OF SUSSEX

_____ of full age, being duly sworn according to law on oath
deposes and says, that the deponent resides at _____, in the municipality
of _____, in the County of
_____ and the State of _____; that
_____ is the owner in fee of all that certain lot, piece of land
situated, lying, and being in the municipality aforesaid, and known and designated as
number_____.

Owner Signature

Sworn & Subscribed to before me this

Signature (Applicant)

Date

_____ day of _____, 20____ (year)

Print Name

_____ (notary)

Authorization

(If anyone other than above owner is making this application, the following authorization must be executed)

To: The Land Use Board:

_____ is hereby authorized to make the within application.

Owner's Signature

Date

Adjoining Property Owner

Street Address

Andover, NJ 07860

Re: Block: _____, Lot: _____

Dear Adjoining Property Owner:

I own an adjacent to your lot and I am applying to the Andover Township Land Use Board for a variance to construct _____ . In this case, our lot is undersized under the current Andover Township ordinances.

The purpose of this letter, in addition to the variance notice which you will be served with, is to inquire whether you have any interest in either: (a) purchasing this lot at its fair market value as a building lot (which assumes the variance has been granted), or (b) selling additional land to us in order to make the lot conforming or more conforming.

You should be aware that in the event you purchase the lot as a building lot at its fair market value, it would have to be merged with your lot and not remain a separate building lot. It is important to emphasize that the price we would be entitled to request would be a building-lot price and not a mere raw acreage.

Nevertheless, the purpose of this letter is to inquire of our as adjoining property owners of your interest in the matter and if you have no interest in buying or selling as described above to let the land use Board know of your position. Would you please indicate on a copy of the letter enclosed your position with respect to this letter, which I will provide to the Land Use Board?

Very truly yours,

Applicant

Via Certified mail, RRR# _____ & Regular Mail

cc: Andover Township Land Use Board Secretary

_____ I have an interest.

_____ I have no interest.

27. INSTRUCTIONS

NOTICE: These instructions are for informational purposes only. If you are unsure of how to proceed, you should consult with a Land Use Professional.

Step 1: Application Submission

A. All applications for development, fees and supporting documentation shall be filed with the Land Use Board Secretary at the Andover Township Municipal Building, 134 Newton-Sparta Road, Newton, NJ 07860, Monday through Friday between the hours of 8:00am and 4:00pm and at least twenty-one (21) days prior to the meeting date in order to be added to the agenda for a completeness hearing.

B. 1 Original and 14 Copies of a Completed Land Use Application. (15 Total) Applications shall be on the forms provided by Andover Township. All information, unless requested to be waived in writing, shall be supplied.

C. All application fees and escrows are to be in separate checks payable to Andover Township. All escrow accounts are to be brought up to opening balance prior to being put on the agenda.

B. Signed Escrow Agreement and W-9 tax form.

C. All required fee and escrow payments as set forth in the fee schedule. Application fees are non-refundable. All checks should be made payable to Andover Township. Separate checks should be submitted for fees and escrow.

D. Completed application checklist and required submission materials as denoted in the checklists. If an item on the checklist is not applicable, a submission waiver may be requested with justification for such a waiver.

E. Property owners List request and associated fee

F. Request a tax search from the Tax Collector. Documentation of taxes paid and current must be provided before the application can be deemed complete.

G. For any Corporation or Partnership applying for a variance for non-residential purposes or to construct a multi-residential dwelling of 25 or more units, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class of 10% interest in the partnership and an affidavit verifying its accuracy.

H. All materials shall be filed with the Land Use Board Secretary 21 days in advance of the target completeness hearing date.

Step 2: Completeness Review (Within 45 days of submission)

A. Once received; the application will be distributed to Board Professionals and Members.

B. Board Members and Professionals will review the documentation submitted and check to ensure that all required checklist items have been submitted.

C. All required documentation should be provided, or waivers may be requested from various checklist submission requirements. If necessary, items have not been submitted, a completeness review report will be sent to the applicant (within 45 days of submission) indicating which items are outstanding. The required outstanding items must be addressed prior to being scheduled for a hearing.

D. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date.

Step 3: Public Notification (a minimum of 10 days prior to hearing)

Notice must be provided (pursuant to N.J.S.A. 40:50D-12) in the official newspaper of the Board (The New Jersey Herald - Daily or Sunday edition) and to property owners within 200 feet of the subject parcel (utilize the list provided by the tax assessor). Please review the following instructions regarding proper notice procedures:

A. Do not provide notice until you have been formally scheduled for a hearing.

B. Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice.

C. Complete the Notice of Hearing

1.) The description of the relief sought must be provided on the form.

2.) Copies of the form must be distributed to all persons/entities listed on the Property Owners list either by certified mail or hand delivery in accordance with N.J.S.A. 40:55D-12.

D. Complete the Affidavit of Service of Notice, sign, notarize, and attach original certified mail receipts.

E. Complete Public Notice and submit it to the New Jersey Herald daily or Sunday edition.

1.) Legal notices must be published at least ten (10) days prior to the hearing date. Please contact the New Jersey Herald for their submission deadlines.

2.) The description of the relief desired should reflect that of the Notice of Hearing form.

3.) The newspaper will send you an affidavit of proof of publication, which must be submitted to the Land Use Board Secretary.

Step 4: Submit Proof of Notice

Once the application is deemed complete by the Land Use Board, notice must be served at least ten (10) days prior to the hearing to all entitled to notice. The notice must also appear in the New Jersey Herald daily or Sunday edition, at least ten (10) days prior to the hearing.

The applications that require notice are:

1. Any Variance

2. Any Preliminary Major Subdivision

3. Any Site Plan

4. Conditional Use Approval

5. Any appeal of the Zoning Officer's determination of interpretation

6. Any request for Certification of pre-Existing Non-Conforming use to the Land Use Board

In certain situations, another municipality, the Sussex County Planning Department, Utilities, Corporations or other entities may be entitled to notice. Applicants are directed to refer to the provisions in the Municipal Land Use Law, N.J.S.A. 40:55D-12, if unsure.

The following items must be submitted to the Land Use Board Secretary no later than three (3) days prior to the hearing date:

- 1.) A copy of the Notice of Hearing
- 2.) The Affidavit of Service of Notice
- 3.) Original certified mail receipts
- 4.) The affidavit of proof of publication from the New Jersey Herald

Step 5: Prepare the Presentation

The presentation to the Land Use Board should be brief and concise, but present all relevant facts and address the requested variances. Photographs, sketches, witnesses, and/or any other pertinent information may be presented. The burden of proof is on the applicant since he or she is asking for an exception to the ordinance. The Land Use Board is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law.

An attorney must represent all applicants or property owners that are incorporated. Any employed professionals and experts for the applicant will be certified that they possess the appropriate New Jersey licenses prior to any testimony at the hearing. The lack of a New Jersey license does not prohibit an individual from testifying but will preclude their ability to be certified as an expert witness by the Board.

Step 6: Attend the Hearing:

- 1.) An application must be heard by the Land Use Board within 120 days of being deemed complete.
- 2.) The Land Use Board meets on the first and third Tuesday of every month, except holidays in the Andover Township Municipal Building, 134 Newton-Sparta Road, Newton, NJ 07860 at 7:30pm. The meeting is open to the public.

Step 7: After the Hearing:

a. Resolution: The resolution will be presented and memorialized by the Land Use Board within 45 days of decision. A copy of the resolution will be mailed to the applicant of the applicant's attorney as listed on the application.

B. Notice of Decision: A notice of Decision will be submitted to the New Jersey Herald for publication by the Land Use Board Secretary within ten (1) days of the memorialization of the resolution.

C. Appeal Time Period: Any party interested in appealing the decision of the Land Use Board, must do so within forty-five (45) days of the publication of the notice of decision.

D. Items to submit After the Hearing:

1.) Conditions of Approval: Any and all conditions of approval must be satisfied (legal documents, additional information, maps for signature, etc...), which should be submitted to the Board Secretary. Certain items will be reviewed by the Board Professionals and may need to be revised as deemed necessary.

2.) Conformance Plans: Four (4) sets of revised plans, which address needed completeness items and comments from the Board Members and Board Professionals, should be submitted to the Board Secretary for signatures.

3.) Escrow: Any outstanding escrow and bond payments must be submitted prior to the issue of any permits. Should a positive balance remain in the escrow account after the project is complete and all bills are submitted and paid, a written request for the refund of the remaining escrow must be submitted to the Land Use Board Secretary.

4.) Zoning Permit: A zoning permit application may be submitted once the above items have been completed.

5.) Council on Affordable Housing (COAH): A COAH fee may apply for new construction of single-family homes and larger development projects per the Township ordinance. Similarly, a non-residential development Fee is required for applicable commercial development, per the Township ordinance.

6.) Building Permits: A building permit may be applied for with the Construction Department after all other requirements have been satisfied. A pre-construction meeting may be necessary and should be scheduled with the Board Engineer.