

**ANDOVER CODE**  
**CHECKLIST # 8 – LOT LINE ADJUSTMENT**

Applicant: \_\_\_\_\_

File No. \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

This checklist is for general reference only. Further information may be required by the reviewing authority. The following designations are to be used when completing the checklist:

√ - **provided**; **NA** – **not applicable**; **W** – **waiver requested**.

The applicant shall provide a written statement justifying the waiver request or why a checklist item is not applicable.

Item No.	Application Requirements	Applicant	Board
1.	Five (5) copies of minor subdivision plat clearly drawn, certified and sealed by New Jersey licensed land surveyor at a scale not smaller than 1 inch equals 50 feet showing metes and bounds of entire tract being subdivided and new property lines (indicate any lines to be eliminated).		
2.	Sheet Sizes; 11" x 17", 24" x 36", 30" x 42". Folded to show title block.		
3.	The plans should contain the following: (a) Name of Development (b) Name, address and phone number of Owner (c) Name, address and phone number of Applicant (d) Date of Preparation (e) Block and Lot(s) to be developed (f) Name & Address, signature, seal, and license number of person(s) preparing the map (g) Graphic and written scale, north arrow and meridian Revision box & date of each revision		
4.	Title block stating type of application, name of development, name of municipality, block and lot and street location.		
5.	Zone Data Box showing:		
	(a) Zone Districts		
	(b) Required and proposed for each lot:		
	1. Lot area		
	2. Lot width		
	3. Building height		
	4. Structure Lot coverage		
	5. Setbacks, front, rear and side (accessory structures as required)		
	6. Parking, impervious surface and any other applicable zone requirements		

6.	<p>Subdivision Information:</p> <p>(a) Area in square feet, and acres to the nearest hundredth, of the entire tract and all existing and proposed lots, and right-of-way dedications.</p> <p>(b) Entire tract boundary (heavy solid line), existing and proposed property lines within the tract with distances in feet (to the nearest 0.01 feet) and bearings to the nearest second.</p> <p>(c) Open space, buffer zones, recreation areas, Municipal and public areas and lands to be reserved or conveyed to the Township.</p> <p>(d) Existing and proposed easements including sight, utility, access, conservation, drainage, slope and any other types of easements as appropriate.</p>		
7.	Building envelopes excluding buffers and restricted areas showing delineated setback lines for each lot based on zone requirements.		
8.	Location of all structures (principal and accessory structures, driveways, parking areas, etc.) and wooded areas on, and within 200 feet of the existing tract boundaries with dimensions to existing property lines.		
9.	Lot width at street line of lot created; road frontage of remainder portion; cartway width; and width and name of right-of-way on which property fronts.		
10.	Location of any railroad tracks, bridges, culverts, driveways, sidewalks, parking spaces, etc.		
11.	Location and description of monuments, whether set or to be set.		
12.	A copy of all existing protective covenants or deed restrictions affecting the property and a statement as to whether such deeds or covenants are of record. Include a copy of the original deed documents.		
13.	Copies of applications to Sussex County Planning Board, Sussex County Soil Conservation District, and/or NJDOT, if applicable.		
14.	Environmental Impact Statement, applicability determined per Ordinance §131-12, contents as described in §131-13.		
15	<p>Verify this Lot Line Adjustment Meets the following criteria:</p> <p>___ Adjustment involves one lot line between adjoining lots</p> <p>___ Owner of both lots consent in writing to the adjustment</p> <p>___ No new lots are created</p> <p>___ Both lots are conforming after the adjustment</p> <p>___ Any pre-existing nonconformities are not increased</p>		