

TO: Subdivision Applicants

SUBJECT: Applications for Subdivision

Attached please find the materials necessary in connection with a subdivision application. All submissions to the Planning Board must be received 15 days prior to a regularly scheduled meeting. An application will not be scheduled on an agenda for a hearing until it is found to be complete. Due to the Board's workload, an application may be postponed within applicable statutory time periods. Please call the office, 908-996-3696, to ascertain if you are listed on the agenda one week prior to the meeting or check the Township's website, www.kingwoodtownship.com.

When submitting an application, the following information/documentation must be submitted. The omission of any one of these items will automatically constitute an incomplete application, and all materials will be returned for revision and re-submission.

1. **Application Fee (see attached schedule);**
2. **Escrow Fee (see attached fee schedule);**
3. **Completed Application Form (original and 27 copies);**
4. **Completed "Subdivision Checklist" form (original and 27 copies);**
5. **Receipted tax bill or tax search showing taxes paid to date;**
6. **27 copies of plats – See checklist for plat requirements. *All plats must be folded – plats will not be accepted unless they are folded.***
7. **Perc and Soil certification with engineer's seal on plat**
8. **Completed W-9 form**
9. **Completed Escrow agreement.**

If any of the above listed items are not included in a submission, an application will be deemed incomplete; and will not be forwarded to the Planning Board Engineer & Attorney for review until such time as all documents/information have been received.

If the applicant requests a waiver, a letter stating the waivers requested must accompany the application. Without such letter, the application will be deemed incomplete. If a variance is being requested, a variance application must be completed as a part of this submission.