

COMPLIANCE PROCESS

Procedures to be followed from  
Planning Board/Board of Adjustment Site Plan/Subdivision Approval  
to Issuance of Construction Permits and Certificates of Occupancy and  
Release of Performance and Maintenance Guarantees and Review and Inspection Escrows

The following is a checklist which outlines the responsibility of the applicant and municipal staff and professionals for the issuance of Construction Permits, issuance of Certificates of Occupancy, release of review escrow, reduction of Performance Guarantees, release of Performance Guarantees, release of inspection escrow, and release of Maintenance Guarantees following action taken by the Planning Board/Board of Adjustment on Preliminary Site Plan, Preliminary Subdivision, Final Site Plan and Final Subdivision applications.

Procedure for Issuance of Construction Permit

APPLICANT:

Submit seven (7) copies of revised plans that address all conditions of the Board's Preliminary Site Plan/Subdivision Approval Resolution to Administrative Officer [ ]

Submit letters from all Board Professionals that above submitted plans comply with the Board's Preliminary Site Plan/Subdivision Approval Resolution to Administrative Officer [ ]

Board Engineer [ ]

Board Planner [ ]

Board Traffic Expert [ ]

Board Lighting Expert [ ]

Board Environmental Expert [ ]

Board Landscape Architect [ ]

Board Geotechnical Expert [ ]

Board Hydrogeologist Expert [ ]

Board Architect [ ]

Other Board Professionals involved in applications: \_\_\_\_\_  
\_\_\_\_\_

Submit copies of all outside agency approvals to Administrative Officer

Including but not limited to:

- Hunterdon County Health Department [ ]
- Clinton Township Board of Health [ ]
- Hunterdon County Soils Conservation [ ]
- Clinton Town Water Company [ ]
- Clinton Township Sewerage Authority [ ]
- Hunterdon County Planning Board [ ]
- New Jersey Department of Transportation [ ]
- New Jersey Department of Environmental Protection [ ]
- Any other agency involved in application \_\_\_\_\_ [ ]

Submit two (2) copies, approved by Board Engineer, of deed, easement, right-of-way or other descriptions (metes and bounds), and any special language required in Resolution to Administrative Officer [ ]

Submit estimate approved by Board Engineer for construction of onsite and offsite improvements, excluding building construction and County improvements to Administrative Officer [ ]

Submit required escrow information obtained from Board Engineer to Administrative Officer [ ]

Submit Certification of Compliance to Administrative Officer (see from attached) [ ]

Submit the following (to Township Clerk)

Performance Agreement required information and documents:

- a. Performance Guarantee (letter of Credit, Surety Bond, etc.) [ ]
- b. Cash portion of guarantee [ ]
- c. Payment of Preparation fee [ ]
- d. Full name (to include entity type: corporation, LLC , etc) of Applicant [ ]
- e. Approved Engineer's cost estimate of improvements [ ]
- f. Copy of Development Board Resolution [ ]

Developer's Agreement required information and documents:

- a. Full name (to include entity type: corporation, LLC, etc) of Applicant [ ]
- b. Copy of Development Board Resolution [ ]
- c. Information as to existing zoning designation on property [ ]

- d. Copies of outside agency approvals (see "Applicant" section above) [ ]
- e. List of finally approved plans by caption [ ]
- f. Approved inspection fee estimate [ ]
- g. Total Performance Bond amount [ ]