

Block: \_\_\_\_\_ Lot \_\_\_\_\_  
 # of credits: \_\_\_\_\_  
 Credit #'s \_\_\_\_\_  
 from: \_\_\_\_\_  
 to: \_\_\_\_\_

**TDR CREDIT ASSIGNMENT CHECKLIST**

Administrative Officer

date rec'd

1. Has the Applicant provided all documents per Section 203-54 D1:
  - a. original and two (2) copies of the application for assignment \_\_\_\_\_
  - b. original and two (2) copies of the proposed assignment \_\_\_\_\_
  - c. all information required as a result of the questions contained in the application \_\_\_\_\_
  - d. required application and escrow fees \_\_\_\_\_
  
2. Upon acceptance of the application per Section 203-54 D2, determine, within forty-five (45) days of receipt, whether the application:
 

	<u>yes</u>	<u>no</u>
a. contains all information required by the ordinance	_____	_____
b. seeks to assign no more than the maximum number of TDR credits available and not already assigned or extinguished	_____	_____
c. reserves sufficient credits for the existing and proposed residential uses on the site	_____	_____
d. provides the recording information about the Deed of Easement Restriction and Enrollment where credits are being transferred for the first time	_____	_____
e. accurately reflects the information contained in the assignment	_____	_____
f. accurately reflects that no change in title of the parcel since the Deed of Easement Restriction and Enrollment was recorded	_____	_____
  
3. Forward Assignment to Land Use Board Solicitor to determine proper for filing with CountyClerk.
 

Date sent: \_\_\_\_\_ Date returned: \_\_\_\_\_
  
4. Sign Assignment Certification, certifying that upon recording the assignment, the Administrative Officer will transfer the number of credits contained within it to the party named, provided that the Assignment is recorded within 90 days of the date of signing.
 

Date: \_\_\_\_\_
  
5. Return original Assignment to Assignor for filing with CountyClerk.
 

Date: \_\_\_\_\_
  
6. Upon receipt of proof of recording, record book and page number upon the Township records.
 

Date Received: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_

7. Forward copies of Assignment to Local and County Planning Board. Date: \_\_\_\_\_
8. Forward to the NJ State TDR Bank a copy of the recorded Assignment and a completed State TDR Bank assignment form within 10 business days of receipt of proof of Assignment recording. Date: \_\_\_\_\_