

Block:	_____
Lot:	_____
# of credits:	_____

## TDR CREDIT ENROLLMENT CHECKLIST

Administrative Officer

date rec'd

1. Has the applicant provided submission documents as per Section 203-54C(1) :
- a. original and two (2) copies of the Application for Enrollment \_\_\_\_\_
  - b. original and two (2) copies of the Deed of Easement Restriction and Enrollment \_\_\_\_\_
  - c. proof of title from a New Jersey Certified Title Company \_\_\_\_\_
  - d. appropriate application and escrow fees \_\_\_\_\_

2. Upon acceptance of the Application for Enrollment as per Section 203-54C(2) the Administrative Officer shall determine, within forty-five (45) days of receipt, whether the application:
- |   | <u>yes</u> | <u>no</u> |
|---|------------|-----------|
| a. accurately specifies the number of TDR credits available to the parcel               | _____      | _____     |
| b. covers a parcel of land eligible for inclusion within a TDR program                  | _____      | _____     |
| c. accurately sets forth the block and lot description of the parcel seeking enrollment | _____      | _____     |
| d. reserves sufficient credits for the existing and proposed uses on the site           | _____      | _____     |
| e. contains all other information required by the application                           | _____      | _____     |

3. Forward one (1) copy of the Application for Enrollment, original and one copy of the TDR Deed of Easement Restriction and Enrollment and Proof of Title to:

Joint Land Use Board Solicitor

Date forwarded: \_\_\_\_\_ Date returned: \_\_\_\_\_

County Planning Board

Date forwarded: \_\_\_\_\_ Date returned: \_\_\_\_\_

4. Upon approval and signature by the Joint Land Use Board Solicitor, assign a TDR credit serial number to each credit created. Fill in these assigned numbers on page 4 of application.
5. Sign the Deed of Easement Restriction and Enrollment certification.
6. Return the fully executed and notarized original Deed of Easement Restriction and Enrollment to the landowner for recording with the County. Must be recorded within ninety (90) days from date of certification.

Date returned to landowner: \_\_\_\_\_ Date of Recordation (within 90 days) \_\_\_\_\_

7. Proof of recording must be provided within thirty (30) days following recordation. Upon receipt of proof of recording, update Township records with the record book and page number reference.

Date received: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_

8. Forward copies of recorded easement to the Joint Land Use Board and County Planning Board. Date forwarded: \_\_\_\_\_

9. Forward to NJ State TDR Bank a copy of recorded Deed of Easement Restriction and Enrollment and a completed State TDR Bank Enrollment Notification Form within 10 business days of receipt of proof of easement recording.

Date forwarded: \_\_\_\_\_