

**MARTIC TOWNSHIP CHECKLIST
FOR
LOT-LINE CHANGE / LOT ADD-ON PLANS**

APPLICATION # _____

DATE OF SUBMISSION: _____

INFORMATION REQUIRED/PROVIDED BY:	APPLICANT	TOWNSHIP
	Y=Yes N=No	
	N/A= Not Applicable	
	W=Waiver Requested	
DRAFTING STANDARDS (406.A):		
Lot-line change plans shall include all information required in Sec 401.A. In addition, the plan shall be formatted in a manner meeting the then-current requirements of the Recorder of Deeds.		
LOCATION AND IDENTIFICATION (406.B)		
Lot-line change plans shall include all information required in Sec 401.B.		
PLAN INFORMATION (406.C)		
Lot-line change plans shall include all of the information required in Sec. 401.C and the additional info required for final plans in Section 405.D.		
CERTIFICATES:		
1 Certificate, signatures, and seal of the surveyor, to the effect that the survey and/or plan are correct (See Appendix No.1)		
2 Certificate for review by the PC with space for signature by the Chairman and Vice Chairman of the PC or designee (See Appendix No. 1)		
3 Certificate for approval by the BOS with space for signature by two members of the BOS (See Appendix No. 1)		
4 A statement, duly acknowledged before an officer authorized to take acknowledgement of deeds and signed by the landowner, certifying that the subdivision or land development shown on the plan is the act and the deed of the owner, that all those signing are all the owners of the property shown on the survey and plan, that they desire the same to be recorded as such and that all streets and other property identified as proposed public property dedicated for public use. (See Appendix No. 1). This must be dated following the last change or revision to the subdivision or land development plans.		
5 A statement, duly acknowledged before an officer authorized to take acknowledgement of deeds and signed by the landowner, certifying that the subdivision or land development shown on the plan is the act and the deed of the owner, that all those signing ar		
6 All applicable notifications and reports shall be required to be filed with the Township prior to release of the plan for recording. See Sec 405.E for notification and report requirements.		