

COUNTY of CAPE MAY
RITA M. ROTHBERG, COUNTY CLERK
DIANA L. HEVENER
DEPUTY COUNTY CLERK



Location:
7 North Main Street
Cape May Court House
New Jersey 08210

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Websites: www.capemaycountygov.net
www.capemaycountyvotes.com

Mailing Address:
P.O. Box 5000
Cape May Court House
New Jersey 08210-5000

Master Deed Amendment

Requirements - NJSA 46:26A, NJSA 46:8B-9

1. A cover sheet (or electronic synopsis). The fill in cover sheet form is available at this link: <http://www.capemaycountyclerk.com/DocumentCenter/View/4226>
2. Name of the condominium as set forth in master deed (N.J.S.A. 46:8B-10(a))
3. Date of Amendment (N.J.S.A. 46:26A-5(b)(2))
4. Municipal tax, block & lot number of the condominium (N.J.S.A. 46:26A-3(a)(5)(b))
5. Name of the municipality and county of the property reference and the book and page where master deed is recorded (N.J.S.A. 46:8B-10)
6. Signature(s) of those officers authorized to execute an amendment to the Master Deed.
7. Signature(s) acknowledged (N.J.S.A. 46:26A-3(a)(3))
8. Name(s) printed beneath signature(s) (N.J.S.A. 46:26A-3(a)(4))
9. Document must be in English.
10. Record and return information on document (N.J.S.A. 46:26A-7)
11. If the amendment changes elements of the existing Condominium Plan the Master Deed Amendment must include a new Condominium Plan in duplicate 4 mils thick mylar.

Fees

Regular recording fee:	\$30.00 first page of document (front) plus \$10.00 each additional recorded page plus
Homelessness Trust Fund:	\$ 5.00 per instrument
Abstracting fee:	\$10.00 per instrument
Noting fee:	\$10.00 per instrument (file number, book and page)
If applicable, Map fee:	\$55.00 per set of two identical 4 mil mylar Survey/Plans
If applicable, Names fee	\$ 6.00 per name, beginning with the sixth name
Deliver documents and make check payable to:	Cape May County Clerk 7 N Main Street DN 109 P.O. Box 5000 Cape May Court House, NJ 08210-5000

Requirements of the Condominium Plan:

A survey of the condominium property in sufficient detail to show and identify common elements, including the name of the condominium, the name of the municipality and tax Block and Lot, each unit and their respective locations and approximate dimensions. The plans shall bear a certification, including signature and embossed or raised seal, by a land surveyor, professional engineer or architect authorized and qualified to practice in the State of New Jersey and setting forth that the plans constitute a correct representation of the improvements described. The date of the survey shall be shown and the map shall be in accordance with the minimum survey detail requirements as promulgated by the State Board of Professional Engineers and Land Surveyors.

Additional requirements for the Condominium Plan:

- It shall be clearly and legibly drawn, and where required, endorsed and presented as an original drawing in black ink on translucent tracing cloth, translucent mylars at least 4 mils thick or its equivalent, of good quality, with signatures in ink, or as an equivalent reproduction on photographic fixed line mylar 4 mils thick with signatures in black ink or its equivalent and shall be accompanied by a cloth print or photographic fixed line mylar 4 mils thick and presented to the County Clerk in duplicate.
- It shall be 1 of 6 standard sizes: 8.5" X 13", 30" X 42", 24" X 36", 11" X 17", 18" X 24", or 15" X 21" measured from cutting edges. If more than 1 sheet is required the map by be divided into sections to be shown on separate sheets of equal size, with references on each sheet to the other sheets.
- It shall show the scale, which shall be inches to feet and be large enough to contain legibly written data on the dimensions, bearings and all other details of the boundaries, and it shall also show the graphic scale.
- The reference Meridian (North Arrow) used for bearings on the map shall be shown graphically. The coordinate base, either assumed or based on the New Jersey Plane Coordinate System, shall be shown on the plat.
- All municipal boundary lines crossing or adjacent to the territory intended to be shown shall be shown and designated.
- All natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines shall be shown.
- All permanent easements shall be shown and dimensioned, including but not limited to sight right easements and utility easements.
- The County Clerk will accept other accompanying plans, as exhibits in the Master Deed Amendment, in paper or mylar format, as long as the Condominium Plan requirements have been satisfied.

The Condominium Survey/Plan is retained by the County Clerk's Office and will not be returned with the recorded Master Deed.