

CHECKLIST FOR VARIANCE APPLICATIONS

Applicant _____
 Road Name _____
 Tax Map Sheet/Block/Lot _____
 Date Submitted _____
 Name of Project (if any) _____
 Signature of Applicant _____

KEY:

X = Required

M = May be required due to unusual circumstances

N/A = Not applicable

TO ALL APPLICANTS: If your application lacks any of the below requirements, circle the items and in the remarks column, provide an explanation.

Item Number	Checklist Item	Residential Variance	Non-Residential Variance	Remarks
1	15 paper prints of site plan and other drawings, folded - not rolled, 15 copies of completed application and checklist. 15 complete assembled sets of the submissions are required. Also email the documents and/or provide an electronic copy of all documents (CD or USB stick).	X	X	
2	Site plan size: 24" x 36"	X	X	
3	Scale: Not more than 1 inch = 50 feet (written & graphic) and not less than 1 inch = 20 feet (written & graphic)	X	X	

4	Key Map: site, streets, zones (North arrow to have same orientation as site plan)	X	X	
5	Prepared and sealed by the appropriate professional (i.e. architect, engineer, surveyor)	X	X	
6	Based on current survey prepared by licensed New Jersey land surveyor	X	X	
7	Bearings in degrees, minutes and seconds	X	X	
8	Title block giving names of site plan, applicant(s), owner(s) and preparer	X	X	
9	Current Tax Map Sheet, Block & Lot Number	X	X	
10	North arrow with reference meridian (same direction on all sheets)	X	X	
11	Date of original site plan and date and nature of each revision	X	X	
12	Name(s) of the owner(s) of all property within 200 feet of the property being developed as disclosed by the most recent municipal tax records	X	X	
13	Existing, proposed and required setback dimensions of all structures	X	X	
14	Location of existing and proposed property lines with dimensions to nearest 0.01 foot	X	X	

15	Acerage of tract to nearest 0.01 acre	X	X	
16	Contours and topography covering the property and surrounding area within 10 feet, maximum contour interval of 2 feet	M	X	
17	Exisiting and proposed drainage facilities on tract and within 200 feet (e.g. culverts, marches, ponds, streams and floodplains)	M	X	
18	Location and type of existing and proposed easements or rights-of-way and utility structures, including ponds, drainage, sewer, water, sight rights, power, telephone and gaslines within 200 feet	X	X	
19	Location of existing septic system and potable well	X	X	
20	Location and line of all existing streets and roads, and areas dedicated to public use, within two hundred (200) feet	X	X	
21	Location of existing and proposed buildings with dimensions	X	X	
22	Indicate the location of all existing and proposed structure, i.e. walls, fences, culverts, bridges, roadways, etc., with grade elevations	X	X	

23	The distance from the property line to the nearest intersection	X	X	
24	Identify all means of vehicular ingress and egress to and from the site onto public streets, showing the size and location of driveways, curb cuts and curbing, sight lines and radii.	M	X	
25	Location and design of off-street parking areas	M	X	
26	Location, arrangement and dimensions of truck loading and unloading platforms and docks	M	X	
27	Indicate provisions for refuse and garbage disposal	M	X	
28	Show provisions for screening storage of equipment, attached or separate from buildings	M	X	
29	Indicate all existing or proposed exterior lighting	N/A	X	
30	Show all existing and proposed signs and their sizes	N/A	X	

31	Indicate locations, dimensions and construction of off-site sidewalks, on-site walks and sidewalks	N/A	X	
32	Show proposed screening, green areas, landscaping and fencing, including a planting plan and schedule	N/A	X	
33	Show improvements to adjoining streets and roads and traffic control devices necessary in streets or highways	N/A	X	
34	Copies of any existing or proposed covenants and deed restrictions intended to cover any of the development site	X	X	
35	Submit elevations, sketches, renderings or pictures of any new buildings or structures	X	X	
36	Show fire service lines, hydrants, siamese connections, automatic sprinkler systems, fire zones, no-parking fire zones and pavement and wall signs	N/A	X	
37	Complete construction plans (plans, profiles and cross sections at fifty-foot intervals and details) for all improvements, including roads, fences, drainage, water, sewer and surface water management facilities	M	X	

38	Lot grading plan	M	X	
39	Location of natural features to be preserved	X	X	
40	Soil erosion and sediment control plan in accordance with Chapter 103, Soil Erosion	M	X	
41	Calculations demonstrating the adequacy of existing and/or proposed drainage and/or surface water management facilities	M	X	
42	Certification from Tax Collector that all taxes and assessments on the entire tract have been paid to date	X	X	
43	County application and fee submitted to County Planning Board (where appropriate)	M	M	
44	Certifications as to D&R canal Review Zone or that property is exempt	X	X	
45	Steep slopes	X	X	
46	Storm Water Management Plan	M	X	
47	Delination of floodplain zone as required by 132-115(E)	X	X	
48	Application and Escrow fees	X	X	