

LAND DEVELOPMENT

*13 Attachment 2*

**ROXBURY TOWNSHIP  
SCHEDULE B  
ADMINISTRATIVE COMPLETENESS CHECKLIST**

- A. Six (6) copies of signed and properly completed application form.
- B. Six (6) copies of survey showing existing and proposed improvements with dimensions, setbacks, building and impervious coverage, accessory structures (i.e., sheds, pools, fences, etc.) and location of well and septic (may be acquired from the Health Department).
- C. Six (6) copies of drawings or other pictures of building elevations depicting existing and proposed addition, if applicable.
- D. Six (6) copies of floor plan, if applicable, with dimensions showing existing and proposed room layouts, doorways, windows, etc.
- E. Six (6) copies of the tax map showing the property location.
- F. One (1) copy of Proof of Taxes paid to date.
- G. Application fee and escrow fee paid. Two (2) separate checks made payable to the Township of Roxbury.
- H. Six (6) copies of a narrative explaining the purpose of the application.
- I. Six (6) copies of a listing of all variance requests, waiver requests of miscellaneous design standards and completeness checklist waiver requests.

(Ord. No. 16-09 §2)