

LAND DEVELOPMENT

*13 Attachment 5*

**Township of Roxbury**

**Schedule C - Zoning Board of Adjustment Checklist**

**Zoning Board of Adjustment Checklist - for residential applications**

1. Sixteen (16) copies of the following documents:
  - a. Zoning Permit denial letter signed by the Zoning Officer.
  - b. Signed and completed 3-page Land Development Application form and any other pertinent information for the Board.
  - c. Drawings or other pictures of building elevations depicting existing and proposed addition, if applicable.
  - d. Floor plan, if applicable, with dimensions showing existing and proposed room layouts, doorways, windows, etc.
  - e. Tax Map showing property location.
2. Sixteen (16) copies of survey or plot plan indicating:
  - a) North Arrow
  - b) Existing dwelling and accessory buildings
  - c) Proposed improvements and/or additions, including dimensions and setback
  - d) Pools, sheds, fences, walls, sidewalks, etc.
  - e) Dimensions and setbacks from structures to sidelines and other structures as applicable
  - f) Utilities, septic and well locations
  - g) Driveway dimensions and location
  - h) Location of woodlands, rock outcrops, lakes, rivers, streams, floodways, etc, on or adjacent to the property
  - i) Topographic Contours and Steep slopes calculations
3. The application fee, as set forth in the Fee Schedule, to the Township of Roxbury, payable by cash or check.

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4. The escrow amount, as set forth in the Fee Schedule, to the Township of Roxbury, payable by cash or check. This is for any professional fees incurred as a result of your application.
5. One copy of the Certification from the Tax Collector that taxes and assessments are current on the property. (See attached form)
6. One copy of the 200-foot list received from the Tax Assessor (cost \$10).
7. Outside agency review and/or approvals, if necessary, including but not limited to.
  - a) Morris County Planning Board
  - b) Board of Health
  - c) Historic Advisory Committee
  - d) Lake Hopatcong Commission
  - e) Morris County Engineering and Transportation

### **For Certification of Pre-Existing, Non-Conforming Use (N.J.S.A. 40:55D-68)**

- a) Commercial or Residential Zoning Board Checklist Items, as applicable
- b) Description of the surrounding area of the subject property
- c) Narrative explaining the purpose of the application
- d) Documentation that the use existing prior to the change in zoning that prohibited the use (ie: tax cards, utility bills, historic records and documents, etc.)

### **For Conditional Use (N.J.S.A. 40:55D-70d(3))**

- a) Commercial or Residential Zoning Board Checklist Items
- b) Description of the surrounding area of the subject property
- c) List of similar uses in the surrounding area
- d) Analysis of the conditional use standards for the specific use, with notation to the Section of the Township's Ordinance permitting same which shall be appended hereto as attachment 5-Schedule C Zoning Board of Adjustment Checklist.