

**BOROUGH OF MILFORD JOINT LAND USE BOARD
VARIANCE APPLICATION CHECKLIST**

Applicant _____
Name _____

_____ Address _____

Telephone # _____ E-mail _____

Owner _____
Name & Address (if different from above) _____

TO BE COMPLETED BY BOROUGH	
Application No. _____	Application Fee Paid _____
Application Recv'd. _____	Escrow Fee Paid _____

TYPE OF APPLICATION BEING SUBMITTED:

Project Name _____

Block(s) _____ Lot(s) _____ Tax Map Sheet # _____

Checklist Prepared By: _____

Signature of Applicant: _____

VARIANCES SOUGHT:	FROM ORDINANCE(S):

NOTE 1: If Application is also being made for sub-division and / or site plan approval, the relevant checklist(s) for such approval(s) shall also be completed and submitted.

NOTE 2: Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes, but required prior to the approval of the application.

All applications must be submitted to the Administrative Officer of the Milford Joint Land Use Board at least THREE WEEKS prior to regularly scheduled Board meeting.		TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY BOROUGH		
ID	Required documents to be submitted with application	PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER	WAIVER GRANTED
V1	Application and Escrow Fees with separate computation calculation.						
V2	Certification from Tax Collector that all taxes, and rollback taxes, if applicable, upon the subject tract(s) have been paid to date						
V3	Certification from Water / Sewer Clerk that all sewer and water charges / fees, and any late fees, interest, or other assessments are paid to date						
V4	Certified List of Adjoining Property Owners within 200' of subject property(ies)						
V5	Denial Letter from Milford Borough Zoning Officer						
V6	Copy of letter from Milford Fire Company (if lot does not abut a public road)						
V7	Applicant's Certification						
V8	Consent of Owner (if Applicant is not the Owner of subject tract(s))						

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V9	Financial Disclosure Statement, in accordance with <i>NJSA</i> 40:55D-48.1 and 48.2, if Applicant is a corporation, partnership or limited liability company.						
V10	Hunterdon County Health Department Construction Permit Referral Form						
V11	Site Walk / Inspection Authorization						
V12	Fee Calculation Form						
V13	Signed Escrow Agreement Form						
V14	Three (3) copies of existing Deeds to subject tract(s) including all protective covenants or deed restrictions applying to tract(s) in question						
V15	Certification from Owner that: - the property in question has not been part of a prior Land Use Application OR - provide a list with dates of all prior applications						
V16	Twelve (12) copies of a Plot Plan to show:						
	A) Scale of 1" = 50' for lots of 1.00 acre or less						
	B) Scale of 1" = 100' for lots in excess of 1.00 acre						
	C) Written and graphic scale						
	D) Reference meridan						
	E) Calculations of overall lot dimensions, frontage, floor area, open areas, and lot area per dwelling						
	F) Acreage of tract						
	G) Septic and Well locations						
	H) Existing structures, pools, fences, trees, culverts, driveways, streams, and existing and proposed utilities including potable water connection and / or wells, storm sewer, drainage swales, streams, gas, electric, telephone and cable, sanitary sewer connections, fire service lines & hydrants						
	I) Minimum required setback lines and actual setback dimensions						
	J) Proposed improvements, drawn to scale indicating dimensions and distances from side, rear, and front yards						
	K) Location of proposed drainage facilities						
	L) Location and width of existing and proposed street rights-of-way and pavement, entrances, exits, and driveways servicing the site, including type of pavement, curbing, etc., and proposed traffic flow						
M) Location and dimensions of off-street parking							
N) Location and capacity of all petroleum, fuel, propane, etc. or other storage tanks and statement of type of substance(s) stored in tank(s).							

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	O) Topography at five foot (5') contour intervals for slopes averaging twenty percent (20%) or greater, two foot (2') contour intervals for land of lesser slope per U.S. C.&G.S. Datum						
	P) Spot elevations for areas of slope less than one percent (1%)						
	Q) Key Map						
V17	Flood Hazard - Informatin demonstrating compliance with the Flood Damage Control Ordinance, Section 190-60.3D of the Milford Borough Code						
V18	Building Elevation Plans of proposed structure(s) (front, sides, rear) with dimensions and height of proposed structure(s)						
V19	Preliminary architectural plans of proposed new structure(s) and all other structures and distances from existing / proposed property lines and statement of whether any existing structure(s) will be retained or removed						
V20	Valid LOI issued by NJDEP for entire project or FOD LOI issued by NJ DEP for area of proposed development. *Board will consider request for waiver if there is sufficient evidence presented to determine that there is no impact on any Wetland area.						
V21	Written statement submitted by applicant identifying request for waiver of any checklist requirement (if any).						
V22	All documents properly certified and sealed by the appropriate New Jersey Licensed professional persons (P.E., P.L.S., P.P., C.L.A., R.A., etc.)						
V23	Name and address of the owner, applicant and preparer of plans.						
V24	Names of all current property owners within 200' of the property and identify source information.						
V25	Applications for Development in the Highland's Planning Area; No Application for Development (as defined pursuant to the New Jersey Municipal Land Use Law (N.J.S.A. 40:55D-1, et seq.) involving property wholly located wholly or partially in the Planning Area of the Highlands Region shall be deemed complete or considered for review by the applicable approving authority until and unless the Applicant has obtained and provided a copy of: A) A Consistency Determination from the Highlands Council indicating that the Application is consistent with the Highlands Regional Master Plan; or B) A Consistency Determination from the Highlands Council indicating that the Application is not consistent with the Highlands Regional Master Plan, accompanied by Certification, by the Applicant's professional(s) that the Application has been revised since review by the Highlands Council to achieve consistency with the Highlands Regional Master Plan.						

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V26	<p>Certification of owner noted on the plans (if other than the applicant) as follows: "I certify that I am the owner the applicant of this property and consent of this property and consent to the filing of this application".</p> <p>_____ Date</p> <p>Owner Signature</p>						
V27	<p>Plats shall contain following certification, if improvements are required:</p> <p>"This is to certify that the engineering plans for all improvements are based upon topographical data that has been verified in the field."</p> <p>_____ Date</p> <p>Signature and Seal of N.J. Professional Engineer / Land Surveyor</p>						
V28	<p>Certification of Person Preparing Plats and / or Drawings:</p> <p>I am the Licensed Professional Engineer or Licensed Land Surveyor who prepared the plat(s) and / or drawing(s) in connection with this Application, and I certify that I have read the items on this checklist numbered V1 through V27 and the Borough's Ordinances, and addressed each item by including it on the plat(s) and / or drawing(s), and I have circled each required item as being included or entered under the "Remarks" column a notation as to why the item has not been circled nor included on the plat(s) and / or drawing(s). I understand that if each required item is not circled nor a "Remark" included, this / these plat(s) and / or drawing(s) may be rejected by the Variance / Plat Plan Review Committee as incomplete and thereby delay the Application.</p> <p>_____ Date</p> <p>P.E. or L.S.</p>						

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Application deemed incomplete for noted deficiencies under items

Date: _____
Date: _____
Date: _____

Application Deemed Complete:
By: _____ Date: _____
Board Engineer