

LAND DEVELOPMENT

315 Attachment 5

Township of Bloomfield

Variance Application Checklist

Variance Checklist		Submitted	Waiver Requested
1.	Submit the following documents with the Standard Development Application: a. Copy of an area map showing all lots within 200 feet of the property. b. List of names, addresses, lot and block numbers, as they appear on the official tax records of the Township, of all owners of property within 200 feet of the property affected by the application and upon whom the notice must be served in the manner provided by law. c. Copy of professional survey, signed and sealed, at a scale not smaller than 1 inch = 100 feet nor larger than 1/8 inch = 1 foot; clearly indicating the buildings and improvements thereon with all front, side and rear yard dimensions and setbacks from the property lines. d. Copies of subdivision, site plan or conditional use applications when applicable. e. Certification that taxes are paid.		
2.	If the survey is more than one-year-old, attach a certification of the applicant or owner that the survey accurately represents the status of the premises and all improvements at the time of filing for the variance. If the survey is not accurate, a new accurate survey must be submitted.		
3.	Location, dimensions and area in square feet of all existing and proposed structures, including subsurface structures, with front, side and rear yard setbacks.		
4.	Chart of the zoning requirements for the zone, including existing and proposed uses and conditions, with variances indicated.		
5.	Floor plans showing existing and proposed layout of buildings and elevations for all sides of all buildings on the lot which may be altered or constructed.		

BLOOMFIELD CODE

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6.	A statement containing the following information: a. Date of acquisition of property, and from whom. b. The number of existing and proposed dwelling units. c. State whether the applicant or owners own or are under contract to purchase any adjoining lands. Set forth lot and block number(s). d. State whether the application is or is not to be accompanied by a separate application for subdivision, site plan or conditional use approval.		
7.	At least 10 days prior to the hearing, the applicant shall serve prescribed notice on all owners of property within 200 feet. Note: This may require the inclusion of an adjoining municipality; specified utilities; the County Planning Board when county roads or lands are involved; and the Commissioner of Transportation of the State of New Jersey when a state or interstate highway is involved.		
8.	The applicant must submit the original and 15 copies of the application, properly completed, and 15 folded copies of a plot plan, map or survey, drawn to scale, and all other required plans and information, an affidavit of proof of service, with a copy of the notice and the list furnished by the administrative officer of the municipality of all those persons or entities served (service shall be made by certified mail or personal service).		
9.	All applications for consideration of the Board of Adjustment must be filed 14 days prior to the date of hearing. Proper notice given to those requiring service upon them, and publication made, at least 10 days prior to the date of hearing before the Board of Adjustment.		
	Checklist prepared by: _____ Checklist reviewed by: _____ Application deemed complete on: _____ Application deemed incomplete on: _____		