

LAND USE AND DEVELOPMENT

220 Attachment 14

**COMPLETENESS CHECKLIST
for
– USE VARIANCE –**

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Use Variance Application is filed with the Zoning Board of Adjustment. The applicant is required to address all items set forth on the Completeness Checklist. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant:

Owner:

Project:

Location:

Block: _____ **Lot(s):** _____

Street Address: _____

Signature of person who prepared Checklist

Date

(Please TYPE or PRINT) Name and Title of person who prepared Checklist

For Zoning Board Use Only:

ZB#: _____ **Date Received by Board:** _____

MARLBORO CODE

Use Variance CHECKLIST	Provided or Shown	Waiver Requested
I. General Requirements		
Submission of completed Application Form and Checklist(s) (18 COPIES).	<input type="checkbox"/>	<input type="checkbox"/>
Payment of escrow fees and administration fees.	<input type="checkbox"/>	<input type="checkbox"/>
Certification that the Applicant is the owner of the land, or his properly authorized Agent, or that the Owner has consented in writing to the filing of this application.	<input type="checkbox"/>	<input type="checkbox"/>
Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.	<input type="checkbox"/>	<input type="checkbox"/>
Certification from the Tax Collector that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
Submission of current plat or plans with survey information of property (18 sets) as necessary to show the use or uses which are proposed for the property in question. All plans submitted to the Board shall be signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>
Submission of two (2) signed and sealed copies of a survey of the property for which the variance relief is requested.	<input type="checkbox"/>	<input type="checkbox"/>
II. Plat Details		
The applicant shall submit to the Board a written statement which describes in detail the use or uses which are proposed at the site and the reasons for which a use variance is requested.	<input type="checkbox"/>	<input type="checkbox"/>
The applicant shall submit to the Board whatever plans are necessary to show the use or uses which are proposed at the site and to demonstrate that the proposed use is compatible with the existing uses in the surrounding neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>
All plans submitted to the Board shall comply with the following minimum requirements:	<input type="checkbox"/>	<input type="checkbox"/>
If the application is bifurcated, a concept sketch should be provided depicting anticipated layout design.	<input type="checkbox"/>	<input type="checkbox"/>
Indicate North Arrow. Scale of not less than 1" = 50'. Key Map at scale of 1" = 1,000'.	<input type="checkbox"/>	<input type="checkbox"/>
Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:40-1 et. seq.), including:	<input type="checkbox"/>	<input type="checkbox"/>

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Name, signature, address and license number of the Professional(s) who prepared the Plan;	<input type="checkbox"/>	<input type="checkbox"/>
Date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	<input type="checkbox"/>	<input type="checkbox"/>
Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Tax Map.	<input type="checkbox"/>	<input type="checkbox"/>
Schedule indicating all zone requirements of § 220-34D, showing required, existing and proposed, including impervious lot coverage breakdown. Stormwater runoff calculations as per § 220-151.	<input type="checkbox"/>	<input type="checkbox"/>
Location of wooded area, streams, shoreline, floodplains, wetlands and existing and/or proposed buffer areas and top-of-bank of stream.	<input type="checkbox"/>	<input type="checkbox"/>
Existing lot lines to be eliminated, if any and proof of lot consolidation.	<input type="checkbox"/>	<input type="checkbox"/>
If the use variance is requested for a residential subdivision, show the proposed street and lot layout, with dimensions showing that portion proposed for development in relation to the entire tract.	<input type="checkbox"/>	<input type="checkbox"/>
If the use variance is requested for commercial or industrial development of the property, show the proposed layout of the site including all existing and proposed buildings, driveways, parking areas, loading areas, buffers and landscaped areas.	<input type="checkbox"/>	<input type="checkbox"/>