

LAND USE

145 Attachment 1

Township of Pilesgrove

Checklist No. 1

Details Required for Variance Applications

[Amended 12-29-2000 by Ord. No. 120013; 7-12-2005 by Ord. No. 05-09; 7-10-2007 by Ord. No. 07-10; 10-24-2023 by Ord. No. 23-19]

NOTE: See § 145-55C of Chapter 145, Land Use, of the Code of the Township of Pilesgrove for further details of submission requirements and procedures.

- _____ 1. Application form(s) and checklist(s) (5 copies).
- _____ 2. Escrow fees in accordance with § 145-60 of Chapter 145, Land Use.
- _____ 3. Sketch plats or plans (5 copies) or related material outlining the location, nature and extent of any variance(s) requested along with a digital copy if available.
- _____ 4. Key map at less than one inch equals 800 feet.
- _____ 5. Title block:
- _____ 6. Name, title, address and telephone number of applicant;
- _____ 7. Name, title, address and license number of the professional or professionals who prepared the plot or plan, if applicable;
- _____ 8. Name, title and address of the owner or owners of record;
- _____ 9. Scale (written and graphic); and
- _____ 10. Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- _____ 11. North arrow.
- _____ 12. Names and addresses of partners or stockholders as required by ordinance.
- _____ 13. Affidavit of ownership.
- _____ 14. Acreage figures (both with and without areas within public rights-of-way).
- _____ 15. Approval signature lines.
- _____ 16. Existing block and lot number(s) of the lot(s) as they appear on the Township Tax Map.
- _____ 17. Tract boundary line (heavy solid line).
- _____ 18. The location of existing and proposed property lines, streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drainpipes and any natural features such as treed areas, both within the tract and within 50 feet of its boundary.
- _____ 19. The location and width of all existing easements and rights-of-way.
- _____ 20. Zoning districts affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.

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- _____ 21. Proposed buffer and landscaped areas.
- _____ 22. Delineation of floodplains, including both floodway and flood-fringe areas, flood zone, flood elevation and elevation of lowest floor level.
- _____ 23. Wetlands, marshes, ponds and land subject to flooding.
- _____ 24. The names of all adjacent property owners and adjacent block and lot numbers as they appear on the most recent tax list prepared by the Township Tax Assessor.
- _____ 25. Certification from the Township Tax Collector that all taxes and assessments are paid to date.
- _____ 26. A sketch of the proposed addition or new construction for which a variance is sought, demonstrating how the same is architecturally consistent with the existing structure or an improvement thereof.
- _____ 27. A written statement delineating the exact proposed use requested, for use variance applications only.
- _____ 28. The locations of man-made and natural features, such as bridges, wetlands, treed areas, drainage divides, marshes and depressions, both within the tract and within 100 feet of its boundaries or beyond, as necessary to determine off-site drainage impacts.
- _____ 29. A field survey of the property’s (site’s) vegetation, soils, and hydrologic conditions that clearly identifies and characterizes all wetlands, wetland transition areas, and nonwetland areas in accordance with the methodology described in the “Federal Manual for Identifying and Delineating Jurisdictional Wetlands” (or a certification from a New Jersey licensed engineer stating that no such conditions or areas are present at the property) and verification of such delineation or certification in the form of a letter of interpretation (LOI) issued by the New Jersey Department of Environmental Protection (NJDEP).
 - a. For:
 - b. Applicant:
 - c. Affecting property known as:
 - d. Block _____, Lot _____ on the Pilesgrove Township Tax Map.

To the best of my knowledge the above submissions required pursuant to this checklist have been supplied with the exception of:

Secretary

Solicitor

Township Engineer