

LAND USE AND DEVELOPMENT

195 Attachment 11

Borough of Westwood

Appendix A

Form 10

“C” Variance Applications

Details and Requirements

[Amended 11-9-2021 by Ord. No. 21-24]

Applicant’s Name _____

Application # _____ Date Received _____

In addition to the requirements indicated in § 195-23, the following information shall be submitted for all applications for a “C” variance to the Zoning Board of Adjustment, and for all such applications before either the Planning Board or the Zoning Board of Adjustment when the variance application has been bifurcated from any other applications which may be required.

PLAN ACCURACY AND LEGIBILITY

SUFFICIENT FOR REVIEW: Yes () No ()

Yes	No	
()	()	1. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.
()	()	2. Space for signatures of Chairman and Secretary of the Board and the Borough Engineer.
()	()	3. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
()	()	4. North arrow.
()	()	5. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property.
()	()	6. A copy of the certified list of property owners within 200 feet of the subject property, prepared by the Tax Assessor, must also be submitted. Said certified list shall be no more than 90 days old.
()	()	7. A key map showing location of the tract to be considered in relation to the surrounding area, within at least 200 feet of the subject property.
()	()	8. The boundaries of the site in question, with dimensions of same. Where it is physically impossible to show the entire property on the required sheet, a key map is permitted.
()	()	9. Location of existing easements or rights-of-way, including power lines.

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Yes	No	
()	()	10. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas with base flood elevation and rock outcrops, as well as locations of mining activity. If such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.
()	()	11. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than five feet.
()	()	12. Location of existing and proposed buildings, including accessory buildings, and their setbacks from property lines. Lines indicating the minimum required front, side and rear setbacks for principal buildings shall also be shown. The approximate location of existing buildings and paved areas on adjacent properties shall also be shown.
()	()	13. If new buildings, expansion of existing buildings or interior renovations are proposed, floor plans for existing and proposed buildings shall be submitted, showing the use and layout of internal space, and front, rear and side building facade elevations, both at a scale not exceeding eight feet per inch. Building elevation and floor plans shall be prepared by a New Jersey licensed architect.
()	()	14. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.
()	()	15. Existing and proposed signs, including the size, materials, nature of construction, location and illumination of same. If no signs are proposed, a statement indicating same shall be submitted.
()	()	16. The location and design of fences, walls, sidewalks and similar improvements to be constructed.
()	()	17. Existing and proposed utility service, including septic systems with test hole locations and soil log information (if new system is proposed), connections to sanitary sewers, wells and connections to water mains.