

ZONING

335 Attachment 5
Table 5
Submission Requirements
Lacey Township Zoning Board of Adjustment
[Added 6-11-1992 by Ord. No. 43-92; amended
12-9-1993 by Ord. No. 93-100]

SCHEDULE A

APPLICANT: _____

BLOCK: _____ LOT(S): _____ TAX MAP: _____

DATE OF WORKSHOP HEARING: _____

DATE OF PUBLIC HEARING: _____ APPEAL NO.: _____

	COMPLETE YES	COMPLETE NO	WAIVER REQUEST
INFORMATION REQUIRED FOR ALL VARIANCES AND APPROVALS UNDER N.J.S.A. 40:55D-34			
A. General Requirements			
(1) Application (form A)			
(2) Certificate of taxes paid from the Tax Collector's Office.			
(3) A two hundred (200) FT radius area map showing the relationship to all affected lands, structures and the property in question. The plan shall be notarized, if prepared by the applicant, as to the truthfulness and accuracy thereof or be certified by an engineer or land surveyor licensed to do business in the State of New Jersey. No combined plot plan and two hundred ft. radius area maps will be accepted.			
(4) Plans or renderings for the intended use or variance, showing any building or structure to be erected, with an elevation of each side of the building being shown; if a new principal structure is proposed including a structure on an undersized lot, a set of plans that demonstrates compliance and adequately describes its appearance so as to allow the Board to determine its compatibility with the character of the surrounding district.			
(5) A certified list of property owners within 200 feet of the subject property obtained from the Tax Assessor's Office.			
(6) Form of notice to be mailed certified to all property owners within 200 feet 10 days prior to the hearing.			
(7) Affidavit of service with the attached postmarked certified mailing receipts.			
(8) Notice to the general public must be given by publication in the official newspaper of the Board 10 days prior to the hearing.			
(9) Photographs of the property in question and structures within 200 feet and displayed in the format provided by the Board.			
B. Technical Checklist			
(1) 11 copies of a plot plan of the property in question based on a survey prepared by a licensed land surveyor or engineer containing sufficient information regarding the application drawn to scale and showing applicable setbacks, elevation, lot size, lot coverage and other bulk requirements			
(a) Drawn to an appropriate scale not greater than one inch = 50 feet and NOT to be combined with the two hundred (200) feet radius area map.			
(b) Clearly depicted on a sheet size no smaller than 8½ x 11 inches.			
(2) For All Applications (Except, additions or improvements to existing single-family dwellings) the following additional information is required:			

LACEY CODE

Table 5 (continued)

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(a) A current survey of the property with the lot, metes and bounds and the direction and distance to the nearest intersecting street.			
(b) All existing or proposed easements and/or lands dedicated to public use.			
(c) All existing and proposed buildings and structures, with all dimensions and with front, side and rear yard setback dimensions indicated, and with required setback lines shown.			
(d) All buildings and structures located on all adjacent properties with dimensions and setbacks noted.			
(e) Any existing or proposed sidewalks and driveways.			
(f) The name of the street(s) and the composition of the surface of the street(s) which the lot abuts.			
(g) Sufficient street elevations (center-line, gutter and top-of-curb, if applicable) and existing and proposed lot elevations, specifying those for the finished first floor and garage floor elevations of the proposed structure related to the abutting street elevations. The lowest floor of any structure, including garage, first floors and any floor area intended as usable space other than area conforming to the definitions set forth in the BOCA Code, Uniform Construction Code, and according to NGVD (National Geodetic Vertical Datum) and the source of datum so noted.			
(h) Drainage flow arrows shall be provided to clearly depict the directions of stormwater runoff.			
(i) If applicable, grading or the creation of sump conditions on adjacent lots shall be shown together with permission specifically granted by the owner of said adjacent lots.			
(j) The limits of clearing and soil disturbance, any trees to be saved and, in general, the requirements as specified in the Lacey Township Tree Ordinance (Chapter 313).			
(k) The location of any freshwater wetlands or a statement on the plan that none exist.			
C. Additional Information Required for Currently Undeveloped Properties Which Require Variances by Virtue of Being Undersized			
(1) Information in the form of title binders or similarly constructed documents which clearly trace the chain of ownership of the property from the adoption of the Zoning Ordinance which made the property nonconforming. All documents shall be duly signed and sealed by the owner, purchaser and/or applicant and shall be duly witnessed by a notary public of the State of New Jersey.			
(2) Contract of sale for the property should it have been recently purchased.			
(3) A grading and stormwater management plan prepared in accordance with the following standards and requirements:			
(a) Methods or provisions to abate or prevent any adverse surface drainage or stormwater runoff impacts or conditions to adjacent and/or downstream lots.			
(b) Drainage calculations using the USDA Soil Conservation Service TR-55 analyses for the 25-year frequency rainfall of 6.2 inches in 24 hours. Calculations indicating capacities requiring volumes, rates of recharge shall be prepared and certified by a New Jersey licensed professional engineer.			

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Table 5 (continued)

	COMPLETE YES	COMPLETE NO	WAIVER REQUEST
D. Subdivisions and Site Plans			
(1) Any application for subdivision or site plan approval must comply with the checklist for completion utilized by the Planning Board for the respective application			

FEES

Nonrefundable Administration Fee (\$75.)	\$
Nonrefundable Administration Fee (New Construction) (\$125.)	\$
Hear and Decide Appeals (\$50.):	\$
Hardship or Bulk Variance (\$50.):	\$
Undersized Lots (New Construction):	\$
Less than 1,000 SF deficient (\$100.)	
1,001 to 2,000 SF deficient (\$150.)	
2,001 to 3,500 SF deficient (\$200.)	
Greater than 3,500 SF deficient (\$500.)	
Interpretation of the Zoning Regulations or Map (\$150.):	\$
Building permit in conflict with the Official Map or building permit for lot not related to a street (\$1,000.):	\$
Use variance:	\$
Residential (\$50.)	
Other (\$250.)	
Any others, including signs (\$50.):	\$
Any other escrow fees which may be required:	\$

NOTE: Two separate checks are required:	
(1) ADMINISTRATIVE FEES TOTALING:	\$
(2) ESCROW FEES TOTALING:	\$

In order for the application to be deemed complete and listed for hearing, the applicant shall submit the information required.

In all cases the applicant must appear in person or be represented by an attorney at law of the State of New Jersey.

Person completing this form:
 Engineer/surveyor used in this case:
 Applicant's signature: