

LAND USE, DEVELOPMENT AND ZONING

176 Attachment 5

Township of Waterford

**Checklist
Details Required for Variance Application
(§ 176-34E)**

Township Application # _____

- _____ Two copies of the application form and checklist
- _____ Fees as set forth in § 176-20C(1) and (2) and § 176-20E
- _____ Signed escrow agreement
- _____ Certification from the Township Tax Collector that taxes are current
- _____ Certified list of property owners
- _____ Notice mailed and published
- _____ Affidavit of personal or certified mail service
- _____ Proof of publication

- _____ **For use variance applications only,** 10 copies of a written statement delineating the exact proposed use requested and reasons why the use should be permitted

- _____ Ten copies of a cover sheet outlining the location, nature, proposed use and extent of variance(s) requested, and indicating the relation of the existing and/or proposed structure with adjoining properties and structures

- _____ Ten copies of a scaled drawing (not less than 1/4 inch equals one inch) of the proposed addition or new construction for which a variance is sought demonstrating how same is architecturally consistent with the existing structure and/or the surrounding area

- _____ Ten copies of a legible plot plan or survey (scale not less than one inch equals 100 feet) with
 - _____ Block and lot number
 - _____ Street address
 - _____ Zoning district
 - _____ Existing conditions of the property
 - _____ North arrow
 - _____ Scale (written and graph)
 - _____ Name, title, address and license number of professional who prepared survey
 - _____ Acreage figures (both with and without areas of public rights-of-way)
 - _____ Sight triangles, easements, buffer areas, and wetlands

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or _____ When plans and sketches are not prepared by a professional engineer or architect, one set of photographs of the property and adjoining properties showing existing buildings and conditions (not applicable with major/minor subdivision/site plan)

For applications for bulk variance or use variance with subsequent minor subdivision or site plan review - all of the above plus

_____ Certificate of filing from the Pinelands Commission

For application for use variances with major subdivision/site plan review - all of the above plus

_____ Environmental impact statement

_____ Traffic impact statement

_____ Air quality study

_____ Proof of filing with or approval from all other federal, state, or county review agencies

NOTE: All plats, plans and documents shall contain the Township assigned application number

Date: _____

Signature and title of person who prepared checklist