

APPENDIX F, ARTICLE III

Checklist

Application for Approval of a Variance Pursuant to NJSA 40:55D-70(d)

Where Site Plan Application is Bifurcated to a Later Hearing

Important: Each item must be marked Submitted, Not Applicable or Waiver Requested

No.	Item	Submitted	Not Applicable	Waiver Requested
1	A completed application form and checklist(s). If the application involves a wireless telecommunications tower and/or antennas, all items listed on the Wireless Telecommunications Facilities Checklist must be also be submitted.			
2	A certificate from the tax collector indicating that taxes are paid.			
3	All required application and escrow deposit fees.			
4	Names and addresses of property owners within 200' of the subject property, as disclosed by current tax records and identified by block & lot numbers.			
5	Title block indicating: a. Name of development and street location. b. Name and address of applicant, owner and authorized agent, if any. c. Name and address of professional(s) preparing plans including signature, date, license number and seal. d. Tax map block and lot numbers. e. Date of plan preparation and revision box with date of each revision. f. Development application number. g. Written and graphic scale.			
6	Signature of applicant and, if applicant is not owner, signed consent of the owner.			
7	Name and address of the attorney representing parties, if any, and the name of each client represented.			
8	North arrow giving reference meridian.			
9	Copies of any protective covenants or deed restrictions applying to the subject property, including a statement as to whether such covenants or deeds are of record. A copy or abstract of the deed or deeds or other instruments by which title is derived with the names of all owners must also be provided.			
10	A key map showing the entire tract and its relation to the surrounding areas, including all roads, zone boundaries and municipal boundaries within one-half (1/2) mile of the subject property at a scale of one (1) inch equals not more than two thousand (2,000) feet.			
11	A zoning schedule indicating the zone(s) within which the property is located and required, existing & proposed conditions relative to lot area, width, frontage, yard setbacks, lot coverage, height, floor area, floor area ratio, density, open space, parking, loading, signs, etc.			
12	A list of required and obtained regulatory approvals and permits.			
13	A list of requested variances and exceptions.			
14	The location and dimensions of existing & proposed property lines, existing streets, streets shown on the Township's official map or master plan, structures (indicating the use of each structure and whether existing structures will remain or be removed), building setbacks, rights-of-way, easements, parking & loading areas, driveways, railroads, bridges, culverts, drain pipes, gas transmission lines, overhead utilities, historic sites/structures, wooded areas, watercourses, flood plains, wetlands or other environmentally sensitive areas on and within 200' of the subject property.			

No.	Item	Submitted	Not Applicable	Waiver Requested
15	A wetlands delineation or wetlands absence determination prepared by a qualified consultant and verified by a letter of interpretation from the New Jersey Department of Environmental Protection, if required pursuant to Section 21-14.1.a.			
16	Proposed utility layouts, including water supply, sewage disposal, stormwater drainage, gas, telephone and electricity, showing feasible connections to existing or proposed systems. Plans for individual on-site water supply and/or sewage disposal systems shall be accompanied by the necessary local, county and/or state agency approvals. If service will be provided by an existing utility company, a letter from that company stating that service will be available before occupancy is required.			
17	The locations of percolation tests on each existing/proposed lot and a copy of the written approval of the tests and locations from the Bernards Township Health Department, if sewage disposal is to be handled by individual septic system(s).			
18	All means of vehicular and pedestrian access to the site from public streets, including locations and dimensions of driveways and curbcuts and any traffic signs, signals, channelization, acceleration and deceleration lanes or other traffic control devices.			
19	Site identification sign and street sign locations and details.			
20	Existing and proposed topographic contour intervals based on U.S.C. & G.S. datum on and within 200' of the subject property as follows: - up to 3% grade = 1' intervals - over 3% grade = 2' intervals			
21	A steep slope map in accordance with Section 21-14.2.b, if the property contains any existing slopes of 15% or greater.			
22	A landscaping plan in conformance with Section 21-43, showing shade trees, screening, buffering, existing vegetation and limits of clearing, a planting schedule, details of plantings, landscape treatments and other amenities, etc.			
23	A lighting plan in accordance with Section 21-41, including the location, type, height, graphic details and specifications of all existing & proposed lighting. The plan shall show the proposed illumination in footcandle values throughout the site and shall identify the average maintained horizontal illumination in vehicular areas and in sidewalk areas.			
24	Existing & proposed easements or land reserved for or dedicated to public use, utility use or for the common use of property owners in the development, including a statement of the limits and purpose of the easement rights or dedicated land.			
25	Existing & proposed sight triangles.			
26	The elevation of the basement and first floor of existing & proposed buildings.			
27	Development staging plans.			
28	A sketch of the proposed or possible layout or disposition of remaining lands, if any.			
29	Architectural sketches (floor plan and elevations) of the proposed improvements.			
30	A Project Report and Environmental Impact Assessment, including all items detailed in § 21-54.6.			
31	Delineation of riparian zones in accordance with Subsection 21-14.4.			
32	Contribution Disclosure Statement, pursuant to Section 21-7A.			