

ZONING BOARD OF ADJUSTMENT

VARIANCE/APPEAL CHECKLIST

Please complete ALL items on the checklist. Indicate "X" if submitted, N/A if it does not apply to your application and "W" if you will be requesting a waiver from submittal. A request of waiver must be submitted in writing with justification as to the reason a waiver should be granted. Failure to complete all items will result in an incomplete application.

Applicant _____ Block _____ Lot _____

Application No. _____ Date Submitted _____

Items required for submittal of application to the Zoning Board of Adjustment	Submitted (check)	Staff Use Only
1. Completed Application form (15 copies)		
2. Application fee paid		
3. Escrow Deposit paid		
4. Escrow Agreement signed		
5. Certification from Tax Collector that taxes are paid current.		
6. Completed Checklist		
7. Survey/Plot Plan folded (15 copies)		
8. Statement describing request and reasons why it should be granted, identification of ordinance section involved. (15 copies)		
9. Statement as to any request for a waiver from the filing or submission requirements, along with a statement of reasons why said waiver should be granted. (15 copies)		

Items required for submittal of application to the Zoning Board of Adjustment	Submitted (check)	Staff Use Only
10. Proof that there are no outstanding, uncollected fees or escrow resulting from past applications or prior submissions by this applicant and/or involving this property or any part thereof, including the base tract, by any applicant		
11. Copy of Deed		
12. Notice of Appeal, if applicable (15 copies)		
13. Certified list of adjoining property owners within 200 feet of the subject property.		
14. Affidavit of service of notice of hearing on all property owners within 200 feet of the subject property as well as on all public entities entitled to notice. The date and manner of service must be indicated.		
15. Copy of notice to adjoining property owners.		
16. Affidavit of publication of notice of hearing in the official newspaper of the Township.		
17. Sketch map of proposal, if applicable		
18. Setbacks of existing building and proposed construction, if applicable		
19. 15 copies of plan, application and attachments/statements collated		
20. Subdivision or Site Plan Submission, if applicable.		