



**INSTRUCTIONS:**

1. This checklist shall be completed by the applicant or its authorized representative and submitted with the application. Applications will not be placed on an agenda until all checklist items have been received.
2. The applicant shall be the Governing Body or other public agency.
3. The applicant shall submit three (3) collated copies of all correspondence (including cover and response letters) and administrative forms. The applicant shall submit three (3) signed and sealed copies of all maps, plans or reports and all additional submission item(s). All submissions must include a digital copy in pdf. format of all submission items (email to [BoardSecretary@robbinsville.net](mailto:BoardSecretary@robbinsville.net), dropbox, thumb drive or disk). All submissions must be made as one comprehensive submission, not under separate cover.

<b>I. ADMINISTRATIVE</b>		
<b>Township Use Only</b>		<b>Provided per Checklist</b>
<input type="checkbox"/>	1. Completed General Land Use Application Form.	
<input type="checkbox"/>	2. Completed Affidavit of Ownership Form (notarized).	
<input type="checkbox"/>	3. Completed Consent of Entry Form.	
<input type="checkbox"/>	4. Plan, to scale, showing existing conditions and proposed structures, additions, drive aisles and parking spaces, other buildings or structures, including proposed dimensions, with proposed distances from property lines shown.	
<input type="checkbox"/>	5. Photographs of property views from street and all other off-site area(s) visible to proposed improvement(s), aerial photos of site.	
<input type="checkbox"/>	6. Complete application, filed as one submission, with quantities and digital copies as noted in the Instructions, #3.	

Person Preparing Checklist:	
Firm:	
Address:	
Telephone:	
Email:	

**CERTIFICATION:**

I have prepared this checklist and confirm that I have provided a response to all waivers being requested and listed all variance relief sought on the Waiver/Variance Form. I certify that the checklist is complete and accurate.

\_\_\_\_\_  
Signature/Certification of Person Preparing Checklist

\_\_\_\_\_  
Date

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**TOWNSHIP USE ONLY BELOW THIS LINE**

Application No: \_\_\_\_\_ Fees Paid: \_\_\_\_\_  
 Date(s) Received: \_\_\_\_\_ Escrow Paid: \_\_\_\_\_  
 Referred To: \_\_\_\_\_