



'D' (USE) VARIANCE CHECKLIST

Application:	
Date Rcvd.:	
Received by:	

1. Applicant's Name:	
Contact Person:	
Address:	
Telephone:	
Email:	
Relationship to Owner:	

2. Property Address:	
Development Name:	
Zoning District:	
Block(s):	
Lot(s):	

3. Property Owner:	
Contact Person:	
Address:	
Telephone:	
Email:	

4. Name of Attorney:	
Firm:	
Address:	
Telephone:	
Email:	

5. Has this property ever been subject of a previous application to the Planning or Zoning Board? If so, please describe (incl. Resolution #):	

6. Description of Property, brief history of the site, its location and description of current use(s) (may attach addendum):	

7. Provide Detail of the Exact Nature of the Application (may attach addendum):	

8. Description of Relief Requested, including Section(s) of Ordinance variance is requested (may attach addendum):	

INSTRUCTIONS:

1. This checklist shall be completed by the applicant or its authorized representative and submitted with the application. This checklist shall be used in determining completeness or incompleteness of the application pursuant to Robbinsville Township’s Land Use and Development Ordinance(s). The applicant is advised that failure to provide all data required on this checklist or failure to apply for the appropriated waivers will render the application incomplete. Applications will not be placed on an agenda until it has been deemed complete by the Administrative Officer.
2. Applicant to complete checklist column with an “X” in the appropriate column. A waiver should be requested for all checklist item you may consider “not applicable” (“n/a”) and reason(s) you would consider it “not applicable.” **** All waivers requested should be explained in detail on the Waiver/Variance Request Form.** Failure to provide a reason for the request will render the application incomplete.
3. The Technical Review Committee (TRC) will determine if any item where a waiver is requested shall be required to be provided and the application shall be considered incomplete if not provided.
4. 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, dropbox, thumb drive or disk). All re-submissions must include a point-by-point response letter addressing all comments from the Board’s professionals or from the Technical Review Committee (TRC) Meeting. All submissions must be made as one comprehensive submission, not under separate cover.

I. ADMINISTRATIVE			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	1. Completed General Land Use Application Form.		
<input type="checkbox"/>	2. Completed Fee Schedule Form.		
<input type="checkbox"/>	3. Payment of Required Fees (two separate checks).		
<input type="checkbox"/>	4. Completed Escrow Agreement Form with Escrow Contact Sheet.		
<input type="checkbox"/>	5. Completed W-9 Form (for Escrow Account).		
<input type="checkbox"/>	6. Tax & Utility Assessment Certification Form (Applicant part complete)		
<input type="checkbox"/>	7. Completed Waiver/Variance Request Form.		
<input type="checkbox"/>	8. Completed Affidavit of Ownership Form (notarized).		
<input type="checkbox"/>	9. Completed Disclosure Statement Form.		
<input type="checkbox"/>	10. Completed Consent of Entry Form.		
<input type="checkbox"/>	11. Completed Checklist(s) for All Applicable Requests. <u>Site Plan</u> (Major, Minor or Waiver) submission/checklist is required for all ‘d’ variance applications, with the exception of a bifurcated variance application.		
<input type="checkbox"/>	12. “Zoning Permit Denial” or “Notice of Violation” (N.O.V.) from Zoning, Code or Construction Official.		
<input type="checkbox"/>	13. Resolution(s) for all previous Planning/Zoning Board approvals.		
<input type="checkbox"/>	14. Proposed Operations Statement, including details of proposed use(s), hours of operation, number of employees, provisions for maintenance, etc., signed by Applicant and notarized.		
<input type="checkbox"/>	15. Current Survey (< 2 years old), to scale, accurately showing all existing conditions (including fencing, pavement, sheds, all buildings and structures), with accurate distances from property lines shown.		
<input type="checkbox"/>	16. Plan based on Current Survey, to scale, showing existing conditions and proposed structures, additions, driveways, accessory structures, other buildings or structures, including proposed dimensions, with proposed distances from property lines shown.		

<input type="checkbox"/>	17. Completed Bulk Requirements Schedule/Table, indicating the Zoning District, showing Permitted, Existing and Proposed improvement conditions (shown on plan).		
<input type="checkbox"/>	18. For adjoining properties, distance from structures to nearest property line of subject property (shown on plan).		
<input type="checkbox"/>	19. Location of existing and/or proposed septic systems and wells on property (shown on plan).		
<input type="checkbox"/>	20. Location of all easements (including conservation, buffer, etc.), public right-of-ways, etc. (shown on plan).		
<input type="checkbox"/>	21. Location of all proposed landscaping, and/or all relocation of existing landscaping (shown on plan).		
<input type="checkbox"/>	22. Spec sheets, brochures, and/or architectural elevations showing details of proposal, including size, height, materials, design, color, etc.		
<input type="checkbox"/>	23. 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"/>	24. List of all necessary Outside Agency Approvals, with copies of each.		
<input type="checkbox"/>	25. Complete application, filed as one submission, with quantities and digital copies as noted in the Instructions, #4.		

II. HEALTH			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	26. Approximate location of any existing on-site or on adjacent lots within 200 feet, dwellings or buildings, septic systems and wells.		
<input type="checkbox"/>	27. Identification of on-site soils pursuant to the "Mercer County Soil Survey".		
<input type="checkbox"/>	28. Identification of underlying geologic formation pursuant to the "Environmental Resources Inventory" of the Township of Robbinsville		
<input type="checkbox"/>	29. The results of any preliminary percolation test and soil log, if available.		

III. ENGINEERING			
Township Use Only		Provided per Checklist	**Waiver Requested
<input type="checkbox"/>	30. Plan shall be to scale, showing existing conditions and proposed structures, additions, driveways, parking spaces, loading areas, other buildings or structures on site, north arrow reference, including proposed dimensions, with proposed distances from property lines shown, legend identifying symbols and drafting techniques used, and any details deemed necessary by the Township/Board Engineer.		
<input type="checkbox"/>	31. Title block containing minimum data per current statutes. Include tract name, block & lot and written & graphical scale.		
<input type="checkbox"/>	32. Plan shall be blackline reproduction on standard sized sheets: 30" x 42", 24" x 36", 11" x 17", 8 ½" x 13".		
<input type="checkbox"/>	33. A key map showing the tract in question; north arrow; zoning; tax lot numbers, tax block numbers, tax sheet numbers, owners names as identified on certified list provided by Township for tract in question and all lots within 200 feet of tract; Municipal Boundaries; names and address of owner, applicant and professional preparing the map; owners certification, proposed lots, and index of sheets (where applicable). All measurements specified herein shall be measured radially from the boundary and shall include all lots, zones, etc. on opposite sides of road and within other municipalities.		

<input type="checkbox"/>	34. Signature lines for the Township Engineer, Board Chairperson for appropriate Board and Board Secretary on cover sheet.		
<input type="checkbox"/>	35. Bulk Requirements Schedule/Table indicating Zoning District shall be tabulated to show all bulk requirements of the zone or zones in which the site is located and the bulk data proposed by the application. This tabulation shall also identify compliance or noncompliance for all existing structures. All lot areas shown shall be identified as gross and net areas. Density shall be shown as defined by the Land Use and Development Ordinance. Bulk Requirements Schedule/Table shall identify permitted, existing and proposed improvement conditions. Any relief previously granted shall be indicated and referenced.		
<input type="checkbox"/>	36. Anticipated bulk variances or design waivers shall be indicated on the plan.		
<input type="checkbox"/>	37. Plan shall show existing or proposed "Master Plan Features or facilities on the site or within 500 feet of total tract.		
<input type="checkbox"/>	38. Plan shall show location of all easements (including wetlands, conservation, buffer, transition areas, etc.), public right-of-ways, etc..		
<input type="checkbox"/>	39. Provide a summary to nearest one tenth of an acre of allots with critical areas, wetlands, easements, soil types and different zoning classifications.		
<input type="checkbox"/>	40. Provide a summary of gross lot areas and net buildable lot areas.		
<input type="checkbox"/>	41. Plan shall show all existing and proposed setback distances to property lines. Proposed and existing lot lines to be dimensioned.		
<input type="checkbox"/>	42. Plan shall show existing and proposed utilities.		
<input type="checkbox"/>	43. Plan shall show location and size of any proposed nonresidential structures, parking areas, access drives, pedestrian and vehicular traffic circulation patterns.		
<input type="checkbox"/>	44. Plan shall provide approximate area reserved for stormwater retention.		
<input type="checkbox"/>	45. Plan shall show location of all existing and proposed stoned and paved areas, including delineation of existing and proposed parking stalls.		
<input type="checkbox"/>	46. Plan shall provide a data table of existing, required and proposed parking spaces, Electric Vehicle charging stations and loading areas.		
	47. Plan shall provide a general location of landscape buffers.		

IV. PRIOR TO PUBLIC HEARING		Acknowledged by Preparer (initial)
<input type="checkbox"/>	48. The notice of publication and the notice of service on the affected owners must be accomplished at least ten (10) days prior to the hearing date scheduled by the Administrative Officer. Affidavit of Proof of Service on all property owners and entities noted on a Certified Property Owners List (include a copy), a copy of the notice provided, certified mailing slips and proof of publication in the designated newspaper, must be filed with the Administrative Officer before the application will be considered complete and the hearing can proceed.	
<input type="checkbox"/>	49. Witness/Exhibit List shall be provided five (5) days prior to hearing: Exhibit A-1: Complete Application Package (current version of all submission items). Exhibit A-2: Board's Professional's Review Memos. Exhibit A-3: Affidavit of Proof of Service Package. Exhibit A-4: (continue with any additional exhibits to be introduced, if any).	
<input type="checkbox"/>	50. Tax & Utility Assessment Certification Form, to be re-certified, if necessary.	
<input type="checkbox"/>	51. Escrow Account must be current prior to hearing.	

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

TOWNSHIP USE ONLY BELOW THIS LINE

Application No: _____ *Fees Paid:* _____

Date(s) Received: _____ *Escrow Paid:* _____

Referred To (Planning Board or Zoning Board): _____