

CHECKLIST

VARIANCE APPLICATION

Borough of Rocky Hill
Somerset County, New Jersey

FOR OFFICE USE ONLY:
Block:
Lot:
Application #
Applicant:
Received on:

This checklist is required for all applications to the Planning Board for a variance pursuant to NJSA 40:55D-70 (c) or (d). Applicants are required to submit the required number of copies of application forms, checklists and maps/exhibits.

Checklist Requirement	Applicant Checklist	Waiver Requested	Board Action
1. Fifteen (15) copies of a fully completed <u>Application for Variance</u> form and fifteen (15) copies of this <u>checklist</u> : applicant to check off items submitted or waiver requested.			
2. Applicable fees and escrow funds, if required.			
3. If the applicant is a corporation or partnership, a list of the names and addresses of all persons having a 10% or more interest, in accordance with New Jersey Statutes.			
4. A list of property owners and registered public utilities, cable television companies and local utilities which has been completed by the Tax Collector.			
5. A certification from the Tax Collector indicating that all property taxes and assessments are paid to date.			
6. Fifteen (15) copies of a survey prepared by a New Jersey licensed Land Surveyor indicating the following:			
A. A key map with north arrow showing the subject and surrounding properties and zone boundaries, and the Airport Hazard Zone and Historic Preservation District if within 500 feet of subject property.			
B. Tax map sheet, block and lot numbers of subject property and surrounding lots; name(s) of subject property owners.			
C. Dimensions of all existing or proposed lots.			
D. Lot area of all existing or proposed lots in square feet and acres.			
E. Zoning district of subject property and surrounding lots; bulk requirements applying to subject property in table form and displayed graphically.			
F. The location and purpose of all easements or rights-of-way on the subject property and adjoining lots.			
G. Adjoining streets, street widths and improvements.			
H. The location of all existing and proposed streets, existing and proposed buildings, structures, driveways and parking areas on the subject property, indicating setbacks from all lot and road lines.			
I. Title block containing the name of the applicant, the name, address and telephone number of the plat preparer, license number, signature and seal, existing lot and block numbers, the date prepared and the date and substance of each revision.			
J. North arrow and the scale of the map, both written and graphic, not to exceed 1"=100'.			
7. Fifteen (15) copies of drawings, sketches, architectural elevations, floor plans, or other documents submitted in support of the variance request (optional).			