

TOWNSHIP OF EGG HARBOR

ZONING BOARD ADJUSTMENT

CHECK LIST

Schedule "A" - General Requirements

- ____ 1. Where the application involves only a variance one (1) original and nineteen (19) copies of the appropriate application form(s), completely filled in and signed by the applicant and owner. If any item is not applicable to the Applicant, it should be so indicated on the application form(s).
- ____ 2. One (1) original and nineteen (19) certificate that taxes are paid.
- ____ 3. Receipt indicating fees are paid.
- ____ 4. Where the application involves only a variance, twenty (20) signed/sealed copies of any required plot plan, site plan, subdivision and building plan.
- ____ 5. If the applicant is not the owner, Applicant's interest in land; e.g., tenant, contract/purchaser, lien holder, etc. and twenty (20) copies of the document creating that interest (prices may be deleted).
- ____ 6. One (1) original and nineteen (19) copies of a Corporate Ownership Statement. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 and 40:55D-48.2.
- ____ 7. One (1) original and nineteen (19) copies of a list of names and addresses of witnesses and their expertise.
- ____ 8. One (1) original and nineteen (19) copies of a statement addressing any application requirements for which a waiver is sought, together with a statement of reasons why waivers should be granted.
- ____ 9. One (1) original and nineteen (19) copies of a list of all other requirements or standards of the Township Land Development Ordinance that are not met by the application and for which a or variance is sought.
- ____ 10. Twenty (20) copies of the Traffic Impact Report which assesses the existing road network adjacent to the development and the circulation system internal to the project site.

- _____ 11. A Letter of Interpretation from the New Jersey Department of Environmental Protection and Energy stating that there is no freshwater wetland or freshwater wetland transition area within the subject property, or, in the alternative a N.J.D.E.P.E. verification of the freshwater wetland and freshwater wetland transition area boundary delineation on the subject property.
- _____ 12. In all cases where the applicant seeks Site Plan and/or Subdivision approval in conjunction with a Use Varinace, the applicant must comply with all applicable requirements in addition to the variance requirements.

Amended: 03/17/93
02/17/00

**Township of Egg Harbor
 Planning Board/Zoning Board of Adjustment
 3515 Bargaintown Road
 Egg Harbor Township, NJ 08234**

Appeal, Interpretation, Conditional Use & Variance Checklist

Applicant Please Check	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	Conditional Use	Planning Variance
<input type="checkbox"/> 1. Plat clearly and legibly drawn at a scale of not smaller than 1 inch equals 100 feet.			X	X	X	X
<input type="checkbox"/> 2. Sheet size either 15x21, 24x36, or 30x42.			X	X	X	X
<input type="checkbox"/> 3. The applicant shall submit twenty (20) sealed copies of the plans of the building or structures to be erected or altered and indicate whether the building is to be frame, stone, brick, or other construction			X	X	X	X
<input type="checkbox"/> 4. Plans shall be prepared by an architect, planner, engineer, land surveyor or the applicant, where appropriate. When the plans are prepared by the applicant, an affidavit must be submitted stating is the designer, owner, & occupant.			X	X	X	X
<input type="checkbox"/> 5. Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Municipal Agency.			X	X	X	X

<u>General Information</u>	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	Conditional Use	Planning Variance
<input type="checkbox"/> 6. Metes and bounds description of parcel in question based upon current land survey information.			X	X	X	X
<input type="checkbox"/> 7. Property Line shown in degree, minutes & seconds.			X	X	X	X
<input type="checkbox"/> 8. Key map showing location of tract to be considered in relation to surrounding area.			X	X	X	X
<input type="checkbox"/> 9. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.			X	X	X	X
<input type="checkbox"/> 10. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.			X	X	X	X
<input type="checkbox"/> 11. Scale of map, both written and graphic.			X	X	X	X
<input type="checkbox"/> 12. North arrow giving reference meridian.			X	X	X	X
<input type="checkbox"/> 13. Space for signatures of Chairman and secretary of the Municipal Agency.					X	X
<input type="checkbox"/> 14. Certified property owners list of all owners within 200 feet of subject property.	X	X	X	X	X	X
<input type="checkbox"/> 15. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.			X	X	X	X

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	Conditional Use	Planning Variance
<input type="checkbox"/> 16. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio and density both as to required and proposed. Indicate the above both written and graphically.			X	X	X	X
<input type="checkbox"/> 17. Zone requirements per ordinance and per application.			X	X	X	X
<input type="checkbox"/> 18. Acreage of affected parcel to the nearest hundredth of an acre.			X	X	X	X
<input type="checkbox"/> 19. Provide a polaroid or other similar photograph of the premises in question taken from the opposite side of the street.			X	X	X	X
Natural Features (Topography) Topography of the site within 200 feet thereof.						
<input type="checkbox"/> 20. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2feet: over 10% grade-5 feet.					X	X
<input type="checkbox"/> 21. Cliffs and rock outcroppings.					X	X
<input type="checkbox"/> 22. Flood Plains.					X	X
<input type="checkbox"/> 23. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.					X	X

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	Conditional Use	Planning Variance
<input type="checkbox"/> 24. Aquifer recharge areas, including safe sustained ground water yield.					X	X
<input type="checkbox"/> 25. Wooded areas including predominant species and size.					X	X
<input type="checkbox"/> 26. Location of trees 6 inches or more in diameter, as measured one foot above ground level, outside of wooded area, designating species of each.					X	X
<input type="checkbox"/> 27. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.					X	X
<input type="checkbox"/> 28. All areas to be disturbed by grading or construction.					X	X
Man-Made Features Onsite and Within 200 Feet <u>Thereof</u>.						
<input type="checkbox"/> 29. A 200-foot line must be drawn on the plans within which are located existing structures and their distances from existing and proposed property lines, required setbacks, zoning boundaries, and lot dimensions.			X	X	X	X
<input type="checkbox"/> 30. Location and type of existing easements or right of way including power lines.			X		X	X

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	Conditional Use	Planning Variance
<input type="checkbox"/> 31. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man made installations affecting the tract.			X		X	X
<input type="checkbox"/> 32. Location of existing wells and septic systems.			X		X	X
<input type="checkbox"/> 33. When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field			X		X	X
<input type="checkbox"/> 34. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas, and electric, showing feasible connections to existing or proposed utility systems.			X		X	X
<input type="checkbox"/> 35. Location and description of monuments whether set or to be set.			X		X	X
<u>Streets</u>						
<input type="checkbox"/> 36. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.			X		X	X
<input type="checkbox"/> 37. Required road dedication.			X		X	X
<input type="checkbox"/> 38. Road orientation (as it relates to energy conservation).					X	X

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	Conditional Use	Planning Variance
<input type="checkbox"/> 39. Plans, profiles, and cross-sections of all proposed new streets and/or access to proposed streets.			X		X	X
<u>Miscellaneous</u>						
<input type="checkbox"/> 40. Proposed sight easements where required.					X	X
<input type="checkbox"/> 41. Proposed drainage easements where required.					X	X
<input type="checkbox"/> 42. Natural Resource Inventor Information Including:						
<input type="checkbox"/> a. Soil types as shown by the current Soil Conservation Survey Maps.						
<input type="checkbox"/> b. Soil depth to restrictive layers of soil.						
<input type="checkbox"/> c. Soil depth to bedrock.						
<input type="checkbox"/> d. Permeability of the soil by layers.						
<input type="checkbox"/> e. Height of soil water table and type of water table.						
<input type="checkbox"/> f. Flood Plain soil (status).		X	X		X	X
<input type="checkbox"/> g. Limitation for foundation.			X	X	X	X
<input type="checkbox"/> h. Limitation for septic tank absorption field (only where septic tank is proposed to be used).			X	X	X	X
<input type="checkbox"/> i. Limitation for local road and streets.			X	X	X	X
<input type="checkbox"/> j. Agricultural capacity classifications.			X	X	X	X

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	Conditional Use	Planning Variance
<input type="checkbox"/> k. Erosion Hazard.			X	X	X	X
<input type="checkbox"/> 43. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.					X	X
<input type="checkbox"/> 44. Soil erosion and sediment control plan consistent with the requirements of the local soil conservation district.					X	
<input type="checkbox"/> 45. Design Calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements.			X	X	X	X
<input type="checkbox"/> 46. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.		X	X	X	X	X
<input type="checkbox"/> 47. Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.		X	X	X	X	X
<input type="checkbox"/> 48. In the Pinelands area, no application shall be deemed “complete” until a Certificate of Filing from the Pinelands Commission or other evidence of Pinelands Commission review in accordance with Chapter 225, Article VI-A of this code is submitted by the applicant.						

Dated: 02/14/93

Amendment # 1: 07/14/93

Amendment # 2: 02/17/00