TOWNSHIP OF MARLBORO

COMPLETENESS CHECKLIST
for
- BULK VARIANCE -
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Bulk Variance Application is filed with the Zoning Board of Adjustment. The applicant is required to address all items set forth on the Completeness Checklist. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____

_____

_____

_____

Owner: _____

_____

_____

_____

Project: _____

Location:

Block:_____ **Lot(s):**_____

Street Address:_____

_____

_____

_____ _____

Signature of person who prepared Checklist **Date**

_____

(Please TYPE or PRINT) Name and Title of person who prepared Checklist

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For Zoning Board Use Only:

ZB#:_____ **Date Received by Board:**_____

BULK VARIANCE APPLICATION	PROVIDED OR SHOWN	WAIVER REQUESTED
I. GENERAL REQUIREMENTS		
Submission of completed Application Form and Checklist(s) **(18 COPIES).**	☐	☐
Payment of escrow fees and administration fees.	☐	☐
Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.	☐	☐
Concerning Corporations or Partnerships, submission of a list of 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, et.seq.	☐	☐
Certification from the Tax Collector that all taxes and assessments are paid to date.	☐	☐
Submission of plats, plans or survey of property **(18 sets)** as necessary to show the variance(s) which are requested by the applicant. All plans submitted to the Board shall be signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required and folded into eighths with title block revealed.	☐	☐
Submission of one (1) signed and sealed copy of a survey of the property for which the bulk variance is requested.	☐	☐
II. PLAT DETAILS		
The applicant shall submit to the Board a written statement which describes in detail the variance(s) which are requested and the reasons for which the requested relief should be granted. The statement should include a description of what is required in the zone and what is being proposed in order to identify the variances or deviations from the zoning requirements for which the applicant is seeking approval.	☐	☐
The applicant shall submit to the Board a plot plan and/or architectural plan as necessary to show the type, magnitude and extent of the relief which is requested and the impacts on the surrounding neighborhood.	☐	☐
All plans submitted to the Board shall comply with the following minimum requirements:	☐	☐
Scale of not less than 1" = 50'	☐	☐
Key Map at scale of 1" = 1,000'.	☐	☐
Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:40-1 et.seq.), including:	☐	☐
Name, signature, address and license number of the Professional(s) who prepared the Plan;	☐	☐
Date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.	☐	☐
Acreage of the tract.	☐	☐
The location and width of all existing easements and rights-of-way.	☐	☐
The zoning district(s) affecting the tract and a summary of the required and proposed area, yard and building requirements.	☐	☐
If a variance is requested for a proposed addition or new construction, then an architectural sketch shall be submitted which demonstrates that the proposed addition is architecturally consistent with the existing structure or, in the case of new construction, demonstrates that the proposed structure is consistent with the architectural styles existing in the surrounding neighborhood.	☐	☐

COMPLIANCE CHECKLIST (ATTACH A COPY OF RESOLUTION AND SIX (6) FINAL REVISED PLANS)	PROVIDED OR SHOWN	Zoning Officer
I. LIST CONDITIONS OF RESOLUTION		
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NOTE: ALL CONDITIONS OF THE RESOLUTION MUST BE WRITTEN ON THE FINAL SURVEY OR PLAN AND MUST BE SIGNED AND DATED BY THE PROPERTY OWNER.