TOWNSHIP OF MARLBORO

COMPLETENESS CHECKLIST
for
- USE VARIANCE -
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Use 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

For Zoning Board Use Only:

ZB#: ___________________________ Date Received by Board: ____________
## USE VARIANCE APPLICATION

### I. GENERAL REQUIREMENTS

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<th>Provided or Shown</th>
<th>Waiver Requested</th>
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Submission of completed Application Form and Checklist(s) (**20 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 (**20 sets**) as necessary to show the use or uses which are proposed for the property in question. 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.

### II. PLAN DETAILS

The applicant shall submit to the Board a written statement which describes in detail the use or uses which are proposed at the site and the reasons for which a use variance is requested.

The applicant shall submit to the Board whatever plans are necessary to show the use or uses which are proposed at the site and to demonstrate that the proposed use is compatible with the existing uses in 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.
- Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Tax Map.
- A schedule indicating the acreage of the tract, the approximate number of lots, the zone(s), minimum required lot areas and the required and proposed setbacks, yards and dimensions and percentage of open space/recreation area provided.
- Approximate location of wooded area, streams, shoreline, flood plains, wetlands and existing and/or proposed buffer areas.
- Existing lot lines to be eliminated, if any.
- If the use variance is requested for a residential subdivision, show the proposed street and lot layout, with dimensions showing that portion proposed for development in relation to the entire tract.
- If the use variance is requested for commercial or industrial development of the property, show the proposed layout of the site including all existing and proposed buildings, driveways, parking areas, loading areas, buffers and landscaped areas.