

Frelinghuysen Township

Checklist #1 – Appeals, Interpretations, Special Questions, Variances

Applicant: _____

File No. _____

Block _____ Lot _____

___ Bulk or other "c" variance ___ Use variance ___ Administrative Appeal ___ Ordinance Interpretation

This checklist is for general reference only. The reviewing authority may require further information. The following designations are to be used when completing the checklist:

v - provided; NA – not applicable; W – waiver requested.

The applicant shall provide a written statement justifying the waiver request or why a checklist item is not applicable.

Item No.	Application Requirements	Applicant	Board
1.	Provide proof of notice and publication of the application		
2.	Limits of disturbance for all construction activities		
3.	Graphic/written description of area surrounding the site so the prevailing zoning and actual uses in the area are clear.		
4.	A written description of any alternatives that were considered.		
5.	A written statement or legal brief that clarifies why the variance should be granted.		
6.	One photograph of the subject premises depicting the area for which a variance is sought.		
7.	Such other pertinent information as is required in any pertinent section of the Land Development Ordinance		
8.	Certified list of property owners within 200'.		
9.	Completed check list for the following: (Check one or more as necessary) _____ Checklist #2: Minor subdivision _____ Checklist #3: Preliminary major subdivision _____ Checklist #4: Final major subdivision _____ Checklist #5: Site plan and conditional use _____ No Checklist Provide pertinent information as may be required for the Board to make an informed decision.		
	<u>For Site related applications</u> (Minimum requirement)		
10.	Building envelopes excluding buffers and restricted areas showing delineated setback lines for each lot based on zone requirements.		
11.	Location of all existing structures, on subject premises and adjacent properties, showing distances of same from subject lot lines.		
12.	Location of proposed structure or change, showing dimensions to the front, rear and side lot lines.		
13.	Delineation of steep slopes at the following categories: i. 15% to 24.99% ii. 25% or greater		
14.	Preliminary architectural plans and elevations depicting dimensioned floor plans, building height and all pertinent structural dimensions		
Note:	The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order for the Board to make an informed decision.		