

**TOWNSHIP OF EDGEWATER PARK
Planning Board**

COMPLETENESS CHECKLISTS

§ 16-73.4 Variance Application Checklist.

VARIANCE SKETCH CHECKLIST		Submitted	Not Applicable	Waiver Requested
Applicant Name: _____				
Block/Lot: _____				
Application #: _____				
1.	Submit the following documents with the Standard Development Application:			
a.	Copy of an area map (Tax Map) showing all lots within two hundred (200) feet of the property.			
b.	List of names, addresses, lot and block numbers, as they appear on the official tax records of the Township, of all owners of property within two hundred (200) feet of the property affected by the application and upon whom the notice must be served in the manner provided by law. (Can use Certified Property Owners 200' List from Tax Assessor.)			
c.	Copy of professional survey at a scale not smaller than 1" = 100' nor larger than 1/8" = 1'; clearly indicating the buildings and improvements thereon with all front, side and rear yard dimensions and setbacks from the property lines.			
d.	Copies of subdivision, site plan or conditional use applications when applicable.			
e.	Certification from Tax Assessor that taxes are paid.			
2.	If the survey is more than one (1) year old, attach certification of the applicant or owner that the survey accurately represents the status of the premises and all improvements at the time of filing for the variance.			
3.	A statement containing the following information:			
a.	Date of acquisition of property, and from whom.			
b.	The number of dwelling units in existing building(s).			
c.	State whether the applicant or owners own or are under contract to purchase any adjoining lands. Set forth lot and block number(s).			
d.	State whether the application is or is not to be accompanied by a separate application for subdivision, site plan or conditional use approval.			
4.	At least ten (10) days prior to the hearing, the applicant shall serve prescribed notice on all owners of property within two hundred (200) feet. Note: This may require the inclusion of an adjoining municipality; the County Planning Board when county roads or lands are involved; and the Commissioner of Transportation of the State of New Jersey when a state or interstate highway is involved.			
5.	The applicant must submit the original and nineteen (19) copies of the completed application, and nineteen (19) folded copies of a plot plan, map or survey, drawn to scale, and affidavit of proof of service, with a copy of the notice and the list furnished by the Administrative Officer of the municipality of all those persons or entities served (service shall be made by certified mail or personal service).			
6.	Proper notice given to those requiring service upon them, and publication made, at least ten (10) days prior to the date of hearing before the Board.			
	Checklist reviewed by: _____			
	Application found complete on: _____			
	Application found incomplete on: _____			