

## VERNON TOWNSHIP LAND USE BOARD APPLICATION INSTRUCTIONS

A completed application shall include the following:

Application for Subdivision, Site Plan and/or Variance.

Site Inspection/Authorization/Affidavit of Ownership Form – completed & signed by the owner of the property.

Tax Information – Obtain a Status of Taxes for the subject property from the Tax Collector of Vernon Township.

Plans and Supporting Documents – The applicant is required to submit **23 copies** to the Board Secretary. All maps shall be folded with the title block on the outside. **Four (4) copies of plans must be original size, the additional Nineteen (19) copies must be 11x17.**

Application, Escrow and GIS Fees – Three (3) checks made payable to Vernon Township. The escrow check will be deposited in an escrow account to cover any engineering, planning, legal or other expenses associated with the review of submitted materials. Any money remaining from the escrow check will be refunded after a Certificate of Approval or Certificate of Occupancy is issued by the Building Department. In the event the escrow funds are insufficient to cover the expenses, the applicant will be billed for any balance, and payment will be due within 20 days. Any approval granted shall be contingent upon the payment of any outstanding fees.

Revised maps/documents shall be submitted at least **ten (10)** days prior to the hearing with a cover letter outlining all the revisions. There is a \$75.00 resubmission fee due at the time of submission.

**The applicant is required to give public notice at least ten (10) days prior to the date of the hearing in the following manner (N.J.S.A. 40:55D-12). This does not include the date of the hearing.**

Upon the written request of an applicant and the payment of a fee, the Tax Assessor shall, within 10 business days, make and certify a list from said current tax duplicates of names and addresses of owners within the municipalities to whom the applicant is required to give notice. The applicant shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding.

Public notice shall state the date, time and place of the hearing and the nature of the matters to be considered, and an identification of the property proposed for

development by street address, if any, or be referenced by lot and block numbers as shown on the current tax duplicate in the municipal Tax Assessor's Office, and the location and times at which any maps or documents for which approval is sought are available for inspection.

To all owners of real property as shown on the current tax duplicate located within 200 feet in all directions of the property which is the subject of the hearing, which notice shall be given by serving a copy thereof on the property owner as shown on the current tax duplicate or his agent in charge of the property; or by mailing a copy thereof by certified mail to the property owner at his address as shown on the current tax duplicate. It is not required that a return receipt be obtained. Notice is deemed complete upon mailing (N.J.S.A. 40:55D-14).

To the Clerk of any adjoining municipalities and to the County Planning Board when the property involved is located within 200 feet of said adjoining municipalities, which notice shall be given by personal service or certified mail. For the names and addresses of property owners in adjacent municipalities, when required, contact the respective Clerks.

By publication in the official newspaper of the municipality, if there be one, or in a newspaper of general circulation in the municipality.

To the County Planning Board when the application for development involves property adjacent to the existing County Road or proposed road shown on the official County map or County Master Plan or adjoins other County land.

To the Commissioner of Transportation of the State of New Jersey when the property abuts a state highway.

To the Director of the Division of State and Regional Planning in the Department of Community Affairs when the hearing involves an application for development of property which exceeds 150 acres or 500 dwelling units, in which case the notice shall include a copy of any maps or documents required to be on file with the administrative officer pursuant to N.J.S.A. 40:55D10b.

Notice to a partnership owner may be made by service upon any partner; notice to a corporate owner may be made by service upon its president, a vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation.

File proof of publication of notice in the official newspaper, a certified list by the Tax Assessor of property owners within 200 feet, an affidavit of proof of service to all property owners within 200 feet from the proposed development, at least three (3) days prior to the public meeting with the Board secretary.

Contact the Tax Collector for a Status of Taxes.

Submit Checklist applicable to the application completely filled out.

Contact the Tax Assessor for the assignment of any proposed block and lot numbers and 911 street addresses.

Contact the Department of Public Works for approval of any proposed street names.

Applicants filing in the name of a corporation or business **must be represented** by an attorney.

**Four (4)** copies of a **certified survey** or **plot plan** drawn to scale with **Nineteen (19) 11x17** copies, in accordance with the appropriate checklist. Please complete checklists in their entirety. Also, please see the Vernon Township Land Use Ordinance for further details.

**1. PROPERTY / SITE INFORMATION:**

<b>LOCATION</b>	Street Address:		
	City:	State:	Zip:
<b>Tax Map</b>	Page:	Block:	Lot(s):
	Page:	Block:	Lot(s):
Property Information – Area:	Easements / Deed Restrictions: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Zone:	Has this property been deemed a Historic Landmark <input type="checkbox"/> Yes <input type="checkbox"/> No		

**2. APPLICANT INFORMATION:**

Name(s):			
Street Address:			
City:	State:	Zip:	
Email Address:	Telephone:		Fax:
Applicant is a: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Entrepreneur <input type="checkbox"/> Individual			

**3. DISCLOSURE STATEMENT:**

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all person owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55d-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. Use attached form or applicant's can use their own form.

**4. IF OWNER IS OTHER THAN THE APPLICANT – provide the following information:**

Name(s):			
Street Address:			
City:	State:	Zip:	
Email Address:	Telephone:		Fax:

**5. APPLICANT'S ATTORNEY:**

Name(s):			
Street Address:			
City:	State:	Zip:	
Email Address:	Telephone:		Fax:

**6. APPLICANT'S ENGINEER:**

Name(s):			
Street Address:			
City:	State:	Zip:	
Email Address:	Telephone:		Fax:

**7. APPLICANT'S PLANNER:**

Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City:	State:	Zip:	
Email Address:		Telephone:	Fax:

**8. APPLICANT'S SURVEYOR:**

Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City:	State:	Zip:	
Email Address:		Telephone:	Fax:

**9. APPLICANT'S OTHER PROFESSIONALS (TRAFFIC, ENVIRONMENTAL ETC.):**

Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City:	State:	Zip:	
Email Address:		Telephone:	Fax:

**10. APPLICATION IS FOR THE FOLLOWING:****SUBDIVISION:**
 Minor (including lot line adjustment)    
 Major – Preliminary    
 Major - Final

Number of Lots to be created (includes remainder lot) \_\_\_\_\_

Number of proposed dwelling units (if applicable) \_\_\_\_\_

**SITE PLAN:**
 Minor    
 Major – Preliminary    
 Major - Final    
 Amendment / Revision to an Approved Site Plan

Number of Proposed Buildings? \_\_\_\_\_

Total Impervious area (s.f.) \_\_\_\_\_ Impervious area from Structures (s.f.) \_\_\_\_\_

Total area to be disturbed (s.f.) \_\_\_\_\_

**INFORMAL / CONCEPTUAL REVIEW:**
 Subdivision    
 Site Plan    
 Other
**CONDITIONAL USE APPROVAL:** NJSA 40:55D-67**ISSUANCE OF A PERMIT FOR BUILDING OR STRUCTURE:** NJSA 40:55D-34 (permit building or structure in the bed of a mapped street or public drainage way, flood control basin or public area reserved pursuant to NJSA 40:55D-32) NJSA 40:55D-35 (permit building or structure not related to an official suitably improved street pursuant to NJSA 40:55D-35).**VARIANCES PURSUANT TO NJSA 40:55D****Bulk Variance** (C1) (hardship)

(C2) (flexible); benefits v. detriment

**Use Variance**

(D1) A use or principal structure in a district restricted against such use or principal structure (use variance)

(D2) An expansion of a nonconforming use

(D3) Deviation from a specification or standard pursuant to Section 54 of P.L. 1975, c.291 (C.40:55D-67) pertaining solely to a conditional use

(D4) An increase in the permitted floor area ratio as defined in Section 3.1 of P.L. 1975, c.291 (C.40:55D-4)

(D5) An increase in the permitted density as defined in Section 3.1 of P.L. 1975, c.291 (C.40:55D-4) except as applied to the required lot area for a lot or lots for detached one or two dwelling unit buildings which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision.

(D6) A height of a principal structure which exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure.

**APPEAL/INTERPRETATION PURSUANT TO NJSA 40:55D-70, (a) & (b):**

(a) Appeal to Board of Adjustment of Order, Requirement, Decision or Refusal by an administrative officer based on or made in the enforcement of the zoning ordinance.

(b) Request for Interpretation of the zoning map or Ordinance or for Decisions upon other special questions upon which the Board of Adjustment is authorized to pass by any zoning or offered map or ordinance.

Attached additional pages if needed in responding to items 8, 9, 10, and 12.

**11. LIST ORDINANCES SECTIONS for which variance(s) and/or interpretation(s) are requested:**

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**12. LIST SUBMISSION WAIVERS REQUESTED:**

Note – submission waivers must be approved by a majority vote of the Land Use Board prior to being deemed complete and prior to the application being heard by the Board.

Checklist Item No.	Description	Reason

**13. LIST THE DESIGN WAIVERS REQUESTED:**

Ordinance Section	Description	Reason

**14. OFFICIAL NOTICE TO APPEAR:**

Attach a copy of the Notice to appear in the official newspaper of the municipality to be mailed to the owners of real property, as shown on the current tax map within 200 feet in all directions of the property which is the subject of this application. The Applicant must request this list from the Tax Assessor. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable, and identify the proposed use of the building(s), structure(s) and/or property.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Board Secretary for the hearing.

An affidavit of service to all property owners and a proof of publication must be provided to the Board Secretary at least five (5) days before the hearing can proceed.

**15. NATURE OF APPLICATION:**

Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises (attach additional pages as needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**16. UTILITIES TO BE UTILIZED: (Check all that apply)**

- Public Sewer       Private Septic       Public Water       Private Well

Note: For public water or sewer, provide a "will serve" letter from the respective utility company.

**17. CHECK ANY OTHER APPROVALS WHICH MAY BE REQUIRED AND DATE PLANS SUBMITTED: (Check all that apply)**

Type of Approval	Filed YES	Filed NO	Date Plans Submitted
<input type="checkbox"/> County Health Department	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> County Planning Board	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> County Soil Conservation District	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Wetlands)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Sewer Extension Permit)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Sanitary Sewer Connection Permit	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Stream Encroachment Permit)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Potable Water Construction Permit)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDOT (Department of Transportation)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Township Sewer Utility	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Flood Hazard)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Highlands)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Water allocation)	<input type="checkbox"/>	<input type="checkbox"/>	

**18. PRIOR APPROVALS:**

Indicate if, to your knowledge, this property was ever the subject of a prior application to the Planning or Zoning Board:

\_\_\_\_\_ Yes      \_\_\_\_\_ No      If yes, was the application approved? Please attach a copy of the resolution.

**19. TAX COLLECTOR CERTIFICATION:**

Certification from the Tax Collector that all taxes due on the subject property have been paid must be furnished to the Board Secretary at the time the application is submitted.

**20. FEE CALCULATION (SEE PAGES 11 AND 12, ASK BOARD SECRETARY FOR ASSISTANCE IF NEEDED):**

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\$ \_\_\_\_\_ Application Fee                      \$ \_\_\_\_\_ Escrow Fee                      \$50.00 GIS Fee

**21. CERTIFICATIONS:**

- A. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.
- B. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. [If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]
- C. I understand that I submitted funds as calculated herein to be deposited into an Escrow account. In accordance with the Municipal Land Use Law, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. I understand the escrow amount is a preliminary estimate, and the actual cost may be more or less. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within twenty (20) days or I will have my application revoked and will be subject to property liens and/or fines.
- D. I hereby authorize the Land Use Board Members, Land Use Board Professionals, and Township Staff to inspect the premises listed on this application as a part of the review process, and grant full right of entry (excluding the interior of buildings).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (If different)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## FEE SCHEDULE

*Per ordinance # 02-12, as amended by ordinance # 03-19, as amended by ordinance #18-22*

<b>Type of Application</b>	<b>Application fee</b>	<b>Escrow Fee</b>
All	\$50.00 Geographic Information Sys. (GIS)	-----
Major Site Plan, Prelim. & Final (All zones except AET, P & C)	\$500.00 plus \$50.00 per acre or fraction thereof plus \$0.15 per square foot of impervious coverage of the footprint of building plus the impervious coverage of accessory structures and amenities	Same as application fee
Major Site Plan, Prelim. & Final (AET, P & C zones)	\$1,000.00 plus \$0.15 per square foot of impervious coverage of the footprint of building plus the impervious coverage of accessory structures and amenities	Same as application fee
Minor Site Plan (all zones)	\$350.00	\$1,200.00
Minor Subdivision - all zones (up to 3 lots including remainder)	\$350.00	\$1,500.00
Preliminary Major Subdivision (all zones)	\$350.00 plus \$25 per lot	\$1,500.00 Plus \$500.00 per lot
Final Major Subdivision (all zones)	\$350.00 plus \$25 per lot	\$750.00 Plus \$250.00 per lot
Technical Major Subdivision (all zones)	\$350.00 plus \$25 per lot	\$1,500.00 Plus \$250.00 per lot
Concept Plan	50% of regular application fee	\$500.00
Resubmission fee	\$75.00	
Zoning Appeal; NJSA 40:55D-70a	\$110.00	\$1,200.00
<b>Type of Application</b>	<b>Application fee</b>	<b>Escrow Fee</b>
Zoning Interpretation NJSA 40:55D-70b	\$350.00	\$600.00

Bulk Variance, Residential zones 40:55D-70c, Deck, Shed, Pool, steps	\$100.00	\$1,100.00
Bulk Variance, Residential zones 40:55D-70c, Addition	\$200.00	\$1,100.00
Bulk Variance, Residential zones 40:55D-70c, New Home	\$300.00	\$1,100.00
Variance, Residential zones 40:55D-70c, all other 'C' variances	\$200.00	\$1,100.00
Bulk Variance, all other zones 40:55D-70c	\$220.00	\$1,100.00
Use Variance, Residential zones 40:55D-70d	\$350.00	\$1,200.00
Use Variance, all other zones 40:55D-70d	\$700.00	\$1,200.00
Miscellaneous variances; 40:55D-34, 35 or 36 Residential zones	\$350.00	\$1,200.00
Miscellaneous variances; 40:55D-34, 35 or 36 All other zones	\$660.00	\$1,200.00
Special meeting	\$1000.00	-----

Concept plans: if the application for development is filed within six months of the concept plan, full credit for the concept fees will be applied. After six months, the full application and escrow fees apply.

Amended plans: if filed within six months of the application for development, ½ of the application and escrow fees. After six months, full application and escrow fees apply.

The Geographic Information System (G.I.S.) fee of \$50 is per ordinance #04-13 an ordinance amending ordinance #02-12 and #03-02, and establishes the following fees for the purpose of instating a (GIS), which shall provide parcel based mapping, location data, informational resources, and property information for the use of the Township and general public.

**VERNON TOWNSHIP  
LAND USE BOARD**

**AFFIDAVIT OF OWNERSHIP, AUTHORIZATION AND SITE INSPECTION**

State of New Jersey,  
County of Sussex,

The undersigned, of full age, being duly sworn according to law deposes and says that I reside at \_\_\_\_\_, in the Township of \_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_, and that I am the owner in fee of the lands and premises which are the subject of this application to the Vernon Township Planning Board and the property as described in that application as Block \_\_\_\_\_, Lot \_\_\_\_\_, on \_\_\_\_\_, Township of Vernon, County of Sussex and State of New Jersey. As owner, I have read this application and the applicant is authorized to proceed. I understand that a site inspection by the Planning Board members and/or the Board or Township professionals may be required and by signing this authorization I am consenting to any site inspection that may be necessary.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## CORPORATION OR PARTNERSHIP FORM

Applications before the Land Use Board by a Corporation or a Partnership for a subdivision of 6 or more lots or 25 or more family units, or for approval of a site plan or approval of lands for commercial purposes shall list below the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be, as required by N.J.S.A. 40:55D-48.1 et. Seq.

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer/Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant Corporation/Partnership

New Jersey Herald  
P.O. Box 10  
Newton, NJ 07860  
973-383-1500

**NOTICE OF HEARING  
VERNON TOWNSHIP LAND USE BOARD  
COUNTY OF SUSSEX, NEW JERSEY**

**PLEASE TAKE NOTICE** that the undersigned has made application to the Vernon Township Land Use Board for the property known as Block \_\_\_\_\_, Lot \_\_\_\_\_, located at \_\_\_\_\_, in the \_\_\_\_\_ zone, as follows: \_\_\_\_\_

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In addition, Applicant will request such variances, waivers, permits, approvals or licenses that are deemed necessary or appropriate by the Applicant or the Land Use Board.

This application is now on the calendar for the Vernon Land Use Board and a public hearing has been set for \_\_\_\_\_, at the Vernon Municipal Building, 21 Church Street, Vernon, New Jersey 07462, at 7:00 p.m. When the case is called you may appear, either in person or by attorney and present any evidence which you may have regarding the application. The matter will be heard on that above date or any adjourned date designated by the Land Use Board at this public meeting without additional notice. The maps, plans, plats and application for which approval is sought are on file in the Planning and Zoning Office of the Vernon Township Municipal Building and are available for inspection at the Municipal Building during the hours of 8:30 a.m. to 4:00 p.m. Monday through Friday. This notice is pursuant to the rules of procedure of the Vernon Land Use Board.

Name \_\_\_\_\_

Address \_\_\_\_\_

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Note to Newspaper: Please forward a copy of the Affidavit of Publication to Applicant.

## **New Jersey Herald Requirements to Publish a Legal Notice**

1. Legals cannot be taken over the phone. You may mail or bring the form you receive from Vernon Township into the New Jersey Herald Office, 2 Spring Street, Newton or fax to 973-383-9284,
2. There is a two (2) day deadline by noon to publish:
  - Monday – 12 noon for Wednesday.
  - Tuesday – 12 noon for Thursday.
  - Wednesday – 12 noon for Friday.
  - Thursday – 12 noon for Sunday.
  - Friday – 12 noon for Monday and Tuesday.
3. The applicant's name, mailing address and telephone number must be on the form so paperwork can be mailed back.
4. Please be sure everything on the form is legible.
5. A \$25.00 deposit is required on all legal advertising. A Visa or Master Card may be used (include the expiration date).

If you have any questions concerning these requirements, please call the New Jersey Herald at 973-383-1500.

**AFFIDAVIT OF SERVICE**

STATE OF NEW JERSEY: COUNTY OF SUSSEX

\_\_\_\_\_ (name) of full age, being duly sworn according

by law, deposes and says, that he/she resides at \_\_\_\_\_

in the \_\_\_\_\_ in the State of \_\_\_\_\_  
(Municipality)

that he/she is the applicant in a proceeding before the Vernon Land Use Board, Sussex

County, New Jersey, which is known as Application No. \_\_\_\_\_

and relates to premises located at:

\_\_\_\_\_

(Street, Tax Map #, Block #, Lot #) that he/she gave notice of this proceeding to each  
and all of the owners of property affected by said application, in the required form, in  
the manner provided by law on \_\_\_\_\_ 20\_\_\_\_, a true copy of  
the notice and the names and addresses of those so notified are attached to this affidavit.

\_\_\_\_\_  
Signature of Applicant or Agent

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**STATUTORY REQUIREMENTS CONCERNING PUBLIC NOTICE**

Statutory requirements concerning public notice are set forth in Section 7, 7.1 and 7.3 (N.J.S.A. 40:55D-11, 12, 14) of the Municipal Land Use Law (Chapter 29), (Laws of N.J. 1975). These requirements are also listed on the Notice Procedures form given to the applicant when he receives his list of property owners within 200 feet.

LAND USE BOARD  
TOWNSHIP OF VERNON

LIST OF PROPERTY OWNERS SERVED

NOTICE: The list of required names and addresses may be obtained from the office of the Township Assessor. This form shall be typewritten or printed and shall clearly indicate the type of service, i.e., P.S. – Personal Service. Use this form for personal service only.

NAME AND ADDRESS	DATE (TIME)	TYPE OF SERVICE

The above list was compiled by: \_\_\_\_\_





**TECHNICAL CHECKLIST**

	Item	Minor Site Plan	Major Site Plan - Preliminary	Major Site Plan - Final	Minor Sub division	Major Subdiv. - preliminary	Major Subdiv. - Final	Variance (see note #1)	Concept Plan	Complete or Waiver Requested?
20	Environmental Impact Statement		X			X				
21	Road profiles showing all proposed utilities and structures with labels, road centerline data with vertical curve information. All pipe crossings must be identified with adequate clearance provided. Also provide profiles of all off-road utilities. Scale: 1" = 30' H. 1" = 3' V		X	X		X	X			
22	Soil erosion and sediment control plan if over 5,000 s.f. disturbance in accordance with Sussex County SCD standards. Min. Scale 1" = 50 ft.		X	X		X	X			
23	Landscaping and lighting plan. Show all proposed landscaping with a planting schedule. Show all isobars for all existing and proposed on-site lighting in foot-candles. Include utilities on this plan to ensure no conflicts exist. Scale: 1" = 30 ft		X	X		X	X			
24	Either a certification note on the plan that no wetlands exist on or within 150 ft. of the property or submission of wetlands letter of interpretation (LOI) from the NJDEP or proof that an LOI application has been submitted to NJDEP	X	X	X	X	X	X	X		
25	Certification note on the plan as to whether the property lies within the highlands preservation area (provide any correspondence with Highlands Council)	X	X	X	X	X	X	X	X	
26	Certification note stating that all proposed access drives comply with A.A.S.H.T.O. sight distance requirements	X	X	X	X	X	X			
27	Area of disturbance delineated on the plan, and labeled in square feet	X	X	X	X	X	X	X		
28	Impervious coverage labeled on the plan in square feet	X	X	X	X	X	X	X		
29	Storm water management plan and report. Include separate drainage area maps for pre and post development drainage boundaries and Tc paths. Drywells are sufficient for minor site plan and subdivisions (size for 3" rainfall for area of structures).	X	X	X	X	X	X			
30	Indicate the soil types and boundary lines from the Sussex County soil survey	X	X	X	X	X	X			
31	Provide a compact disk (CD) of the CAD file for the design plans for township records	X	X	X	X	X	X			
32	Preliminary proposed house, driveway, septic and well locations.				X	X	X			
33	Preliminary grading at 2' contours for proposed houses and driveways.				X	X	X			
34	Traffic Impact Analysis (if projected increase is more than 50 trips/day)		X			X				
35	Provide typed summary of all requested waivers with reasons/justification for request (see note 2 below)	X	X	X	X	X	X	X		
36	Plans to be titled "Final Construction Drawings"			X			X			
37	Final Developers Agreement, if required by Board			X			X			
38	Engineers cost estimate of site improvements. NOTE: Bonding Required for 120% of the cost of the site improvements. 10% cash & 90% Bond, unless waived by Board			X			X			
39	For Use ('D') Variances and Bulk ('C') Variances, the following must be provided: (a) Description of application and relief being sought (b) a description of the alternatives that were considered (c) Statement as to how the application meets the negative and positive criteria in support of the request (d) 4 photographs depicting the subject property (e) a sealed survey map							X		
40	For Appeal/Interpretation, the following must be provided: (a) A map which clarifies, in sufficient detail, the nature of the appeal or interpretation (b) any documentation, forms or correspondence which explains the nature of the appeal or interpretation (c) a written description of the area surrounding the subject property (d) a statment or leagle brief which clarifies the position of the applicant (e) 4 photographs depicting the subject property							X		

**NOTES:**

(1) The Board accepts abbreviated submissions for simple variances for pools not in the front yard, decks, patios, sheds, stoops and detached structures not in excess of 150 square feet. In lieu of the checklists above, the Applicant can submit the following for these variances only: (a) Sealed Boundary survey (b) Proposed improvements drawn to scale on a copy of the survey. Show dimensions of structure and distance to property lines (c) 4 photographs accurately depicting the subject property (d) Copy of the tax map showing all parcels within 200-ft. (e) Provide all items on the Administrative checklist. Note - this procedure is intended to reduce the Applicant's expense for minor matters, however, additional information or professionally drawn plans may be requested if deemed necessary by the Board, Board Planner or Board Engineer. (2) Applicant's with waiver requests cannot be deemed complete until the waivers are approved by the Land Use Board Planner or Engineer or the Land Use Board at a regular meeting.