

Application # \_\_\_\_\_

## SANDYSTON TOWNSHIP PLANNING BOARD

### UNIVERSAL APPLICATION FORM

**NOTICE:** Sandyston Township has combined its Zoning and Planning Boards' into a combined Board known as the Planning Board. This is the only form to be used for all applications for development and other matters before the Planning Board.

#### APPLICANT – SUPPLY WITH SUBMISSION

- ☐ 15 NUMBER OF PLATS (folded)
- ☐ PROPOSED FORM OF NOTICE (if applicable)
- ☐ CERTIFICATION OF CURRENT TAX STATUS
- ☐ AFFIDAVIT OF OWNERSHIP (if applicable)
- ☐ CORPORATE DISCLOSURE STATEMENT (if applicable)
- ☐ LIST OF PROPERTY OWNERS WITHIN 200 FEET
- ☐ APPROPRIATE CHECKLIST
- ☐ A VISUALLY ACCEPTABLE AERIAL PHOTOGRAPH OF THE SUBJECT PROPERTY

**IF APPLICATION IS MADE FOR MULTIPLE RELIEF OR APPROVALS (ie “D” Variance and Site Plan) THEN APPLICANT MUST SUPPLY ALL FORMS AND CHECKLISTS FOR ALL REQUESTED RELIEF OR APPROVAL.**

**DATE SUBMITTED:** \_\_\_\_\_

#### TYPE OF APPLICATION: (check all that apply):

- ☐ MINOR SUBDIVISION
- ☐ PRELIMINARY MAJOR SUBDIVISION
- ☐ MINOR SITE PLAN
- ☐ FINAL MAJOR SUBDIVISION
- ☐ PRELIMINARY MAJOR SITE PLAN
- ☐ FINAL MAJOR SITE PLAN
- ☐ “C” VARIANCE
- ☐ “D” VARINACE
- ☐ APPEAL
- ☐ INTERPRETATION
- ☐ OTHER (INFORMAL, PLANNING VARIANCE, NONCONFORMANCE CERTIFICATE, EXTENSION OF APPROVAL, ETC.)

I. PROJECT  
NAME: \_\_\_\_\_

II. APPLICANT'S NAME, ADDRESS AND INTEREST: \_\_\_\_\_

III. PROPERTY STREET ADDRESS: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

ZONE: \_\_\_\_\_ TAX MAP SHEET #: \_\_\_\_\_

SIZE OF PROPERTY (in acres): \_\_\_\_\_

PRESENT USE OF PREMISES: \_\_\_\_\_

PROPOSED USE OF PREMISES: \_\_\_\_\_

IV. PRIOR ACTIVITY.

CHECK ONE: This property ( ) has or ( ) has not been the subject of prior applications.

Previous Application No.: \_\_\_\_\_ Previous Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

ATTACH COPIES OF PRIOR RESOLUTIONS

V. NAME AND ADDRESS OF PROPERTY OWNER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

VI. **ALL CORPORATE OR PARTNERSHIP APPLICANTS.** All corporations or partnerships applying to the Land Use Board for a variance to construct a multiple dwelling of 25 or more family, for approval to subdivide a parcel into 6 or more lots, or for approval for site to be used for commercial purposes, shall supply the names and addresses of all stockholders or individual partners owning at least 10% of stock of any class or at least 10% of the interest of the partnership. Applicants shall use the form supplied by the Land Use Administrator. Failure to comply will delay the hearing of the application.

## CORPORATE DISCLOSURE STATEMENT

Pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. Seq., corporations or partnerships must list the names and addresses of all stockholders owning at least 10% of stock of any class or those owning at least 10% or more of the interest in the partnership.

NAME

ADDRESS

---

---

---

### APPLICANT'S PROFESSIONALS

APPLICANT'S ATTORNEY OR REPRESENTATIVE: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S SURVEYOR: \_\_\_\_\_

PLATS PREPARED BY: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S ENGINEER: \_\_\_\_\_

PLATS PREPARED BY: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S ARCHITECT: \_\_\_\_\_

PLATS PREPARED BY: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S PLANNER: \_\_\_\_\_

PLATS PREPARED BY: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

OTHER PROFESSIONALS: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

IF THE APPLICATION IS BEING MADE BY ANYONE OTHER THAN THE PROPERTY OWNER, THE PROPERTY OWNER MUST SIGN THE BELOW AUTHORIZATION FORM BEFORE A NOTARY.

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

STATE OF \_\_\_\_\_

SS:

COUNTY OF \_\_\_\_\_

The undersigned, of full age, being duly sworn according to law deposes and says that I reside at \_\_\_\_\_, in \_\_\_\_\_, County of \_\_\_\_\_ and State of \_\_\_\_\_, and I am the owner in fee of the lands and premises which are the subject of this application to the Sandyston Township Planning Board and the property as described in that application as Block \_\_\_\_\_, Lot \_\_\_\_\_, on \_\_\_\_\_, Township of Sandyston, 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 Land Use Board members and Board or Township Professionals may be required and by signing this authorization I am consenting to any site inspection that may be necessary.

\_\_\_\_\_  
Date: \_\_\_\_\_

Sworn to and subscribed before me this:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC



## APPLICANT REQUESTS THE FOLLOWING:

### I. SUBDIVISION (Check One):

- ☐ Minor Subdivision
- ☐ Preliminary Major Subdivision
- ☐ Final Major Subdivision

Area of tract before subdivision: \_\_\_\_\_ acres

Number of Lots Created: \_\_\_\_\_

Number of Proposed dwelling units: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### II. SITE PLAN (Check All that apply):

- ☐ Preliminary Major Site Plan
- ☐ Final Major Site Plan
- ☐ Amendment or Revision to An approved Site Plan

TYPE: ☐ New Construction    ☐ Addition to existing structure

Area to be disturbed: \_\_\_\_\_ (square feet or acres)

Waivers Requested and Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(attach additional pages if needed)

III. VARIANCES (Check all that apply)

☐ "A" Administrative Appeal

☐ "B" Interpretation

☐ "C" Variance

☐ "D" Variance

☐ Planning Variance

☐ Other: \_\_\_\_\_

The proposed structure will have a side line measuring \_\_\_\_\_, with a front yard of \_\_\_\_\_ and a back yard of \_\_\_\_\_. The lot measures \_\_\_\_\_ feet by \_\_\_\_\_ feet. The prevailing front yard in the area is \_\_\_\_\_.

Individual Variance Applications

(Check All that apply)

☐ **Height Variance** – The maximum allowable height in the zone is \_\_\_\_\_ feet. The proposed structure will stand \_\_\_\_\_ feet.

☐ **Use Variance** – The structure will be designed for use as a \_\_\_\_\_, a non-permitted use in the zone.

☐ **Planning Variance** (N.J.S.A. 40:55D-35 & 36):

☐ **Conditional Use Variance**

☐ **Expansion of a non-conforming use.**

☐ **Other:** \_\_\_\_\_

☐ **Substandard lot case.**

**NOTICE TO ALL APPLICATIONS REGARDING VACANT SUBSTANDARD LOTS –**  
The Sandyston Planning Board strongly recommends the **buy/sell** (See Addendum "D") letter be followed in corresponding with abutting property owners. Applicants are not required to use the exact wording on the form (the wording may be modified for individual applicants if appropriate), the **substance** of the form must be followed. The **buy/sell** letter must be sent at least **twenty (20)** days in advance of your scheduled hearing date for completeness by **both** certified and regular mail. Failure to comply will delay a hearing on this matter. You must be prepared at the hearing date to offer into evidence the **buy/sell** letter in **ADDITION** to the **required statutory notice** you must give to all property owners within 200 feet as well as those other entities entitled to notice by law.

**NOTICE TO ALL APPLICANTS – ATTACH AN EXPLANATORY STATEMENT CONTAINING OTHER PROPOSALS, LEGAL POSITIONS, WAIVERS REQUESTED OR OTHER INFORMATION THAT WOULD ASSIST THE BOARD IN MAKING A DETERMINATION AS TO THE MERITS OF YOUR APPLICATION.**

**IV. OTHER APPROVALS REQUIRED (FOR ALL APPLICATIONS)**

<u>CHECK ALL THAT APPLY:</u>	<u>YES</u>	<u>NO</u>	<u>STATUS</u>
( ) SUSSEX COUNTY PLANNING BOARD	_____	_____	_____
( ) SUSSEX COUNTY SOIL CONSERVATION _____	_____	_____	_____
( ) SUSSEX COUNTY HEALTH DEPARTMENT	_____	_____	_____
( ) N.J.D.E.P.	_____	_____	_____
( ) N.J.D.O.T.	_____	_____	_____
( ) OTHER: _____	_____	_____	_____

**ESCROW STATEMENT AND APPLICANT'S CERTIFICATION**

As Applicant, I understand that monies associated with this application have been deposited in an escrow account (Builder's Trust Account). In accordance with the Township of Sandyston Ordinances, 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 the submitted materials, any communications with the Board's or Township's Professionals as chargeable time, and the publication of the decision by the Sandyston Township Planning Board. Sums not expended in the review process will be refunded. If additional sums are necessary, I understand that I will be notified of any required additional amount and shall replenish the escrow account within 20 days of notification.

Further, I certify that the foregoing statements and materials submitted are true. I further certify that I am the individual applicant or that I am an Officer/General Partner/Management Member of the Corporation/General Partnership/L.L.C. making application and that I am authorized to sign the application for the Corporation/General Partnership.

\_\_\_\_\_  
SIGNATURE OF APPLICANT/ATTORNEY

DATE: \_\_\_\_\_

sworn to and subscribed before me this:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

ATTACHMENT B



# ***SANDYSTON TOWNSHIP PLANNING BOARD***

## **INSTRUCTIONS AND APPLICATION**

**NOTICE:** These instructions are for informational purposes only. If you are unsure of how to proceed, you should consult with a Land Use Professional.

1. Sandyston Township has combined the Zoning Board of Adjustment and the Planning Board into a single board known as the SANDYSTON TOWNSHIP PLANNING BOARD. Additionally, the secretarial and administrative duties of the former Board secretaries are now carried out by a single person, the Land Use Administrator. All correspondence, applications and inquiries shall be directed to:

**Land Use Administrator: BETH BROTHMAN**

**PHONE: (973) 948-3520 FAX: (973) 948-0783 E-MAIL: [landuse@sandystontownship.com](mailto:landuse@sandystontownship.com)**

**ADDRESS: Sandyston Township Municipal Building, 133 Route 645, Sandyston,  
New Jersey 07826**

2. **ALL applications for development, fees and supporting documentation shall be filed with the Land Use Administrator at least 21 days in advance of the target hearing date.** Applications shall be on the forms provided by the Land Use Administrator. All information, unless requested to be waived in writing, shall be supplied.
3. An **original and 14 copies** of all applications and **15 sets** of maps and plats shall be filed.
4. Proof that all **real estate taxes** have been paid to date shall be supplied by the applicant before a hearing will be scheduled. This certification can be obtained from the Tax Collector during normal business hours at (973) 948-3520. (see Addendum "A").
5. Once the applications, supporting documentation, maps and plats are received and proof of taxes paid to date, provided the application is deemed **complete**, the applicant will be notified by the Land Use Administrator of the **date of the hearing**.
6. **Once an application is deemed complete**, if applicable, **NOTICE** (Addendum "C") **must** be served at least **ten (10)** days prior to the hearing to all entitled to notice. The notice must also appear in the New Jersey Herald, Daily or Sunday edition, at least **ten (10)** days prior to the hearing. The list of those entitled to service (property owners within 200 feet) can be obtained, for ten (\$10) dollars, from the Tax Assessor during normal business hours at 973-948-3520. (see Addendum "B").

**The applications that require notice are:**

1. Any Variance
2. Any Preliminary Major Subdivision
3. Any Site Plan



4. Conditional Use Approval
5. Any appeal of the Zoning Officer's determination or Interpretation
6. Any Request for Certification of a Pre-Existing, Non-conforming use to the Planning Use Board

**IMPORTANT:** In certain situations, another municipality, the Sussex County Planning Department, Utilities, Corporations or other entities may be entitled to notice. Applicants are directed to refer to the provisions in the Municipal Land Use Law, N.J.S.A. 40:55D-12, if unsure.

7. The **affidavit of service** and **proof of publication** (see Addendum "E") must be filed with the Land Use Administrator at least **three (3)** business days prior to the hearing. If the affidavit of publication is not received from the newspaper in time to submit, the applicant may substitute a photocopy copy of the newspaper notice as it appeared in the newspaper. Failure to file these documents shall delay the hearing on the application.
8. All **corporations** must be represented by an **Attorney** licensed to practice law in New Jersey.
9. Any dedications or easements, either envisioned as part of the original application, or deemed necessary by any reviewing agency, must be accompanied by either an **attorney opinion letter or title report** indicating the dedicated or easement areas are free and clear of all easements, encumbrances, mortgages or liens.
10. All **deeds** required after any approval must be submitted to the **Board Engineer and Attorney** for review and approval.
11. All application fees and escrows are to be in separate checks, payable to "**Sandyston Township**".
12. Please refer to the appropriate **checklist** for each respective application's requirements. All **requests for waivers from the checklist requirements must be in writing**.
13. If the subject property has previously been before either the former Planning or Zoning Boards or the combined Planning Board, all previous Resolutions must be attached.
14. A visually acceptable aerial photograph of the subject property is required for all applications.(See Addendum "F" for list of available websites to obtain aerial photograph).
15. All appropriate spaces on application form are to be filed in. If the information is "not applicable" then fill in "N/A".
16. The **FORM of NOTICE** and other **FORMS** attached to the application are the suggested forms for Applicants to use.
17. Certain matters may qualify as minor site plans which may be approved with limited plans. See Section 137.19.1 of the Sandyston Township Ordinances.
18. Conceptual plans. These are informal non-binding and require some maps, an explanation and a filing fee to be listed on the agenda.

**ADDENDUM "A"**

Tax Collector  
**TOWNSHIP OF SANDYSTON**  
Municipal Building  
133 Route 645  
Sandyston, NJ 07826

Re: Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Dear Sir/Madam:

Please provide the undersigned with a certificate that taxes have been paid to date for the above referenced property. This certificate is required for an application before the Sandyston Township Planning Board.

Very truly yours,

\_\_\_\_\_  
Applicant

Please return to:

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE TO APPLICANTS: BE SURE TO INCLUDE YOUR RETURN ADDRESS ON A SELF ADDRESSED STAMPED ENVELOPE.**

**ADDENDUM "B"**

Tax Assessor  
**TOWNSHIP OF SANDYSTON**  
133 Route 645  
Sandyston, NJ 07826

Re: Block \_\_\_\_\_ Lot \_\_\_\_\_

Dear Sir/Madam:

Please provide a certified list of property owners within 200 feet of the above referenced property within seven (7) days as provided by the Municipal Land Use Law.

A \$10 check and return envelope are enclosed.

Very truly yours,

\_\_\_\_\_  
Applicant

Please return to:

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTICE TO APPLICANTS: BE SURE TO INCLUDE A CHECK FOR \$10 PAYABLE TO SANDYSTON TOWNSHIP ALONG WITH YOUR RETURN ADDRESS ON A SELF-ADDRESSED STAMPED ENVELOPE.**

**ADDENDUM "C"**

**SUGGESTED  
NOTICE OF HEARING  
Sandyston Planning Board  
Township of Sandyston  
Sussex County, New Jersey**

**PLEASE TAKE NOTICE** that the undersigned has made application to the Township of Sandyston Planning Board for property known as Block \_\_\_\_\_, Lot \_\_\_\_\_, located at \_\_\_\_\_, in the \_\_\_\_\_ Zone, as follows:

---

---

---

---

---

---

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

This application is now on the calendar for the Sandyston Township Planning Board and a public hearing has been set for \_\_\_\_\_, 20\_\_ at the Sandyston Township Municipal Building, 133 Route 645, Sandyston, New Jersey, at 7:00 p.m. When the case is called, you may appear either in person or by attorney to present any evidence which you may have regarding the application. The matter will be heard on that above date or any adjourned date designed by the Planning Board at this public meeting without additional notice. The maps, plans, plats and application for which approval is being sought are on file with the Land Use Administrator and are available for inspection at the Municipal Building during normal business hours.

This notice is provided pursuant to the rules of procedure of the Sandyston Planning Board.

By:

---

---

---

**ADDENDUM "D"**



**SUGGESTED "BUY/SELL" LETTER**

Adjoining Property Owner  
Street Address  
Sandyston, NJ

Re: Block \_\_\_\_\_, Lot \_\_\_\_\_

Dear Adjoining Property Owner:

I own a lot adjacent to your lot and am applying to the Sandyston Planning Board for a variance to construct a single family residence. In this case, our lot is undersized under the current Sandyston Ordinances.

The purpose of this letter, in addition to the variance notice which you will be served with, is to inquire whether you have an interest in either: (a) purchasing this lot at its fair market value as a building lot (which assumes the variance has been granted), or (b) selling additional land to us in order to make the lot conforming or more conforming.

You should be aware that in the event you purchase the lot as a building lot at its fair market value, it would have to be merged with your lot and not remain a separate buildable lot. It is important to emphasize that the price we would be entitled to request would be a building-lot price and not mere raw acreage.

Nevertheless, the purpose of this letter is to inquire of you as adjoining property owners of your interest in the matter and if you have no interest in buying or selling as described above to let the Planning Board know your position. Would you please indicate on a copy of the letter enclosed your position with respect to this letter which I will provide to the Board.

Very truly yours,

\_\_\_\_\_  
Applicant

VIA CERTIFIED MAIL, RRR# \_\_\_\_\_ & Regular Mail.

cc: Sandyston Land Use Administrator

\_\_\_\_\_ I have an interest

\_\_\_\_\_ I have no interest

**ADDENDUM "E"**

**SUGGESTED**

**Sandyston Planning Board  
AFFIDAVIT OF SERVICE**

RE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application No. \_\_\_\_\_

**STATE OF NEW JERSEY:**

**SS:**

**COUNTY OF SUSSEX :**

1. The undersigned, of full age, being duly sworn according to law, on his/her oath deposes and says that he/she is the Applicant or Agent and that he/she did on \_\_\_\_\_, at least ten (10 days prior to hearing date, give personal notice to all property owners within 200 feet of the property located at Block \_\_\_\_\_ and Lot \_\_\_\_\_, with a street address of \_\_\_\_\_ In the \_\_\_\_\_ Zone, Township of Sandyston, County of Sussex, State of New Jersey, and all public utility and cable television companies serving the municipality by Certified Mail-Return Receipt Requested. A copy of the Notice (Exhibit "A") and the Registered Receipts are attached.
2. Notices were also served upon: (Utilities, County Planning Dept. DOT, etc., if applicable).
3. Notice was also published in the New Jersey Herald the official newspaper of Sandyston Township as required by law, and proof of publication is attached as Exhibit "B".
4. Attached as Exhibit "C" is a copy of the Certified List of Property Owners within 200 feet of the affected property who were served, showing the lot and block numbers of each property as shown on the Sandyston Township tax map.

\_\_\_\_\_  
\_\_\_\_\_  
Application or Agent

Sworn and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

**ADDENDUM "F"**

**LIST OF WEBSITES TO OBTAIN  
AERIAL PHOTOGRAPHS**

1. [www.mapquest.com](http://www.mapquest.com)
2. <http://map.google.com>
3. <http://www.nj.gov/dep/gis/newmapping.htm>

Based on the aerial photography available on these websites, the minimum scale should be  $1'' = 150'$ .

## ATTACHMENT C



## SANDYSTON TOWNSHIP PLANNING BOARD

### ADMINISTRATIVE FEES

Special Meeting Fee	\$400.00
Zoning Map	\$ 15.00
Land Use Ordinances	\$ 40.00

### APPLICATION FEES

Minor Subdivision	\$200.00
Preliminary Major Subdivision	\$500.00 + \$50 per lot
Final Major Subdivision	\$300.00 + \$50 per lot
Preliminary Site Plan	\$500.00
Final Site Plan	\$300.00
Amended Site Plan or Subdivision	50% of original fee
Variances:	
"A" Appeal	\$400.00
"B" Interpretation	\$200.00
"C" Variance-	
Residential	\$200.00
Commercial/Industrial	\$300.00
"D" Variance	\$400.00
Private Road Variance	\$200.00
Conditional Use	\$400.00
Extension of Time	\$50.00
Informal Concept Review	No Fee
Informal Concept Review with Engineering	\$100.00

### ESCROWS (CHECK PAYABLE TO SANDYSTON TOWNSHIP PLANNING BOARD ESCROW)

<b>Attorney:</b>	
Minor Subdivision	\$500.00
Site Plan/Major Subdivision	\$1,000.00
Variances/Conditional Use	\$500.00
Amended Subdivision/Site Plan	\$500.00
Extension of Time	\$150.00
<b>Engineer:</b>	
Minor Subdivision	\$500.00
Conditional Use	\$500.00
Prelim. Major Subdivision/Prelim. Site Plan	\$1,000.00
Final Major Subdivision/Final Site Plan	\$1,000.00
Amended Subdivision/Site Plan	\$500.00
Informal Concept Review with Engineering	\$250.00
<b>Planner:</b>	
Minor Subdivision	\$500.00
Conditional Use	\$400.00
Prelim. Major Subdivision/Prelim. Site Plan	\$500.00
Final Major Subdivision/Final Site Plan	\$500.00
Amended Subdivision/Site Plan	\$250.00

**PLEASE NOTE: TWO SEPARATE CHECKS MUST BE SUBMITTED.**  
**ONE FOR FEES AND ONE FOR ESCROWS.            THANK YOU!**

# APPENDIX "A"

## APPLICATION CHECKLIST SANDYSTON TOWNSHIP, SUSSEX COUNTY, NEW JERSEY

Applicant's Name & Address: _____	
Application No. _____	Date Received _____
Tax Block(s) _____	Tax Lot(s) _____
Adjacent Roads _____	
Present Zoning _____	Proposed Use _____

COMPLETE	INCOMPLETE	WAIVER	NA	ADMINISTRATIVE	MINOR SUBDIVISION	PRELIMINARY MAJOR SUBDIVISION	FINAL MAJOR SUBDIVISION	PRELIMINARY SITE PLAN	FINAL SITE PLAN	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPRETATION
				1. Application Form (Original Plus 14 Copies)	X	X	X	X	X	X	X
				2. Fees and Escrow Deposits	X	X	X	X	X	X	X
				3. Certification of Taxes, Liens, Assessments Paid	X	X	X	X	X	X	X
				4. Fifteen (15) Copies of Proposed Plan	X	X	X	X	X	X	X
				5. Affidavit of Ownership/Authorization Form	X	X	X	X	X	X	X
				6. Site Inspection Authorization	X	X	X	X	X	X	X
				7. Compliance with Legal Notice Requirements a. Proof of Publication b. Affidavit of Service		X		X		X	X
				8. Corporation or Partnership Form	X	X	X	X	X	X	X
				9. Listing of All Variances, Design Standards and Checklist Waivers	X	X	X	X	X	X	X
				10. Copies of All Prior Resolutions Pertaining to this Property	X	X		X		X	X
				11. A visually Acceptable Aerial Photograph of the subject property that shows the area within 200' of the property in question, as well as indicates a radius of 200' around the border of the subject property.	X	X		X		X	
				12. Copy of Sussex County Planning Board Application	X	X	X	X	X		
				13. List of property owners within 200 feet of the parcel	X	X	X	X	X	X	X
				14. Copy of any protective covenants or deed restrictions applying to the land under application, along with explanatory letter.	X	X		X		X	X
				PLANS/REPORTS-SPECIFICATIONS							
				15. A Key map showing the entire subject property and its relation to surrounding areas.	X	X	X	X	X		



COMPLETE	INCOMPLETE	WAIVER	NA	ADMINISTRATIVE	MINOR SUBDIVISION	PRELIMINARY MAJOR SUBDIVISION	FINAL MAJOR SUBDIVISION	PRELIMINARY SITE PLAN	FINAL SITE PLAN	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPRETATION
				16. The plat shall be at a scale not less than one (1) inch equals one hundred (100) feet	X	X	X	X	X		
				17. Tax map sheet, block & Lot numbers	X	X		X	X		
				18. Scale of the plat, date of the latest revision and a north arrow.	X	X	X	X	X		
				19. Name and address of the Licensed Professional preparing the plat or plans	X	X	X	X	X		
				20. Name and address of the owner of the tract, as well as the Applicant if different from the owner	X	X	X	X	X		
				21. Name of all property owners as shown on the most recent municipal tax records within 200 feet of property lines.	X	X	X	X	X		
				22. Acreage of the entire tract and the area of each proposed lot. Lot areas shall be calculated exclusive of rights-of-way.	X	X					
				23. Bearings of all property lines, existing and proposed to the nearest second	X	X					
				24. The land use zones as shown in the Municipal Zoning Ordinances	X	X		X	X		
				25. Any easements, rights-of-way or other interests existing and proposed.	X	X		X	X		
				26. Location of all existing structures and the distances of said structures from the existing property lines and from any new lines sought to be established.	X	X					
				27. Location of all proposed structures and distances of said structures from the existing property lines and from any new lines sought to be established.	X	X					
				28. Building setback lines for existing and proposed lots.	X	X					
				29. Location of all freshwater wetlands including streams, lakes, ponds and swamps.	X	X					
				30. Location of all wooded areas, rock outcroppings, cliffs or slopes greater than 15% and any other significant natural features	X	X					
				31. All existing roads abutting the proposed subdivision, with the right-of-way widths and pavement widths indicated.	X	X					
				32. Location and width of all existing and proposed driveways in the subdivision. The sight distance of all proposed driveways.	X	X					
				33. Location and size of all drainage ditches, culverts or swales which feed onto the tract being subdivided.	X	X					

COMPLETE	INCOMPLETE	WAIVER	NA	ADMINISTRATIVE	MINOR SUBDIVISION	PRELIMINARY MAJOR SUBDIVISION	FINAL MAJOR SUBDIVISION	PRELIMINARY SITE PLAN	FINAL SITE PLAN	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPRETATION
				34. Soil logs and percolation test results	X	X		X			
				35. Preliminary Architectural Floor Plans & Elevations		X	X	X			
				36. Existing and proposed building(s) with dimensions, with elevations of floors, present and finished grade elevations at all corners of the building and entrance, plus an indication of present building and structures to be removed.				X	X		
				37. Location of all existing and proposed structures, walls, fences, culverts, bridges, roadways, etc. with grade elevations for each.				X	X		
				38. Boundaries of the property, buildings, setback lines, lines of existing streets, lots, reservations, easements and area set aside or dedicated to public use.				X	X		
				39. Location of utility structures and lines, existing and proposed, storm water drainage, sewer and gas lines, etc.				X	X		
				40. Landscape Plan with types, quantity, size & location of plantings, scientific and common names		X		X	X		
				41. All means of vehicular ingress and egress, showing the size and location of driveways				X	X		
				42. Location and design of off-street parking and the location of internal circulation, traffic patterns and parking spaces.				X	X		
				43. Location and arrangement of truck loading platforms and docks.				X	X		
				44. Provisions for refuse and garbage disposal to insure that areas are not exposed to view and are non-polluting.				X	X		
				45. Provisions for screening and storage for equipment attached to or separate from buildings.				X	X		
				46. All existing and proposed signs, their sizes and construction according to the Sandyston Zoning Ordinance				X	X		
				47. Locations, dimensions and construction of on/off-site walks and exits with provisions for pedestrian safety.				X	X		
				48. Provisions for marking and preserving forest cover and specimen trees and for new plantings around and between buildings and along property lines.				X			



COMPLETE	INCOMPLETE	WAIVER	NA	ADMINISTRATIVE	MINOR SUBDIVISION	PRELIMINARY MAJOR SUBDIVISION	FINAL MAJOR SUBDIVISION	PRELIMINARY SITE PLAN	FINAL SITE PLAN	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPRETATION
				49. Provisions for ready escape in case of fire/fire lanes for emergency access				X	X		
				50. Provisions for boundary plantings or screenings to separate occupants and on-site activities as agreed upon with the Board.				X	X		
				51. Show dimensions of all important relations on the site plan so scaling may not be necessary.				X	X		
				52. Stormwater Management plan, including maintenance plan is necessary, that meets the Stormwater Control Ordinance (Chapter 138) or RSIS.	X	X		X			
				53. Contours, both existing and proposed, at two-foot intervals.		X	X		X		
				54. The location and dimensions of all drainage facilities and areas, existing and proposed, including all pipes, inlets, manholes, outlets, connections, dry wells and retention basins. Supporting calculations shall be included.		X					
				55. Road design information consistent with the standards of the Sandyston Road Ordinance.		X					
				56. Soils data from the "Soil Survey of Sussex County, N.J." published by the USDA Soil Conservation Service.		X					
				57. Soil logs and percolation test results in locations representative of the various soil conditions found on the site, with design and recommendation of the Sussex County Board of Health for septic fluid disposal.		X					
				58. The proposed sequence of development and any phasing proposed		X					
				59. Each block shall be numbered. The lots within each block shall be numbered with numbers assigned by the Tax Assessor. Approval from Assessor for new Lot numbers			X				
				60. The bearings of all lot lines and right-of-way lines to the nearest second, the distances of all such lines to the nearest 0.01 foot, and other survey information as needed to completely and accurately describe all boundaries.			X				
				61. Letter itemizing all elements covered under Performance Bond			X		X		
				62. Letter of Approval from Township Engineer			X		X		

COMPLETE	INCOMPLETE	WAIVER	NA	ADMINISTRATIVE	MINOR SUBDIVISION	PRELIMINARY MAJOR SUBDIVISION	FINAL MAJOR SUBDIVISION	PRELIMINARY SITE PLAN	FINAL SITE PLAN	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPRETATION
				63. The purpose of any easement or land reserved for common use or dedicated for public use shall be designated, and the proposed use of sites other than residential shall be noted.			X				
				64. Minimum front, side and rear setback lines on all lots			X				
				65. Location and description of all monuments.			X				
				66. As-built cross sections and profiles of streets			X				
				67. As-built plans and profiles of storm and sanitary sewers and water mains.			X				
				68. Certification of any approvals as may be required by other units of government or agencies thereof.			X		X		
				69. Copy of the notice of appeal filed with the Administrative Officer from whom the appeal is taken.							X
				70. Complete floor plans and elevations of any proposed structure.						X	
				71. Plot plan showing size of plot, bounding streets, size, type and location of both existing and proposed structures. Distances to all property lines from all structures, both existing and proposed.						X	
				72. Location of Existing and/or proposed septic systems and wells						X	
				73. Written description of variance requested and justification for granting Variance						X	

**NOTE: Any other requirements or information that the board finds reasonable and necessary to make an informed decision, may be requested as additional information.**

**Applicant: Do not write below this line.**

\_\_\_\_\_

\_\_\_\_\_ **Date application was received.**

\_\_\_\_\_ **Date application was found to be** \_\_\_\_\_ **Complete** \_\_\_\_\_ **Incomplete**

\_\_\_\_\_ **Date applicant was notified of status of application.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**