

LAND USE PROCEDURES

WASHINGTON TOWNSHIP PLANNING BOARD  
SITE PLAN APPLICATION FORM  
PART B – MINOR CHECKLIST  
[Amended 8-15-2005 by Ord. No. 32-05]

Applicant's Name \_\_\_\_\_

Indicate (Y) or (N) for compliance with Checklist Items  
ITEMS REQUIRED FOR A COMPLETE APPLICATION

1. \_\_\_\_ Fifteen folded plans/sketches.
2. \_\_\_\_ Six complete applications (Parts A and B).
3. \_\_\_\_ Payment of administrative fee and review deposits.
4. \_\_\_\_ Payment of property taxes. Property taxes paid through \_\_\_\_\_, 20 \_\_\_\_  
Next taxes due on \_\_\_\_\_, 20 \_\_\_\_  
Signed \_\_\_\_\_ Tax Collector
5. \_\_\_\_ If applicant is not the owner, submit letter from owner authorizing submission of plan.
6. \_\_\_\_ Where changes are proposed to the inside of the building: plan or sketch of interior layout and uses.
7. \_\_\_\_ Where changes are proposed to the exterior surface of size of building:
  - a. \_\_\_\_ Plan or sketch of proposed changes and building materials.
  - b. \_\_\_\_ If changes extend beyond existing building, show proposed distance(s) to property lines.
8. \_\_\_\_ Where changes are proposed to property (driveways, parking lots, etc.): plan or sketch of proposed change.
9. \_\_\_\_ Written description of changes requested in Item 5, 6 or 7 above.
10. \_\_\_\_ Engineer's report.
11. \_\_\_\_ Submission of completed Washington Township Highlands Information Questionnaire.

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12. \_\_\_\_ For any application that falls within the definition of "Major Highlands Development" as defined by the Highlands Water Protection and Preservation Act and does not fall within any of the exemptions provided in the Act, a Highlands Preservation Area Approval must be obtained.

**PRIOR TO HEARING DATE BEING SCHEDULED:**

1. \_\_\_\_ Site walk by Minor Site Plan Committee.

FORM SP-B3 July 2005