

**WASHINGTON TOWNSHIP BOARD OF ADJUSTMENT
VARIANCE APPLICATION FORM
PART B - VARIANCE CHECKLIST**

[Amended 7-19-1999 by Ord. No. 23-99; 8-15-2005 by Ord. No. 32-05;
12-21-2009 by Ord. No. 30-09; 2-15-2010 by Ord. No. 02-10; 3-19-2012 by Ord. No. 02-12]

Applicant's Name _____

ITEMS REQUIRED FOR A COMPLETE APPLICATION

Submitted/Accepted
or Waiver/Requested

1. ___/___ **Original** Application Form (Part A) together with **15 copies**
2. ___/___ **Original** Application Form (Part B) together with **15 copies**
3. ___/___ **Original** and **15 copies** of signed and sealed, to scale property survey and/or site plan
4. ___/___ 16 copies of key map
5. ___/___ 16 copies of front, side and rear elevations of proposed construction
6. ___/___ 16 copies of factual and legal contentions (i.e., what you want to do and why the Board should grant approval)
7. ___/___ Payment of application fee and escrow deposit
8. ___/___ Original of the Disclosure of owners of 10% or more of interests in corporations or partnerships
9. ___/___ Payment of property taxes (Tax Collector to sign on page 2 of the application)
10. ___/___ Owner's authorization (sign on page 2 of application form)
11. ___/___ If application involves subdivision, site plan or conditional use, complete applications on Planning Board forms and applicable application fees
12. ___/___ If application is for a steep slope variance, a grading plan must be submitted in accordance with Township Ordinances 175-27 and 217-38
13. ___/___ Original of the Zoning Official's Denial
14. ___/___ Submission of completed Washington Township Highlands Information Questionnaire
15. ___/___ 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 exemptions provided in the Highlands Water Protection and Preservation Act, a Highlands Preservation Area Approval must be obtained

ITEMS REQUIRED TO BE SUBMITTED AT LEAST 5 DAYS PRIOR TO HEARING

1. ___ Proof of publication at least 10 days prior to hearing
2. ___ Proof of notice to property owners and others at least 10 days prior to hearing

NOTE: Items 1 through 6 above shall be collated into 16 sets at time of submission.

February 2012