

SUBMISSION REQUIREMENTS
APPLICATIONS FOR VARIANCE APPROVAL

I NA W C § 166-106.1. Application form.

[][][][] For purposes of completeness review only, three copies of the application form(s), completed and signed, shall be submitted. Thereafter, if the application is determined to be complete, the applicant shall submit 17 additional copies, for a total of 20 copies, of the appropriate application form(s), completed and signed. The application form shall be available in the office of the Land Use Administrator/Secretary of the Planning Board and Board of Adjustment. If the applicant believes that any item on the form is not applicable to the application, it shall be so indicated on the application form(s) by the words "not applicable," "none" or other appropriate language.

§ 166-106.2. Development plans.

All plans submitted to the Board of Adjustment with applications for variance approval, which development also requires subdivision or site plan approval, whether or not the application for one or more variances are bifurcated from the subdivision or site plan application, shall comply with the requirements and contain the information for subdivisions and/or site plans, as applicable, set forth in Article XII of this chapter. The applicant may request that one or more of the plan requirements be waived in accordance with §166-35.

All plans submitted to the Board of Adjustment with applications for variance approval, which development does not also require subdivision or site plan approval, shall comply with the following requirements and contain the following information. The applicant may request that one or more of the plan requirements be waived in accordance with §166-35.

[][][][] Number of copies. For purposes of completeness review only, three copies of the proposed plan(s) shall be submitted. Thereafter, if the application is determined to be complete, the applicant shall submit 17 additional copies, for a total of 20 copies, of any proposed plan(s).

[][][][] Who may prepare. Any plan submitted as part of an application to a Township agency shall be prepared by an individual pursuant to the regulations in N.J.A.C. 13:27, 13:40, and 13:41, as amended, provided that the owner of a single-family detached or two-family dwelling may prepare the plan for his or her property involving such dwelling. The preparer of the plan, whether professional or owner, shall be identified on the plan and the plan preparer's signature and seal included on the plan.

Reference/record and regulatory information. The following reference, record and regulatory information shall be included on the development plans:

[][][][] Name(s) and address(es) of the applicant and owner.

[][][][] Name, address, signature and seal of plan preparer.

[][][][] Existing lot and block numbers of the property based upon the current Township tax maps.

SUBMISSION REQUIREMENTS
APPLICATIONS FOR VARIANCE APPROVAL

I N A W C

- [][][][] Existing street address of the property.
- [][][][] Date(s) the plans were prepared and date(s) of all plan amendments.
- [][][][] An index of all of the sheets comprising the plans, including the latest date of such sheets, located on the cover sheet or first sheet of the plan set.
- [][][][] A blank rectangular area at least 4 inches wide by 2.25 inches high on the first sheet of the plan set. This space shall be reserved for the Township's standard signature block for the Chairman and Secretary of the Board.
- [][][][] A reference note indicating the title, date and preparer of any previous survey and/or plan upon which the current plans are based.
- [][][][] Scale of plans. All plans shall be drawn to scale, which shall not exceed 40 feet to the inch for the variance plan, or 16 feet to the inch in the case of architectural plans; provided that the Board or its completeness designee(s) may permit a greater scale in exceptional situations.
- [][][][] North arrow.
- [][][][] Zone district within which the property is located, as well as the zone district of all adjacent properties.
- [][][][] Information sufficient to demonstrate compliance with all applicable Township development regulations.
- [][][][] To the extent relevant to the development application, a zoning chart/table indicating, at a minimum, the applicable requirements for lot area, lot width, lot depth, building height, yard depths (setbacks) for buildings and paved areas, floor area ratio, building coverage, improvement coverage, and number of required parking spaces, as well as the proposed condition for each of the foregoing.
- [][][][] Municipal boundary line(s), if any, crossing or abutting the subject property.
- [][][][] Existing boundaries of the site(s) in question, with bearings and dimensions.
- [][][][] Location, nature and width of existing easements or rights-of-way on or abutting the subject property, including but not limited to streets, utility and drainage easements, sight easements, access easements, slope easements and conservation easements.
- [][][][] The required building envelope for the lot, showing graphically and by dimension the required minimum front, side and rear yard setbacks for the principal building.
- [][][][] Any airport safety zones or subzones for the Morristown Airport affecting the property, as indicated on the Zoning Map.

**SUBMISSION REQUIREMENTS
APPLICATIONS FOR VARIANCE APPROVAL**

I N A W C

- [][][][] To the extent relevant to the development application, the location of any portion of the property that is not within a sanitary sewer service area. This information may be obtained from the Hanover Sewerage Authority or other sewerage authority having jurisdiction.
- [][][][] Location of streams, ponds and other water bodies, along with any regulated riparian buffers or zones.
- [][][][] The location and elevation of any one-hundred-year flood hazard areas and the location of floodways on the property. Such flood hazard areas and floodways shall be based upon the most recent Flood Insurance Rate maps prepared by the Federal Emergency Management Agency, as determined by the Township Engineer. If the development is subject to the Flood Hazard Area Control Act Rules, (N.J.A.C. 7:13), the location and elevations of the flood areas as determined by the N.J.D.E.P. regulations shall be shown.
- [][][][] When freshwater wetlands and/or required wetland transition areas as regulated by the N.J.D.E.P. are present or suspected to be present on the property, one or more of the following:
 - (a) A letter of interpretation from the N.J.D.E.P. indicating the presence or absence of freshwater wetlands, verifying the boundaries of freshwater wetlands, and classifying the wetlands by resource value.
 - (b) A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act and the wetland regulations.
 - (c) A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.
 - (d) Other documentation, as determined to be sufficient by the Board or its completeness designee(s), demonstrating that no wetlands or wetland transition areas exist on the subject property, and demonstrating that no wetlands exist on adjacent property that would affect or limit the proposed development.
- [][][][] If the subject property contains known or suspected soil and/or groundwater contamination, the location and description of such contamination, to the extent known, and the status of any cleanup or mitigation efforts.
- [][][][] The location, nature and width of any proposed easements or rights-of-way on or abutting the subject property, including but not limited to streets, utility easements, drainage easements, sight easements, access easements, slope easements and conservation easements.
- [][][][] Location of existing and proposed buildings on the property, with existing and proposed setbacks from property lines dimensioned on the plan.

SUBMISSION REQUIREMENTS
APPLICATIONS FOR VARIANCE APPROVAL

I NA W C

- [][][][] Location of existing buildings, paved areas, fences and walls, other improvements and trees on adjacent properties, if the same may affect, or be affected by, the proposed development.
- [][][][] For new buildings and additions to existing buildings, or when required to determine compliance with floor area ratio and/or parking requirements, floor plans for existing and proposed buildings showing the use and layout of all building floors, along with the horizontal dimensions of all exterior walls.
- [][][][] For new buildings and additions to existing buildings, facade elevations showing the extent and nature of the construction, including the wall and roof materials, colors and design.
- [][][][] The vertical height of new buildings or additions, measured between the roof peak and the finished floor elevation of the building.
- [][][][] If improvements (e.g., driveway openings, utility service connections, drainage pipes and other drainage structures, road widening, striping, curbing, walkways) are proposed within the street right-of-way, or if improvements located outside the street right-of-way are proposed to connect to existing improvements within the street right-of-way, or adjacent to the right-of-way, then the location, dimensions and nature of existing improvements located within the street right-of-way shall be shown.
- [][][][] The location and design of any proposed street modifications, including the proposed width, slopes, manhole and drainage inlet elevations, curbing, pavement specifications, striping, signage, and street trees, to the extent relevant to the proposed development.
- [][][][] Location of existing and proposed paved areas on the property, including parking areas, driveways, walkways, etc., showing the design of such areas. When relevant to the application, the dimensions of such areas and their setback from property lines shall be shown.
- [][][][] The location and nature of existing and proposed utility services, including water supply, sanitary sewers, septic systems, gas, electric, telephone and cable television service, and any above-ground and underground fuel tanks. Such information shall include, but not be limited to, pipe sizes, materials, manhole locations and elevations, as applicable.
- [][][][] If buildings or impervious areas are proposed, the Township Engineer may require the plan to show the location and nature of existing and proposed storm drainage improvements and may require the submission of drainage calculations (may not be required for all applications).
- [][][][] Location and description of existing and proposed street trees, shade trees and other landscaping. Information for proposed plantings shall include plant names, number of plants and planted size.

SUBMISSION REQUIREMENTS
APPLICATIONS FOR VARIANCE APPROVAL

I N A W C

- [][][][] Location and quantity of existing trees on the subject property. Applications for development that propose to remove regulated trees as set forth in §166-131E shall provide the information required by §166-110.1A.
- [][][][] The location and design, including at least the height and materials, of existing and proposed fences and walls.
- [][][][] The location and design of walkways, steps, ramps, patios, decks and similar improvements.
- [][][][] Existing and proposed exterior lighting fixtures, to the extent relevant to the proposed development. If lighting is proposed, the height and location of the fixture(s), type of fixture(s), pole material, design of any shielding, shall be included on the plan. The manufacturer's isocandela diagram and/or an illumination grid shall be superimposed upon the site plan. The proposed illumination levels at the property lines shall be provided. Manufacturer's details of proposed light fixtures shall be submitted.
- [][][][] If a sign or signs are proposed, the number, location, height, area, materials, color, design and illumination of such sign(s) shall be provided.
- [][][][] Existing and proposed topographic contours, both for the property and for adjacent areas affecting or affected by the development. Contour intervals shall not exceed the following: up to 5% grade, one foot; over 5% grade, two feet. Contour elevations shall be referenced to the New Jersey State Plane Coordinates in NAD 83 and NAVD 88 elevations, unless waived by the Township Engineer.
- [][][][] If regrading near existing buildings or paved areas is proposed, proposed spot grades at the corners of all buildings and in appropriate pavement locations, and the finished floor elevations of buildings.
- [][][][] A soil erosion and sedimentation control plan, showing the limits of disturbance, any soil stockpiling, construction routes, silt fencing and other controls, unless waived by the Township Engineer.
- [][][][] The nature, location and design of any accessory buildings or roofed accessory structures (e.g., gazebos, trellises, pergolas, arbors, etc.), swimming pools, play equipment, and other similar structures and equipment.
- [][][][] The nature, location, and design of any outdoor storage of vehicles, equipment or materials.
- [][][][] The location, size and height of any exterior heating, ventilating or air-conditioning equipment, exterior generators, pool filters or similar equipment.

SUBMISSION REQUIREMENTS
APPLICATIONS FOR VARIANCE APPROVAL

I N A W C

[][][][] Construction details and specifications sufficient to illustrate the nature of proposed site improvements, including but not limited to the following: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.

§ 166-106.3. Supplemental documents and information.

All applications submitted for variance approval, which development also requires subdivision or site plan approval, whether or not the application for one or more variances are bifurcated from the subdivision or site plan application, shall submit the information, documentation and payments required for subdivisions and/or site plans, as applicable, set forth in Article XII of this chapter. The applicant may request that one or more of the plan requirements be waived in accordance with §166-35.

All applications submitted to the Board of Adjustment for variance approval, which development does not also require subdivision or site plan approval, shall include the following fees, deposits, and supplemental documents and information. The applicant may request that one or more of the requirements be waived in accordance with §166-35.

[][][][] The survey upon which the development plans are based. In the event that the survey does not accurately portray current conditions, an updated survey may be required.

[][][][] Application fees and initial deposits for professional services, as applicable, as set forth in this chapter.

[][][][] Certification from the Tax Collector indicating that all taxes, assessments and sewer bills for the subject property are paid up to and including the most recent collection period.

[][][][] Certification from both the Board of Adjustment and the Planning Board indicating the nature and date of prior actions, if any, by the respective Boards affecting the subject property, as disclosed by the available records of such Boards. If there is a question concerning whether or not such prior action(s) may affect the proposed development, a copy of the resolution concerning such prior action(s) shall be submitted.

[][][][] A statement from the Zoning Officer of any pending enforcement actions related to zoning violations on the subject property.

[][][][] If the Zoning Officer has issued a letter of denial for the proposed development, a copy of such letter.

[][][][] If there are any covenants and/or deed restrictions that affect or are affected by the proposed development, a copy of such documents.

SUBMISSION REQUIREMENTS
APPLICATIONS FOR VARIANCE APPROVAL

I NA W C

- [] [] [] [] [] If the proposed development is restricted by any prior permits and/or other approvals from other governmental entities or public utilities, whether local, regional, County, State, or Federal, a copy of such permits and/or other approvals including said restrictions.

- [] [] [] [] [] A certified list of current property owners and utilities located within 200 feet of the development property. The list is to be obtained by the applicant from the Deputy Township Clerk.