

BULK VARIANCE CHECKLIST

- Original and 12 copies of application forms
- Application form signed and notarized
- Owners Consent (if applicable)
- Application fee
- Escrow fee (if applicable)
- Signed W-9 form (if applicable)
- Signed authorization form
- Three (3) complete "Tax and Assessment Payment Report" forms which will be forwarded to the Collector of Revenue office for verification that no delinquent taxes or assessments are due
- 12 copies of variance plan
- Plans collated, stapled, folded to a dimension not to exceed 10" x 12"
- Copy of protective covenants or deed restrictions that are intended to cover all or any part of the tract
- "Letter of Intent" detailing size of proposed building, proposed use, number of tenants, number of employees, anticipated hours of operation, traffic, etc.
- Evidence of soil erosion and sediment control plan submittal to Freehold Soil Conservation Service (if disturbance of 5,000 square feet or more of soil)
- N/A Evidence of submittal to New Jersey Department of Environmental Protection for stream encroachment permit or determination (if applicable) Refer to NJDEP LOI- Absence determination dated 7/28/2017
- A statement indicating that the property which is the subject of the application for development is free of delineation as a freshwater wetland, as more particularly defined in N.J.S.A. 13:9B-3 et seq, or if any part of the property which is the subject of the application for development is delineated as "freshwater wetland", then the applicant shall show such areas on a survey of the property, prepared by a licensed surveyor of the State of New Jersey.
- Evidence of submittal to Middlesex County Planning Board (if on County road or involving County drainage structure)
- Any other documents deemed necessary for a thorough review, as required by the Department of Planning and Engineering. These additional documents may include, but are not limited to, descriptive indications of ingress and egress, parking, walkways, fencing, drainage, exterior lighting, building floor plans, front, side and rear elevations, freestanding signs and landscaping.

The following shall be on variance plans submitted:

- Survey of the property, prepared by a Professional Land Surveyor of the State of New Jersey showing:
 - a. Boundaries of the property
 - b. Building and setback lines and the lines of all existing streets, roads, reservations, easements, right-of-ways and areas dedicated to public use, within two hundred (200) feet of the property
 - c. Title, reference meridian, scale
 - d. Name and address of record owner
 - e. Name, address, professional license number and seal of the surveyor who prepared the survey
- Existing and proposed buildings and structures with accurate dimensions to reflect distances to property lines and to both sidewalk and curblines
- Floor plans and elevations