

Township of Aberdeen
One Aberdeen Square
Aberdeen, NJ 07747
(732) 583-4200 ext. 118

Variance Application Check List

Please make sure you have received your Denial Letter from Zoning and have completed the following before submitting any documentation.

Here is what you will need for your variance:

- 1.) Complete Variance Application in its entirety.
- 2.) You will need 3 Checks
 - \$10.00 check for 200' list
 - \$125.00 check for Application Fee
 - Escrow Check _____ **(amount is determined based on variance type)**
- 3.) Complete the W9 and Columbia Bank Forms.

Each check must be made out to the Township of Aberdeen. There must be 3 separate checks.

- 4.) You will need 19 copies of your survey.
- 5.) You will need 19 copies of the application.

DEVELOPMENT APPLICATION FORM

TOWNSHIP OF ABERDEEN
ONE ABERDEEN SQUARE
ABERDEEN, NJ 07747
732-583-4200 X101

APPLICATION # _____

FILING DATE _____

GENERAL INFORMATION

Please check where applicable:

- | | |
|--|---|
| <input type="checkbox"/> Informal Presentation | <input type="checkbox"/> Preliminary Approval |
| <input type="checkbox"/> Conceptual | <input type="checkbox"/> Final Approval |
| <input type="checkbox"/> Variance Relief | <input type="checkbox"/> Certificate of Nonconformity |

Applicant's Name _____
Address _____ Telephone _____

Property Owner's Name _____
Address _____ Telephone _____

Business Name (if applicable) _____

Attorney's Name _____
Address _____ Telephone _____

INFORMATION REGARDING PROPERTY

Location _____
Block _____ Lot _____ Tax Map _____
Zoning District _____
Is Use/Structure Conforming Yes _____ No _____

VARIANCE APPLICATION

- Appeal (40:55D-70-a)
- Interpretation (40:55D-70-b)
- Hardship (40:55D-70-c)
- Special Reason (40:55D-70-d)
- Permit (40:55D-34 and 35)
- Certificate of Nonconformity (40:55D-68)

The request for variance relief is for the purpose of

Has there been a previous appeal involving the premises?

No _____ Yes _____

If so, state date, character of appeal and disposition

LIST DISTRICT REGULATIONS (Section 25 of the Land Development Ordinance)
from which variances are requested:

SITE PLAN APPLICATIONS ONLY

Major
 Minor

Acreage of Site _____

Proposed Land Use/Additions _____

Building Lot Coverage (as applicable):

Existing _____ Proposed _____

Square Footage of Structures (as applicable):

Existing _____ Proposed _____

Parking Spaces (as applicable):

Existing _____ Proposed _____

SUBDIVISION APPLICATIONS ONLY

() Minor
() Major

Total Acreage of Tract _____

Number of Proposed Lots _____

Sworn to before me

this day _____ of _____, 20____

Notary Public (Seal)

Applicant

Application Fee \$ _____ () Preliminary () Final

Engineering Fee \$ _____ () Preliminary () Final

Variance Fee \$ _____

**THE APPLICANT AGREES TO PAY ALL REASONABLE
COSTS FOR PROFESSIONAL REVIEW OF THE APPLICATION
AND FOR INSPECTION OF THE IMPROVEMENTS.**

CHECK LIST

Details required for Variance Applications

Note: See Section 802 C. of the Aberdeen Township Land Development Ordinance for further details of submission requirements and procedures.

| <u>Applicant</u> | <u>Township Review</u> | Date of Application Submission |
|------------------|----------------------------|---|
| _____ | _____ | Application Form (19 copies). |
| _____ | _____ | Plats or Plans (19 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed. |
| _____ | _____ | Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8-1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"). |
| _____ | _____ | Key map at less than 1" = 2000'. |
| _____ | _____ | Title block: |
| _____ | _____ | Name of Subdivision or development, Aberdeen Township and Monmouth County; |
| _____ | _____ | Name, title, address and telephone number of sub divider or developer; |
| _____ | _____ | Name, title, address and license number of the professional or professionals who prepared the plot or plan; |
| _____ | _____ | Name, title, address of the owner or owners of record; |
| _____ | _____ | Scale; and, |
| _____ | _____ | Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet. |

| <u>Applicant</u> | <u>Township Review</u> | <u>Date of Application Submission</u> |
|------------------|------------------------|--|
| | | Acreage figures (both with and without areas within public rights-of-way) and north arrow. |
| | | Approval signature lines. |
| | | Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map. |
| | | Subdivision or development boundary line (heavy solid line). |
| | | The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as treed areas, and any historic features such as family burial grounds and buildings more than fifty (50) years old, both within the tract and within two hundred feet (200') feet of its boundary. |
| | | The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled. |
| | | Zoning districts affecting the tract, including district names and requirements, and a comparison to the application. |
| | | Proposed buffer and landscaped areas. |
| | | Delineation of flood plains, including both floodway and flood fringe areas, wetlands, and lands with a topographic slope fifteen percent (15%) or greater. |
| | | Contours as shown on the U.S.G.S. topographic sheets. |
| | | Marshes, ponds and hydric soil lands within the tract and within one hundred feet (100') thereof. |

| <u>Applicant</u> | <u>Township Review</u> | <u>Date of Application Submission</u> |
|------------------|------------------------|--|
| _____ | _____ | The names of all adjacent property owners as they appear on the most recent tax list prepared by the Township Tax Assessor. |
| _____ | _____ | Certificate from the Township Tax Collector that all taxes and assessments are paid to date. |
| _____ | _____ | Concerning subdivisions only, existing and proposed monuments. |
| _____ | _____ | Road right-of-way dedication and improvement, as applicable. |
| _____ | _____ | Sight triangle easements, as applicable. |
| _____ | _____ | Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications. |
| _____ | _____ | Provisions for the separation and storage of recyclable materials. |
| _____ | _____ | <u>Environmental Impact Statement</u> (see Section 804 C.): Any application for subdivision approval where ten lots or less are involved and all applications for minor site plan approval, either to the Planning Board or to the Zoning Board of Adjustment, as the case may be, may require an Environmental Impact Statement if specifically required by the appropriate Board. |
| _____ | _____ | <u>Disclosure Statement for Corporations or Partnerships</u> Any application for approval of a variance to construct a multiple dwelling of twenty-five (25) or more family units shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock or interest. |
| _____ | _____ | The Board reserves the right to acquire additional information before granting approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area; provided however that no application shall be declared incomplete for lack of such additional information. |

Signature and Title of person who prepared check list.

Date

Reserved for Township use:

OR

Complete Application

Incomplete Application

Date

Signature and Title of person who reviewed
the application for completeness.

Date of Notification to Applicant of Application Status.

CHECK LIST

Details required for Final Major Subdivision Plats And Final Major Site Plans

Note: See Section 805 of the Aberdeen Township Land Development Ordinance for further details of submission requirements and procedures.

| <u>Applicant</u> | <u>Township Review</u> | Date of Application Submission |
|------------------|----------------------------|---|
| _____ | _____ | Application Form (19 copies). |
| _____ | _____ | Plats or Plans (19 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed. |
| _____ | _____ | Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8-1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"). |
| _____ | _____ | All details stipulated in Subsections 804 B. and 804 C. of the Ordinance. |
| _____ | _____ | All additional details required at the time of preliminary approval. |
| _____ | _____ | A section or staging plan, if proposed. |
| _____ | _____ | Detailed architectural and engineering data as required by Ordinance. |
| _____ | _____ | Certification from the Township Tax Collector that all taxes and assessments are paid up-to-date. |
| _____ | _____ | Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by Ordinance. |

Applicant Township Review Date of Application Submission

- (a) Installed all improvements in accordance with the requirements of the Ordinance; and/or,
 - (b) Posted a performance guarantee in accordance with Section 902 of the Ordinance.

A statement from the Township Engineer that all installed requirements have been inspected as provided in Section 902 of the Ordinance and that any posted performance guarantee is sufficient in amount.

Signature and Title of person who prepared check list.

Date

Reserved for Township use:

OR

Complete Application

Incomplete Application

Date

Signature and Title of person who reviewed the application for completeness.

Date of Notification to Applicant of Application Status.

CHECK LIST

Details required for Minor Subdivision Plats and Minor Site Plans

Note: See Section 803 of the Aberdeen Township Land Development Ordinance for further details of submission requirements and procedures.

| <u>Applicant</u> | <u>Township Review</u> | Date of Application Submission |
|------------------|------------------------|---|
| _____ | _____ | Application Form (19 copies). |
| _____ | _____ | Plats or Plans (19 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed. |
| _____ | _____ | Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8-1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"). |
| _____ | _____ | Key map at less than 1" = 2000'. |
| _____ | _____ | Title block: |
| _____ | _____ | Name of Subdivision or development, Aberdeen Township and Monmouth County; |
| _____ | _____ | Name, title, address and telephone number of sub divider or developer; |
| _____ | _____ | Name, title, address and license number of the professional or professionals who prepared the plot or plan; |
| _____ | _____ | Name, title, address of the owner or owners of record; |
| _____ | _____ | Scale; and, |
| _____ | _____ | Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet. |

| <u>Applicant</u> | <u>Township Review</u> | <u>Date of Application Submission</u> |
|------------------|------------------------|--|
| _____ | _____ | Acreage figures (both with and without areas within public rights-of-way) and north arrow. |
| _____ | _____ | Approval signature lines. |
| _____ | _____ | Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map. |
| _____ | _____ | Subdivision or development boundary line (heavy solid line). |
| _____ | _____ | The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as treed areas, and any historic features such as family burial grounds and buildings more than fifty (50) years old, both within the tract and within two hundred feet (200') feet of its boundary. |
| _____ | _____ | The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled. |
| _____ | _____ | Zoning districts affecting the tract, including district names and requirements, and a comparison to the application. |
| _____ | _____ | Proposed buffer and landscaped areas. |
| _____ | _____ | Delineation of flood plains, including both floodway and flood fringe areas, wetlands, and lands with a topographic slope fifteen percent (15%) or greater. |
| _____ | _____ | Contours as shown on the U.S.G.S. topographic sheets. |
| _____ | _____ | Marshes, ponds and hydric soil lands within the tract and within one hundred feet (100') thereof. |

| <u>Applicant</u> | <u>Township Review</u> | <u>Date of Application Submission</u> |
|------------------|------------------------|---|
| _____ | _____ | The names of all adjacent property owners as they appear on the most recent tax list prepared by the Township Tax Assessor. |
| _____ | _____ | Certificate from the Township Tax Collector that all taxes and assessments are paid to date. |
| _____ | _____ | Concerning minor subdivisions only, existing and proposed monuments. |
| _____ | _____ | Concerning minor subdivisions applications only, and if the proposed lot(s) is/are not served by a sanitary sewer, approval by the Township Board of Health of percolation tests, certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the test hole(s), test results and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Township Department of Health Ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer. |
| _____ | _____ | Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications. |
| _____ | _____ | Provisions for the separation and storage of recyclable materials. |
| _____ | _____ | <u>Environmental Impact Statement</u> (see Section 804 C.): Any application for subdivision approval where ten lots or less are involved and all applications for minor site plan approval, either to the Planning Board or to the Zoning Board of Adjustment, as the case may be, may require an Environmental Impact Statement if specifically required by the appropriate Board. |
| _____ | _____ | <u>Traffic Impact Statement</u> (see Section 804 D.): Any application for subdivision approval where ten lots or less are involved and all applications for minor site plan approval, either to the Planning Board or to the Zoning Board of Adjustment, as the case may be, may require a Traffic Impact Statement if specifically required by the appropriate Board. |

Disclosure Statement for Corporations or Partnerships

Any application for approval of a site to be used for commercial purposes shall list the names and addresses of all stockholders of individual partners owning at least ten percent (10%) of its stock or interest.

Signature and Title of person who prepared check list.

Date

Reserved for Township use:

OR

Complete Application

Incomplete Application

Date

Signature and Title of person who reviewed
the application for completeness.

Date of Notification to Applicant of Application Status.