

A P P E N D I X   D - 1 1  
C O M P L E T E N E S S   C H E C K   L I S T

f o r

A P P E A L   O F   D E C I S I O N   B Y   Z O N I N G   O F F I C E R  
A P P L I C A T I O N

**Notice To Applicants:** This form must be completed and returned to the Administrative Officer when an Appeal of Decision by Zoning Officer Application is filed with the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

**Applicant** \_\_\_\_\_ **Owner:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Location of Project:**

**Block:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person who prepared Check List      Date

\_\_\_\_\_  
Name and Title of person who prepared Check List (Please Type or Print)

.....  
**For Planning Board Use Only:**

**Docket No.** \_\_\_\_\_ **Date Received by Board:** \_\_\_\_\_

**App. D-11—Cont.**

**APPEAL OF DECISION BY                      Provided                      Waiver  
ZONING OFFICER APPLICATION or Shown Requested L  
General Requirements**

Submission of completed Application Form and Check List (15 copies).

**[Amended 2-22-05 by Ord. No. 2005-09]**

Payment of application fees and escrow deposit.

Submission of written certification from Tax Collector that all taxes and assessments are paid to date.

Submit a copy of the decision of the Zoning Officer by which the applicant feels aggrieved and from which the applicant requests relief.

Submission of plats, plans or survey of property (15 sets) as necessary to show the relief which is requested by the applicant. All plans submitted by the applicant shall be signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with title block revealed.  
**[Amended 2-22-05 by Ord. No. 2005-09]**

**II. Plat Details**

The applicant shall submit to the Board whatever plans are necessary to show the proposed construction which is proposed by the applicant and for which the Zoning Officer has issued a decision contrary to that requested by the applicant.

The applicant shall provide to the Board a written statement which sets forth the facts regarding the matter before the Board, and which details the reasons for which he is requesting relief from the decision of the Zoning Officer.