

APPENDIX D-12

COMPLETENESS CHECK LIST
f o r
INTERPRETATION OF ZONING ORDINANCE OR MAP
OR DECISION ON SPECIAL QUESTION
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when an Interpretation of Zoning Ordinance or Map or Decision on Special Question 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-12--Cont.

**INTERPRETATION OF ZONING
ORDINANCE OR MAP,
OR DECISION ON SPECIAL QUESTION APPLICATION**

| | | |
|--|-----------------|------------------|
| | Provided | Waiver |
| | or Shown | Requested |

I. General Requirements

Submission of completed Application Form and Check List (13 copies).

Payment of application fees and escrow deposit.

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

Submission of plats, plans or survey of property (13 sets) as necessary to describe the zoning ordinance or the special question for which an interpretation 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.

II. Plat Details

The applicant shall submit to the Board whatever plans are necessary to describe the zoning ordinance or special question for which an interpretation is 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 an interpretation of the zoning ordinance or the special question for which he is requesting a decision from the Zoning Board.