

**APPENDIX D-10**

**COMPLETENESS CHECK LIST  
f o r  
C O N D I T I O N A L U S E  
APPLICATION**

**Notice To Applicants:** This form must be completed and returned to the Administrative Officer when a Conditional Use Application is filed with the Planning Board. 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-10—Cont.

<u>CONDITIONAL USE</u>	<u>Provided</u>	<u>Waiver</u>
<u>APPLICATION</u>	<u>or Shown</u>	<u>Requested</u>

**I. General Requirements**

Submission of completed Application Form and Check List (22 copies).

Payment of application fees and escrow deposit. .

Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.

Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by *N.J.S.A. 40:55D-48.1, et seq.*

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

Submission of plats or plans (22 sets) 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.

If the conditional use application relates to a site plan application, the applicant must submit two (2) signed and sealed copies of a survey of the property for which the conditional use is requested.

**II. Plat Details**

Scale of not less than 1" = 100'.

Key Map at scale of 1" = 1,000'.

**App. D-10—Cont.**

<u>CONDITIONAL USE,</u> <u>APPLICATION</u>	<u>Provided</u>	<u>Waiver</u>
	<u>or Shown</u>	<u>Requested</u>

Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:401 et seq.), including:

- Name of Development;
- Name, signature, address, and license number of the Professional(s) who prepared the Plan;
- Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.

Scale (written and graphic).

Distance in feet to the nearest intersection.

Name, address and telephone number of the Owner(s) of Record.

Name, address and telephone number of Developer.

North arrow with reference meridian.

A schedule indicating the acreage of the tract, the zone(s), minimum required lot area, and the required and proposed setbacks, yards and dimensions.

Provide an architectural sketch of the proposed addition or new construction for which the conditional use approval is sought, if any, demonstrating how the proposed addition is architecturally consistent with the existing structure or, in the case of new construction, demonstrating that the proposed structure is consistent with the architectural styles existing in the surrounding neighborhood.

**App. D-10—Cont.**

<u>CONDITIONAL USE</u>	<u>Provided</u>	<u>Waiver</u>
<u>APPLICATION</u>	<u>or Shown</u>	<u>Requested</u>

Provide a written statement describing the exact use or uses which are requested for the site, and demonstrating that the proposed use(s) are permitted as conditional uses within the zone. In addition, the applicant must demonstrate that all conditions and/or restrictions associated with the proposed conditional use(s) have been met. —