**MILLSTONE TOWNSHIP**

USE, BULK VARIANCE AND INFORMAL CONCEPT PLAN

APPLICATION COMPLETENESS CHECKLIST

PROJECT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPLICATION NO.\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENGINEER/DESIGNER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTORNEY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON COMPLETING THIS FORM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_

TWO (2) HARD COPIES AND ONE (1) DIGITAL COPY OF THIS FORM MUST BE COMPLETED AND RETURNED TO THE ADMINISTRATIVE OFFICER FOR THE INITIAL SUBMISSION

All of the following items must be shown on the submitted plans or attached thereto for the Use and Informal Concept Plan Application to be considered for Completeness Review. If a Waiver is requested from any of the following items, the item should be checked where provided and an explanation of the reasons for the Waiver explained under Section II.

I. USE, BULK VARIANCE AND INFORMAL CONCEPT PLAN

Waiver Yes No

A. Submitted Application Form (2 copies plus 1 digital copy) □ □ □

B. Submitted Current Signed and Sealed

Property Survey (2 copies plus 1 digital copy) □ □ □

C. Project Plat Information (2 copies plus 1 digital copy)

1. Name and address of owner and Applicant □ □ □

2. Notarized signature/affidavit of ownership.

If Applicant is not the owner, state Applicant’s

Interest in plan. (Final plat prior to filing). □ □ □

Waiver Yes No

3. Name, signature, license number, seal and

address of professional engineer, land surveyor,

architect, as applicable, involved in preparation

of plat. □ □ □

4. Title block denoting type of application, tax map □ □ □

sheet, county, name of municipality, block and

lot, and street location.

5. Key map at specified scale showing location

to surrounding properties, streets, municipal

boundaries, etc., within 500 feet of property. □ □ □

6. North arrow and scale. □ □ □

7. Schedule of required zone district requirements

vs. proposed including lot area, FAR, width, depth, yard

setbacks, building coverage, open space, parking, etc. □ □ □

8. Acreage of tract to the tenth of an acre. □ □ □

9. Size and location of any existing and proposed

structures with all setbacks and length

measurements of perimeter building walls

dimensioned. □ □ □

10. Size and location of all existing structures,

easements and Rights-of Way within 200 feet

of the site boundaries. □ □ □

11. Any existing or proposed easement or land

reserved for or dedicated to public uses. □ □ □

12. Property owners within 200 feet of subject

property. (Use AND Bulk Variance Only) □ □ □

Waiver Yes No

13. Location of cliffs, gravel outcroppings,

streams, floodstreams, floodplains, wetlands or

other environmentally sensitive areas on or within

200 feet of the project site. □ □ □

14. List variances required or requested. □ □ □

15. List of requested design waivers or exceptions. □ □ □

16. Size and location of all existing or proposed

streets. (Use & Concept Plan Only) □ □ □

17. Topographical features of subject property

from aerial photography/topography

or topography survey in accordance with National

Geodetic Vertical Datum-1988. Should GIS

Mapping be utilized for topographic information

supplemental field date shall be submitted to

confirm accuracy. □ □ □

18. Boundary , limit, nature and extreme of wooded

areas, specimen trees, and other significant

physical features (details may vary) □ □ □

19. Overall concept plan for all phases of project.

(Use & Concept Plan Only) □ □ □

20. Identification and calculation of usable buildable

areas and all Critical Areas Pursuant to Section 4-4.7 □ □ □

D. Supplemental Documents (2 copies initially plus 1 digital copy)

1. List of all Federal, State, County, regional

and/or municipal approvals or permits

required. □ □ □

Waiver Yes No

2. Copies of any existing or proposed deed

restrictions or covenants. □ □ □

3. Proof that taxes are current. □ □ □

4. Disclosure Statement. (See NJSA 40:55D-

48.1 et seq.). □ □ □

5. Payment of all applicable fees. □ □ □

6. List of witnesses and their expertise. □ □ □

7. Recent aerial photo of the site and surrounding

areas within 500 feet on a sheet not to exceed

24” x 36.” □ □ □

8. Signed and Sealed Architectural Drawings □ □ □

**II. WAIVERS**

Waiver Requested From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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III. If any item in this checklist is not provided with the submission, the application will be deemed INCOMPLETE and will not be heard by the Board. If Applicant is seeking waivers from any of the above items, the application will be deemed INCOMPLETE and will be placed on the next available Board Agenda for reviewing waivers only.

IV. **AFFIDAVIT OF COMPLETENESS**

I/we, the undersigned, certify that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. Seq. and amendments thereto and the current Zoning Ordinance of the Township of Millstone. I/we further certify that all information contained herein is complete and accurate to the best of my/our knowledge.

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Applicant/Owner Name (Print or Type) Professional’s Name (Print or Type)

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Signature Date Signature/Seal & License No. Date

Revised: 04-21-2021 (Ord. 21-04)