

**Land Use Procedures  
Borough of Lavallette Planning Board  
DEVELOPMENT PLAN TECHNICAL CHECKLIST  
VARIANCE APPLICATION**

APPLICATION # or PROJECT NAME:

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APPLICANT:

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OWNER:

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ENGINEER/DESIGNER:

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PERSON COMPLETING THIS FORM:

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STREET ADDRESS:

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BLOCK / LOT:

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**Preface:** This form must be completed and returned to the Planning Board Secretary. Completion of this checklist does not relieve prospective applicants from familiarizing themselves with the Lavallette Borough Ordinance provisions, Chapter 37 "Land Use Procedures", Chapter 53A "Site Plan Review", Chapter 57 "Subdivision of Land", Chapter 90 "Zoning". Failure to comply with submission requirements will result in the application being rejected or deemed incomplete.

**Applicants who are owners of a condominium** should either have the condominium association apply to the Planning Board on your behalf or obtain a notarized affidavit from the Condominium Association showing that the Association approves of the application and all of its particulars.

**Corporate or other legal entity applicants** must be represented by legal counsel at the hearing.

**Applicants that may need to request an adjournment** may verbally request one at their hearing or before for a date certain. Any additional adjournments must be made in writing to the Planning Board with copies (regular mail) to all property owners within 200 feet at least five (5) business days prior to the assigned hearing date. Only a total of two (2) adjournments may be requested, except when emergent circumstances exist which make such advance notice impossible, and the need for an adjournment is unavoidable.

**Disclosure Statement:** Pursuant to NJSA 40:55D-48.1, the names and addresses of all persons owning 10% or more of the stock in a corporate applicant or 10% or more interest in any partnership applicant must be disclosed. In accordance with NJSA 40:55-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the name and address of the non-corporate stockholders and partners exceeding 10% ownership have been disclosed.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_%

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Variance Application

**TO BE CHECKED BY THE APPLICANT:** The applicant for a variance pursuant to NJSA 40:55-70c or d shall submit a plan containing the minimum information set forth in this section. In order for the application to be deemed complete and listed for hearing, the applicant shall submit the information required herein, together with the general administrative requirements and fees, unless waivers of the submission requirements are granted or unless the Board authorizes the application to be listed for hearing. The applicant shall submit the following information:

		Yes	No	N/A	Waiver
1.	<b>Application (14 copies) including all exhibits as outlined below</b>				
2.	Certificate of paid taxes from Tax Collector’s Office obtained by Board Secretary				
3.	Except for an application on an accessory structure for a single-family home, a two-hundred-foot radius map showing the relationship to all affected lands, structures, and the property in question.				
4.	Plans or rendering for the intended use of variance, showing any building or structure to be erected, internal room layout, ridge height with an elevation of each side of the building being shown. If a new principal structure is proposed, including a structure on an undersized lot, a set of plans that demonstrates compliance and adequately describes its appearance so as to allow the Board to determine its compatibility with the character of the surrounding neighborhood.				
*5.	A certified list of property owners within 200 feet of the subject property obtained from the Tax Assessor’s office.				
*6.	Form of notice to be sent by certified mail to all property owners within 200 feet at least 10 days prior to the public hearing or hand carried and signed by property owner.				
*7.	Affidavit of service with the attached postmarked certified mailing receipts.				
*8.	Proof of notice to the general public, which notice must be given by publication in the official newspaper of the Board at least 10 days prior to the public hearing.				
9.	Ground coverage and structure coverage calculations				
10.	A plot plan of the lot in question, prepared by a licensed land surveyor or engineer, which shall include the following:				

**\*Items 5, 6, 7, 8 are required after a hearing date has been scheduled.**

	a. Fourteen (14) copies of a plot plan of the property in question based on a survey prepared by a licensed land surveyor or engineer containing sufficient information regarding the application, drawn to a scale, showing all structures within applicable setbacks, elevation, lot size, lot coverage, and other bulk requirements				
	b. Drawn to an appropriate scale not greater than one inch equals 20 feet. Clearly depicted on a sheet no smaller than eleven by seventeen inches (11 X 17).				
	c. A current (1 year or less) survey of the property with the lot, metes and bounds and the direction and distance to the nearest intersecting street.				
	d. All existing or proposed easements and or lands dedicated to public use.				
	e. All existing or proposed buildings and structures, with all dimensions and with front, side, and rear yard setback dimensions indicated and with required setback lines shown and appropriate number of off-street parking spaces are to be shown as well				
	f. All buildings and structures located on all adjacent properties with dimensions and setbacks noted.				
	g. Any existing or proposed sidewalks, driveways, patios, off-street parking spaces, walkways, etc.				
	h. The name of the street(s) which the lot abuts.				
	i. Sufficient street elevations (center line, gutter and top of curb if applicable) and existing and proposed lot elevations specifying those for the finished first floor and garage floor elevations of the proposed structure related to the abutting street elevations. The lowest floor of any structure, including garage, first floors, and any floor area intended as usable living space other than area conforming to the definitions set forth in the BOCA Code, Uniform Construction Code and according to NGVD (National Geodetic Vertical Datum) and the source of datum as noted.				
	j. Drainage flow arrows shall be provided to clearly depict the directions of storm water runoff. Information is needed for addition/new construction where additional impervious areas may impact adjacent properties.				
	k. The plan must conform to all requirements and standards of Chapter 32 of the Lavellette Code and all other applicable laws governing construction in flood hazard areas.				
	l. List the variances requested:				