

Township of Aberdeen

One Aberdeen Square

Aberdeen, NJ 07747

(732) 583-4200 ext. 118

Variance Application Check List

Please make sure you have received your Denial Letter from Zoning and have completed the following before submitting any documentation.

Here is what you will need for your variance:

- 1.) Complete Variance Application in its entirety.
- 2.) You will need 3 Checks
 - \$10.00 check for 200' list
 - \$125.00 check for Application Fee
 - Escrow Check _____ (amount is determined based on variance type)
- 3.) Complete the W9 and Columbia Bank Forms.

Each check must be made out to the Township of Aberdeen. **There must be 3 separate checks.**

- 4.) You will need 19 copies of your survey.
- 5.) You will need 19 copies of the application.

DEVELOPMENT APPLICATION FORM

**TOWNSHIP OF ABERDEEN
ONE ABERDEEN SQUARE
ABERDEEN, NJ 07747
732-583-4200 X101**

APPLICATION # _____

FILING DATE _____

GENERAL INFORMATION

Please check where applicable:

- | | |
|--|---|
| ☐ Informal Presentation | ☐ Preliminary Approval |
| ☐ Conceputal | ☐ Final Approval |
| ☐ Variance Relief | ☐ Certificate of Nonconformity |

Applicant's Name _____
Address _____
Telephone _____

Property Owner's Name _____
Address _____
Telephone _____

Business Name (if applicable) _____

Attorney's Name _____
Address _____ Telephone _____

INFORMATION REGARDING PROPERTY

Location _____
Block _____ Lot _____ Tax Map _____
Zoning District _____
Is Use/Structure Conforming Yes _____ No _____

VARIANCE APPLICATION

- ☐ Appeal (40:55D-70-a)
- ☐ Interpretation (40:55D-70-b)
- ☐ Hardship (40:55D-70-c)
- ☐ Special Reason (40:55D-70-d)
- ☐ Permit (40:55D-34 and 35)
- ☐ Certificate of Nonconformity (40:55D-68)

The request for variance relief is for the purpose of

Has there been a previous appeal involving the premises?

No _____ Yes _____

If so, state data, character of appeal and disposition

LIST DISTRICT REGULATIONS (Section 25 of the Land Development Ordinance)
from which variances are requested: _____

SITE PLAN APPLICATIONS ONLY

() Major

() Minor

Acreage of Site _____

Proposed Land Use/Additions _____

Building Lot Coverage (as applicable):

Existing _____ Proposed _____

Square Footage of Structures (as applicable):

Existing _____ Proposed _____

Parking Spaces (as applicable):

Existing _____ Proposed _____

SUBDIVISION APPLICATIONS ONLY

() Minor

() Major

Total Acreage of Tract _____

Number of Proposed Lots _____

Sworn to before me

this day _____ of _____, 20

Notary Public (Seal)

Applicant

Application Fee \$ _____

() Preliminary () Final

Engineering Fee \$ _____

() Preliminary () Final

Variance Fee \$ _____

**THE APPLICANT AGREES TO PAY ALL REASONABLE
COSTS FOR PROFESSIONAL REVIEW OF THE APPLICATION
AND FOR INSPECTION OF THE IMPROVEMENTS.**

CHECK LIST

Details required for Variance Applications

Note: See Section 802 C. of the Aberdeen Township Land Development Ordinance for further details of submission requirements and procedures.

<u>Applicant</u>	<u>Township Review</u>	<u>Date of Application Submission</u>
_____	_____	Application Form (19 copies).
_____	_____	Plats or Plans (19 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
_____	_____	Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8-1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
_____	_____	Key map at less than 1" = 2000'.
_____	_____	Title block:
_____	_____	Name of Subdivision or development, Aberdeen Township and Monmouth County;
_____	_____	Name, title, address and telephone number of sub divider or developer;
_____	_____	Name, title, address and license number of the professional or professionals who prepared the plot or plan;
_____	_____	Name, title, address of the owner or owners of record;
_____	_____	Scale; and,
_____	_____	Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.

<u>Applicant</u>	<u>Township Review</u>	<u>Date of Application Submission</u>
_____	_____	Acreage figures (both with and without areas within public rights-of-way) and north arrow.
_____	_____	Approval signature lines.
_____	_____	Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map.
_____	_____	Subdivision or development boundary line (heavy solid line).
_____	_____	The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as treed areas, and any historic features such as family burial grounds and buildings more than fifty (50) years old, both within the tract and within two hundred feet (200') feet of its boundary.
_____	_____	The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.
_____	_____	Zoning districts affecting the tract, including district names and requirements, and a comparison to the application.
_____	_____	Proposed buffer and landscaped areas.
_____	_____	Delineation of flood plains, including both floodway and flood fringe areas, wetlands, and lands with a topographic slope fifteen percent (15%) or greater.
_____	_____	Contours as shown on the U.S.G.S. topographic sheets.
_____	_____	Marshes, ponds and hydric soil lands within the tract and within one hundred feet (100') thereof.

<u>Applicant</u>	<u>Township Review</u>	<u>Date of Application Submission</u>
_____	_____	The names of all adjacent property owners as they appear on the most recent tax list prepared by the Township Tax Assessor.
_____	_____	Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
_____	_____	Concerning subdivisions only, existing and proposed monuments.
_____	_____	Road right-of-way dedication and improvement, as applicable.
_____	_____	Sight triangle easements, as applicable.
_____	_____	Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.
_____	_____	Provisions for the separation and storage of recyclable materials.
_____	_____	<u>Environmental Impact Statement</u> (see Section 804 C.): Any application for subdivision approval where ten lots or less are involved and all applications for minor site plan approval, either to the Planning Board or to the Zoning Board of Adjustment, as the case may be, may require an Environmental Impact Statement if specifically required by the appropriate Board.
_____	_____	<u>Disclosure Statement for Corporations or Partnerships</u> Any application for approval of a variance to construct a multiple dwelling of twenty-five (25) or more family units shall list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock or interest.
_____	_____	The Board reserves the right to acquire additional information before granting approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area; provided however that no application shall be declared incomplete for lack of such additional information.

Signature and Title of person who prepared check list.

Date

Reserved for Township use:

OR

Complete Application Incomplete Application Date

Signature and Title of person who reviewed
the application for completeness.

Date of Notification to Applicant of Application Status.

CHECK LIST

Details required for Final Major Subdivision Plats And Final Major Site Plans

Note: See Section 805 of the Aberdeen Township Land Development Ordinance for further details of submission requirements and procedures.

		<u>Date of Application Submission</u>
<u>Applicant</u>	<u>Township Review</u>	
_____	_____	Application Form (19 copies).
_____	_____	Plats or Plans (19 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
_____	_____	Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8-1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
_____	_____	All details stipulated in Subsections 804 B. and 804 C. of the Ordinance.
_____	_____	All additional details required at the time of preliminary approval.
_____	_____	A section or staging plan, if proposed.
_____	_____	Detailed architectural and engineering data as required by Ordinance.
_____	_____	Certification from the Township Tax Collector that all taxes and assessments are paid up-to-date.
_____	_____	Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by Ordinance.

Applicant Township
 Review Date of Application Submission

_____ _____ Certification in writing from the applicant to the Board that the applicant has:

- (a) Installed all improvements in accordance with the requirements of the Ordinance; and/or,
- (b) Posted a performance guarantee in accordance with Section 902 of the Ordinance.

_____ _____ A statement from the Township Engineer that all installed requirements have been inspected as provided in Section 902 of the Ordinance and that any posted performance guarantee is sufficient in amount.

Signature and Title of person who prepared check list. Date

Reserved for Township use:

_____ OR _____ _____
Complete Application Incomplete Application Date

Signature and Title of person who reviewed the application for completeness.

Date of Notification to Applicant of Application Status.

CHECK LIST

Details required for Minor Subdivision Plats and Minor Site Plans

Note: See Section 803 of the Aberdeen Township Land Development Ordinance for further details of submission requirements and procedures.

<u>Applicant</u>	<u>Township Review</u>	<u>Date of Application Submission</u>
_____	_____	Application Form (19 copies).
_____	_____	Plats or Plans (19 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.
_____	_____	Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8-1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
_____	_____	Key map at less than 1" = 2000'.
_____	_____	Title block:
_____	_____	Name of Subdivision or development, Aberdeen Township and Monmouth County;
_____	_____	Name, title, address and telephone number of sub divider or developer;
_____	_____	Name, title, address and license number of the professional or professionals who prepared the plot or plan;
_____	_____	Name, title, address of the owner or owners of record;
_____	_____	Scale; and,
_____	_____	Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.

<u>Applicant</u>	<u>Township Review</u>	<u>Date of Application Submission</u>
_____	_____	Acreage figures (both with and without areas within public rights-of-way) and north arrow.
_____	_____	Approval signature lines.
_____	_____	Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map.
_____	_____	Subdivision or development boundary line (heavy solid line).
_____	_____	The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as treed areas, and any historic features such as family burial grounds and buildings more than fifty (50) years old, both within the tract and within two hundred feet (200') feet of its boundary.
_____	_____	The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.
_____	_____	Zoning districts affecting the tract, including district names and requirements, and a comparison to the application.
_____	_____	Proposed buffer and landscaped areas.
_____	_____	Delineation of flood plains, including both floodway and flood fringe areas, wetlands, and lands with a topographic slope fifteen percent (15%) or greater.
_____	_____	Contours as shown on the U.S.G.S. topographic sheets.
_____	_____	Marshes, ponds and hydric soil lands within the tract and within one hundred feet (100') thereof.

<u>Applicant</u>	<u>Township Review</u>	<u>Date of Application Submission</u>
_____	_____	The names of all adjacent property owners as they appear on the most recent tax list prepared by the Township Tax Assessor.
_____	_____	Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
_____	_____	Concerning minor subdivisions only, existing and proposed monuments.
_____	_____	Concerning minor subdivisions applications only, and if the proposed lot(s) is/are not served by a sanitary sewer, approval by the Township Board of Health of percolation tests, certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the test hole(s), test results and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Township Department of Health Ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.
_____	_____	Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.
_____	_____	Provisions for the separation and storage of recyclable materials.
_____	_____	<u>Environmental Impact Statement</u> (see Section 804 C.): Any application for subdivision approval where ten lots or less are involved and all applications for minor site plan approval, either to the Planning Board or to the Zoning Board of Adjustment, as the case may be, may require an Environmental Impact Statement if specifically required by the appropriate Board.
_____	_____	<u>Traffic Impact Statement</u> (see Section 804 D.): Any application for subdivision approval where ten lots or less are involved and all applications for minor site plan approval, either the Planning Board or to the Zoning Board of Adjustment, as the case may be, may require a Traffic Impact Statement if specifically required by the appropriate Board.

Disclosure Statement for Corporations or Partnerships

Any application for approval of a site to be used for commercial purposes shall list the names and addresses of all stockholders of individual partners owning at least ten percent (10%) of its stock or interest.

Signature and Title of person who prepared check list.

Date

Reserved for Township use:

Complete Application

OR

Incomplete Application

Date

Signature and Title of person who reviewed
the application for completeness.

Date of Notification to Applicant of Application Status.