

ANDOVER CODE

**Checklist #7 – Appeals, Interpretations, Special Questions, Variances**

Applicant: \_\_\_\_\_

File No. \_\_\_\_\_

This checklist is for general reference only. Further information may be required by the reviewing authority. The following designations are to be used when completing the checklist:

√ - provided; NA – not applicable; W – waiver requested

Item No.	Application Requirements	Applicant	Board
1.	Sixteen copies of minor subdivision plat clearly drawn, certified and sealed by New Jersey licensed land surveyor at a scale not smaller than 1 inch equals 100 feet showing metes and bounds of entire tract being subdivided and new property lines (indicate any lines to be eliminated).		
2.	Sheet Sizes; 11" x 17", 24" x 36", 30" x 42". Folded to show title block.		
3.	The plans should contain the following: A. Name of Development B. Name, address and phone number of Owner C. Name, address and phone number of Applicant D. Date of Preparation E. Block and Lot(s) to be developed F. Name & Address, signature, seal, and license number of person(s) preparing the map G. Graphic and written scale, north arrow and reference meridian H. Revision box & date of each revision		
4.	Title block stating type of application, name of development, name of municipality, block and lot and street location.		
5.	Names of property owners within 200 feet of subject property, their block and lot designation, per the most recent tax record. Include a copy of the certified list of property owners obtained from the tax assessor.		
6.	Any municipal limits within 200' of the development and the names of the adjoining municipalities.		
7.	Key map showing location of entire tract and 500' outside of the perimeter of the subject property with portion being subdivided delineated, and including the following: a. Block and lot of subject premises and adjoining properties b. Adjoining street(s), their name(s), and R.O.W. width(s) c. Scale of not less than one inch equals 400 feet; North arrow d. Delineated zone districts with designation		
8.	Appropriate approval blocks. The plans shall include signature block for the Land Use Board:  APPROVED BY THE ANDOVER TOWNSHIP LAND USE BOARD  _____ Date Land Use Board Chairperson  _____ Date Land Use Board Secretary  _____ Date Land Use Board Engineer		

9.	Zone Data Box showing:		
	A. Zone Districts		
	B. Required and proposed for each lot:		
	1. Lot area		
	2. Lot width		
	3. Building height		
	4. Structure Lot coverage		
	5. Setbacks, front, rear and side (accessory structures as required)		
	6. Parking, impervious surface and any other applicable zone requirements		
10.	Building envelopes excluding buffers and restricted areas showing delineated setback lines for each lot based on zone requirements.		
11.	Location of proposed structures showing setbacks required and distances from existing and proposed property lines.		
12.	Location of all structures on, and within 200 feet of the existing tract boundaries with dimensions to existing property lines.		
13.	Lot width at street line of lot created; road frontage of remainder portion; width and name of right-of-way on which property fronts.		
14.	Location and size of existing and proposed utilities onsite and within 200 feet of the site with easement or right of way (if any) including: A. Sanitary sewers or septic systems B. Storm drains with grate and invert information C. Public water or wells D. Gas E. Telephone F. Electricity G. Cable TV		
15.	Location of any railroad tracks, bridges, culverts, driveways, sidewalks, parking spaces, etc.		
16.	Existing and proposed contours within 200 feet at ten-foot intervals for slopes at or over twenty-five percent grade and at two-foot intervals for less than twenty-five percent grade.		
17.	Soil classification data as mapped by the USDA Soil Conservation Service in Soil Survey of Sussex County.		
18.	Location and description of monuments, whether set or to be set.		
19.	A copy of all existing protective covenants or deed restrictions affecting the property and a statement as to whether such deeds or covenants are of record.		
20.	One of the following:		
	(a) A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying delineation of the boundaries of freshwater wetlands, or		
	(b) A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder, or,		
	(c) A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands		
Note:	The Land Use Board may waive the above requirements where it can be established by Applicant and verified by the board and its professionals that no wetlands exist on site, in close proximity to the subject property on adjacent properties, on contiguous property owned by the Applicant or on large properties if the area of disturbance resulting from the project is outside of any assumed buffers.		

21.	Percolation or permeability test(s) results witnessed by the Sussex County Health Department along with a certification by the engineer that each lot can support septic systems in accordance with NJAC 7:9A. The following shall be included:		
	A. Two (2) soil logs per lot		
	B. Permeability results for one of the test holes.		
	C. Location of test holes		
	D. Approximate location of primary disposal bed.		
22.	Plats involving a corner lot or lots, the required sight triangle easements.		
23.	Conceptual development plans for individual lots within subdivisions.		
24.	When a stream is proposed for alteration, improvement, or relocation, or when a drainage structure or fill is proposed over, under, in or along a running stream, and when the N.J.D.E.P. does not have jurisdiction, the following information shall be submitted:		
	A. Acreage of the drainage basin of any water course running through the property.		
	B. Delineation of the floodway, flood hazard area, and stream encroachment line, within the subject tract.		
	C. Hydraulic and hydrologic calculations supporting the determination of the floodway, flood hazard area and stream encroachment line including stream profiles, cross-sections of the affected stream.		
	All information and calculations submitted shall be in accordance with the requirements of the N.J.D.E.P.		
25.	Natural features on site, and within 200 feet of the site:		
	A. Cliffs and rock outcroppings		
	B. Flood hazard area delineation based on NJDEP and FEMA mapping		
	C. Freshwater Wetlands and Transition Areas		
	D. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines		
	E. Aquifer recharge areas, including safe sustained ground water yield		
	F. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes		
	G. All areas to be disturbed by grading or construction		
26.	Delineation of steep slopes at the following categories: (i) 20% to 24.99% (ii) 25% to 34.99% (iii) 35% or greater		
27.	Slope disturbance table setting forth (a) the existing areas of steep slopes, in square feet in each of the categories set in item #26; (b) the proposed areas of steep slope disturbance, in square feet, in each of the aforesaid categories; and (c) the percentage of steep slope disturbance in each of the aforesaid categories.		
28.	Limits of disturbance for all construction activities		
29.	Compliance with A.D.A. requirements.		
30.	Preliminary architectural plans and elevations depicting dimensioned floor plans and building height.		
31.	Graphic/written description of area surrounding the site so the prevailing zoning and actual uses in the area are clear.		
32.	A written description of any alternatives that were considered.		
33.	A written statement or legal brief that clarifies why the variance should be granted.		

34.	One photograph of the subject premises depicting the area for which a variance is sought.		
35.	Such other pertinent information as is required in any pertinent section of Chapter 190, Zoning.		
36.	CD containing electronic copies of plans in CAD format and copies of reports and studies where applicable.		