

**::::CHECK LIST::::**  
**Details required for**  
**Variance Applications**

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

\_\_\_\_\_ Application Form(s) and Checklist(s)(20 copies).

\_\_\_\_\_ Plats or Plans (20 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' on 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"=1000'.

\_\_\_\_\_ Title block:

\_\_\_\_\_ Name of subdivision or development, Town of Hackettstown, Warren County, with each sheet specifically titled with appropriately descriptive words;

\_\_\_\_\_ Name, title, address and telephone number of subdivider or developer;

\_\_\_\_\_ Name, title, address and license number of the professional or professionals who prepared the plot or plan;

\_\_\_\_\_ Name, title and address of the owner or owners of record;

\_\_\_\_\_ North arrow;

\_\_\_\_\_ Scale (written and graphic);

\_\_\_\_\_ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet; and

\_\_\_\_\_ Names and addresses of partners or stockholders as required by Ordinance.

\_\_\_\_\_ Acreage figures (both with and without areas within public rights-of-way).

\_\_\_\_\_ Approval signature lines.

\_\_\_\_\_ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Town Tax Map, and proposed block and lot numbers as provided by the Town Tax Assessor upon written request.

- \_\_\_\_\_ Tract 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 wetlands and treed areas, both within the tract and within one hundred feet (100") of its boundary.
- \_\_\_\_\_ The location and width of all existing and proposed utility easements, the use(s) for which they are intended, and the manner in which the easements will be controlled.
- \_\_\_\_\_ Zoning districts affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
- \_\_\_\_\_ Proposed buffer and landscaped areas.
- \_\_\_\_\_ Delineation of flood plains, including both floodway and flood fringe areas. Contours as shown on the U.S.G.S. topographic sheets.
- \_\_\_\_\_ Marshes, ponds and land subject to flooding within the tract and within one hundred feet (100') thereof.
- \_\_\_\_\_ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Clerk of the Planning Board or Clerk of the Zoning Board of Adjustment, as the case may be.
- \_\_\_\_\_ Five (5) copies of a certification from the Town Tax Collector indicating 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 dedications.
- \_\_\_\_\_ A sixty-year title search dated within 6 months of the application date including copies of all deeds, easements, covenants, restrictions and other items affecting title to the property.
- \_\_\_\_\_ Highlands Consistency Determination or, in the alternative, documentation per Section 807 of the Land Development Ordinance entitled "Highlands Area Exemption Ordinance" that shows that the application is exempt from the Highlands Act.
- \_\_\_\_\_ A "Major Development Stormwater Summary Sheet" shall be submitted when a stormwater management basin is proposed on a project.

\_\_\_\_\_  
Signature and Title of person who prepared check list

\_\_\_\_\_  
Date