

# Franklin Township Land Use

## CHECK LIST FOR APPLICATIONS-Zoning Board

1. \_\_\_ Certificate of Filing (if applicable) applicants seeking a variance that require a Certificate of Filing from the Pinelands that do not submit at the time of the application will be made to provide the Certificate of Filing as a condition of approval through the resolution if approved and before any permits shall be issued.
2. \_\_\_ Application or Appeal completely filled out and signed by all owners and applicants
3. \_\_\_ Updated Tax Statement that all Taxes are current.
4. \_\_\_ Application fees:  
Bulk Variance Application Fee: \_\_\_ Type of Payment \_\_\_ (cash) \_\_\_ (check #)  
Bulk Variance Escrow Fee: \_\_\_ Type of Payment \_\_\_ (cash) \_\_\_ (check #)  
Use Variance Application Fee: \_\_\_ Type of Payment \_\_\_ (cash) \_\_\_ (check #)
5. \_\_\_ Certified List of Names:  
Fee for Certified List of Names Fee: \_\_\_ Type of Payment \_\_\_ (cash) \_\_\_ (check #)

**Please submit the appropriate fees in (3) separate checks, payable to Franklin Township.**

6. \_\_\_ Certified Survey (1 Copy) the remaining copies do not have to be sealed. The survey must show the proposal you are presenting before the board; you may sketch in the proposal in pencil but it must show all the dimensions and setbacks to the all structures and property lines for the board to consider your application.
7. \_\_\_ Notice to Property Owner (not needed for submission)
8. \_\_\_ Copy of Agreement of Sale/Lease Agreement, Applicant and Owner must sign
9. \_\_\_ If the applicant is a corporation, you must submit the proper disclosure statements and authorizations.
10. \_\_\_ (3) Photos showing different views of the property inclusive of the proposed area in which you are submitting this application.
11. \_\_\_ Copy of the tax map with the lots highlighted that are included in the application.
12. \_\_\_ (15) COPIES OF YOUR COMPLETED APPLICATION, EXHIBITS, PLANS, DOCUMENTS MUST BE SUBMITTED WITH YOUR ORIGINAL APPLICATION.

**IF YOU WANT TO BE SCHEDULED ON THE MEETING OF \_\_\_\_\_ SUBMIT THE APPROPRIATE ITEMS 1 THROUGH 10 by \_\_\_\_\_, (20) days before meeting)**

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13. \_\_\_ Affidavit of Notice
14. \_\_\_ Certified list of names
15. \_\_\_ Mailing Receipts for the Certified List of Names to be notified
16. \_\_\_ Return Receipts
17. \_\_\_ Proof of Publication to the Newspaper

**SUBMIT THE APPROPRIATE ITEMS 11 THROUGH 15 By \_\_\_\_\_ (10 days before the Meeting)**