

LIBERTY TOWNSHIP LAND USE BOARD VARIANCE CHECKLIST

Applicant's Name: _____

Block _____ **Lot(s)** _____

ALL ITEMS MUST BE SUBMITTED AT LEAST 21 DAYS PRIOR TO THE DATE OF HEARING UNLESS OTHERWISE NOTED ALONG WITH THE APPLICATION AND ESCROW FEE. THESE FEES ARE PAYABLE TO LIBERTY TOWNSHIP BY A SEPARATE CHECK FOR EACH.

#	REQUIREMENT	YES	NO	REMARKS
1	An original and 16 copies of the completed application form and checklist at least 21 days before hearing date.			
2	12 copies of maps to be submitted at least 21 days before hearing date, showing the following items: a) Block and Lot number b) Dimensions of lot c) All present and proposed structures, location of all structures and distance between them and property lines d) Architectural drawings with elevations of structures e) Location of well & septic along with the secondary location if present. f) List of names of all property owners within 200 feet g) Location of all easements h) current boundary survey showing existing condition by licensed surveyor in the State of NJ i) submittal of a Grading Plan.			
3	A certification from the tax collector acknowledging all taxes related to the subject property are paid to date. Certification must be submitted 10 days before date of hearing.			
4	Acknowledgement by Board Administrator that all fees required by Township ordinance have been paid.			
5	If the applicant is a corporation or a partnership, the names and addresses of all stockholders owning ten percent (10%) or more of any class of stock of the corporation.			
6	A written letter requesting any waivers from any specific requirements of this checklist with a narrative justifying the request.			
7	Provide copies of all protective covenants, easements or deed restrictions applicable to the proposed site, whether recorded or unrecorded.			
8	Non-residential applications: A written project description explaining the proposed use of the site. and a statement of the purpose of any proposed easement of land reserved or dedicated to public or common use.			
9	Provide a Zoning data table, either incorporated into the maps submitted or supplied separately; or both, indicating the zone in which the site is located and listing both the required and proposed area and bulk measurements.			

10	2 copies of a completed Warren County Planning Board Application if site abuts a County road.			
11	Provide “Proof of Publication” of Notice served 3 days prior to the date of hearing. Notice must be published at least 10 days prior to the hearing date. (Date of hearing is not counted as one of the ten days).			
12	At least 10 days before the hearing, the following items must be submitted: a) Affidavit of Service – Notice of property owners within 200 feet. b) Submit certified list of property owners from Township Tax Assessor. c) Submit white copies of the certified mail receipts and a copy of the notice letter.			
13	A narrative statement describing the hardship and reasons for seeking relief of the ordinances.			
14	Prove 5 photos of property from different locations, showing the area of hardship.			
15	If applicant is not the owner of the property, provide an affidavit from the owner giving permission for the filing of this application.			
16	Provide one of the following: a) A letter of interpretation from the NJDEP indicating the absence of wetlands b) Indicating the presence and verifying delineation of the boundaries of the freshwater wetlands c) A letter of exception from the NJDEP			
17	Provide proof of submission of septic plan to the Warren County Board of Health, along with soil logs.			
18	For D-Variance Applications Only: In addition to the above items, a statement of legal basis for granting of variance which must include: a) A list and explanation of the specific special reason(s) demonstrating that the proposed variance would not cause detriment to the intent and purpose of the Township’s Zoning Ordinances. b) Explanation of how requested variance would be consistent with goals and provisions of the Master Plan. c) Reasons why proposed development would pose no substantial harm to surrounding properties or the Township in general.			