

## **CHECKLIST FOR VARIANCE APPLICATIONS**

It is recommended that drawings in support of variance applications to the Commercial Township Land Use Board include at the very least the following items:

1. Plat, map or other clearly and legibly drawn reproduction of the tract of land in questions.
2. The location of all existing and proposed structures on the tract of land.
3. It is not required, but is recommended that plans, plats or the map listed above be prepared by an architect, planner, engineer, or land surveyor. The Board will accept legible and complete drawings prepared by the applicant or his or her representative if they comply with the requirements of this recommendation. The Board reserves the right to request a more complete drawing or to require that a drawing be completed by a professional if they deem such a requirement appropriate.
4. The plat or map should be prepared to a scale based on a Deed description, tax map or similarly, reasonably accurate unity of measure.
5. A metes and bounds description of the parcel in questions should be provided. This may be taken from the tax map, deed or other record containing the same.
6. All property lines of the lot in question must be shown.
7. The document should contain the name of the applicant, who has prepared the plat or map. The date prepared and the zoning district in which the property is located.
8. The map should show the block and lot numbers of the tract in conformity with the municipal tax map as determined by the municipal tax assessor.
9. There should be a north arrow giving reference meridian.
10. The document should also show each of the following: acreage of the affected parcel to the nearest hundredth of an acre. This may be obtained from the last filed deed involving the property.
11. Natural and artificial water courses, streams, shorelines, water boundaries and encroachment lines.
12. Wooded areas indicating predominant species and size.

13. Location of trees, six inches or more in diameter, as measured one foot above ground level, outside of wooded area, designated species of each.
14. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
15. All areas to be disturbed by grading or construction.
16. Location of existing structures and their setbacks from existing and proposed property lines.
17. Location and type of existing easements or rights-of-way including power lines.
18. Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other man made installations affecting the tract.
19. Location of existing wells and septic systems.
20. When applicant intends to use a conventional septic disposal system; location of test holes, test results and approximate location of the intended disposal field.
21. Plans and profiles of proposed utilities.
22. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
23. Location and description of monuments whether set or to be set.
24. Location, names and widths of all existing and proposed streets on the property and within two hundred feet of the tract.
25. Proposed site easements where required.
26. Proposed drainage easements where required.
27. All buildings and/or other improvements located within fifty feet of the lands of the tract in question.
28. Should your application have any environmental implications, including dealing with wetlands, dealing with water and/or streams, dealing with hazardous substances, or any issues that might have impact on the environment of the Township of Commercial, said application should be submitted, prior to review by the Land Use Board, to the Environmental Commission to Commercial Township. The Commercial Township Land Use Board reserves the right, should they determine, in their sole discretion, that an application has environmental implications, to table said application and forward the same to the Commercial Township Environmental Commission for review and report in regard thereto.

If you have any questions to these requirements, you may contact the Board Secretary or Solicitor. The Board reserves the right to request additional information in regard to any application, if appropriate.

