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CHECK LIST

DETAILS REQUIRED FOR WAIVER OF SITE PLAN

Note. See Section 802 B.2. of the Medford Township Land Development Ordinance

A change of use from one (1) permitted category of non-residential use to another permitted category of non-residential use may not require site plan approval if

- 1) both the Construction Official and Zoning Officer certify to the Board in writing that the existing site development meets the requirements of this Ordinance for the new use category, and
- 2) the new use category does not require an increase in the number of required parking spaces, and
- 3) the Planning Board concurs with the findings of the Construction Official and Zoning Officer.

The following must be submitted in order to provide a complete application:

_____ Completed Application Form(s) and Checklists(s), with notarized signature of the owner if other than the applicant.

_____ Fees: \$500.00 escrow fee and \$75.00 application fee.

_____ Signed escrow agreement.

_____ Site plan (4 copies) The plan/survey must include all existing buildings (with gross leasable areas shown for each use within the building(s), all current and proposed parking spaces with a comparison of the proposed parking requirements and any other proposed changes to the site.

_____ Existing and proposed floor plan showing uses and dimensions of each unit.

_____ A written statement delineating the exact proposed use requested and the previous use (s) of the building or unit within a building.

_____ A description of anticipated building/fit out construction involved in the conversion of the unit to the new use.

_____ An inventory of all existing and proposed uses at the site, including the gross leasable area for each use and the parking requirement for each use in accordance with the LDO. This must be presented in a tabular format indicating the total gross leasable area and total parking requirement compared to proposed parking.

_____ **FOR PROPERTIES SOUTH OF ROUTE 70 - A Pinelands Commission**

Certificate of Filing or letter from Pinelands Commission stating there will be no Pinelands Commission Review required. Fees may be required.