



DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT

49 Union Street • Medford • NJ 08055

• PHONE: 609/654-2608 x315 • FAX: 609/714-1790

CHECKLIST

Documents/Information required for Zoning Variance Applications

APPLICANT: _____

ADDRESS: _____

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

1. _____ Application Form(s) and Checklist(s) (5 copies for staff review; 5 additional for Board after review)
2. _____ Escrow fees in accordance with Section 901 of the Land Development Ordinance.
3. _____ Signed escrow agreement. (1 copy)
4. _____ Sketch plats or plans (5 copies for staff review; 5 additional for Board after review) outlining the location, nature and extent of any/all: variance(s) requested. **Email pdf of plans**
5. _____ Key map at less than 1" = 2000'.
6. _____ Title block:
 - Name, title, address and telephone number of applicant;
 - Name, title, address and license number of the professional or professionals who prepared the plot or plan if applicable;
 - 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.
7. _____ Acreage figures (both with and without areas within public rights-of-way).
8. _____ Approval signature lines.

9. _____ Existing block and lot number(s) of the lot(s) as they appear on the Township Tax Map
10. _____ Tract boundary line (heavy solid line).
11. _____ The location of existing and proposed property lines, 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 fifty feet (50') of its boundary.
12. _____ The location and width of all existing utility easements.
13. _____ Zoning districts affecting the tract, including district names and all area and Bulk requirements, with a comparison to the proposed development.

14. _____ Proposed buffer and landscaped areas.
15. _____ Delineation of flood plains, including both floodway and flood fringe areas.

16. _____ Wetlands, marshes, ponds and land subject to flooding.
17. _____ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Secretary of the Planning Board or the Secretary of the Zoning Board of Adjustment, as the case may be.
_____ (*supplied by Township)
18. _____ Certification from the Tax Collector that all taxes and assessments are paid to date.

19. _____ Home Owners Association (HOA) Courtesy Review Letter (if required)
20. _____ County Health Department Septic Letter (if required)
21. _____ Photos - minimum 4 color pictures of area of proposed development/improvements.

For applications for bulk variance or use variances with subsequent minor subdivision or site plan review:

22. _____ A sketch of the proposed addition or new construction for which a variance is sought, demonstrating how same is architecturally consistent with the existing structure or an improvement thereof.

23. _____ Evidence of notification of the Pinelands Commission of the application where the application includes a request for development approval in addition to the request for a bulk variance.
24. _____ A written statement delineating the exact proposed use requested, for use variance applications only.

VARIANCE CHECKLIST
PAGE 3

For applications for use variances with subsequent major subdivision and/or major site plan review:

25. _____ Architectural renderings and a sketch plat, including at a minimum,
the data required under Section 802 D. which the applicant will accept
as
_____ binding as a condition of approval of any subsequent application for
major site plan and/or major subdivision approval.
26. _____ An Environmental Impact Statement.
27. _____ A Traffic Impact Statement.
28. _____ A written statement delineating the exact proposed use requested.

Signature of person who prepared checklist.

Date

Printed Name

Title

For Official Use Only

Date of Completeness: _____

Approved by: _____

Updated: 02.16.2022