

**ELMER BOROUGH LAND USE BOARD**  
**APPLICATION COVER SHEET**  
**(to be completed for all applications and appeals)**

1. Applicant Name(s): \_\_\_\_\_
2. Applicant Address: \_\_\_\_\_
3. Applicant Telephone No.: \_\_\_\_\_
4. Applicant Email: \_\_\_\_\_
5. Owner Name(s) (if other than applicant): \_\_\_\_\_
6. Owner Address: \_\_\_\_\_
7. Type of Application: \_\_\_\_\_
8. Property Address/Location: \_\_\_\_\_
9. Property Tax Map Block(s) and Lot(s): \_\_\_\_\_
10. Zoning District: \_\_\_\_\_
11. Present Use of Property: \_\_\_\_\_
12. Proposed Use of Property: \_\_\_\_\_
13. Amount of Fees Paid: \_\_\_\_\_
14. Amount of Escrow Deposited: \_\_\_\_\_

**APPLICANT:** The undersigned hereby confirms that (1) all information provided with this application is true, complete and correct; and (2) each applicant understands and will comply with the requirements of the Elmer Borough Land Development Ordinance, including but not limited to the applicant's ongoing obligations to replenish review escrows upon request, and to reimburse the Borough for all professional review fees and costs relating to the application.

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Signature:

**OWNER (if other than applicant):** The undersigned hereby confirms that (1) the person(s) or entity(ies) named in line 5, above, are the only owner(s) of the property; (2) the applicant has entered into a written agreement with the owner(s) to purchase, lease, or otherwise use or occupy the property; (3) a true and complete copy of that agreement is attached to this application (with or without prices deleted); and (4) the owner has reviewed and consents to this application.

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Signature:

**ELMER BOROUGH LAND USE BOARD  
C H E C K L I S T  
SCHEDULE "A" — GENERAL REQUIREMENTS**

Applicants must file all information and materials specified in this checklist unless inapplicable. Applicants must indicate that all required information and materials have been included in the application by marking an "X" in the left column space that corresponds to each required item. "N/A" indicates inapplicability. If a submission waiver is requested, applicants must indicate "W" and include the checklist item requested to be waived in the list referred to in item A-9, below, with an explanation of why the waiver should be granted.

Applicant Please Check	This application includes the following:	Verification (Official Use Only)
( )	1. Sixteen (16) copies of all plans, documents, and other materials comprising the application.	( )
( )	2. A completed Application Cover Sheet confirming payment of all required fees and escrow deposits, signed by all applicants (and also signed by all owners if the property is not owned by the applicant). The applicant's attorney may sign the application on behalf of the applicant, and the owner's attorney may sign the application on behalf of the owner, but no other person may sign on behalf of either.	( )
( )	3. All checklists, materials, and information required as part of the application.	( )
( )	4. A certification or receipt from the Tax Collector confirming that all real estate taxes have been paid in full through the quarter in which the application is filed.	( )
( )	5. If the applicant is <u>not</u> the owner of the property, a complete copy of the document creating the applicant's interest in the property (such as a contract for purchase or lease). Prices may be deleted. If the applicant owns the property, indicate "N/A."	( )
( )	6. If the applicant is a corporation or limited liability company, or if the applicant is an individual or partnership represented by an attorney, the application includes correspondence from the applicant's attorney confirming the attorney's representation of the applicant and the attorney's name, address and telephone number. If the applicant is not a corporation or limited liability company, or if the applicant is not represented by an attorney, indicate "N/A."	( )
( )	7. If the applicant is a corporation, partnership or limited liability company, and if the application is one for which disclosure is required pursuant to <i>N.J.S.A. 40:55D-48.1, et seq.</i> , all such disclosures are included in the application. If the applicant is not a corporation, partnership or limited liability company, or if the application does not require such disclosure, indicate "N/A."	( )
( )	8. The names and addresses of all witnesses and their expertise. If no witnesses are proposed, indicate "N/A."	( )
( )	9. A list of all checklist items for which submission waivers are being requested, with an explanation of why each waiver should be granted. If no submission waivers are requested, indicate "N/A."	( )

**ELMER BOROUGH LAND USE BOARD  
C H E C K L I S T  
SCHEDULE "B" –MINOR SUBDIVISION  
PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for minor subdivision must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
( )	1. The plan must be prepared under the supervision of, and signed and sealed by a licensed New Jersey Land Surveyor.	( )
( )	2. The plan must be based on the current deed of record or some other similarly accurate base at a scale of not more than one-inch equals 200 feet to enable the entire tract to be shown on one sheet.	( )
( )	3. A key map at a scale in which one-inch equals not more than 1,000 feet showing the entire subdivision and its relation to all features within one-half mile of the limits of the subdivision.	( )
( )	4. The name and address of owner, the applicant, and person preparing plan.	( )
( )	5. The names of all adjoining property owners as disclosed by current tax records.	( )
( )	6. The tax map sheet, block and lot numbers for the subject property and all adjoining lots.	( )
( )	7. The location of the portion which is to be subdivided in relation to the entire tract.	( )
( )	8. All existing and proposed streets within or adjoining the proposed subdivision, with the right-of-way widths clearly indicated.	( )
( )	9. The location of all exiting and proposed driveways or other entrances onto existing or proposed public streets.	( )
( )	10. All existing structures and wooded areas within the lot to be subdivided and within two hundred (200) feet thereof.	( )
( )	11. All proposed lot lines and lot lines to be eliminated by the proposed subdivision shall be clearly indicated, including the lines of any remainder or consolidated lot.	( )
( )	12. The location, size and direction of flow of all streams, brooks, drainage structures and drainage ditches in the area to be subdivided or within two hundred (200) feet of the subdivision. If none, indicate as "N/A".	( )
( )	13. The location and width of all existing and proposed utility and other easements in the area to be subdivided and within two hundred (200) feet thereof. If none, indicate as "N/A".	( )

( )	14. The zoning classification of the property, a table of applicable zoning requirements confirming existing and proposed conditions with respect thereto, and any other information as may be necessary to confirm zoning compliance.	( )
( )	15. Acreage of the entire tract, the area being subdivided, and the lot area of each resulting lot (see Ordinance definition of "lot area"), including any remainder or consolidated lots.	( )
( )	16. Lot dimensions for all lots, including any remainder or consolidated lots; drawing scale and north arrow.	( )
( )	17. Spot elevations on lot corners and sufficient topographic information for a proper determination of applicable requirements.	( )
( )	18. All other documents, materials and information required by the Elmer Borough Land Use Ordinance, and all information required for minor subdivisions by the Map Filing Law.	( )
( )	19. Sidewalks, curbs, gutters and other improvements as required by Ordinance or in the Residential Site Improvement Standards.	( )
( )	20. List of design waivers requested in connection with the proposed subdivision, including explanations as to why they should be granted. Waivers or exceptions from RSIS requirements must be requested pursuant to <i>N.J.A.C. 5:21-1.1, et seq.</i> If no design or RSIS waivers or exemptions are being requested, indicate "N/A".	( )
( )	21. If variances are requested as part of the subdivision application, include variance application using appropriate checklists. If no variances are being requested, indicate "N/A".	( )
( )	22. If the subdivision also includes site plan approval, include an application for site plan approval using appropriate checklists. If inapplicable, indicate "N/A".	( )
( )	23. A written description of the proposed use and development of the property, as well as past and current development and uses.	( )
( )	24. Copies of all Planning Board (or former Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".	( )

**ELMER BOROUGH LAND USE BOARD  
C H E C K L I S T  
SCHEDULE "C" — PRELIMINARY MAJOR SUBDIVISION  
PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for preliminary major subdivision approval must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
( )	1. The preliminary plan must be clearly and legibly drawn or reproduced at a scale of not less than one-inch equals fifty feet. It must be prepared under the supervision of, and be signed and sealed by a licensed New Jersey land surveyor and any engineering design work shall be done, signed and sealed by a licensed New Jersey professional engineer.	( )
( )	2. The plan must be based on tax map information or some other similarly accurate base at a scale of not more than one-inch equals 200 feet to enable the entire tract to be shown on one sheet.	( )
( )	3. A key map at a scale in which one-inch equals not more than 1,000 feet showing the entire subdivision and its relation to all features within one-half mile of the limits of the subdivision.	( )
( )	4. The name and address of owner, the applicant, and person preparing plan.	( )
( )	5. The names of all adjoining property owners as disclosed by current tax records.	( )
( )	6. The tax map sheet, block and lot numbers for the subject property and all adjoining lots.	( )
( )	7. The location of the portion which is to be subdivided in relation to the entire tract.	( )
( )	8. All existing and proposed streets within or adjoining the proposed subdivision, with the right-of-way widths clearly indicated.	( )
( )	9. The location of all existing and proposed driveways or other entrances onto existing or proposed public streets.	( )
( )	10. All existing structures and wooded areas within the lot to be subdivided and within two hundred (200) feet thereof.	( )
( )	11. All proposed lot lines and lot lines to be eliminated by the proposed subdivision shall be clearly indicated, including the lines of any remainder or consolidated lot.	( )

<input type="checkbox"/>	12. The location, size and direction of flow of all streams, brooks, drainage structures and drainage ditches in the area to be subdivided or within two hundred (200) feet of the subdivision.	<input type="checkbox"/>
<input type="checkbox"/>	13. The location and width of all existing and proposed utility and other easements in the area to be subdivided and within two hundred (200) feet thereof.	<input type="checkbox"/>
<input type="checkbox"/>	14. The zoning classification of the property, a table of applicable zoning requirements confirming existing and proposed conditions with respect thereto, and any other information as may be necessary to confirm zoning compliance.	<input type="checkbox"/>
<input type="checkbox"/>	15. Acreage of the entire tract, the area being subdivided, and the lot area of each resulting lot (see Ordinance definition of "lot area"), including any remainder or consolidated lots.	<input type="checkbox"/>
<input type="checkbox"/>	16. Lot dimensions for all lots, including any remainder or consolidated lots; drawing scale and north arrow.	<input type="checkbox"/>
<input type="checkbox"/>	17. Spot elevations on lot corners and sufficient topographic information for a proper determination of applicable requirements.	<input type="checkbox"/>
<input type="checkbox"/>	18. All information required by the Map Filing Law.	<input type="checkbox"/>
<input type="checkbox"/>	19. Sidewalks, curbs, gutters and other improvements as required by Ordinance or in the Residential Site Improvement Standards.	<input type="checkbox"/>
<input type="checkbox"/>	20. Accurate bearings, headings and other boundary details.	<input type="checkbox"/>
<input type="checkbox"/>	21. All required front side, and rear setback lines.	<input type="checkbox"/>
<input type="checkbox"/>	22. Specimen trees having a diameter in excess of twenty-four (24) inches.	<input type="checkbox"/>
<input type="checkbox"/>	23. Any structures of historic significance within 200 feet of the subdivision and a statement of the impact of the development on the historic structure.	<input type="checkbox"/>
<input type="checkbox"/>	24. Topographic contours at two foot intervals for slopes averaging 5% or greater and one foot contours for slopes less than 5%. Elevations or contours need not be shown, however, for those portions of any parcel to be retained by the subdivider in an undeveloped state that are more than 200 feet from the lots being created. Contours should show existing ground elevations and proposed elevation in any areas to be graded.	<input type="checkbox"/>
<input type="checkbox"/>	25. Streets. Cross sections and centerline profiles of proposed streets within the subdivision and existing streets which abut the subdivision.	<input type="checkbox"/>

( )	26. Watercourses. All existing and proposed watercourses shall be shown accompanied by the following information:	( )
( )	a. When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed within the floodway of an existing stream, evidence of submission of the improvement to the Division of Water Resources shall accompany the subdivision.	( )
( )	b. Cross sections of watercourses and/or drainage swales at an approximate scale showing the extent of the floodplain, top of bank, normal water level, and bottom elevations at the following locations:	( )
( )	1) At any point where a watercourse crosses the boundary of a subdivision.	( )
( )	2) At fifty (50) foot intervals for a distance of three hundred (300) feet upstream and downstream of any proposed culvert or bridge within or adjacent to the subdivision.	( )
( )	3) Immediately upstream and downstream of any point of junction of two (2) or more watercourses.	( )
( )	4) At a maximum of three hundred foot intervals along all watercourses which run through or adjacent to the subdivision.	( )
( )	c. When ditches, streams brooks or watercourses are to be altered, improved or relocated, the method of stabilizing slopes and the measures to control erosion and siltation as well as typical cross sections and profiles shall be shown on the plat or accompany it.	( )
( )	d. The boundaries of the floodplains within or adjacent to the subdivision.	)
( )	27. Drainage.	( )
( )	a. Preliminary plans and profiles at a scale of one-inch equals fifty feet (1"=50') horizontally and one-inch equals five feet (1"=5') vertically of all proposed and existing storm sewers, drainage swales and streams within the subdivision together with the locations, sizes, elevations, and capacities of any existing storm drain, ditch or stream to which the proposed facility will be connected.	)
( )	b. The location and extent of any proposed groundwater recharge basins, retention basins or other water conservation devices.	( )
( )	c. All drainage calculations used for the design of the storm drainage system and the documents indicating conformance to the standards in this Chapter shall be submitted.	( )

( )	28. Utilities. Preliminary plans and profiles of proposed utility layouts shall be at a scale of not more than one-inch equals fifty feet (1"=50') horizontally and one-inch equals five feet (1"=5') vertically showing connections to existing and proposed utility systems.	( )
( )	29. On-site sewage disposal. The results and location of all percolation tests and test borings shall be shown on the plat. At a minimum, a test boring and percolation test shall be taken for every four lots. When deemed necessary by the Planning Board to determine the suitability of the soil to support new construction, further percolation tests shall be submitted. Any subdivision or part thereof which does not meet the established sewage treatment requirements shall not be approved unless the proposed remedy to overcome such a situation is approved by the appropriate local, county or state agencies.	( )
( )	30. A copy of any protective covenants or deed restrictions applying to the land being subdivided.	( )
( )	31. The location of poles, distance from intersections and illumination factors for all street lighting.	( )
( )	32. Environmental Impact Statement.	( )
( )	33. All other documents, materials and information required by the Elmer Borough Land Use Ordinance.	( )
( )	34. A written description of the proposed use and development of the property, as well as past and current development and uses.	( )
( )	35. Copies of all Planning Board (or former Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".	( )



**ELMER BOROUGH LAND USE BOARD  
C H E C K L I S T  
SCHEDULE "D" — FINAL MAJOR SUBDIVISION  
PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for final major subdivision must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
( )	1. The final plat shall be drawn in ink on tracing cloth or its equivalent, at a scale of not less than one-inch equals 50 feet and in compliance with all the provisions of the "Map Filing Law". The final plat shall be submitted in the following form (in addition to the number of paper copies required for filing the final major subdivision application): (a) the original or equivalent duplicate, (b) one translucent tracing cloth or its equivalent copy, and (c) two cloth prints.	( )
( )	2. All other documents, materials and information required by the preliminary major subdivision approval and the Elmer Borough Land Use Ordinance.	( )
( )	3. A key map at a scale in which one-inch equals not more than 1,000 feet showing the entire subdivision and its relation to all features within one-half mile of the limits of the subdivision.	( )
( )	4. The name and address of owner, the applicant, and person preparing plan.	( )
( )	5. The names of all adjoining property owners as disclosed by current tax records.	( )
	6. The tax map sheet, block and lot numbers for the subject property and all adjoining lots.	( )
( )	7. The location of the portion which is to be subdivided in relation to the entire tract.	( )
( )	8. All existing and proposed streets within or adjoining the proposed subdivision, with the right-of-way widths clearly indicated.	( )
( )	9. Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way land to be reserved or dedicated to public use, all lot lines and other site lines, with accurate dimensions, bearings or detection angles, and radii arcs and central angles of all curves.	( )
( )	10. The purpose of any easement, or land reserved or dedicated to public use, shall be designated, and the proposed use of sites other than residential shall be noted.	( )

( )	11. New blocks and lots shall be numbered so as to conform with the Township Tax Maps.	( )
( )	12. Minimum building setback line on all lots and other sites.	( )
	13. Cross sections, profiles and established grades of all streets as approved by the Planning Board Engineer.	( )
( )	14. Plans and profiles of all storm sewers and water mains as approved by the Planning Board Engineer, and all sanitary sewers as approved by the Pennsville Sewerage Authority Engineer.	( )
( )	15. Certification by a New Jersey licensed professional engineer confirming that all detailed drawings, specifications and estimates of the application for final approval conform to the standards established by the Elmer Borough Land Use Ordinance, the conditions of preliminary major subdivision approval, the standards prescribed by the Map Filing Law (N.J.S.A. 46:23-9.9, <i>et seq.</i> ), and all applicable requirements of the Residential Site Improvement Standards (N.J.A.C. 5:21-1.1, <i>et seq.</i> ).	( )
( )	16. A certification by a New Jersey licensed professional engineer confirming that final approvals have been obtained from all other agencies having jurisdiction over the project.	( )

**ELMER BOROUGH LAND USE BOARD  
C H E C K L I S T  
SCHEDULE "E" — PRELIMINARY SITE PLAN APPLICATION  
PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for preliminary site plan approval must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
<input type="checkbox"/>	1. The preliminary site plan must be clearly and legibly drawn or reproduced at a scale of not less than one-inch equals fifty feet. It must be prepared under the supervision of, and be signed and sealed by a licensed New Jersey land surveyor and any engineering design work shall be done, signed and sealed by a licensed New Jersey professional engineer.	<input type="checkbox"/>
<input type="checkbox"/>	2. The site plan shall clearly show the conditions on and adjacent to the site at the time of application, the features of the site which are being incorporated into the proposed use or building and the appearance and function of the proposed use or building.	<input type="checkbox"/>
<input type="checkbox"/>	3. A key map at an appropriate scale showing the location of the site and its relationship to surrounding areas and to existing street locations.	<input type="checkbox"/>
<input type="checkbox"/>	4. Name and address of owner, applicant, and the persons preparing plan.	<input type="checkbox"/>
<input type="checkbox"/>	5. The tax map sheet, block and lot numbers.	<input type="checkbox"/>
<input type="checkbox"/>	6. The names of all adjoining property owners as disclosed by the current tax records.	<input type="checkbox"/>
<input type="checkbox"/>	7. The entire property in question must be shown, even though only a portion of the property may be involved in the site plan, provided, however, where it is physically impossible to show the entire property on the required sheet, a separate map at an appropriate scale may be submitted.	<input type="checkbox"/>
<input type="checkbox"/>	8. The location, design and dimensions of each existing and proposed use and structure.	<input type="checkbox"/>
<input type="checkbox"/>	9. The setback distances from all property lines.	<input type="checkbox"/>
<input type="checkbox"/>	10. The location, dimensions and arrangement of all existing and proposed streets, vehicular access-ways and driveways, off-street parking areas, methods of separating land traffic and parking traffic within off-street parking areas, and loading and unloading areas.	<input type="checkbox"/>

( )	11. A survey prepared by a land surveyor licenses by the State of New Jersey shall accompany site plans and shall show the boundaries of the parcel and the limits of all proposed streets, recreation areas and other property to be dedicated to public use or to common open space. In the case of new or proposed commercial, industrial or public buildings or structures, the site plan shall be accompanied by preliminary architectural floor plans and elevations with the name, address, professional number and seal of the architect involved.	( )
( )	12. Location of all existing trees having a five (5)-inch or greater diameter, and all tree masses, indicating general sizes and species of trees. If no five inch diameter or greater trees, or if no tree masses, indicate "N/A".	( )
( )	13. The location, design, and dimensions of existing and proposed open areas, buffer areas, pedestrian walkways, and any recreation areas and facilities proposed by the developer.	( )
( )	14. Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants and trees and dimensions, approximate time of planting and method of planting.	( )
( )	15. Contours at two foot intervals for slopes averaging 5% or greater and one foot contours for slopes less than 5%, unless determined by the Township Engineer to be unnecessary in whole or in part.	( )
( )	16. Grading plan showing existing and proposed spot elevations based upon the U. S. Coastal Geodetic datum at all building corners, all floor levels, center lines of abutting and other pertinent locations.	( )
( )	17. The location, size and direction of flow of all streams, brooks, ditches, lakes and ponds. The boundaries of the floodplains of all watercourses shall also be submitted.	( )
( )	18. Cross sections and centerline profiles of all existing or proposed streets or watercourses.	( )
( )	19. Plans and design data for storm drainage facilities prepared in accordance with all Ordinance requirements.	( )
( )	20. Preliminary plans and profiles of proposed utility layouts and water and sewer facilities.	( )
( )	21. If on-site sewage disposal is required, the results and location of all percolation tests and test borings shall be shown on the plan.	( )
( )	22. At a minimum, the floor plan and front elevation of all proposed principal buildings and all contemplated accessory buildings and structures.	( )

( )	23. The size, type and location of all proposed signs.	( )
( )	24. The location and design of proposed lighting for buildings, signs and grounds.	( )
( )	25. All other information required for review and approval of preliminary site plan applications pursuant to the Elmer Borough Land Development Ordinance	( )
( )	26. Soil Erosion and Sediment Control Plan or statement of non-applicability.	( )
( )	27. Environmental Impact Statement if site plan requires disturbance of 5,000 sq. ft. or more of the land surface area. If less than 5,000 s.£ land disturbance proposed, indicate "N/A".	( )
( )	28. All other documents, materials and information required by the Elmer Borough Land Use Ordinance.	( )
( )	29. A written description of the proposed use and development of the property, as well as past and current development and uses.	( )
( )	30. Copies of all Planning Board (or former Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".	( )

**ELMER BOROUGH LAND USE BOARD  
C H E C K L I S T  
SCHEDULE "F" – FINAL MAJOR SITE PLAN  
PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for final site plan approval must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
( )	1. The revised final plans and all other documents, materials and information required by the preliminary major site plan approval and the Elmer Borough Land Use Ordinance.	( )
( )	2. A certification by a New Jersey licensed professional engineer confirming that all detailed drawings, specifications and estimates of the application for final approval conform to the standards established by the Elmer Borough Land Use Ordinance, the conditions of preliminary major subdivision approval, and all applicable requirements of the Residential Site Improvement Standards (N.J.A.C. 5:21-1.1, <i>et seq.</i> ).	( )
( )	3. A certification by a New Jersey licensed professional engineer confirming that final approvals have been obtained from all other agencies having jurisdiction over the project.	( )

**ELMER BOROUGH LAND USE BOARD  
 C H E C K L I S T  
 SCHEDULE "G" – GENERAL WAIVER OF SITE PLAN REVIEW  
 INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for a general waiver of site plan review must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
( )	1. A plan survey, sketch, or other drawing or depiction of the property and the structures and improvements at and near it.	( )
( )	2. At least one recent photograph of the property.	( )
( )	3. A written description of the proposed use and development of the property, as well as past and current development and uses.	( )
( )	4. Copies of all Planning Board (or former Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".	( )

**ELMER BOROUGH LAND USE BOARD  
C H E C K L I S T  
S C H E D U L E " H " — C O N D I T I O N A L U S E  
I N F O R M A T I O N R E Q U I R E M E N T S**

Applicant Please Check	All applications for a conditional use approval must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
( )	1. A written description of the proposed use and development for which conditional use approval is being sought.	( )
( )	2. Citation to the Elmer Borough Land Use Ordinance Section by which the proposed use and development is conditionally permitted.	( )
( )	3. Application for site plan approval or waiver, as applicable, using appropriate application forms.	( )



**ELMER BOROUGH LAND USE BOARD**  
**C H E C K L I S T**  
**SCHEDULE "I" - "BULK" VARIANCE (N.J.S.A. 40:55D-70(c))**  
**PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please check	All applications for “bulk” variance relief pursuant o <i>N.J.S.A. 40:55D-70(c)</i> must meet all requirements of, and provide all of the materials and information required by this checklist	(Official Use Only)
( )	1. Unless the variance application includes a site plan, the applicant must provide a survey prepared and certified by a New Jersey licensed professional surveyor, originally dated, or updated and re-certified, within three months prior to the date the application is filed, depicting the property in question and clearly showing the location of (a) all existing buildings, structures, improvements at and within twenty-five feet from the property in question; (b) all trees of greater than six-inches caliper; (c) all rights-of-way and other easements of record; and (d) all areas where new or expanded buildings, structures and improvements are being proposed. Accurate dimensions must be shown for all existing and proposed buildings, structures and improvements from all lot lines. The plan must also include tax map sheet, block and lot numbers, and the zone district designation(s), a table of all zoning requirements. The survey must be clearly and legibly drawn or reproduced at a scale of not less than one-inch equals fifty feet. The survey must also confirm compliance with all applicable requirements of the Residential Site Improvement Standards ( <i>N.J.A.C. 5:21-1.1, et seq.</i> ) If a site plan has been provided, indicate “N/A.”	( )
( )	2. At least one recent photograph of the property.	( )
( )	3. A written description of the proposed use and development of the property, as well as past and current development and uses.	( )
( )	4. Copies of all Planning Board (or former Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".	( )

**ELMER BOROUGH LAND USE BOARD**  
**C H E C K L I S T**  
**SCHEDULE "J" – "USE" VARIANCE (N.J.S.A. 40:55D-70(d))**  
**PLAN DETAILS AND INFORMATION REQUIREMENTS**

Applicant Please Check	All applications for "use" variance relief pursuant to <i>N.J.S.A. 40:55D-70(d)</i> must meet all requirements of, and provide all of the materials and information required by this checklist:	Verification (Official Use Only)
( )	1 Unless the variance application includes a site plan, the applicant must provide a survey prepared and certified by a New Jersey licensed professional surveyor, originally dated, or updated and re-certified, within three months prior to the date the application is filed, depicting the property in question and clearly showing the location of (a) all existing buildings, structures, improvements at and within twenty-five feet from the property in question; (b) all trees of greater than six-inches caliper; (c) all rights-of-way and other easements of record; and (d) all areas where new or expanded buildings, structures and improvements are being proposed. Accurate dimensions must be shown for all existing and proposed buildings, structures and improvements from all lot lines. The plan must also include tax map sheet, block and lot numbers, and the zone district designation(s), a table of all zoning requirements. The survey must be clearly and legibly drawn or reproduced at a scale of not less than one-inch equals fifty feet. The survey must also confirm compliance with all applicable requirements of the Residential Site Improvement Standards ( <i>N.J.A.C. 5:21-1.1, et seq.</i> ) If a site plan has been provided, indicate "N/A".	( )
( )	2. At least one recent photograph of the property.	( )
( )	3. A written description of the proposed use and development of the property, as well as past and current development and uses.	( )
( )	4. Copies of all Planning Board (or former Zoning Board of Adjustment) resolutions approving or denying prior site plan, subdivision, variance, or other development applications for the property. If none, indicate "N/A".	( )
( )	5. Application for site plan review or waiver of site plan.	( )