MILLSTONE TOWNSHIP
USE, BULK VARIANCE AND INFORMAL CONCEPT PLAN
APPLICATION COMPLETENESS CHECKLIST

PROJECT NAME________________________________ APPLICATION NO.__________

OWNER:_______________________________________ TELEPHONE______________

ENGINEER/DESIGNER:__________________________ TELEPHONE______________

ATTORNEY:____________________________________ TELEPHONE______________

PERSON COMPLETING THIS FORM________________________________ DATE________

TWO (2) HARD COPIES AND ONE (1) DIGITAL COPY OF THIS FORM MUST BE
COMPLETED AND RETURNED TO THE ADMINISTRATIVE OFFICER FOR THE INITIAL
SUBMISSION

All of the following items must be shown on the submitted plans or attached thereto for the Use
and Informal Concept Plan Application to be considered for Completeness Review. If a Waiver
is requested from any of the following items, the item should be checked where provided and an
explanation of the reasons for the Waiver explained under Section II.

I. USE, BULK VARIANCE AND INFORMAL CONCEPT PLAN

<table>
<thead>
<tr>
<th></th>
<th>Waiver</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Submitted Application Form (2 copies plus 1 digital copy)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>B. Submitted Current Signed and Sealed Property Survey (2 copies plus 1 digital copy)</td>
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<tr>
<td>C. Project Plat Information (2 copies plus 1 digital copy)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1. Name and address of owner and Applicant</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2. Notarized signature/affidavit of ownership.</td>
<td></td>
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<tr>
<td>If Applicant is not the owner, state Applicant’s Interest in plan. (Final plat prior to filing).</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Waiver</td>
<td>Yes</td>
</tr>
<tr>
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<tr>
<td>3.</td>
<td>Name, signature, license number, seal and address of professional engineer, land surveyor, architect, as applicable, involved in preparation of plat.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>4.</td>
<td>Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>5.</td>
<td>Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, etc., within 500 feet of property.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>6.</td>
<td>North arrow and scale.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>7.</td>
<td>Schedule of required zone district requirements vs. proposed including lot area, FAR, width, depth, yard setbacks, building coverage, open space, parking, etc.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>8.</td>
<td>Acreage of tract to the tenth of an acre.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>9.</td>
<td>Size and location of any existing and proposed structures with all setbacks and length measurements of perimeter building walls dimensioned.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>10.</td>
<td>Size and location of all existing structures, easements and Rights-of Way within 200 feet of the site boundaries.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>11.</td>
<td>Any existing or proposed easement or land reserved for or dedicated to public uses.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>12.</td>
<td>Property owners within 200 feet of subject property. <em>(Use AND Bulk Variance Only)</em></td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
13. Location of cliffs, gravel outcroppings, streams, floodstreams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the project site.

Waiver  Yes  No
□  □  □

14. List variances required or requested.

Waiver  Yes  No
□  □  □

15. List of requested design waivers or exceptions.

Waiver  Yes  No
□  □  □

16. Size and location of all existing or proposed streets. (Use & Concept Plan Only)

Waiver  Yes  No
□  □  □

17. Topographical features of subject property from aerial photography/topography or topography survey in accordance with National Geodetic Vertical Datum-1988. Should GIS Mapping be utilized for topographic information supplemental field date shall be submitted to confirm accuracy.

Waiver  Yes  No
□  □  □

18. Boundary, limit, nature and extreme of wooded areas, specimen trees, and other significant physical features (details may vary)

Waiver  Yes  No
□  □  □

19. Overall concept plan for all phases of project.

(Use & Concept Plan Only)

Waiver  Yes  No
□  □  □

20. Identification and calculation of usable buildable areas and all Critical Areas Pursuant to Section 4-4.7

Waiver  Yes  No
□  □  □

D. Supplemental Documents (2 copies initially plus 1 digital copy)

1. List of all Federal, State, County, regional and/or municipal approvals or permits required.

Waiver  Yes  No
□  □  □
<table>
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<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Copies of any existing or proposed deed restrictions or covenants.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>3.</td>
<td>Proof that taxes are current.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>5.</td>
<td>Payment of all applicable fees.</td>
<td>□</td>
<td>□</td>
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<tr>
<td>7.</td>
<td>Recent aerial photo of the site and surrounding areas within 500 feet on a sheet not to exceed 24” x 36.”</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>8.</td>
<td>Signed and Sealed Architectural Drawings</td>
<td>□</td>
<td>□</td>
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</tbody>
</table>

**II. WAIVERS**

Waiver Requested From: ________________________________
Reason: ____________________________________________
__________________________________________________

Waiver Requested From: ________________________________
Reason: ____________________________________________
__________________________________________________

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Reason: ____________________________________________
__________________________________________________

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Reason: ____________________________________________
__________________________________________________

Waiver Requested From: ________________________________
Reason: ____________________________________________
__________________________________________________
III. If any item in this checklist is not provided with the submission, the application will be deemed INCOMPLETE and will not be heard by the Board. If Applicant is seeking waivers from any of the above items, the application will be deemed INCOMPLETE and will be placed on the next available Board Agenda for reviewing waivers only.

IV. AFFIDAVIT OF COMPLETENESS

I/we, the undersigned, certify that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. Seq. and amendments thereto and the current Zoning Ordinance of the Township of Millstone. I/we further certify that all information contained herein is complete and accurate to the best of my/our knowledge.

________________________________________   ____________________________________
Applicant/Owner Name (Print or Type)  Professional’s Name (Print or Type)

________________________________________ ____________________________________
Signature   Date   Signature/Seal & License No.   Date

Revised: 04-21-2021 (Ord. 21-04)