

Township of Independence
Land Use Board
 Variance Application Checklist

PROJECT TITLE _____ ZONE _____
 DATE RECEIVED _____ APPLICANT _____
 APPLICATION # _____ BLOCK(S) / LOT(S) _____

ITEM NO.	ITEM DESCRIPTION	STATUS		
		APPLICANT		LAND USE BOARD
1	Original Signature Variance Application form and 11 photocopies.		COMPLIES	
			N.A.	
2	Type of Variance or Special Use Permit stated on Variance Application Form		COMPLIES	
			N.A.	
3	Reason for Variance or Special Use Permit stated on Variance Application Form		COMPLIES	
			N.A.	
4	If applicable, a copy of the Notice of Denial of Zoning Permit from the Zoning Officer to the Applicant.		COMPLIES	
			N.A.	
5	If applicable, provide the date of application and proof of disposition by any other Municipal Board or Agency associated with this application.		COMPLIES	
			N.A.	
6	Submit proof that the real estate property tax payments are current through the hearing date.		COMPLIES	
			N.A.	
7	Variance Fee and Escrow Deposit paid as per Ordinance Section 255-17.		COMPLIES	
			N.A.	
8	Publication of variance hearing made in an official newspaper designated by the Board 10 days prior to the hearing date. Provide Proof / Affidavit of publication at least seven (7) days prior to the hearing.		COMPLIES	
			N.A.	
9	Give notice in writing by certified mail or personally to all properties owners within 200 feet (As per a certified list from the Tax Assessor), and / or the New Jersey Dept. of Transportation and Warren County Planning Board if the subject property is located along a Highway or County Road, respectively, of the hearing date, time and a specific description of the relief requested. Provided notice at least 10 days prior to the hearing. Provide Proof / Affidavit of notice at least seven (7) days prior to the hearing.		COMPLIES	
			N.A.	
10	12 black and white maps drawn to scale showing location of subject property, any building thereon, and identifying adjoining property owners.		COMPLIES	
			N.A.	
13	If applicant is a corporation or partnership, the applicant must be represented at at the public hearing by legal council.		COMPLIES	
			N.A.	
14	Applicant must be filed with the Board a minimum of 14 days prior to the hearing date.		COMPLIES	
			N.A.	
15	Applications for the conversion of a single-family dwelling to a multi-family dwelling must include sketches of the current floor plan and of the proposed floorplan, a description of the changes proposed, and the present type and number of rooms and the proposed type and number of rooms. Affidavits by a licensed sanitarian or licensed engineers attesting to the suitability of the septic and water supply systems for the proposed conversion shall also be included.		COMPLIES	
			N.A.	