

GREENWICH TOWNSHIP LAND USE BOARD				
Variance Checklist				
Date: _____	Applicant: _____	Block: _____, Lot(s): _____		
			COMPLIES	WAIVER REQUEST
1. Sixteen (16) copies of the completed application form				
2. Sixteen (16) copies of any supporting map(s) to be submitted showing the following items:				
a. Block and Lot number				
b. Dimensions of property in question				
c. Acreage of property in question				
d. Graphic and/or numeric scale				
e. North Arrow				
f. Original map preparation date and the date of any revisions				
g. Any easements, existing or proposed				
h. All present and proposed structures, location of all structures and distance between all structures and property lines				
i. Architectural drawings (or photos) with elevations of structures				
j. Location of well (or water service) and septic system (or sewer lateral)				
k. An Affidavit from the surveyor (if applicable) or owner stating that all information thereon is correct.				
3. List of Names of all property owners within 200 feet				
4. Payment of applicable fees and deposits				
5. Proof of Ownership; if applicant is not owner, consent of owner to submit application				
6. Certification from the Tax Collector or Municipal Clerk that all taxes and assessments are paid to date at least ten (10) days before the hearing date				
7. Applicant's and/or owner's name, address, phone number and signature				
8. A written letter requesting any waivers from any specific requirements of this checklist or applicable Township Ordinances; A narrative must be supplied in support of each specific waiver request				
9. A zoning data table, either incorporated into the map(s) or supplied separately, indicating the zone in which the site is located and listing both the required and proposed area and bulk requirements				
10. Proof of publication of notice of hearing must be provided at least three (3) days prior to the hearing				
11. A narrative statement as to the reasons why the variance should be granted				
12. Five (5) photos of the property from different locations showing the area of hardship				
All of the above must be submitted 21 days before the hearing date, including application fee and escrow deposit.				
All fees are to be made payable to the Township of Greenwich with a separate check issued for each.				
The application will NOT be deemed complete and heard by the Board unless all information required by this checklist, notwithstanding any waivers which may be granted, is submitted within the stated time period				