

**WASHINGTON TOWNSHIP PLANNING BOARD**  
**SITE PLAN APPLICATION FORM**  
**PART A – GENERAL INFORMATION**  
**(Required For All Site Plans)**

Fee Paid \$ \_\_\_\_\_  
Deposit Paid \$ \_\_\_\_\_

Date Received \_\_\_\_\_  
Date Received \_\_\_\_\_

1. Date of Application: \_\_\_\_\_

2. Type of Application: (check applicable items)

- |  |  |
|--|--|
| <input type="checkbox"/> Minor Site Plan       | <input type="checkbox"/> Concept Plan                    |
| <input type="checkbox"/> Preliminary Site Plan | <input type="checkbox"/> Time Extension                  |
| <input type="checkbox"/> Final Site Plan       | <input type="checkbox"/> Resolution Amendment            |
| <input type="checkbox"/> Variance              | <input type="checkbox"/> Conditional Use / Change of Use |

3. Applicant's name, address, E-mail address and phone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Present owner's name, address, E-mail address and phone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Attorney's name, address, E-mail address and phone number (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Location of Site:

Street \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

7. Area of entire tract: \_\_\_\_\_ SF \_\_\_\_\_ Acres  
Area of building and pavement \_\_\_\_\_ and square feet of floor area \_\_\_\_\_

8. Are new signs to be erected? Yes \_\_\_\_\_ No \_\_\_\_\_

9. List intended uses of site: \_\_\_\_\_  
\_\_\_\_\_

10. Are there any recorded restrictions which apply to the tract which are not shown on the plans?

Yes \_\_\_\_\_ No \_\_\_\_\_

11. Name, address, E-mail address, phone number and title of person preparing the plat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. I hereby certify that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

**WASHINGTON TOWNSHIP PLANNING BOARD**  
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**PART B – MINOR CHECKLIST**

Applicant's Name \_\_\_\_\_

Indicate (Y) or (N) for compliance with Checklist Items

**ITEMS REQUIRED FOR A COMPLETE APPLICATION**

1. \_\_\_ Fifteen folded plans/sketches.
2. \_\_\_ Six complete applications (Parts A and B).
3. \_\_\_ Payment of administrative fee and review deposits.
4. \_\_\_ Payment of property taxes. Property taxes paid through \_\_\_\_\_, 20 \_\_\_  
Next taxes due on \_\_\_\_\_, 20 \_\_\_ Signed \_\_\_\_\_ Tax Collector
5. \_\_\_ If applicant is not the owner, submit letter from owner authorizing submission of plan.
6. \_\_\_ Where changes are proposed to the inside of the building: plan or sketch of interior layout and uses.
7. \_\_\_ Where changes are proposed to the exterior surface of size of building:
  - a. \_\_\_ Plan or sketch of proposed changes and building materials.
  - b. \_\_\_ If changes extend beyond existing building, show proposed distance(s) to property lines.
8. \_\_\_ Where changes are proposed to property (driveways, parking lots, etc.): plan or sketch of proposed change.
9. \_\_\_ Written description of changes requested in Item 5, 6 or 7 above.
10. \_\_\_ Engineer's report.
11. \_\_\_ Submission of completed Washington Township Highlands Information Questionnaire
12. \_\_\_ For any application that falls within the definition of "Major Highlands Development" as defined by the Highlands Water Protection and Preservation Act and does not fall within any of the exemptions provided in the Act, a Highlands Preservation Area Approval must be obtained

**PRIOR TO HEARING DATE BEING SCHEDULED:**

1. \_\_\_ Site walk by Minor Site Plan Committee.

**WASHINGTON TOWNSHIP PLANNING BOARD  
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PART C – STATEMENT ON VARIANCES/WAIVERS  
(Not Required for Final Site Plans)**

Applicant's Name \_\_\_\_\_

VARIANCES FROM ZONING ORDINANCE REQUIREMENTS (Chapter 217)

\_\_\_\_\_ None required

\_\_\_\_\_ Variances required as listed below:

Section	Brief Description
_____	_____
_____	_____
_____	_____
_____	_____

WAIVERS FROM SITE PLAN ORDINANCE REQUIREMENTS (Chapter 159)

\_\_\_\_\_ None required

\_\_\_\_\_ Waivers requested as follows:

Section	Brief Description
_____	_____
_____	_____
_____	_____

LIST OF APPROVALS REQUIRED FROM FEDERAL AND STATE AGENCIES.

\_\_\_\_\_ None Required

\_\_\_\_\_ As listed below

Section	Brief Description
_____	_____
_____	_____
_____	_____

Engineer's/Surveyor's Certification:

I, \_\_\_\_\_, hereby certify that I have read Chapters 159 and 217 of the Township ordinances and that the plat and accompanying documents were prepared under my supervision and comply with said chapters, except for the above waivers and/or variances.

SEAL

Signed by: \_\_\_\_\_  
Title: \_\_\_\_\_  
License No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Date: \_\_\_\_\_

