LAND USE PROCEDURES

WASHINGTON TOWNSHIP PLANNING BOARD
SITE PLAN APPLICATION FORM
PART B – MINOR CHECKLIST
[Amended 8-15-2005 by Ord. No. 32-05]

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.

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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.

FORM SP-B3  July 2005