

**CHECKLIST**  
Variance or Conditional Use Applications That  
Are Not Related to Single-Family Homes

The documents, details and information contained herein are required for approval of a variance or conditional use not related to a single-family home, unless specifically waived by the approving authority.

Note: See § 148-100 of the Readington Township Land Development Ordinance for further details of submission requirements and procedures.

1. N/A Application forms and checklist (20 completed copies).
2. N/A Application fees and escrow fees in accordance with Article XI, Fees, Guaranties, Inspections and Off-Tract Improvements.
3. N/A Plats or plans (20 folded copies) clearly and legibly drawn accurately showing conditions.
4. N/A Scale of not less than 1" = 100'.
5. N/A Copies of any covenants, restrictions and easements related to the deed or property (20 copies).
6. N/A Certification by the tax collector that all taxes are paid to date.
7. N/A Identification of all waivers sought.
8. N/A Key map at less than 1" = 2,000'.
9. N/A Title block
  - a. N/A Name of application, Readington Township and Hunterdon County;
  - b. N/A Name, title, address of person who prepared the plot or plan;
  - c. N/A Scale (written and graphic); and
  - d. N/A Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
10. N/A Name, title, address and telephone number of the applicant, owner or owners of record and the name, title and address of the professional staff for the application (i.e., attorney, planner, traffic engineer).
11. N/A Acreage figures (both with and without areas within public right-of-way).
12. N/A North arrow.
13. N/A Existing block and lot number(s) of the lot(s) of the parcel as they appear on the Township Tax Map.
14. N/A The location of existing property lines (with bearings and distances), streets, structures (with their numerical dimensions), parking spaces, loading areas,

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driveways, watercourses, railroads, bridges, culverts, drain pipes, existing and proposed wells (including the depth, capacity and quality of on-site wells), any natural features, such as treed areas, and any historic features, such as family burial grounds and buildings more than 50 years old, both within the tract and within 350 feet of its boundary.

15. N/A The location and width of all existing and proposed utility easements.
16. N/A Zoning districts affecting the tract, including district names and requirements, with proposed variance requests noted on the plat or plan.
17. N/A Proposed or existing buffer and landscaped areas.
18. N/A Delineation of floodplains, including both floodway and flood fringe areas, and lands with a topographic slope of 15% or greater.
19. N/A Wetland and wetland transition areas on the subject property, including proof of application for a letter of interpretation or letter of exemption from the Department of Environmental Protection and copies of a prepared wetlands report.
20. N/A Contours as shown on the U.S.G.S topographic sheets.
21. N/A The names of all adjacent property owners as they appear on the most recent tax list prepared by the Code Enforcement Officer.
22. N/A Certificate from the Township Tax Collector that all taxes and assessments are paid to date.
23. N/A Sight triangle easements, as applicable.
24. N/A Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.
25. N/A Evidence of compliance with the Readington Township Recycling Ordinance and proof of arrangements for garbage collection where applicable.
26. N/A Certification of ownership or authorization to file application.

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NOTE. The Board reserves the right to require additional information before granting approval when, in its judgment, such additional information is required in order for the Board to make an informed decision and/or unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, drainage calculations, environmental impact statement and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.

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Signature and Title of person who prepared checklist.