



Application:	
Date Rcvd.:	
Received by:	

**APPEAL CHECKLIST**

1. Applicant's Name:	
Contact Person:	
Address:	
Telephone:	
Email:	
Relationship to Owner:	

2. Property Address:	
Development Name:	
Zoning District:	
Block(s):	
Lot(s):	

3. Property Owner:	
Contact Person:	
Address:	
Telephone:	
Email:	

4. Name of Attorney:	
Firm:	
Address:	
Telephone:	
Email:	

5. Has this property ever been subject of a previous application to the Planning or Zoning Board? If so, please describe (incl. Resolution #):

6. Description of Property, brief history of the site, its location and description of current use(s) (may attach addendum):

7. Provide Detail of the Exact Nature of the Application (may attach addendum):

8. Description of Relief Requested, including Section(s) of Ordinance variance is requested (may attach addendum):

**INSTRUCTIONS:**

1. This checklist shall be completed by the applicant or its authorized representative and submitted with the application. This checklist shall be used in determining completeness or incompleteness of the application pursuant to Robbinsville Township’s Land Use and Development Ordinance(s). The applicant is advised that failure to provide all data required on this checklist or failure to apply for the appropriated waivers will render the application incomplete. Applications will not be placed on an agenda until it has been deemed complete by the Administrative Officer.
2. Applicant to complete checklist column with an “X” in the appropriate column. A waiver should be requested for all checklist item you may consider “not applicable” (“n/a”) and reason(s) you would consider it “not applicable.” **\*\* All waivers requested should be explained in detail on the Waiver/Variance Request Form.** Failure to provide a reason for the request will render the application incomplete.
3. The Technical Review Committee (TRC) will determine if any item where a waiver is requested shall be required to be provided and the application shall be considered incomplete if not provided.
4. The applicant shall submit three (3) collated copies of all correspondence (including cover and response letters) and administrative forms. The applicant shall submit three (3) signed and sealed copies of all maps, plans or reports and all additional submission item(s). All submissions must include a digital copy in pdf. format of all submission items (email to [BoardSecretary@robbinsville.net](mailto:BoardSecretary@robbinsville.net), dropbox, thumb drive or disk). All re-submissions must include a point-by-point response letter addressing all comments from the Board’s professionals or from the Technical Review Committee (TRC) Meeting. All submissions must be made as one comprehensive submission, not under separate cover.

<b>I. ADMINISTRATIVE</b>			
<b>Township Use Only</b>		<b>Provided per Checklist</b>	<b>**Waiver Requested</b>
<input type="checkbox"/>	1. Completed General Land Use Application Form.		
<input type="checkbox"/>	2. Completed Fee Schedule Form.		
<input type="checkbox"/>	3. Payment of Required Fees (two separate checks).		
<input type="checkbox"/>	4. Completed Escrow Agreement Form with Escrow Contact Sheet.		
<input type="checkbox"/>	5. Completed W-9 Form (for Escrow Account).		
<input type="checkbox"/>	6. Tax & Utility Assessment Certification Form (Applicant part complete)		
<input type="checkbox"/>	7. Completed Waiver/Variance Request Form.		
<input type="checkbox"/>	8. Completed Affidavit of Ownership Form (notarized).		
<input type="checkbox"/>	9. Completed Disclosure Statement Form.		
<input type="checkbox"/>	10. Completed Consent of Entry Form.		
<input type="checkbox"/>	11. Completed Checklist(s) for All Applicable Requests.		
<input type="checkbox"/>	12. “Zoning Permit Denial” or “Notice of Violation” (N.O.V.) from Zoning, Code or Construction Official.		
<input type="checkbox"/>	13. Resolution(s) for all previous Planning/Zoning Board approvals.		
<input type="checkbox"/>	14. A Statement of Appeal, providing the facts of the case, reason(s) for the request of appeal, parts of the Zoning Ordinance involved and questions propounded, signed by Applicant and notarized.		
<input type="checkbox"/>	15. Current Survey (< 2 years old), to scale, accurately showing all existing conditions (including fencing, pavement, pools, all buildings and structures), with accurate distances from property lines shown.		
<input type="checkbox"/>	16. Drawings of the proposed structure, description of the proposed finished project. (Provide as much detailed information as possible for review of your appeal.) (12)		
<input type="checkbox"/>	17. Spec sheets, brochures, and/or architectural elevations showing details of proposal, including size, height, materials, design, color, etc.		
<input type="checkbox"/>	18. Photographs of property views from street and all other off-site area(s) visible to improvement(s), aerial photos of site.		

<input type="checkbox"/>	19. Complete application, filed as one submission, with quantities and digital copies as noted in the Instructions, #4.		
--------------------------	---	--	--

II. PRIOR TO PUBLIC HEARING (if required)		Acknowledged by Preparer (initial)
<input type="checkbox"/>	20. The notice of publication and the notice of service on the affected owners must be accomplished at least ten (10) days prior to the hearing date scheduled by the Administrative Officer. Affidavit of Proof of Service on all property owners and entities noted on a Certified Property Owners List (include a copy), a copy of the notice provided, certified mailing slips and proof of publication in the designated newspaper, must be filed with the Administrative Officer before the application will be considered complete and the hearing can proceed.	
<input type="checkbox"/>	21. Witness/Exhibit List shall be provided five (5) days prior to hearing: Exhibit A-1: Complete Application Package (current version of all submission items). Exhibit A-2: Board's Professional's Review Memos. Exhibit A-3: Affidavit of Proof of Service Package. Exhibit A-4: (continue with any additional exhibits to be introduced, if any).	
<input type="checkbox"/>	22. Tax & Utility Assessment Certification Form, to be re-certified, if necessary.	
<input type="checkbox"/>	23. Escrow Account must be current prior to hearing.	

Person Preparing Checklist:	
Firm:	
Address:	
Telephone:	
Email:	

**CERTIFICATION:**

I have prepared this checklist and confirm that I have provided a response to all waivers being requested and listed all variance relief sought on the Waiver/Variance Form. I certify that the checklist is complete and accurate.

\_\_\_\_\_  
Signature/Certification of Person Preparing Checklist

\_\_\_\_\_  
Date

---

**TOWNSHIP USE ONLY BELOW THIS LINE**

Application No: \_\_\_\_\_ Fees Paid: \_\_\_\_\_  
Date(s) Received: \_\_\_\_\_ Escrow Paid: \_\_\_\_\_  
Referred To (Planning Board or Zoning Board): \_\_\_\_\_