

CHECK LIST

APPLICATIONS – BOARD OF ADJUSTMENT

- 1. ___ Certificate of Filing (if applicable)
- 2. ___ Notice of Application or Appeal (Form 101)
- 3. ___ Updated Tax Statement (obtain from the Tax Collector’s Office)
- 4. ___ Application Fees:
 - Bulk Variances:** \$300.00 non-refundable filing fee, plus \$400.00 escrow
 - Use Variance: Commercial** \$300.00 non-refundable filing fee, plus \$2,000.00 escrow
 - Residential** \$300.00 non-refundable filing fee, plus \$75.00 per dwelling unit, minimum of \$2,000.00 escrow
 - Certified List of Names Fee:** \$10.00

NOTE: Please submit the appropriate fees in **three separate checks**, made out to Monroe Township

- 5. ___ Certified Survey (15 copies)
- 6. ___ Notice to Property Owners (Form 102)
- 7. ___ Site Plan (13 copies)(if applicable)
- 8. ___ Subdivision (13 copies)(if applicable)
- 9. ___ Copy of Agreement of Sale/Lease Agreement (if applicant is not owner)
- 10. ___ If the applicant is a Corporation, you must submit the proper disclosure statements and authorizations.

IF YOU WANT TO BE SCHEDULED ON THE MEETING OF _____ SUBMIT THE APPROPRIATE ITEMS 1 THROUGH 10 BY _____. (20 days before meeting)

- 11. ___ 3 Photos showing different views of the lot
- 12. ___ Affidavit of Notice (Form 103)
- 13. ___ Certified List of Names
- 14. ___ Mailing Receipts
- 15. ___ Return Receipts (as soon as possible before the meeting)
- 16. ___ Proof of Publication (if applicable)

SUBMIT THE APPROPRIATE ITEMS 11 THROUGH 16 BY _____. (10 days before the meeting)
