

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)
