

Schedule 10

General Application Submission Checklist

**TOWNSHIP OF FRANKLIN,
SOMERSET COUNTY, NJ**



Applicants wishing to appear before the Zoning Board of Adjustment for matters other than for a variance, such as appeals (N.J.S.A. 40:55D-70a), interpretations (N.J.S.A. 40:55D-70b) and certification of pre-existing nonconforming use, shall submit the General Application Form and all applicable data, information, fees, etc. contained or referenced in this General Application Submission Checklist. The General Application Form and the General Application Submission Checklist shall also be used by other parties wishing to appear before the Planning Board or Zoning Board of Adjustment on matters for which the Township does not provide a specific application form and/or checklist.

		Required Submittals	Applicant Use (1)	Official Use		
				Accepted	Not Applicable	Waived (Initials)
1	Ten (10) sets (1 original and 9 copies) of the General Application Form, fully completed, signed and notarized	X				
2	For Certification of Pre-Existing Nonconforming Use - Ten (10) sets of the following: A property survey showing the nature and extent of the non-conforming use; floor plans of the entire structure(s) on the site; and any affidavits, certifications or other reports, studies or documents to support the contention of pre-existing non-conforming use. Survey and plans shall be to scale.	X				
3	Two (2) copies of the General Application Submission Checklist fully completed, signed and dated.					
4	For appeals, interpretations or other matters - Ten (10) sets of any supporting documentation, letters, studies or documents in support of the matter being brought before the Board	X				
5	Fees in accordance with §112-327 of the Land Development Ordinance and §112-213.B as applicable	X				
6	Escrow deposit in accordance with §112-213.A of the Land Development Ordinance as applicable. Applications requiring an escrow deposit shall be accompanied by a W-9 form.	X				
7	Submittal of digital copies of application materials pursuant to §112-320.1 * Each file shall be 29MB or smaller in size.	X				

* Per Section §112-320.1 this requirement shall not apply to single- or two-family homeowners preparing submittals on their own behalf and shall not include submittal of the W-9 form (which shall be provided in hard copy only) or checks.

Print name of person that prepared checklist Signature Date

(1) In this column, the applicant shall indicate: “X” for items that are provided; “N/A” for items that the applicant believes are not applicable; or “W” for items for which a waiver is requested.