

Schedule 8

Variance Submission Checklist

TOWNSHIP OF FRANKLIN,  
SOMERSET COUNTY, NJ



		D Variance	C Variance	Applicant Use <sup>(1)</sup>	Official Use		
					Accepted	Not Applicable	Waived (Initials)
<b>SUBMITTAL REQUIREMENTS FOR ALL VARIANCES OTHER THAN SIGNAGE VARIANCES (ITEMS #1-38)</b>							
<b>SUBMISSION REQUIREMENTS</b>							
1	Ten (10) sets (1 original and 9 copies) of the Variance Application Form, fully completed, signed and notarized	X	X				
2	Two (2) copies of the Variance Submission Checklist fully completed, signed and dated.	X	X				
3	Ten (10) sets of a clear, legible site layout plan, drawn to scale, prepared by an appropriately licensed or certified professional (e.g., surveyor, engineer, architect, landscape architect, planner). See requirements #17-46, below for applicable requirements.	X	X <sup>(2)</sup>				
4	Ten (10) sets of a dimensioned renderings or elevations, drawn to scale, of the existing and proposed buildings, and dimensioned floor plans, that include the use and square footage of each area with change of use areas clearly defined, where applicable.	X	X				
5	Five (5) sets of a traffic impact report	X					
6	Five (5) sets of an environmental assessment per §112-199	X					
7	Proof of submittal to the D&R Canal Commission	X	X				
8	Proof of submittal to the Somerset County Planning Board	X	X				
9	Proof of submittal to the State Department of Transportation, if applicable	X					
10	Proof of submittal to the Franklin Township Sewerage Authority, if applicable	X					
11	Proof of submittal to the State Department of Environmental Protection, if applicable	X					
12	Fees in accordance with §112-327 of the Land Development Ordinance and §112-213.B as applicable	X	X				
13	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	X				
14	Submittal of digital copies of application materials pursuant to §112-320.1 <sup>(4)</sup> Each file shall be 29MB or smaller in size.	X	X				
15	Certification that no taxes or assessments on the property are delinquent	X	X				
16	Disclosure of ownership as required pursuant to N.J.S.A. 40:55D-48.1 and 2.	X	X				
17	Will serve letter from Franklin Township Water Department indicating the property can be served by public water or correspondence from		X				

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	Franklin Township Water Department that the property is already served by public water.						
<b>PLAN REQUIREMENTS</b>							
18	Plan no greater than 24 inch by 36 inch in size	X	X <sup>(3)</sup>				
19	Plan at a scale of no less than 1 inch equals 50 feet	X	X				
20	Each page numbered and titled	X	X				
<b>PLAN INFORMATION REQUIREMENTS</b>							
21	The name of the applicant and owner, the correct block and lot numbers, the legal title box, including the name, address and seal of the person preparing the plan, a North point, scale and date of plan	X	X				
22	All property lines of the site plotted from deed descriptions	X	X				
23	All adjacent lots with block and lot numbers, names of owners and approximate location of structures on such adjacent lots	X	X				
24	All required setbacks and proposed setbacks	X	X				
25	All existing and proposed street right-of-way lines, pavement widths and improvements on site	X	X				
26	Key map, scale, North arrow and legend	X	X <sup>(3)</sup>				
27	All street intersections within 500 feet of any property line of the subject premises and the distance to such intersections	X					
28	All zone boundary lines	X	X <sup>(3)</sup>				
29	All proposed methods of vehicular ingress and egress from the site to public streets, showing proposed widths and radii and distances from the nearest residential street in both directions	X	X				
30	The location and design of proposed off-street parking	X	X				
31	Analysis required by Chapter 222, Trees, including location of existing trees with indication of those proposed to remain or be removed, and tree replacement calculations	X	X				
32	General topographic data of sufficient detail to determine the general slope and natural drainage of the land.	X	X				
33	A lot data table that identifies compliance/ non-compliance with applicable zoning requirements that addresses, at a minimum, the zoning requirements identified in the Lot Data Table below.	X	X				
34	The method of providing utility services to the site including location of sanitary sewer, water, electric and telephone lines (and associated sizing and design, as applicable), indicating points of connection to existing utilities	X	X <sup>(3)</sup>				
35	Deed restrictions, covenants, easements and/or rights-of-way pertaining to the subject lot	X	X				
36	The location and dimensions of all existing and proposed structures	X	X				
37	The location of any wells and/or septic systems on site and within 100 feet of property lines	X	X				
38	Proposed means of stormwater management including location and design of existing and proposed drainage lines and facilities and supporting data/ reports sufficient to provide conformance with applicable rules	X	X <sup>(3)</sup>				

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					Accepted	Applicable Not	Waived (Initials)
39	Applicable environmental constraints (and regulated buffers) on the site including wetlands and streams as may be regulated by the NJDEP, DRCC and the Township	X	X <sup>(3)</sup>				
<b>SUBMITTAL REQUIREMENTS FOR SIGNAGE VARIANCES (ITEMS #39-46)</b>							
<b>Submission Requirements</b>							
40	All signage variances: Items #1, 2, 12 and 14 indicated above		X				
<b>Variations for Freestanding Signs<sup>(5)</sup></b>							
41	A clear, legible site layout plan, prepared by an appropriately licensed or certified professional (e.g., surveyor, engineer, architect, landscape architect, planner) that clearly identifies the location of all existing and proposed freestanding sign(s) including accurate depiction of existing and/or proposed setback from property lines		X				
42	Detail(s) of proposed signs, drawn to scale, reflecting their proposed design and indicating their total height from the ground, dimensions (length, width, square footage), materials, colors, lighting, lettering/ logos, support structure(s), etc.		X				
43	Detail(s) or photographs of existing freestanding sign(s) with indication of whether each is proposed to remain or be removed in association with the application		X				
<b>Variations for Building-Mounted Signs<sup>(5)</sup></b>							
44	A clear, legible site layout plan, prepared by an appropriately licensed or certified professional (e.g., surveyor, engineer, architect, landscape architect, planner) that identifies the location of all existing and proposed building-mounted sign(s)		X				
45	Dimensioned rendering or elevations of the existing and proposed buildings with depiction of proposed signage depicted to scale		X				
46	Detail(s) of proposed signs, drawn to scale, reflecting their proposed design and indicating their height, dimensions (length, width, square footage), materials, colors, lighting, lettering/ logos, support structure(s), etc		X				
47	Detail(s) or photographs of existing building-mounted sign(s) with indication of same are proposed to remain or be removed in association with the application		X				

\_\_\_\_\_  
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.
- (2) For the purposes of an application pursuant to the provisions of N.J.S.A. 40:55D-70.C, wherein the applicant is not required to submit an application for subdivision, site plan or conditional use approval, and where the application is for an accessory structure associated within, or for an addition to or expansion of, an existing single-family or two-family dwelling, the applicant may provide ten (10) sets of a legible plot plan, to scale and in accordance with an accurate boundary line survey, amended by the applicant.
- (3) Not required for applications pursuant to the provisions of N.J.S.A. 40:55D-70.C, wherein the applicant is not required to submit an application for subdivision, site plan or conditional use approval, and where the application is for an addition to or expansion

of an existing single-family or two-family dwelling, or an accessory structure on the existing residential lot improved with a single-family or two-family dwelling.

- (4) Per Section §112-320.1 this requirement shall not apply to single- or two-family homeowners preparing submittals on their own behalf. Digital submittals shall not include images of submitted checks or the W-9 form (which shall be provided in hard copy only).
- (5) Ten (10) sets shall be provided for each of the following.

**LOT DATA TABLE**

Zoning District: \_\_\_\_\_

Applicable Special Zoning Requirements (e.g., conditional use standards): \_\_\_\_\_

Category	Required	Existing	Proposed
Lot Area (sf or acres)			
Lot Frontage (ft)			
<b><u>Setbacks for Principal Structure</u></b>			
Front Yard (ft)			
One Side Yard (ft)			
Total Side Yard (ft)			
Rear Yard (ft)			
<b><u>Setback for Accessory Structure over 200 sf</u></b>			
Front Yard (ft)			
Side Yard (ft)			
Rear Yard (ft)			
<b><u>Setback for Accessory Structure 200 sf and under</u></b>			
Front Yard (ft)			
Side Yard (ft)			
Rear Yard (ft)			
<b><u>Height, Coverage and Building Requirements</u></b>			
Building Height (Stories)			
Building Height (ft)			
Lot (Building) Coverage (%)			
Impervious Coverage (%)			
FAR (floor area ratio)			
Off-Street Parking (# spaces)			