

§ 13-4.2G(6) CHECKLIST F: VARIANCES AND APPEALS

**BOROUGH OF MORRIS PLAINS  
LAND DEVELOPMENT ORDINANCE  
(Revisions through Ord. No. 12-2019)**

**CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION  
FOR VARIANCES AND APPEALS PURSUANT TO N.J.S.A. 40:55D-34, -35 & -70.**

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant Howard Kraus Application No. \_\_\_\_\_

Street Address 7 Carlyle Avenue, Morris Plains, NJ Date Filed \_\_\_\_\_

**REQUIRED DATA & INFORMATION**

C - Complete  
I -incomplete  
WR - Waiver Requested

- |   | <b>C</b> | <b>I</b> | <b>WR</b> |
|---|----------|----------|-----------|
| 1. An original and 19 copies of this Checklist completed by the applicant.      | [X]      | [ ]      | [ ]       |
| 2. An original and 19 copies of a completed application form.                   | [X]      | [ ]      | [ ]       |
| 3. Filing fee and any required escrow deposit.<br>(See Article 8 of Chapter 2). | [X]      | [ ]      | [ ]       |
| 4. Twenty (20) black or blue on white prints of all maps.                       | [X]      | [ ]      | [ ]       |
| 5. An original and 19 copies of all other documents.                            | [X]      | [ ]      | [ ]       |

- |  | <b>C</b> | <b>I</b> | <b>WR</b> |
|--|----------|----------|-----------|
| 6. Name, address and license number of person preparing map(s).  | [X]      | [ ]      | [ ]       |
| 7. All maps signed and sealed if prepared by a New Jersey licensed professional.   | [X]      | [ ]      | [ ]       |
| 8. Certification from Tax Collector that no taxes or assessments are due or delinquent.  | [X]      | [ ]      | [ ]       |
| 9. Ownership disclosure in accordance with C.40:55 D-48.1.   | [ ]      | [ ]      | [X] N/A   |
| 10. Address of the premises which is the subject of application and zone in which same is located.   | [X]      | [ ]      | [ ]       |
| 11. Tax map block and lot numbers of subject premises.   | [X]      | [ ]      | [ ]       |
| 12. Name, address and telephone number of attorney, if represented by counsel.   | [X]      | [ ]      | [ ]       |
| 13. Copy of Zoning Officer's decision from which appeal is taken, if applicable.   | [X]      | [ ]      | [ ]       |
| 14. Description of what applicant intends to do and a list of variances requested including section(s) of the ordinance from which relief is requested.  | [X]      | [ ]      | [ ]       |
| 15. If there has been a previous application involving the premises in question, the date of filing, the nature of the request, and the disposition made.  | [X]      | [ ]      | [ ]       |
| 16. State whether applicant or owners own, or have under contract purchase, any adjoining lands. Set forth lot(s) and block(s) numbers.  | [X]      | [ ]      | [ ]       |
| 17. Statement as to whether application is, or is not to be accompanied by a separate application for subdivision, site plan, or conditional use approval, or if application is to be bifurcated.  | [X]      | [ ]      | [ ]       |
| 18. List of names, addresses, lot and block numbers as appearing on the official tax records of all owners of property within 200 feet of the subject premises and municipal, county and state agencies upon whom notice must be served in the manner provided by law. | [X]      | [ ]      | [ ]       |

	C	I	WR
19. Location, size, nature, purpose and text of all existing rights-of-way, easements, protective or restrictive covenants, agreements and any other encumbrances or restorations on or effecting the subject property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Description of the proposed structure, or use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Size of lot (square feet).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Dimensions of lot.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Specific details of subject premises (present and proposed) when pertinent:			
a. Width, depth and height of building(s) (stories and feet).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Front yard depth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Rear yard depth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Side yard width (both).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Corner lot yard depths.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
24. If the application involves a lot size, setback or other bulk variance(s) in connection with residential use, the following additional data shall be provided:			
a. Topographic map showing existing and proposed contours, augmented with spot elevations if necessary. Contour interval to be not less than 2'.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Survey sketch indicating existing and proposed building footprint.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Tentative building floor plans indicating interior dimensions. Scale: not less than 1/8" = 1'.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
d. Front, rear and side building elevation drawings showing building materials and exterior dimensions. Scale: not less than 1/8" = 1'.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
e. Elevations at corners of all proposed buildings and paved areas and at property corners.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
f. Colored photographs of each residence located along the same street within 200 feet of the property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The following data for each lot located within 500 feet of the extreme limits of the property.			

	C	I	WR
(1) Area of lot within maximum depth of lot area measurement.	[X]	[ ]	[ ]
(2) Approximate dimensions of existing front, rear and side yard setbacks.	[X]	[ ]	[ ]
(3) Approximate building coverage and approximate total principal building floor area, all floors.	[X]	[ ]	[ ]
(4) Principal building height, in stories.	[X]	[ ]	[ ]
25. All flood hazard areas, lakes, ponds, marshes, bogs, swamps and streams.	[X]	[ ]	[ ]
26. Freshwater wetlands delineation, including any transition area, or an affidavit by a qualified person stating that no wetlands or transition on the property exist. If wetlands or transition area are located on the property, the applicant shall submit one of the following:			
a. A Freshwater Wetlands Permit from D.E.P.	[ ]	[ ]	[X] N/A
b. A Letter of Exemption from D.E.P.	[ ]	[ ]	[X] N/A
c. A Letter of Interpretation from D.E.P.	[ ]	[ ]	[X] N/A
27. The specific facts which show that relief sought can be granted without substantial detriment to the public good, and will not substantially impair the intent and purpose of the zone plan and zoning regulations.	[X]	[ ]	[ ]
28. Special reasons to justify the grant of any variance pursuant to N.J.S.A. 40:55D-70d.	[ ]	[ ]	[X] N/A
29. Steep Slopes Map Details in accordance with Section 13-5.9.G.	[ ]	[ ]	[X] N/A
30. Delineation of Riparian Zones in accordance with Section 13-5.10.C.	[ ]	[ ]	[X] N/A

See attached letter