

Borough of Mountain Lakes Zoning Board of Adjustment Checklist

Applicant's Name: _____

Address: _____ Blk _____ Lot _____

Application #: _____ Date: _____

By Ordinance (§ 245-22) the items listed below must be included on your Plot Plan at the Zoning Board of Adjustment for a C or D Variance. The checklist must be submitted along with your application by 9:00 am 21 days prior to the hearing date.

	Required	Yes	Waiver	N/A
1.	Lot lines, with dimensions shown on a current survey prepared by a licensed professional surveyor, engineer, architect or landscape architect in the state of NJ			
2.	Tax Block and Lot Numbers			
3.	Zoning District			
4.	Name of roads on which the property fronts			
5.	Easements, right-of-way and zone boundaries			
6.	Location of streams, lakes and freshwater wetlands			
7.	Topographic Information			
8.	Location of all existing buildings, proposed structures or changes, showing front, rear, and side yard dimensions, and distance from buildings and accessory structures to property lines.			
9.	Architectural elevations and floor plans, including structural height, of proposed addition or new building			
10.	Building area allowed; draw lines showing required front, rear and side yard setbacks (Example of Plot Plan provided in Appendix B)			
11.	Location, arrangement and dimensions of parking area, driveway, patios, etc.			
12.	Names of adjoining property owners with lot and block designation			
13.	Location of all buildings on adjoining properties including setbacks (Example shown in Appendix B)			
14.	Zoning Compliance Chart			
15.	Historic Preservation Checklist for Certification delivered to Historic Preservation Committee.			

Name _____ Date _____