

DELAWARE TOWNSHIP
ZONING BOARD OF ADJUSTMENT
Variance Application Checklist

Applicant: _____
For: Block _____, **Lot** _____
Submitted on: _____

INSTRUCTIONS: The “Early Review Classification” checklist in Section 10:10 of the 2002 Delaware Township Land Use Ordinance should be used as a guide to determine the data and the information that should accompany each application filed with the Delaware Township Zoning Board of Adjustment. The applicant should *initial* each item line on this checklist indicating that the required information is included with the application submitted. If required information is not included with the application submission, explain the reason for the omission in the **COMMENTS** section.

Checklist: Adopted by Vote of the Delaware Township Board of Adjustment
 On March 13, 2003

REQUIREMENT	INITIALS	WAIVER COMMENTS
1. The plan as submitted is prepared to scale based on deed description or other accurate data.	_____ Included _____ Waived	
2. Submitted plan includes title block with name(s) and address(es) of owners.	_____ Included _____ Waived	
3. Key map showing the location of the subject property in relation to surrounding area.	_____ Included _____ Waived	
4. Submitted plan includes current tax map block and lot numbers of subject property and surrounding properties.	_____ Included _____ Waiver	
5. Zone district in which the subject property is located and any zone district lines within 200 feet of the subject property.	_____ Included _____ Waiver	
6. North arrow	_____ Included (Not optional)	
7. Date of plan	_____ Included (Not optional)	
8. Limitations for foundations	_____ Included _____ Waiver	
9. Limitations for septic systems	_____ Included _____ Waiver	
10. Contours of natural drainage	_____ Included _____ Waiver	
11. Slopes greater than 15%	_____ Included _____ Waiver	

REQUIREMENTS	INITIALS	OMISSION COMMENTS
12. Floodplains	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
13. Watercourses	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
14. Existing woodlands	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
15. Areas in agricultural production	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	

16. Any required landscaping	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
17. Areas in which construction is precluded by steep slopes or stream corridors	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
18. Accurate locations of existing structures	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
19. Locations of manmade installations that affect the subject property	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
20. Easements or rights-of-way	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
21. Proposed utility layouts	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
22. Location of existing well	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
23. Location of existing septic system	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
24. Locations and widths of streets	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
25. Plans of any new streets	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
26. Any proposed easements to be dedicated	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
27. Parking spaces, driveways, points of street access	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	
28. Areas to be paved or graveled, and type of surface	<input type="checkbox"/> Included <input type="checkbox"/> Waiver	