

# ☐ CHECK LIST ☐

## Details Required For Variance Applications

Note: See Subsection 19-802 C. of the Blirstown Township Land Development Ordinance for further details of submission requirements and procedures.

APPLICANT'S NAME \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
1				Application Form(s) and Checklist(s) (15 copies).
2				Escrow Fees in accordance with Section 19-901.
3				Sketch Plats or Plans (15 copies) or related material outlining the location, nature and extent of any variance(s) requested.
4				Key Map at the scale of the Township Tax Maps.
5				Title Block:
6				Name, title, address and telephone number of applicant;
7				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan, if applicable;
8				Name, title and address of the owner or owners of record;
9				Scale (written and graphic); and

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10				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
11				North Arrow.
12				Names and addresses of partners or stockholders as required by Ordinance.
13				Affidavit of ownership.
14				Acreage figures (both with and without areas within public rights-of-way).
15				Approval signature lines.
16				Existing block and lot number(s) of the lot(s) as they appear on the Township Tax Map.
17				Tract boundary line (heavy solid line).
18				The location of existing and proposed property lines, streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as treed areas, both within the tract and within fifty feet (50') of its boundary.
19				The location and width of all existing easements and rights-of-way.
20				Zoning district(s) affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
21				Proposed buffer and landscaped areas.
22				Delineation of flood plains, including both floodway and flood fringe areas, flood zone, flood elevation and elevation of lowest floor level.
23				Wetlands, marshes, ponds and land subject to flooding.

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24				The names of all adjacent property owners and adjacent block and lot numbers as they appear on the most recent tax list prepared by the Township Tax Assessor.
25				Certification from the Township Tax Collector that all taxes and assessments are paid to date.
26				A sketch of the proposed addition or new construction for which a variance is sought, demonstrating how same is architecturally consistent with the existing structure or an improvement thereof.
27				A written statement delineating the exact proposed use requested, for use variance applications only.

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECK LIST.

DATE.

RESERVED FOR TOWNSHIP USE			
Declared Complete?	Yes	No	Date:
By Whom?	Signature & Title:		
Applicant Notified?	Yes	No	Date: