

**BOROUGH OF HAMPTON
CHECKLIST FOR ZONING VARIANCE and/or
DIRECTION FOR THE ISSUANCE OF A PERMIT**

Subject: _____ **Date Received:** _____
Applicant: _____ **Reviewed By:** _____
Block: _____ **Lot:** _____ **Sheet 2 of 3**

	Complies		
	Yes	No	N.A
GENERAL			
1. Twelve (12) copies of the appropriate application form(s), completely filled in. If any item is not applicable to the Applicant, it should be indicated on the application form(s)			
2. Certificate that taxes are paid.			
3. Receipt indicating that fees are paid.			
4. Twelve (12) copies of any required plot plan, site plan or subdivision plan.			
5. Affidavit of ownership. If Applicant is not the owner, Applicant's interest in the land; e.g., tenant, contract/purchaser, lienholder, etc.			
6. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock in any class as required by N.J.S.A.40:55D-48-1 et.			
7. Number of Witnesses and their expertise, if any			
8. Statement as to any requirements for which checklist waiver is sought, together with a statement of reasons why waivers should be granted.			
9. One (1) copy of the latest deed for the property, along with copies of easements covenants, and/or restrictions mentioned in the deed.			
PLOT PLAN REQUIREMENTS			
10. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 50 feet. A scale of 1 inch equals 100 feet is permitted for tracts greater than 50 acres.			
11. Sheet size either 15 x 21, 24 x 36, or 30 x 42.			
12. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the Applicant, where appropriate.			
13. Plat prepared to scale based on deed description, tax map, land survey, or similarly reasonable accurate data.			
14. Key map showing location of tract to be considered in relation to surrounding area and zone boundaries within minimum ¼ mile radius. Scale not smaller than 1 inch equals 800 feet.			
15. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.			
16. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal Tax Assessor			
17. Scale of map, both written and graphic.			
18. North arrow giving reference meridian.			
19. Space for signatures of Chairman and Secretary of the Municipal Agency			
20. Names of all property owners within 200 feet of subject property			
21. Show all lots within 200 feet of the subject property along with block and lot numbers			
22. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.			
23. Zoning district in which the parcel is located, with a schedule of zoning requirements indicating all setbacks, lot coverage, height, floor area ratio & density both as required and proposed.			
24. Acreage of affected parcel to the nearest hundredth of an acre.			
25. Flood plains.			
26. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.			

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Complies
Yes No N.A

	Yes	No	N.A
27. Location of existing structures and their setbacks from existing and proposed property lines on site and within 200 feet.			
28. Location and type of existing easements or rights-of-way including power lines on site and within 200 feet.			
29. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man made installations affecting the tract.			
30. Location of existing wells and septic systems on site and within 200 feet.			
31. When Applicant intends to use a conventional septic disposal system location of test holes, test results and approximate location of the intended disposal field.			
32. Location, names, and widths of all existing and proposed streets on the property and within 200 feet of the tract.			
33. Required road dedication.			
ADDITIONAL INFORMATION			
34. Natural resource inventory information including: a. Soil types as shown by current Soil Conservation Survey Maps. b. Soil depth to restrictive layers of soil. c. Soil depth to bedrock. d. Permeability of the soil by layers. e. Height of soil water table and type of water table. f. Flood plain soil (status). g. Limitation for foundation. h. Limitation for septic tank absorption field (only where septic tank is proposed to be used). i. Limitation for local roads and streets. j. Agricultural capacity classifications. k. Erosion hazard.			
35. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.			
36. The purpose of any proposed easement of land reserved or dedicated to public Or common use shall be designated and the proposed use of sites other than residential shall be noted.			
37. List any sections for which checklist waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.			
38. If application is to be accompanied by a separate application for subdivision, site plan or conditional use approval, submit completed checklists for the appropriate application.			
39. Provide a polaroid or other similar photograph of premises in question taken from the opposite side of the street.			