
**PLANNING BOARD
VILLAGE OF LOCH ARBOUR**

CHECKLIST OF REQUIRED DOCUMENTS THAT MUST BE SUBMITTED FOR ALL APPLICATIONS BEFORE A COMPLETENESS DETERMINATION WILL BE ISSUED (CHECKLIST MUST BE ATTACHED TO THE FRONT OF THE APPLICATION):

Please check if the item is submitted. A complete application requires 14 copies of each of the following documents. **FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS WILL DELAY THE APPLICATION.**

Block # _____ Lot # _____ Owner: _____

	APPLICATION SUBMISSION DATE:
	Completed copy of this application
	Current survey showing existing conditions dated within a year of the date of zoning determination application
	Copies of all requests for zoning determination (approvals or denials) issued for the subject property and all supporting documentation filed in support of prior zoning determination requests submitted within the last two years
	Copies of all building permits issued for the subject property within the last two years and all supporting documentation filed in support of said permits
	Architectural floorplans and elevation drawings showing <u>in detail</u> the scope of the proposed alteration to the subject property
	Site plan or plot plan indicating all existing physical features and all proposed building and site improvements summarized on a single sheet
	List of property owners within 200' of the subject property along with green cards certifying notification to same
	Mapping of all structures within 200' of the subject property
	Copy of property owners' and newspaper notice including Affidavit of Publication
	List of others served, i.e., County, State, etc.
	Payment of fees (\$1,250) and minimum escrow deposit (\$3,500); additional escrow deposit may be required depending upon the scope of the proposed project
	Proof of taxes paid to date (as of the last quarterly payment due)

Signature of Owner

DATE _____

Signature of Owner (if joint ownership)

DATE _____

Date _____

**APPLICATION TO THE PLANNING BOARD
VILLAGE OF LOCH ARBOUR**

FOR OFFICIAL USE ONLY

Date application filed: _____

Fees (***certified funds only***): \$1,250.00; Escrow*: \$3,500.00 Date paid: _____
(*minimum amount; additional amount may be required based upon the scope of the project)

Date application deemed complete _____

Expiration date _____

SECTION 1. APPEAL FROM DENIAL OF BUILDING PERMIT.

If this application has arisen as the result of the denial of a building permit, please supply a copy of the zoning denial giving the reason(s) for the denial and submit with this application.

SECTION 2. INFORMATION REGARDING THE APPLICANT

NAME(S): _____

ADDRESS: _____

MAILING ADDRESS (if different from above) _____

TELEPHONE NUMBER(S): _____

APPLICANT IS:

CORPORATION _____ PARTNERSHIP _____

INDIVIDUAL _____ OTHER (specify) _____

If the Applicant is a corporation or partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership.

Relationship of the applicant to the property in question:

OWNER _____ TENANT OR LESSEE _____

CONTRACT PURCHASER _____ OTHER (specify) _____

If the Applicant is not the owner of the property, applicant must obtain and submit a copy of this application signed by the owner in the space provided in SECTION 8.

SECTION 3. INFORMATION REGARDING THE PROPERTY.

BLOCK # _____ **LOT #** _____ **ZONE** _____

ADDRESS _____

LOCATION: Approximately _____ feet from the intersection of _____

DIMENSIONS: _____ **AREA:** _____ square feet

Property is located (specify name for each that is applicable):

a. within 200 feet of another municipality _____

b. adjacent to an existing or proposed county road _____

c. adjacent to other county property _____

d. adjacent to a state highway _____

Have there been any previous Planning Board or Board of Adjustment hearings involving this property?

Yes _____ No _____ (if yes, attach a copy of the resolution(s) adopted by the Board)

SECTION 4. INFORMATION ABOUT THE REQUESTED RELIEF

PROPOSAL. Set forth the particulars of the proposed use of the PROPERTY and a description of the proposed physical changes to the property, including all physical improvements such as structures, additions, landscaping, etc. Attach additional sheets if necessary.

REASONS FOR RELIEF. Set forth the facts relied upon to support the applicant's claim of right to relief. Attach additional sheets if necessary.

SECTION 4 (continued)

NATURE OF APPLICATION. (check all that apply):

- a. Interpretation of development ordinance or map _____
- b. Appeal of action of administrative officer _____
- c. Variance:
 "C" Variance _____ "D" USE VARIANCE _____ "D" NON-USE VARIANCE _____
- d. Subdivision _____
 (Subdivision application to follow)
- e. Site Plan _____
 (Site plan application to follow)
- f. Waiver of lot to abut street requirement _____
- g. Exception to the official map _____

THE PROPOSED USE, BUILDING, OR SUBDIVISION IS CONTRARY TO:
(List the specific Articles and Sections of the Ordinance from which a variance is sought, the requirement itself and the proposed variation. Attach additional sheets if necessary.)

Article/Section _____	Required _____	Proposed _____

Article/Section _____	Required _____	Proposed _____

SECTION 5. INFORMATION REGARDING EXPERTS.

The following information, though not required, is respectfully requested to enable the Board to facilitate the processing of this application.

Applicant's Attorney _____

Address _____

Telephone _____

Applicant's Engineer _____

Address _____

Telephone _____

Applicant's Architect _____

Address _____

Telephone _____

Applicant's Planner _____

Address _____

Telephone _____

Other Experts (please identify)

SECTION 6. INFORMATION ABOUT REQUIRED EXHIBITS.

See separate checklist.