

LINCOLN PARK CODE

Planning Board or Zoning Board of Adjustment Variance Application

Case # \_\_\_\_\_ (to be filled in by Borough)

Date _____	<u>Review Date</u> _____	<u>Status</u> _____
Property Address _____	_____	_____
Applicant _____	_____	_____
Owner _____	_____	_____

Variance Application Checklist

Paper Documentation	Submitted			Remarks
	Yes	No	N/A	
1. Submit the following documents with the Checklist for General Information, including compliance with all items:				
A) Copy of an area map showing all lots within 200 feet of the property.				
B) The prevailing front yard setbacks of adjoining lots shall be shown on a copy of the area map.				
C) List of names, addresses, lot and block numbers, as they appear on the official tax records of the Borough, of all owners of property within 200 feet of the property that is the subject of the application and upon whom the notice must be served in the manner provided by law. Such list shall be as prepared by the Tax Assessor.				
D) Original survey, signed and sealed by a licensed land surveyor, at a scale not smaller than 1" = 50' nor larger than 1" = 20', clearly and accurately indicating the buildings and improvements thereon with all front, side and rear yard dimensions and setbacks from the property lines.				
E) Preliminary architectural plans and building facade elevations shall be shown. Building height shall be indicated.				
2. If the survey is more than 1 year old, attach certification of the applicant or owner that the survey accurately represents the status of the premises and all improvements at the time of filing for the variance.				

LAND DEVELOPMENT REVIEW

Paper Documentation	Submitted			Remarks
	Yes	No	N/A	
3. A statement containing the following information:				
A) Date of acquisition of property, and from whom.				
B) If applicant is different from owner, state whether the applicant is the contract purchaser of the subject property.				
C) State whether the applicant or owners own or are under contract to purchase any adjoining lands. Set forth lot and block number(s).				
4. For use variance applicants only: Planner's report supporting the grant of the use variance requested.				