



**BOROUGH OF HIGHLAND PARK  
DEVELOPMENT APPLICATION CHECKLIST  
VARIANCE – RESIDENTIAL**

Date: \_\_\_\_\_

Application # (assigned by the Borough): \_\_\_\_\_

**Checklist:** The following list contains those items required to be included in the plans. Applications lacking any of this information may be classified as INCOMPLETE and will not be heard by the appropriate Board until this information is provided. Applicants should place a CHECK mark next to each item which in his opinion is contained within the plans.

**Required Details**

- \_\_\_\_\_ 1. The location of all existing watercourses, wooded areas, easements, rights-of-ways, streets, roads, highways, freeways, railroads, canals, rivers, buildings, structures or any other physical features directly on the property if such feature has an effect upon the use of said property.
- \_\_\_\_\_ 2. The location, use and ground area of each proposed building, structure or any other land use.
- \_\_\_\_\_ 3. The location and widths of proposed streets, highways or freeways servicing the area.
- \_\_\_\_\_ 4. The location, size and capacity of off-street parking area.
- \_\_\_\_\_ 5. The location and identification of proposed open spaces, parks or other recreational areas.
- \_\_\_\_\_ 6. The general location of landscaping and other forestry features, including preliminary grading analysis of drainage management.
- \_\_\_\_\_ 7. The location and design of buffer areas and screening devices.
- \_\_\_\_\_ 8. The location of sidewalks, walkways and all other areas proposed to be devoted to pedestrian use.
- \_\_\_\_\_ 9. Provisions for water supply, sewage disposal and storm water drainage.
- \_\_\_\_\_ 10. Preliminary architectural plans for the proposed buildings or structures, indicating typical floor plans, elevations, height and general design of architectural theme.
- \_\_\_\_\_ 11. Front rear and side yard setbacks with measurements.
- \_\_\_\_\_ 13. Contribution Disclosure Statement. HP ord. No. 1557
- \_\_\_\_\_ 14. Land Development Escrow Agreement N.J.S.A. 40:55D-53.2 et seq.

Since every variance application involves a unique request for relief, it may be necessary to include additional information on the plan which is relevant to your application.

\_\_\_\_\_  
Signature of person who prepared checklist

\_\_\_\_\_  
Date