

**WASHINGTON TOWNSHIP PLANNING BOARD
SITE PLAN APPLICATION FORM
PART B – MINOR CHECKLIST**

Applicant's Name _____

Indicate (Y) or (N) for compliance with Checklist Items 1 through 11 below:

ITEMS REQUIRED FOR A COMPLETE APPLICATION (1 through 10)

1. ____ Fifteen folded plans/sketches.
2. ____ Six complete applications (Parts A and B).
3. ____ Payment of administrative fee and review deposits.
4. ____ Payment of property taxes. Property taxes paid through _____, 20 ____
Next taxes due on _____, 20 ____ Signed _____ Tax Collector
5. ____ If applicant is not the owner, submit letter from owner authorizing submission of plan.
6. ____ Where changes are proposed to the inside of the building: plan or sketch of interior layout and uses.
7. ____ Where changes are proposed to the exterior surface of size of building:
 - a. ____ Plan or sketch of proposed changes and building materials.
 - b. ____ If changes extend beyond existing building, show proposed distance(s) to property lines.
8. ____ Where changes are proposed to property (driveways, parking lots, etc.): plan or sketch of proposed change.
9. ____ Written description of changes requested in Item 5, 6 or 7 above.
10. ____ Engineer's report.

PRIOR TO HEARING DATE BEING SCHEDULED:

11. ____ Site walk by Minor Site Plan Committee.