

**ZONING BOARD OF ADJUSTMENT
Borough of Bernardsville**

**REVIEW CHECKLIST for APPLICATIONS for CERTIFICATE of
NONCONFORMING USE (per N.J.S.A. 40:55D-68)**

Name of Applicant: _____ Application #: _____

Property Address: _____ Block: _____ Lot: _____

Following is a list of required information and/or documents which must be submitted to make application to the Board of Adjustment for a certificate of nonconforming use. All required sets of documents must be collated with drawings folded to show title block.

	Application Requirements – Twenty-one (21) copies of all documents, in collated sets, unless noted otherwise:	Check if Provided	Check if Waiver Requested	Official Verification
1	Completed application form			
2	Completed checklist			
3	Application fee – with check made payable to Borough of Bernardsville.			
4	Escrow fee – with check made payable to Borough of Bernardsville and a completed W-9 form (1 copy)			
5	Borough Tax Collector 's certification of current property taxes paid. (2 copies)			
6	Borough certified list of property owners within 200' of subject property. (1 copy)			
7	Affidavit of Ownership; if the applicant is not the owner, applicant's interest in the land, e.g., tenant, contract purchaser, lien holder, etc., and a copy of the document creating that interest			
8	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least ten (10%) of its stocks any class as required by N.J.S.A. 40:55d-48.1			
9	Detailed statement as to why the Applicant is entitled to a certificate of nonconformity per N.J.S.A.40:55D-68.			

	Application Requirements – continued	Check if Provided	Check if Waiver Requested	Official Verification
10	Description of the zoning history affecting the subject and surrounding properties.			
11	Any and all supporting documents relating to the application including but not limited to prior resolutions of Borough actions, building permits, building inspection reports, tax/assessment information.			
12	Current property survey, drawn to scale, dated within one (1) year prepared, signed & sealed by a registered NJ Land Surveyor – or – survey older than one year with an affidavit certifying that all development currently on the property is identical to that shown on the submitted survey.			
13	A key map, with a north arrow showing the location of the site and its relationship to surrounding areas, existing street locations, municipal and zone boundaries at a scale not less than 1” = 200’			
14	The key map shall include the names of all property owners within 200 feet			
15	Photographs of the subject property depicting existing conditions.			
16	Architectural floor plans, drawn to scale, illustrating the existing interior configuration of the structure in question. (Drawing may be hand drawn by an applicant provided they are to scale and certified in writing to be a true and accurate representation of what exists on-site.)			