

# EXHIBIT A

## CHECKLIST NO. 6

### ADMINISTRATIVE WAIVER OF SITE PLAN REVIEW APPLICATION AND CHECKLIST

In order to obtain an administrative waiver of site plan review, the proposed development must not require any new variances or alter any existing variances, and must meet the following criteria:

- (1) The applicant secured previous site plan approval under the terms of this title chapter and the proposed development will have an insignificant impact on the previously approved site plan; or
- (2) The proposed development involves normal repair, maintenance, or replacement; or
- (3) The proposed development will not affect existing circulation, parking, drainage, stormwater management, Highlands compliance, building arrangements, landscaping, buffering, lighting or other considerations of site plan review.

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APPLICANT:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

SUBJECT PROPERTY:

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zoning district: \_\_\_\_\_  
Location: \_\_\_\_\_

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The below checklist must be fully completed. **Please be aware that failure to include required checklist items can result in the application being deemed incomplete and ineligible for review.**

Applicants for administrative waiver of site plan review shall submit one paper copy and one digital copy of all items below. Applications that include a waiver request for any of the checklist items shall be accompanied by a written statement in support of each such request.

(a) General Requirements		
<u>Office Use</u>	<u>Applicant Use</u>	
	Included	Waiver Requested
		1. Written description of, and grounds for, waiver request.

			2. Application fee (see §165-13)
			3. Written description of proposed operation and use.
			4. Copy of previously approved site plan, if one exists, along with the resolution for approval for said plan and a certification of current compliance with said site plan and approval, or, if no previously approved site plan exists, a plot plan of the property showing the location of all existing and proposed structures, with relationship to surrounding building(s) on adjoining properties, zoning setback, driveway(s), and existing and proposed utilities.  The site plan and/or plot plan shall include the following items as applicable:
			[a] existing and proposed structures, with dimensional ties to property lines, a minimum of two ties per structure.
			[b] existing and proposed impervious surfaces (stone, paved, etc.), including delineation of parking stalls
			[c] existing and proposed landscaping
			[d] existing and proposed lighting
			[e] existing and proposed floor plans, with the area(s) subject to change clearly defined.
			[f] bulk zoning regulations for applicable district in schedule form (showing required, existing & proposed conditions)
			[g] elevations and details for proposed new construction
			5. If changes to the HVAC are proposed, applicant is to provide information regarding noise and odors as it pertains to the adjacent properties.
			6. Photographs showing existing conditions.
			7. Cut sheets and/or product literature.

<b>(b) Application Review (Township Use Only)</b>			
Approved	Approved with Conditions*	Referred to Planning Board	Reviewed by the Administrative Officer and Planning Board Chair** pursuant to §165-36.2.
			<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Administrative Officer</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Planning Board Chair</span> <span>Date</span> </div>

(\*See attached memorandum with additional information)  
(\*\*The Vice-Chair or Chair *Pro Tem* may act in place of the Chair if he/she is unavailable)

The undersigned hereby acknowledge(s) that the information contained herein is true and complete to their best of its/their knowledge.

\_\_\_\_\_

Print applicant name

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Print owner name

\_\_\_\_\_

Owner Signature

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