

Building Department

Post Variance Approval Process

Applicant Name: _____

Project Number: _____

Property Address: _____

Block: _____ **Lot(s):** _____ **Zone:** _____

Meeting Date: _____

Resolution Number: _____

Resolution Date: _____

After obtaining a memorialized Resolution from the Planning Department, **the Applicant must submit a completed permit application to the Building Department to start the review process.** Please submit this form along with the following items to the Building Department (please check the boxes to indicate submission items included):

- Completed construction permit jacket and sub-code forms (if not previously submitted)
- Original survey of the property and 2 copies of the survey (to scale) showing all proposed work
- Copy of the Resolution
- Construction Plans: 4 sets of construction plans that match the Board approved plans. Check **one** of the following:
 - Plans previously submitted with zoning permit application. No changes required.
 - New submittal / modified plans to match Board approved plans

All applications must be reviewed by the Zoning Review Officer to ensure the proposed work complies with the resolution. Please be advised that applications may also require approval from the Engineering Department.

Plan review time frames to keep in mind:

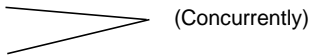
Initial Zoning Review: 10 Business Days

Zoning Re-reviews: Done in order of receipt

Post-Variance Zoning Review: Done in order of receipt after resolution is memorialized

Building Review: 20 Business Days

Engineering Review: 20 Business Days



PLEASE NOTE: If changes and/or updates are required to be submitted, additional review time may be necessary.

**** SIGNATURE REQUIRED WHEN SUBMITTING PERMIT APPLICATION TO THE BUILDING DEPARTMENT ****

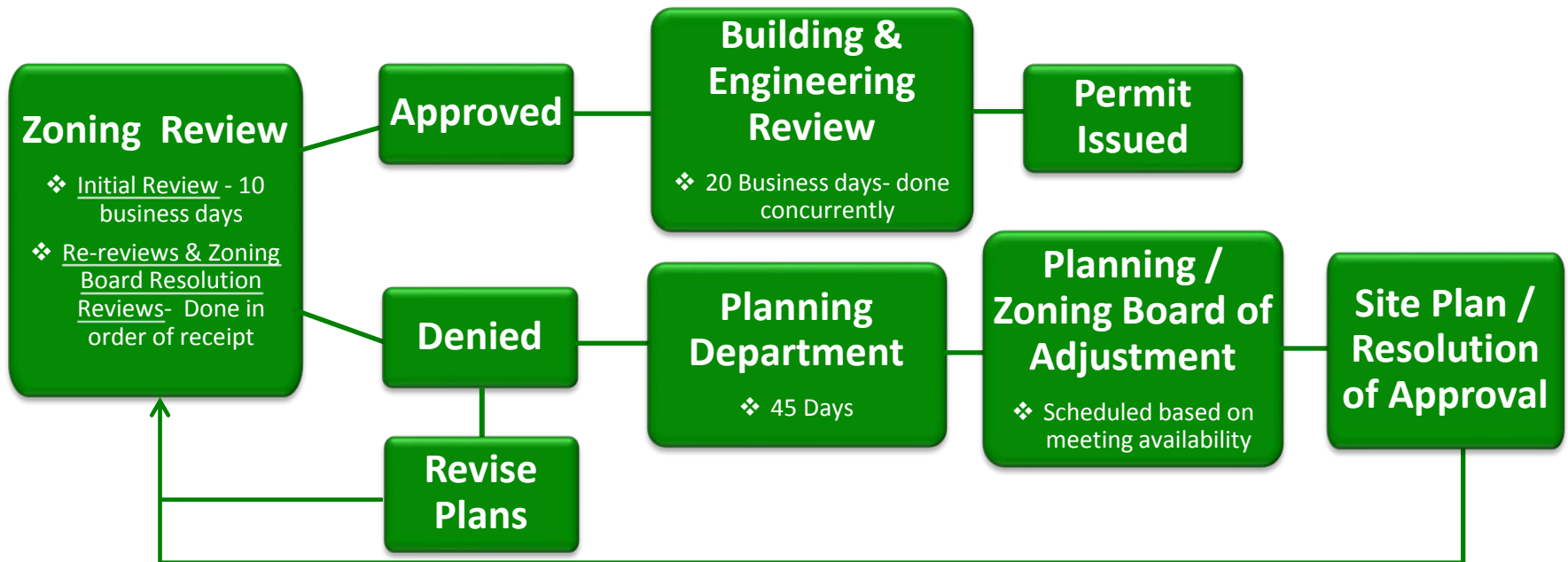
Applicant agrees they have read the above information and are submitting all requested paperwork.

Applicant Signature

Date

Township of Livingston

Construction Project Flow Chart



- Resolutions of Approval are adopted 30-45 days after the scheduled Zoning Board meeting. For more information, please refer to the attached Building Department Post Variance Approval Process form.
- Applicants are encouraged to review all forms to prepare all required submission items.
- Additional review time may be necessary if changes and/or updates to an application are submitted.