

TOWNSHIP OF FLORENCE

VARIANCE APPLICATIONS CHECKLIST OF SUBMISSION REQUIREMENTS

TO BE FILLED OUT BY APPLICANT:


Name of Applicant: Fortune Lu LLC

Location of Subject Property:
 Street Address: 2111 US Route 130
 Block: 111 Lot: 2

Date Submitted to Florence Land Use Office: RECEIVED

MAY 12 2026

FOR OFFICIAL USE ONLY:

Date Received at Florence Land Use Office: ZB2026/08 By: 

Completeness Review By (required by both):

Complete	Incomplete	Reviewed by	Signature	Date Reviewed
—		Board Engineer	_____	_____
		Board Attorney	_____	_____

(If incomplete indicate the missing items on this form and return it to the applicant)

Date Returned to Applicant: _____ By: _____

INSTRUCTIONS

You should first obtain the "GENERAL INSTRUCTIONS FOR APPLICATIONS", from the Land Use Office. Read it carefully for a detailed explanation of the application process. Be sure that you have the correct checklist before you begin compiling your application. This checklist relates to steps 1 and 2 in the process (as described in the General Instructions) and can be used only for **variance applications**. It is your responsibility, as an applicant, to provide a complete "picture" of your application. Only after you have provided the information listed below can your application be certified as "complete" and submitted to the Planning Board or Zoning Board for their review. In some cases (indicated below), specific checklist items may be requested to be waived by checking the appropriate box under "waiver requested". Be sure that you address each of the items listed in this checklist in your application submission. Failure to do so will result in it being classified "incomplete". An "incomplete" application has no legal status.

SUBMISSION OF MATERIALS to the LAND USE OFFICE

At the time of the original submission of your application to the Florence Land Use Office, your application must be in 14 complete sets (original and 13 copies). All maps must be folded and a complete set must be sent directly to the Board’s professional staff (addresses can be obtained from the Land Use Office). As noted below, the application fee is a non-waivable submission item. However, because the application fee is non-refundable, you are not required to submit the application fee until after your application is certified “complete” (and scheduled on the Board’s meeting agenda).

Non-waivable Submission Items

The following items must accompany all applications at the time of the original submission. They cannot be waived. Please check the appropriate box when provided:

Provided	
X	Completed and signed checklist together with written justification of waiver requests, if any. Original and thirteen (13) copies.
X	Application Form. Original and thirteen (13) copies, completed and notarized.
X	Escrow fee along with the completed escrow agreement (consult with the Land Use Office for the amount and to obtain agreement form).
X	Certification by the Township Tax Collector that all taxes on the subject property are paid to date. Original and thirteen (13) copies.
N/A	If the property is under agreement, either a copy of the agreement or a letter from the owner granting permission to seek application approval.

PLEASE NOTE: The application fee is also a non-waivable submission item; but because it is non-refundable, you may submit it after your application is certified as “complete” and scheduled on a Board meeting agenda.

Submission Items

The following items are required by ordinance to be submitted with all variance applications. You may request that a specific item be waived by marking the appropriate “waiver requested” box and providing written justification for the request. A determination on any waiver request will be made based upon the written justification that must accompany any waiver request. Waivers will be granted only for good and sufficient reason and the request to waive a major item will substantially delay the process. Please check the appropriate boxes:

Provided	Waiver Requested	
X		Survey of the property by a licensed New Jersey land surveyor showing boundaries and all existing structures. Original and thirteen (13) copies.
X		A sketch plan outlining the location, nature and extent of any variances(s) requested. Original and thirteen (13) copies.
N/A		A complete “Request for Certified List of Property Owners” form (obtain from Land Use Office).
		A certificate from the Zoning Officer setting forth the reasons for the denial of the zoning permit. If you have retained an attorney or planner, they may provide the written description of the needed variance(s).

“d” (“USE”) VARIANCE (under C40:55D-70d) SUBMISSION REQUIREMENTS

If your application is for or includes a “d” (use) variance the following information must be provided in addition to the submission items listed above:

Provided	Waiver Requested	
X		A written statement describing and providing legal justification for the exact proposed use requested. Original and thirteen (13) copies

APPLICANT’S CERTIFICATION

The undersigned (applicant) hereby acknowledges that the information contained herein is true and complete to the best of his/her knowledge.

Date: This 22 day of December, 2025

[Signature]
Master.