



Borough of Carteret

Zoning Board of Adjustment
Planning Board
61 COOKE AVENUE
CARTERET, NEW JERSEY 07008
Tel: 732-541-3936
Fax: 732-969-2429

Zoning Officer
John P. DuPont

PLANNING OR ZONING BOARD OF ADJUSTMENT CHECK LIST

ALL APPLICATIONS IN THEIR ENTIRETY (COMPLETENESS DONE) MUST BE SUBMITTED TO THE BOARD CLERK BY THE 2ND TUESDAY OF THE MONTH. ANY APPLICATIONS SUBMITTED AFTER THIS DATE WILL BE RESCHEDULED FOR A FUTURE HEARING DATE.

1. COPY OF DENIED ZONING PERMIT FROM ZONING OFFICER.
2. COPY OF 200 FOOT RADIUS LIST FROM THE TAX ASSESSOR'S OFFICE. (LOCATED AT 20 COOKE AVENUE)
3. 20 - COPIES OF APPLICATION.
4. 20 - COPIES OF MAPS OR DRAWINGS.
5. CORPORATE DISCLOSURE. (IF APPLICABLE)
6. PROPERTY TAXES PAID. (CERTIFICATE CAN BE OBTAINED FROM TAX COLLECTOR - 20 COOKE AVENUE)
7. SEWER CONNECTION APPLICATION SUBMITTED TO:
Obtain application in the Construction Office.

*MUNICIPAL ENGINEER
Mr. John DuPont - 732-541-3847
61 Cooke Avenue
Carteret, NJ 07008*
8. COPY OF NOTICE TO COUNTY OF MIDDLESEX PLANNING BOARD.
(All properties on Roosevelt Ave. or Washington Ave.) (732-745-3062)
9. COPY OF NOTICE TO DOT. IF APPLICABLE.
10. DCA APPLICATION (PROPERTY EXCEEDS 150 ACRES OR 500 DWELLING UNITS.)
11. ORIGINAL AFFIDAVIT OF PUBLICATION PRIOR TO HEARING:

THE HOME NEWS & TRIBUNE
P.O. BOX 787
NEPTUNE, NJ 07754 (FAX # 732-565-7469)
12. ORIGINAL AFFIDAVIT OF SERVICE (PRIOR TO HEARING).
CERTIFIED MAILING RETURN RECEIPTS TO BOARD CLERK.
13. MEETINGS HELD:

MUNICIPAL COURT
230 ROOSEVELT AVENUE
CARTERET, NEW JERSEY 07008
14. MEETING TIME 6:30 P.M. (ZONING BOARD 4TH TUESDAY) - (PLANNING BOARD 4TH WEDNESDAY) Check Sch.
15. FEES MUST BE PAID TO BOARD CLERK BY CERTIFIED CHECK NO LATER THAN 10 DAYS BEFORE YOUR HEARING DATE. CHECKS ARE MADE PAYABLE TO THE BOROUGH OF CARTERET.
16. APPLICANT IS RESPONSIBLE FOR PUBLISHING BOARD'S DECISION AFTER RESOLUTION IS MEMORIALIZED.
(SAMPLE ENCLOSED - PAGE 10)
17. ALL ESCROWS AND BONDS MUST BE PAID TO THE ZONING/PLANNING OFFICE. THIS IS THE ONLY WAY WE KNOW YOU HAVE COMPLIED.



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All Money Matters for Board of Adjustment and/or Planning

Dear Applicant:

We are happy to assist you in your development project here in the Borough of Carteret.

In order for us to serve you in a most efficient manner it is of the utmost importance that you submit **ALL FEES** to this office at 61 Cooke Avenue, Carteret, NJ 07008. If they are sent elsewhere this is a good chance we will not know about it and your application will not proceed.

All checks for Board hearings must be here no later than **10 days before your hearing date or else your case will not be heard.**

Those fees are as follows:

Before the hearing:

1. Legal and Engineering Escrow Fees.
2. All Board Fees.

After the hearing:

1. Performance Bonds and Letters of Credit.
2. Engineering Inspection Fees.
3. Maintenance Bonds.

All checks and bonds must be made out to the Borough of Carteret.

Thank you for your anticipated cooperation.

Zoning Officer



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Zoning Officer.
John P. DuPont

APPLICATION TO THE BOROUGH OF CARTERET

FOR OFFICIAL USE ONLY:

Date Application filed: _____ Docket No. _____
Fee Paid: Amount _____ Date: _____
Date file complete: _____ Time period expires: _____

SECTION 1 – APPEAL FROM DENIAL OF BUILDING PERMIT:

If this application has arisen as the result of the denial of a zoning permit, please secure a copy of the denial from the Zoning Officer giving reasons for denying the zoning permit and submit it with this application.

SECTION 2 – INFORMATION REGARDING THE APPLICANT:

A) The applicant's full legal name is _____
(Federal ID# or Social Security # _____)

B) The applicant's mailing address is _____

APPLICATION PROPERTY ADDRESS _____

C) The applicant's telephone number is: _____

D) The applicant is a: CORPORATION: _____ PARTNERSHIP _____ INDIVIDUAL(S) _____
INDIVIDUAL(S) _____ OTHER SPECIFY _____

E) If the applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership. (Form located on Page 7 of this application).

F) The relationship of the applicant to the property is question is:

OWNER _____ TENANT OF LESSEE _____ PURCHASER UNDER CONTRACT _____
OTHER (Specify) _____

G) If the applicant is not the owner of the property in question, the applicant must obtain and submit a copy of this application signed by the owner in the space provided in - SECTION 9

SECTION 3 – INFORMATION REGARDING THE APPLICATION PROPERTY:

A) The street address of the Application Property is: _____

B) The location of the application property is approximately _____ feet from the intersection of _____ and _____.

C) The tax map Block is _____; Lot is _____. (See tax bill or deed of call the tax office for this information).

D) The zone in which the application property is located _____.

E) The dimensions of the application property are _____.

F) The size of the application property is _____ square feet.

G) The application property is located:

1. Within 200 feet of another municipality:

Yes _____ No _____

2. Adjacent to an existing or proposed county road:

Yes _____ No _____

If uncertain, call the Public Works Department)

3. Adjacent to other county land:

Yes _____ No _____

4. Adjacent to a State Highway:

Yes _____ No _____

H) Have there been any previous hearings involving this property:

Board of Adjustment _____ Planning Board _____

I) If the answer to (H) is YES, attach a copy of the written decision adopted by the applicable Board.

J) If applicable supply all deed restrictions, covenants, association by laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

SECTION 4 – INFORMATION ABOUT THE REQUESTED RELIEF:

A) "PROPOSAL" – Attach a statement entitled "PROPOSAL" setting forth the particulars of the proposed use of the application property, (If other than a single family residential) and a description of the proposed physical changes to the application property. (Include all physical improvements such as structures, additions, landscaping, etc.) ATTACHED: YES _____ NO _____

B) "REASONS FOR RELIEF" – Attach a statement entitled "REASON FOR RELIEF" setting forth the facts relied upon to support the applicant's claim of right to relief.
ATTACHED: YES _____ NO _____

C) NATURE OF APPLICATION: (Check appropriate items)

1. Interpretation of development ordinance or map: _____
2. Appeal of action of administrative officer: _____
3. Variance "C" Variance _____
"D" Use Variance _____
"D" Non Use Variance _____
4. a. Subdivision _____
b. Subdivision application to follow: _____
5. a. Site Plan _____
b. Site Plan application to follow: _____
6. Waiver of lot to abut street requirement: _____
7. Exception to the official map: _____

D) The proposed use, building, or sub-division is contrary to: (List the specific Articles and Section of the ordinance from which a variance is sought, the requirement itself and the proposed variation. If additional space is needed, please attach a list to this application.)

Article _____ Section _____ Required _____ Proposed _____

Article _____ Section _____ Required _____ Proposed _____

Article _____ Section _____ Required _____ Proposed _____

Article _____ Section _____ Required _____ Proposed _____

SECTION 5 – INFORMATION ABOUT EXPERTS:

The following information is requested to enable the Board to facilitate the processing of this application:

A) Applicant's Attorney: Name: _____
 Address: _____
 Phone Number: _____
 FAX Number: _____

B) Applicant's Engineer: Name: _____
 Address: _____
 Phone Number: _____
 FAX Number: _____

C) Applicant's Planner: Name: _____
 Address: _____
 Phone Number: _____
 FAX Number: _____

D) Applicant's Architect: Name: _____
 Address: _____
 Phone Number: _____
 FAX Number: _____

E) Other Expert's: Name: _____
 Address: _____
 Phone Number: _____
 FAX Number: _____

SECTION 6 – INFORMATION ABOUT REQUIRED EXHIBITS:

A complete application requires the following submissions. Simple variance applications need not submit items _____, _____ and _____.
(List appropriate items)

Please check if item is submitted with this form:

- A) _____ Copies of this application.
- B) _____ Plot Plans (Site Plan).
- C) _____ Copies of 200-foot radius map.
- D) _____ Copy of "Authorized" application form if applicant is not the Property's owner.
- E) _____ List of property owners within 200 feet of property.
- F) _____ Copy of owner's notice and newspaper notice.
- G) _____ List of others served, e.g. County, State, etc.
- H, I, J) _____ List other required submission here, e.g. payment of taxes, payment of fee.

SECTION 7 – NOTICE

Applicant is responsible to publish and serve notice of this application in accordance with the Board's instruction number __11__; however, notice may not be effected until this application is certified as complete by the Zoning Officer.

SECTION 8 – VERIFICATION AND AUTHORIZATION:

A) APPLICANT'S VERIFICATION

I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with the application are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Applicant's Signature

B) OWNER'S AUTHORIZATION

I hereby certify that I reside at _____
In the County of _____ And State of _____
And that I am the owner of all that certain lot, piece or parcel of land known as Block _____
Lot(s) _____ on the Tax Map of the Borough of Carteret, which property is the
subject of the above application, and that said application is hereby authorized by me. Authorization
is hereby granted to the Borough of Carteret, its agents, servants, employees and/or representatives to
inspect all or any part of the above property, whether interior or exterior, at any reasonable hour of
the day, at any time, or from time to time, with respect to any matters relating to this Application.
This authorization shall also permit Borough representatives to visit the site to take photographs, and
to make sketches and notes with respect to the subject property.

Owner's Signature

DISCLOSURE OF STOCKHOLDERS / PARTNERS

A corporation or partnership applying to a Planning Board or a Board of Adjustment, or to the governing body of a Municipality, for permission to subdivide a parcel of land into six (6) or more lots, or applying for a variance to construct a multiple dwelling of twenty-five (25) or more family units, or for approval of a site to be used for commercial purposes, shall list the names and addresses of all stockholders or individual partners owning at least ten (10%) of its stock in any class, or at least ten (10%) percent of the interest in the partnership, as the case may be. If a corporation or a partnership owns ten (10%) or more of the corporation, or ten (10%) percent or greater in a partnership, which is subject to disclosures pursuant to N.J.S. 40:55D-48.1 and 48.2, that corporation or partnership must then list the names and addresses of its stockholders holding ten (10%) percent or more of its stock or ten (10%) percent or greater interest in the partnership, as the case may be, and this requirement must be followed by every corporate stockholder or partner in a partnership until the names and addresses of the non-corporate stockholders and individual partners exceeding the ten (10%) percent ownership criterion established in the above statute have been listed.

NAME OF STOCKHOLDER
OR PARTNER :

ADDRESS:

PERCENTAGE OWNED:

NAME OF STOCKHOLDER
OR PARTNER :

ADDRESS:

PERCENTAGE OWNED:

NAME OF STOCKHOLDER
OR PARTNER :

ADDRESS:

PERCENTAGE OWNED:

PLEASE COMPLETE AND FORWARD THIS FORM TO:

By Mail:	Legal Advertising The Home News & Tribune P.O. Box 787 Neptune, NJ 07754-0787	Hand Delivery:	35 Kennedy Boulevard East Brunswick, NJ 08816
		By FAX:	732-565-7469

PUBLIC NOTICE

PLEASE TAKE NOTICE that on _____ at 6:30 PM, the Zoning/Planning Board of the Borough of Carteret will hold a public hearing on the application of _____ . The public hearing will be held at the Carteret Police and Municipal Court Building, 230 Roosevelt Avenue, Carteret, New Jersey. The property which is the subject of the application is located at _____, and is located in the _____ Zone. Said property is also known as Block _____, Lot _____ on the tax map of the Borough of Carteret.

The application is for (describe type of approval, e.g. site plan, preliminary subdivision, minor site plan, etc.) _____ approval to permit (describe development) _____

Also, the application is for approval of the following variances and/or waivers of the design and/or submission requirements of the bulk and/or design standards of the applicable Borough of Carteret Land Development Ordinances:

Description of Variance or Waiver	Standard Required	Proposed
_____	_____	_____
_____	_____	_____
_____	_____	_____

(describe variances and design waivers required)

The applicant also intends to request at the hearing such other bulk variances and/or waivers of design standards and/or submission requirements as are required to develop the property in the manner indicated in the application materials.

The application for development and all supporting maps, site plans and documents are on file in the office of the Department of Planning and Zoning and are available for public inspection, Monday through Friday, during normal business hours. Any interested party may appear at the aforesaid hearing, either in person, or by their attorney, and be given an opportunity to be heard with respect to the aforesaid application.

Applicant's or Attorney's signature

BOROUGH OF CARTERET DEPARTMENT OF PLANNING AND ZONING

**NOTICE TO BE SERVED ON OWNERS OF PROPERTY WITHIN A 200 FEET RADIUS
OF APPLICANT'S PROPERTY BOUNDARIES**

TO: _____	Owner of Block# _____ Lot# _____
ADDRESS: _____	Street Location of Application: _____
_____	_____

PLEASE TAKE NOTICE that on _____ at 6:30 PM, the Zoning Board of Adjustment/Planning Board of the Borough of Carteret will hold a public hearing on the application of _____

The public hearing will be held at the Carteret Police and Municipal Court Building, 230 Roosevelt Avenue, Carteret, New Jersey. The property which is the subject of the application is located at _____, and is located in the _____ Zone.

Said property is also known as Block# _____ Lot# _____ on the tax map of the Borough of Carteret.

The application is for (describe type of approval, e.g. site plan, preliminary subdivision, minor site plan, etc.) _____ approval to permit (describe development) _____

Also, the application is for approval of the following variances and/or waivers of the design and/or submission requirements of the bulk and/or design standards of the applicable Borough of Carteret Land Development Ordinances:

Description of Variance or Waiver	Standard Required	Proposed
_____	_____	_____
_____	_____	_____
_____	_____	_____

(describe variances and design waivers required)

The application for development and all supporting maps, site plans and documents are on file in the office of the Department of Planning and Zoning and are available for public inspection, Monday through Friday, during normal business hours. Any interested party may appear at the aforesaid hearing, either in person, or by their attorney, and be given an opportunity to be heard with respect to the aforesaid application.

Applicant's or Attorney's signature

PLEASE COMPLETE AND FORWARD THIS FORM TO:

By Mail: Legal Advertising
The Home News & Tribune
P.O. Box 787
Neptune, NJ 07754-0787

Hand Delivery: 35 Kennedy Boulevard
East Brunswick, NJ 08816
By FAX: 732-565-7469

NOTICE OF ACTIONS TAKEN BY BOARD

BOROUGH OF CARTERET

Take notice that on the _____ day of _____, 200__ the Zoning Board of
Adjustment / or / Planning Board of the Borough of Carteret in the County of Middlesex took the
following actions:

(Granted / Denied) to (Name) _____ for the property located at

(Address) _____

Block _____ Lot _____

Approval to (a variance, site plan, preliminary subdivision, minor site plan, etc.) describe
development

S A M P L E