

APPLICATION INSTRUCTIONS FOR VARIANCES, SUBDIVISIONS, SITE PLANS, APPEALS

1. Complete the application form and submit it to the Secretary of the Planning Board with all required information and fees.

The application form must be accompanied by the following:

- a. Two (2) sets of drawings, plot plans, and surveys, drawn to scale, and containing all measurements of buildings or additions; and showing dimensions and location of the property involved in the application. The drawings, plans and/or surveys must show the location of all structures and distances between the various structures and the property lines. If this plan is prepared by other than a licensed surveyor or architect, the applicant must furnish the Board with an affidavit stating that all the information is correct. **Once the application is deemed complete, (13) additional sets must be submitted to the Secretary before the scheduled hearing.**
 - b. If Subdivision, Site Plan or Conditional Use approval is also sought, applicant will submit a Development Application, including all information required by the Development Regulations. If Notice is required, local utilities must be noticed for Subdivisions and Site Plans. (Gas, Cable, Telephone, Sewerage, Water, Electric Co.)
 - c. Check payable to the Borough of Monmouth Beach in the amount required according to the attached fee schedule for the application, along with a separate check payable to the Borough of Monmouth Beach in the amount required according to the attached fee schedule for the escrows.
 - d. The required names and address of property owners within 200 feet of the property, including a list of Utilities and an Additional Notice list, will be provided by the Board Secretary upon submission of the \$10.00 fee. If it is required to contact property owners from adjoining municipalities, the applicant must contact the designated officials within that municipality for the names and addresses of those property owners.
2. Once the application is deemed **COMPLETE**, the Secretary of the Board will notify the applicant with a date and time for the hearing
 3. Once the applicant has been given a hearing date the following must be done:
 4. Complete the Notice of Hearing.

The Notice of Hearing must state the specific relief requested including a listing of all variances. It should also state the Lot and Block of the property and the street address. If a Subdivision or Site Plan approval is being requested, it shall be included in the Notice of Hearing.

A Notice of Hearing must be given to the following no less than ten (10) days prior to the assigned hearing date:

- a. All property owners within 200 feet including property owners in adjoining municipalities.
 - b. Monmouth Beach Borough Clerk.
 - c. Monmouth Beach Building Department/Zoning Officer.
 - d. Municipal Clerk of any municipality within 200 feet.
 - e. Monmouth County Planning Board, if property is located within 200 feet of a county road or municipal boundary.
 - f. State of New Jersey, Commissioner of Transportation, if property is located within 200 feet of a state highway.
5. The Notice of Hearing shall be given by:

- a. Serving a copy thereof on the property owner or his agent in charge of the property; or
 - b. Mailing a copy thereof by certified mail, to the property owner at his address as shown on the current tax map.
6. A copy of the Notice of Hearing shall be published in the Asbury Park Press at least ten (10) days prior to the Hearing.
7. At least two (2) days prior to the hearing date, the applicant must submit an Affidavit of Proof of Service and Affidavit for Publication to the Secretary of the Planning Board. After serving the Notices of Hearing, complete the affidavit of Proof of Service, which must set forth the date of service of the notices, the names and addresses of the persons served and who were served personally or by certified mail. The person who made service must sign the Affidavit of Proof of Service and a Notary Public or Attorney at Law must complete the Affidavit by signing the Jurat.
8. Requests for adjournment must be written to the Secretary of the Board at least two (2) days prior to the hearing.
9. The applicant or an Attorney at Law must attend the Hearing. Corporations must be represented by an Attorney at Law.
10. All Real Estate taxes must be paid through the date of the Hearing.
11. The action taken by the Board will be advertised by the applicant, unless paid in-advance to the secretary, in a newspaper of general circulation within the municipality not more than ten (10) days after said decision is rendered.

PLANNING BOARD APPLICATION

NAME OF APPLICANT: _____

ADDRESS OF THE SITE _____

PHONE NUMBER: _____

EMAIL ADDRESS

BLOCK _____ **LOT** _____ **ZONING DISTRICT** _____

NAME OF THE ATTORNEY _____

BUSINESS ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS

NAME OF ENGINEER _____

BUSINESS ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS

NAME OF NAME OF ARCHITECT _____

BUSINESS ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS

DATE SUBMITTED _____ **DATE APPLICATION COMPLETE** _____

RECEIVED BY _____

ACCEPTED _____ **HEARING DATE** _____

FEE PAID

PLEASE CHECK THE FOLLOWING

Appeal \$ _____

13 copies of plat plans ()

Variance \$ _____

13 copies of survey ()

Subdivision \$ _____

13 copies of radius map showing owners

Amended Approval \$ _____ Within 200 feet () _____

Final news notice \$ _____

200 foot list \$ _____ Escrow Deposit \$ _____

Interest of applicant if other than landowner.

Statement of landowner where the applicant is not the landowner.

I, _____, the owner of lot(s) _____ in block _____ Borough of Monmouth Beach, Monmouth County, hereby acknowledge that the application of _____
For development on said lot(s) is made with my complete understanding and permission in accordance with an agreement entered into between me and the applicant herein stated.

Signature of Owner/Address/Phone _____

ANSWER THE FOLLOWING QUESTIONS.

	YES	NO	N/A
Are taxes paid through date?	()	()	()
Are there deed restrictions, covenants or easements effecting tract?	()	()	()
Does the applicant have any interest in any lands within 1000 yards of the tract? (for the these purposes "applicant" shall include any entity in which the applicant Or any officer, director, partner or shareholder of applicant has an interest) If the answer is yes, explain:	()	()	()
Is the application for a new building?	()	()	()
Is the application for an undeveloped lot?	()	()	()
Is the application for additional buildings?	()	()	()
Is the application for improvements to a lot having existing buildings or improvements?	()	()	()
Is the application for a new tenant?	()	()	()
Is the application for a new occupant of an existing building?	()	()	()
If there a previously approved site plan for this property? (If yes, attach an approved copy)	()	()	()
Has there been any previous appeal involving this property? (if yes, state character of appeal and date of disposition)	()	()	()
IS THIS A CORNER LOT?	()	()	()

If no, distance from nearest intersection is ____ feet.

LOT DIMENSIONS:

	<u>Existing</u>	<u>Zoning Requirements</u>
Frontage	ft.	ft.
Depth	ft.	ft.
Area	sq. ft.	sq. ft.
	acres	acres

SUBJECT BUILDING LOCATION:

Show Minimum distance to: Zoning Requirements

Front Lot line	ft.	ft.
Side Lot Line	ft.	ft.
Rear Lot Line	ft.	ft.

SIZE OF BUILDINGS:

Front width feet - Depth feet - Height feet

LOT COVERAGE: _____ %
Zoning requirement _____ % maximum

The proposed building or use thereof is contrary to
Article(s) _____ Section(s) _____
of the Development Regulations Ordinance of the Borough of Monmouth Beach
in the following particulars:

The reasons for this request and the grounds urged for the relief demanded is as follows:

If more space is needed for any section attach additional pages.

_____ Date	_____ Applicant Signature
---------------	------------------------------

(Applicant shall execute the following affidavit)

STATE OF NEW JERSEY
COUNTY OF MONMOUTH SS:

I am the applicant in the above matter and the information as set forth
therein is true to the best of my knowledge and belief.

Sworn and subscribed to before me this date of _____.	_____ Applicant Signature
---	------------------------------

[Notary]

Schedule of Fees and Escrow Deposits

Schedule of Fees and Escrow Deposits

<i>Subdivisions</i>	<i>Fees</i>	<i>Escrows</i>
Conceptual Subdivision with review by Board's Attorney or Consultant	\$100.00	\$1000.00
Minor Subdivision or Re-Sub with no newly created variances	\$250.00 + \$100.00/new lot	\$1500.00
Preliminary Application, Major Subdivision	\$500.00 + \$100.00 / new lot	\$2500.00 \$500.00/newlot
Final Application, Major Subdivision	50% of Preliminary	50% of Preliminary
Final Plat, Major Subdivision	\$100.00/lot	\$250.00/lot
Lot Line Adjustment	Same as Minor Subdivision	Same as Minor Subdivision
<i>Site Plans</i>	<i>Fees</i>	<i>Escrows</i>
Conceptual Site Plan with expert/legal review	\$100.00	\$1000.00
Preliminary Site Plan	\$250.00 + \$100.00 for each 1000 square feet of affected area	\$2500.00 + \$500.00 for each 1000 square feet of affected area
Final Site Plan	50% of Preliminary	50% of Preliminary
<i>Variances</i>	<i>Fees</i>	<i>Escrows</i>
Use Variances (N.J.S.A. 40:55D-70d)	\$100.00	\$1000.00
All Other Variances (N.J.S.A. 40:55D-70c)	\$100.00 plus \$150.00 per variance	\$500.00 plus \$150.00 per variance
<i>Miscellaneous</i>	<i>Fees</i>	<i>Escrows</i>
Conditional Use	\$250.00	\$1500.00
Amended Approvals - Subdivision or Site Plan	50% of initial fee	50% of initial escrow
Appeals filed pursuant to N.J.S.A. 40:55D-70a	\$100.00	\$500.00
Interpretations filed pursuant to N.J.S.A.	\$100.00	\$500.00

40:55D-70b		
Applications filed pursuant to N.J.S.A. 40:55D-34	\$100.00	\$500.00
Appeals filed pursuant to N.J.S.A. 40:55D-36	\$100.00	\$500.00
Special Meeting of the Board	\$250.00	Included in subject matter escrow
Approval Extension	\$250.00	\$500.00
As-Built Survey Review Fee	\$150.00	None
Tax Map Revision Fee	\$100.00	\$100.00 per lot



UNIFIED PLANNING & ZONING BOARD OF ADJUSTMENT
BOROUGH OF MONMOUTH BEACH
18 WILLOW AVENUE
MONMOUTH BEACH, NJ 07750
TEL (732) 229-2204
FAX (732) 870-8245

AFFIDAVIT OF SERVICE

State of New Jersey:

s

County of Monmouth: s

_____ of full age, being duly sworn according to law, on his oath deposes and says that resides at _____ in the Borough of Monmouth Beach of Monmouth County and state of New Jersey and that on _____, 20____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by

Said notice was given by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon:

(Check if applicable)

- () The Clerk of Monmouth Beach
- () Monmouth County Planning Board
- () The Director of the Division of State and Regional Planning
- () The Department of Transportation
- () The Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked "Exhibit A."

Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C."

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit D."

Sworn and subscribed to
Before me this _____
Day of _____
20____

Signature of Applicant

**PLANNING BOARD
BOROUGH OF MONMOUTH BEACH
NOTICE OF HEARING**

PLEASE TAKE NOTICE that the Planning Board of the Borough of Monmouth Beach will hold a public hearing on the date of _____, at 7:00 PM, at the Monmouth Beach Borough Hall, 22 Beach Road, Monmouth Beach, NJ 07750, to consider the application of _____, for the property known as _____, Monmouth Beach, New Jersey, which property is designated as Block _____, Lot(s) _____, on the official tax map of the Borough of Monmouth Beach. TAKE FURTHER NOTICE that the Applicant seeks the following relief/approvals:

The Applicant further seeks any and all other variances, waivers, approvals and/or relief as may be required or deemed necessary for the matter here at issue.

THIS NOTICE is sent to owners of property who may be affected by this application, and is also published, as required by law. Any interested person may have an opportunity to be heard at the hearing on this matter. You may appear either in person, or by your attorney, and ask questions, present objections, and/or make comments with regard to this application. The application, and any plans and related documents, are on file and available for inspection at the office of the Planning Board, Municipal Building, 18 Willow Avenue, Monmouth Beach, NJ 07750, during normal business hours.

DATED:

Applicant