

BEACHWOOD LAND USE BOARD

APPLICATION CHECKLIST

Any questions may be directed to:

Meredith Triolo, Land Use Board Secretary

Phone: 732-286-6000 ext. 220

Email: mtriolo@beachwoodusa.com

SECTION I: COMPLETE PRIOR TO SUBMISSION

- **Fifteen (15) copies** of the completed application, including plot plans, surveys, maps, and building plans
 - Building plans must be **sealed copies**
 - Include any additional information you wish the Board Members, Board Attorney, and Board Engineer to review
 - **Plans must be folded, not rolled**
 - A **PDF copy of all plans/surveys/maps** must also be submitted via email
 - **Original plus two (2) copies** of a signed and notarized **Affidavit of Ownership**
 - **Original plus two (2) copies** of a signed and notarized **Affidavit of Non-Collusion**
 - **Original plus two (2) copies** of a **Municipal Lien Search** as proof of taxes paid
 - Obtainable from the Borough Tax Office (**\$10 fee**)
 - **Original plus two (2) copies** of a **Certified List** of property owners within 200 feet
 - Obtainable from the Borough Tax Office (**\$10 fee**)
-

SECTION II: APPLICATION FEES AND REVIEW

- **Application Fee and Escrow Deposit**
 - Amount to be determined by the Board Engineer
 - A fee letter will be sent via mail
 - Payment must be submitted to the Land Use Board Secretary

- **Two (2) separate checks are required**

Once payment is received, the Board Engineer will conduct a formal review of the application.

NOTE: This escrow is an initial deposit. Fees incurred by Board Professionals may exceed this amount, and additional escrow deposits may be required.

When the application is **deemed complete** by the Board Engineer, a hearing date will be scheduled by the Land Use Board Secretary.

IMPORTANT: Do not publish notices in the newspaper or send certified mailings until a hearing date has been issued by the Land Use Board Secretary.

All items listed in **Section III** must be submitted **no later than one (1) week prior to the hearing date**.

SECTION III: PUBLIC NOTICE REQUIREMENTS

All properties listed on the Certified List obtained prior to application submission must be notified via **certified mail**, and notice must also be published in the **Asbury Park Press** a minimum of **ten (10) days prior to the hearing date**.

- Submit **two (2) copies** of the **Notice** to be published in the *Asbury Park Press*
- Submit **two (2) copies** of the **Affidavit of Publication**
 - Provided by the newspaper once the notice has been published
- Submit **original plus two (2) copies** of a signed and notarized **Affidavit of Service**
- Submit **certified mail receipts** for all properties within 200 feet, including any applicable Right-of-Way representatives

FINAL NOTE

Upon Board approval, the applicant must secure all required **Zoning and Construction permits**.

No permits will be issued until all escrow deficiencies have been satisfied

**BOROUGH OF BEACHWOOD
LAND USE BOARD – PROFESSIONAL CONTACT LIST**

BOARD ENGINEER

**Artheon
Ryan MacNeill P.E.**

Senior Professional Municipal Engineer

**Office Address
849 W. Bay Ave
Suite 16
Barnegat, NJ 08005**

Office Phone: 732 462 7400

Email: ryan.macneill@artheon.com

BOARD ATTORNEY

**Dasti, McGuckin, Ulaky, Koutsouris & Connors
Kelsey McGuckin-Anthony, Esq.**

**Office Address
620 West Lacey Road
Forked River, NJ 08731**

Direct Office Phone: (609) 971-1010 ext. 103

Email: kmanthony@dmmlawfirm.com

Borough of Beachwood Land Use Board – Professional Contacts

LAND USE & DEVELOPMENT APPLICATION

(OFFICE STAFF ONLY)

Date Filed: _____

Docket Number: _____

Application Fees: _____

Escrow Fees: _____

Review Date: _____

Hearing Date: _____

TO BE COMPLETED BY APPLICANT

1. Location

Block: _____

Lot: _____

Address: _____

2. Applicant Information

Name: _____

Address: _____

Telephone #: _____

Email Address: _____

Applicant is a:

☐ Corporation

☐ Partnership

☐ Individual

Social Security # (only on original – do not copy multiple times): _____

3. Disclosure Statement

Pursuant to **N.J.S.A. 40:55D-48.1**, the names and addresses of all persons owning 10% or more of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed.

In accordance with **N.J.S.A. 40:55D-48.2**, this disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant, followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

(Attach additional pages as necessary.)

Name: _____

Address: _____

Interest %: _____

4. Property Owner Information (if different from applicant)

Owner's Name: _____

Telephone #: _____

Email: _____

Relationship of Applicant to Property:

☐ Owner

☐ Lessee

☐ Purchaser (under contract)

☐ Other: _____

5. Property Information

All deed restrictions, covenants, easements, rights-of-way, association bylaws, or other dedications (existing and proposed) must be submitted for review.

☐ Yes (attach copies) ☐ No ☐ Proposed

Note: All deed restriction covenants easements rights of way association bylaws or other dedication existing and proposed must be submitted for review

Proposal Type (check all that apply)

- ☐ New Structure
- ☐ Expanded Area
- ☐ Alteration
- ☐ Expansion of Structure
- ☐ Change of Use
- ☐ Sign
- ☐ Other: _____

Has this property been the subject of any prior application(s) to the Planning Board or Zoning Board of Adjustment?

- ☐ Yes
- ☐ No

If yes, attach the dates of relief sought, the disposition of the case, and a copy of the resolution(s).

Is the subject property located on:

County Road? ☐ Yes ☐ No

State Road? ☐ Yes ☐ No

Within 200 feet of a municipal boundary? ☐ Yes ☐ No

Present Use of Premises:

6. Applicant's Attorney

Name: _____

Address: _____

Telephone #: _____

Email: _____

7. Applicant's Engineer

Name: _____

Address: _____

Telephone #: _____

Email: _____

8. Applicant's Planning Consultant

Name: _____

Address: _____

Telephone #: _____

Email: _____

9. Applicant's Architect

Name: _____

Address: _____

Telephone #: _____

Email: _____

10. Other Experts (if applicable)

Name: _____

Address: _____

Telephone #: _____

Email: _____

11. Type of Relief Requested (Check all that apply)

Subdivision / Site Plan

- ☐ Minor Subdivision Approval
- ☐ Preliminary Subdivision Approval
- ☐ Final Site Plan Approval
- ☐ Amendment or Revision to an Approved Site Plan
- ☐ Request for Waiver from Site Plan Review and Approval
- ☐ Request for Exemption from Site Plan Review and Approval

Number of lots to be created _____

Area to be Disturbed (Square Feet): _____

Total Number of Proposed Dwelling Units: _____

Reason for Waiver/Exemption Request:

Other Applications / Relief

- ☐ Informal Concept Plan
- ☐ Appeal of Decision of an Administrative Officer
(N.J.S.A. 40:55D-70a)
- ☐ Map or Ordinance Interpretation or Special Question
(N.J.S.A. 40:55D-70b)
- ☐ Variance Relief (Hardship)
(N.J.S.A. 40:55D-70c(1))
- ☐ Variance Relief (Substantial Benefit)
(N.J.S.A. 40:55D-70c(2))
- ☐ Variance Relief (Use)
(N.J.S.A. 40:55D-671)
- ☐ Conditional Use Approval
(N.J.S.A. 40:55D-67)
- ☐ Direct Issuance of a Permit for a Structure in the Bed of a Mapped Street, Public Drainage Way, or Flood Control Basin
(N.J.S.A. 40:55D-34)
- ☐ Direct Issuance of a Permit for a Lot Lacking Street Frontage
(N.J.S.A. 40:55D-35)

Section(s) of Ordinance from which a variance is requested:

12. Waivers Requested

Waivers of development standards and/or submission requirements:
(Attach additional pages as needed.)

13. Notice Requirements

Attach a copy of the proposed notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property as shown on the current tax duplicate located within the State and within 200 feet in all directions of the subject property.

The notice must specify the sections of the ordinance from which relief is sought. If applicable, all applications require notice.

Publication and service upon affected property owners must be completed at least **10 days prior to the hearing date** scheduled by the Administrative Officer.

An affidavit of service on all property owners and proof of publication must be filed prior to the hearing date. These items must be submitted for the application to be deemed complete and for the hearing to proceed.

14. Explanation of Application

Explain in detail the exact nature of the application and the changes to be made on the premises, including the proposed use:

(Attach additional pages as needed.)

15–21. Additional Information

15. Is a public water line available? ☐ Yes ☐ No

16. Is a public sanitary sewer available? ☐ Yes ☐ No

17. Does the application propose any lighting? ☐ Yes ☐ No

18. Are any off-tract improvements required or proposed? ☐ Yes ☐ No

19. Have proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? ☐ Yes ☐ No

20. Is the subdivision to be filed by ☐ Deed or ☐ Plat?

21. What form of security does the applicant propose to provide as performance and maintenance guarantees?

22. Other Approvals (if required)

Agency	Yes No Date Plan Submitted		
Water & Sewer Department	☐	☐	_____
Public Works Department	☐	☐	_____
Ocean County Health Department	☐	☐	_____
Ocean County Planning Board	☐	☐	_____
Ocean County Soil Conservation District	☐	☐	_____
NJ Department of Environmental Protection	☐	☐	_____
Historic Preservation Commission	☐	☐	_____
Environmental Commission	☐	☐	_____
Shade Tree Commission	☐	☐	_____
Recreation Commission	☐	☐	_____



**State of New Jersey
Borough of Beachwood
GOVERNMENT RECORDS REQUEST FORM**



Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Business Hours Telephone: Area Code _____ Number _____ Extension _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____

Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash _____ Check _____ Money Order _____

Fees: 8 1/2 x 11 @\$0.05 pp

8 1/2 x 14 @\$0.07 pp

CD Duplicates @\$1.00

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200' OF BLOCK _____ LOT _____

BOROUGH USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____

Deposit Date _____

BOROUGH USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

BOROUGH USE ONLY

Tracking Information

Rec'd Date _____
Ready Date _____
Total Pages _____

Final Cost

Total _____
Deposit _____
Balance Due _____
Balance Paid _____

Records Provided _____



State of New Jersey
Borough of Beachwood
GOVERNMENT RECORDS REQUEST FORM



Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____
Company _____
Mailing Address _____
City _____ State _____ Zip _____ Email _____
Business Hours Telephone: Area Code _____ Number _____ Extension _____
Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____
Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that I *HAVE / HAVE NOT* been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____
Select Payment Method
Cash _____ Check _____ Money Order _____
Fees: 8 1/2 x 11 @\$0.05 pp
8 1/2 x 14 @\$0.07 pp
CD Duplicates @\$1.00
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

MUNICIPAL LIEN SEARCH BLOCK _____ LOT _____

BOROUGH USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____

Deposit Date _____

BOROUGH USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filed - Closed _____
Partial - Closed _____

BOROUGH USE ONLY

Tracking Information		Final Cost	
Rec'd Date	_____	Total	_____
Ready Date	_____	Deposit	_____
Total Pages	_____	Balance Due	_____
		Balance Paid	_____
Records Provided			
Custodian Signature		Date	

**AFFIDAVIT OF OWNERSHIP
STATE OF NEW JERSEY
COUNTY OF OCEAN**

: ss

I, _____, of full age, being duly sworn according to law, upon my oath depose and say: I reside at _____ in the Municipality of _____, County of _____, State of _____. I am the owner in fee simple of all that certain lot, tract, or parcel of land situated in the Borough of Beachwood, County of Ocean, State of New Jersey, and known as:

Block: _____ **Lot:** _____
Street Address: _____

Sworn to and subscribed before me this _____ day of _____, 20.

Owner's Signature _____

Notary Public of New Jersey

AUTHORIZATION

(If anyone other than the above owner is making this application, complete below.)

To the Land Use Board:

I, _____, owner of the above-referenced property, hereby authorize _____ to make this application on my behalf.

Dated: _____, 20

Owner's Signature _____

Notary Public of New Jersey

AFFIDAVIT OF NON-COLLUSION

STATE OF NEW JERSEY:

SS

COUNTY OF OCEAN :

Name of Applicant

Being duly sworn according to law, upon (his/her/their) oath(s), deposes and says:

1. (He/She/They) is/are the applicant(s) in connection with a proposed application to the Land Use Board for the property known as
_____, as shown on the Tax Assessment Map of the Borough of Beachwood.
2. There has been no collusion between (him/her/them) and any member of the Borough of Beachwood Land Use Board or any official of the Borough of Beachwood with respect to said application.

Sworn to and subscribed before me

this ____ day of _____, 20.

A Notary Public of New Jersey

EXAMPLE PUBLIC NOTICE

Please take note that at **6:00 p.m.**, at the **Borough of Beachwood Municipal Complex**, located at **1600 Pinewald Road, Beachwood, New Jersey**, the **Borough of Beachwood Land Use Board** will hold a public hearing on the application of the undersigned. At that time and place, all interested persons will be given the opportunity to be heard.

The application concerns property located in the ____ **Zone**, designated as **Block** ____, **Lot** ____, and commonly known as **(street address)**.

The applicant is seeking approval for the following:

- *(Brief description of relief requested, e.g., variances, site plan approval, subdivision, etc.)*

A copy of the application and all supporting documents is available for public inspection by contacting the **Land Use Board Secretary** during normal business hours.

Utility and Public Agency Notice List

Borough of Beachwood Land Use Board

Pursuant to N.J.S.A. 40:55D-12, in addition to the Certified Property Owners List, applicants shall notify any public utility, cable television company, or public agency that maintains a right-of-way or easement within or adjoining the subject property, when applicable.

Jersey Central Power & Light (JCP&L)

300 Madison Avenue
Morristown, NJ 07960

New Jersey Natural Gas Company

Attn: Engineering / Land Use
1415 Wyckoff Road
P.O. Box 1464
Wall, NJ 07719

Verizon New Jersey Inc.

6100 Belmar Boulevard
Farmingdale, NJ 07727

Ocean County Utilities Authority

501 Hickory Lane
P.O. Box P
Bayville, NJ 08721

Comcast/Xfinity

830 Route 37 West
Toms River, NJ 08755

New Jersey Department of Transportation

1035 Parkway Avenue
Ewing, NJ 08618

Beachwood Sewerage Authority

1133 Beach Avenue
Beachwood, NJ 08722

Beachwood Water Utility

1150 Beachwood Boulevard
Beachwood, NJ 08722

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

SS

COUNTY OF OCEAN

I, _____, of full age, being duly sworn upon my oath, depose and say:

1. I am the applicant in this matter.
2. On _____, I personally deposited in the United States Post Office, in the town of _____, New Jersey, a Legal Notice to Property Owners, a copy of the public notice attached hereto, addressed to each person whose name appears on the certified list prepared by the Borough of Beachwood Tax Assessor. All notices were sent via certified mail, as evidenced by the certified mail receipts, the originals of which are annexed hereto.
3. I make these statements with the knowledge that the Beachwood Land Use Board will act in reliance thereon in hearing the application of the undersigned.

Sworn to and subscribed before me
this ____ day of _____, 20.

A Notary Public of New Jersey