



For Office Use Only

Case Number: _____ Meeting Date: _____
Site Plan Escrow: _____ Account Number: _____
Performance Guarantee: _____ Account Number: _____
Inspection Fee: _____ Account Number: _____

APPLICATION TO A LAND USE BOARD FOR DEVELOPMENT REVIEW

- ☐ Appeal for decision of Administrative Officer (N.J.S.A. 40:55D-70a)
☐ Variance Relief – Bulk Area (N.J.S.A. 40:55D-70c)
 ☐ Residential Single Family ☐ Residential Multi-Family ☐ Non-Residential
☐ Variance Relief – Use (N.J.S.A. 40:55D-70d)
 ☐ Residential Single Family ☐ Residential Multi-Family ☐ Non-Residential
☐ Conditional Use Permit (N.J.S.A. 40:55D-67)
☐ Subdivision Application ☐ Minor ☐ Preliminary Major ☐ Final Major
☐ Site Plan Application ☐ Minor ☐ Preliminary Major ☐ Final major
☐ Other:
 Concept Meeting () Technical Review Committee ()

1.a. APPLICANT'S NAME:

(Proof of interest must accompany application) If application is a corporation, the Applicant is to list all persons owning 10% or more of the stock in the corporation in compliance with N.J.S.A. 40:55D-48.2

Interest of Applicant, other than owner: _____

Address: _____

Telephone: _____

Email: _____

b. Owner (of record) Name: _____

(Proof of ownership and affidavit granting permission to apply must accompany this application)

c. Site Planner's Name: _____

Address: _____

Telephone: _____

Names of all professionals representing application:

Attorney: _____

Engineer: _____

Planner: _____

Environmental: _____

Traffic: _____

Landscape Architect: _____

Surveyor: _____

d. Proposed Development Name: _____

e. Location of Development (Street Address): _____

Block: _____ Lot(s): _____ Tax Sheet(s): _____

f. General Description of Use: _____

g. General Description of Buildings: _____

h. Zone: _____

i. Total Site Area: _____ Acreage: _____ Square Feet: _____

j. Building Area: _____ Square Feet: _____

% Building Coverage of Land: _____

k. Parking Spaces Provided: _____ Width: _____ Length: _____

Drive Aisle: _____

l. Parking and Paved Area – Square Feet: _____

% of Land Coverage: _____

m. Open Green Area – Square Feet: _____

% of Land Coverage: _____

- n. Buffer areas: _____

- o. Variances Necessary to Use Site as Proposed (attach pages if necessary):

- p. Date of Documents: _____ Revision Dates: _____
- q. Total Cost of Building Construction and Site Improvements (affidavit of professional preparing site plan with costs must accompany this application): _____

- r. Any Restrictions, Protective Covenants, etc: _____

- 2.a. One (1) hard copy of application.
- b. ~~Six~~ (6) hard copies of plans and one (1) electronic copy of all plans and submitted documents (PDF format; CD, Flash Drive) of all Preliminary and Final Site Plans maps; for simultaneous action for preliminary and final subdivision approval; for conditional use approval; planned developments and for any N.J.S.A. 40:55D (c) or (d) variances; or request for a building permit in bed of mapped streets; for subdivision approval; minor addition under 40:55D70 (a) or (b) before the Board of Adjustment.
- c. Appropriate fees for total improvements and plans for review as provided in Ordinance Fee Schedule Chapter 89-104 & 105: _____
3. Applications and documents will be reviewed and coordinated with the Municipal Engineer, Sewerage Authority, Environmental Commission or Shade Tree Commission, Police and Traffic Department, Fire Prevention Bureau, Health Department and other appropriate agencies.
4. Certification that taxes and assessments are current on the property.

CERTIFICATIONS:

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an officer of the corporate applicant and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership applicant. In the event the Land Use Board is unable to have a duly constituted quorum on the date the application is to be heard or any subsequent meeting at which the application is to be heard the applicant does hereby consent to extend the time in which the Board has to act until the next regularly scheduled meeting at which a quorum is present.

I understand that the sum of \$ _____ has been deposited in an escrow account in accordance with Chapter 89-105 of the Code of the Borough of Eatontown. I further understand that the escrow account is established to cover the cost of professional services including, engineering, planning and legal and other expenses associated with the review of submitted materials regardless of the outcome. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the additional amount and shall add the sum to the escrow account within fifteen (15) days and failure to do so will result in a summons.

(If the applicant is a corporation, an authorized corporate officer must sign this. If the applicant is a partnership, a general partner must sign this).

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

Signature: _____ Dated: _____

Printed Name: _____

.....
AUTHORIZATION BY THE OWNER OF THE PROPERTY AUTHORIZING NON-OWNER TO MAKE THIS APPLICATION AND FURTHER AUTHORIZING THE MEMBERS OF THE LAND USE BOARD AND THEIR STAFF TO CONDUCT AN INSPECTION OF PROPERTY.

I certify that I am the Owner of the property which is the subject of this application, and that I have authorized the applicant to make this application and that I agree to be bound by this application, the representations made and the decision in the same manner as if I were the applicant. I further certify that I am the individual Owner or that I am an Officer of the Corporate Owner and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership Owner.

I hereby authorize members of the Land Use Board and their staff to conduct a site visit of the premises which are the subject of this application.

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

Signature of Owner _____ Dated: _____

Printed Name _____

Address: _____

Email: _____

Cell: _____

NOTE: If spaces on application are insufficient, include full explanation on separate sheet.
.....

ATTACHED HERETO AND MADE A PART OF THIS APPLICATION

I submit the Following:

Note: These papers, as applicable, must be submitted with application

- a) Copy of Building Application and/or a true copy of the decision of the Zoning Officer, together with plans of proposed building.
- b) TWO (2) Copies of a certified survey of the property; if a present building exists, the survey shall be certified "location survey", and clearly indicate such building thereon with all front, side and rear yard dimensions, together with "prevailing set-back" dimensions.
- c) TWO (2) Copies of a Plot Plan, (if a new building) and clearly indicate such building thereon with all front, side and rear yard dimensions, together with "prevailing set-back" dimensions.

AFFIDAVIT OF APPLICANT

STATE OF NEW JERSEY) SS.
COUNTY OF MONMOUTH)

_____ of full age, being duly sworn according to law, on oath deposes and says that all of the above statements and the statements contained in the papers submitted herewith are true.

Sworn to and subscribed

Before me this _____ day

Of _____, 20__

(Applicant to sign Here)

A Notary Public of the State of New Jersey

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY) SS.
COUNTY OF MONMOUTH)

_____ of full age, being duly sworn according to law, on oath deposes and says, that deponent resides at _____ in the (Borough)(City)(Town)(Township) of _____ in the County of _____ and the State of _____, that _____ is the owner in fee of all that certain lot, piece or parcel of land situated, lying, and being in the Borough of Eatontown aforesaid, and known and designated as Number _____.

Sworn to and subscribed

Before me this _____ day

Of _____, 20__

(Owner to sign Here)

A Notary Public of the State of New Jersey

AUTHORIZATION

(if anyone other than the above owner is making this application, the following authorization must be executed.)

To the Board of Adjustment or Planning Board:

_____ is hereby authorized to make the within application.

Dated:

(Owner to sign Here)

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2:	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ ☐ Other (see instructions) ▶ _____	
	☐ Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here
Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

NOTICE TO PROPERTY OWNERS

TO: _____
(Owner of Premises)

(Address)

Please Take Notice:

That the undersigned has filed an application for development with the Zoning Board of Adjustment of the Borough of Eatontown for a variance from the requirements of the Zoning Ordinance so as to permit :

on the premises at _____ and designated as Block: _____ Lot: _____ on the Borough Tax Map, and this notice is sent to you as an owner of the property in the immediate vicinity.

A public hearing has been set down for _____, 20____, 7:30 P.M. In Eatontown Borough Hall, 47 Broad Street, Eatontown, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

This notice is sent to you by the applicant, by order of the Board of Adjustment. Documents and plans filed by the applicant are available for inspection during regular business hours (Monday through Friday 8:30 A.M. to 4:30 P.M., except holidays) in the Office of the Planning and Zoning Department, 2nd Floor in Borough Hall, 47 Broad Street, Eatontown, NJ 07724. Please call 732-389-7611 to arrange for an inspection of the file(s) prior to arriving.

Respectfully,

(Signature of Applicant)

(Print Applicant Name)

Public Notice

Public Notice is hereby given that _____
has made application to the Eatontown Planning / Zoning Board of Adjustment for a
variance to permit _____

in a _____ Zone on the premises designated as Block: _____ Lot: _____
also known as _____
and for site plan approval therefore.

A public hearing has been set down for _____, 20____, 7:30 p.m. in
Eatontown Borough Hall, 47 Broad Street, Eatontown, New Jersey and when the case is
called you may appear either in person, or by agent, or attorney, and present any
objections which you may have to the granting of the relief sought in the petition.

This notice is sent to you by the applicant. Documents and plans filed by the applicant
are available for inspection during regular business hours (Monday through Friday, 8:30
a.m. to 4:30 p.m., except holidays) in the Office of the Planning and Zoning Department,
2nd Floor in Borough Hall, 47 Broad Street, Eatontown, NJ 07724.

Please call 732-389-7611 to arrange for an inspection of the file(s) prior to arriving.

NOTE:

1. Publication of the above notice shall be arranged by the applicant in the Asbury Park Press. Said notice to be published no later than ten (10) days prior to the hearing date (not counting the day of the meeting).
2. If the applicant is approved, the applicant shall publish the decision in the above-mentioned newspaper.



Borough of Eatontown
Assessor's Office
47 Broad Street
Eatontown, NJ 07724
E-mail: taxa@eatontownnj.com

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS
WITHIN 200 FEET

I hereby request a certified list of property owners within 200 feet of the below referenced property.

DATE: _____

PROPERTY ADDRESS: _____

BLOCK: _____

LOT: _____

QUALIFIER: _____

TO WHOM LIST IS TO BE SENT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

I have submitted the \$10.00 fee as provided in N.J.S.A. 40:55D-12, if by check, made out to the Borough of Eatontown.

Signature of Requestor

Printed Name

\$10.00 Received by: _____ Check _____ Cash _____



Planning Board
Zoning Board
47 Broad Street
Eatontown, NJ 07724
pandz@eatontownnj.com
(732) 389-7611

Date: _____

Leigh Schenck
Certified Tax Collector
Borough of Eatontown

Pursuant to the Eatontown Zoning Ordinance, I hereby request a determination be made of outstanding taxes on the following property:

BLOCK: _____ **LOT:** _____

APPLICANT: _____

OWNER: _____

PROPERTY LOCATION: _____

Please indicate that taxes and assessments are current on the above referenced property.

Thank you,

Erik Brachman

Zoning Officer/Board Secretary

Taxes on the above referenced property have been paid up to and including the -
_____ quarter for the year of _____.

Authorized Signature
Leigh Schenk, CTC

Borough of Eatontown, NJ
Thursday, December 8, 2022

Chapter 89. Land Use

Article XIII. Application Fees, Tax Map Revision Fees for Subdivisions and Escrow Fees

§ 89-104. Application fees.

[Amended by Ord. No. 3-80; Ord. No. 20-88; Ord. No. 24-95; 4-26-2006 by Ord. No. 18-2006; 9-25-2013 by Ord. No. 14-2013; 9-10-2014 by Ord. No. 12-2014; 11-5-2015 by Ord. No. 12-2015; 12-4-2019 by Ord. No. 28-2019; 7-9-2020 by Ord. No. 08-2020; 6-9-2022 by Ord. No. 10-2022]
The following fees are established for applications, permits and services under this chapter:

A. Application for subdivision approval:

Application Type	Administrative Fee
Informal hearing/concept plan review	
Minor subdivision	\$250
All others	\$250
Appeals and interpretations	\$300 plus any other costs incurred by Board during review process
Certificate of nonconforming use	\$250
From the Administrative Officer	\$50
From the Zoning Board of Adjustment	\$250
Capital review	\$150
Architectural review	
Residential	\$150
Nonresidential	\$300
Subdivision	
Minor and major	\$500
Preliminary	\$500 + \$50 per lot
Final	\$250 + \$50 per lot
Site plan	
Minor and major	\$500
Residential preliminary	\$500 + \$50 per dwelling unit
Residential final	50% of preliminary fee
Nonresidential preliminary	\$1,000 + \$50 per acre of disturbance + \$0.05 per square foot of proposed building area

Application Type	Administrative Fee
Nonresidential final	50% of preliminary fee
Conditional use	\$300 plus fees as designated under site plan
Application for certificate of approval or certificate of appropriateness in historical zone	\$175
Waiver (submittal requirement or design waiver)	N.F.
Bulk "C" variance	\$200 for 1 + \$50 for each additional variance
Use "D" variance	
Single-family	\$300
All other residential and nonresidential	\$600 plus fees as designated under site plan
General development plan	
Initial submission	\$500
Administrative change determined to be minor by Borough Engineer	\$150
Plan amendment	\$250
Timing schedule amendment	\$250
Amendment of approvals	
Administrative change determined by Borough Engineer to minor	\$150
Amendment of preliminary or final plat or site plan previously approved, determined to be minor by Borough Engineer or agency	\$250
Amendment of preliminary or final plat or site plan previously approved, determined to be minor by Borough Engineer or agency	Full fees required by this section
Application for extension of time of site plan or subdivision approval pursuant to MLUL	\$500 plus any other costs incurred by the Board during review process
Application for signs requiring Board approval	\$150 plus any other costs incurred by the Board during review process
Permitted temporary freestanding signs	\$50
Permit for temporary handheld sign	\$100 for the initial permit plus \$25 for each additional handheld sign/person that will be utilized pursuant to the same permit
Permit for signs in excess of eight feet	\$100
Billboard permit	\$100
Publication fee	
Single family	\$20 per decision rendered
All other residential and nonresidential	\$30 per decision rendered
Certified list of property owners	\$10 or \$0.25 per name, whichever is greater
Special meetings	\$1,750 per special meeting
Fire prevention (site plan or major subdivision)	\$100
Zoning permit	

Application Type	Administrative Fee
Residential new home with grading	\$250
Revised grading new home	\$100
Residential property addition	\$50
Nonresidential new building use	\$350
Aboveground pool	\$100
In-ground pool	\$175
Commercial use	\$100
Sign (commercial)	\$50 per sign
Issuance of certificate of approval of subdivision	
Original certificate	\$100
Continuation certificate	\$25 per year

- B. Fees, when necessary in connection with any approval requiring improvements and to cover inspections in accordance with § 89-105, 5% of total cost of improvements (including off-tract improvements) required as a condition of approval, said cost to be determined by the Borough Engineer in accordance with N.J.S.A. 40:55D-53.4 or other applicable law.
- C. Administrative Secretary search of tax duplicate for owners within 200 feet of premises: \$10 or \$0.25 per name whichever is greater.
- D. Issuance of a certificate of occupancy: same fee as provided in Chapter 129, Construction Codes, Uniform, and Chapter 116, Certificates of Occupancy, of the Borough Code.
- E. Issuance of temporary certificate of occupancy: same fees a provided in schedule of fees in Chapter 129, Construction Codes, Uniform, of the Borough Code.
- F. Rezoning requests before Planning Board: \$300.
 - (1) Upon approval for ordinance preparation and publication: \$400.
- G. Exceptional rezoning review escrows. If the Borough determines that a proposed request for rezoning involves unusual or complicated aspects which could result in expenses to the Borough in excess of any application fees set forth above, the municipal agency hearing a request for rezoning may require the developer or applicant to provide, in addition to any application fee, an escrow deposit for professional fees. Said fees shall be administered in accordance with the procedures established in § 89-105. In determining the amount of any escrow required, the Borough, municipal agency, or Borough Engineer may consider the following:
 - (1) The size of the projected zoning amendment request;
 - (2) Unusual design or planning aspects;
 - (3) The degree and extent of municipal review and professional services required;
 - (4) The extent of conformity to normal planning and design standards.
- H. Issuance of special event permits: \$100.
- I. Legal fees in connection with development applications. For legal services provided by the Borough Attorney in connection with a development application, the developer shall pay the following fees to the Borough Clerk:
 - (1) Preparation of developer's agreement: \$650 or professional's fee, whichever is greater;

- (2) Preparation of stormwater basin agreement: \$650 or professional's fee, whichever is greater;
 - (3) Review of initial performance guarantees and the preparation of any initial resolutions in connection therewith: \$175 for each review;
 - (4) Review of subsequent, substituted, reduced or modified performance guarantees, review of maintenance guarantees and the review of any amendments or extensions to letters of credit, together with any required resolutions: \$175 for each such review;
 - (5) Preparation of municipal service agreement: \$650 or professional's fee, whichever is greater.
- J. Capital contribution for sidewalk construction. When contributions for sidewalk construction are required, the fee shall be paid into a capital reserve account for sidewalk construction prior to issuance of a building permit and shall be based upon the following fee schedule:
- (1) Minor subdivision: \$85 per square yard.
 - (2) Minor site plan: \$85 per square yard.
 - (3) Use variance; or undersized lot variance resulting in a new single-family dwelling: \$85 per square yard.
 - (4) Major site plan or major subdivision: an amount equal to 100% of the reasonable cost of installing sidewalks along the entire frontage of the property where sidewalks do not exist. The amount shall be calculated by the Borough Engineer based upon typical costs at the time, with a minimum of \$85 per square yard.
 - (5) In the case of an application requiring multiple approvals: \$85 per square yard.

§ 89-104.1. Tax Map revision fees for subdivisions.

[Added 12-17-2008 by Ord. No. 32-2008; amended 8-25-2010 by Ord. No. 17-2010]

The following fees are established for Tax **Map** revisions for subdivisions under this chapter:

A. Fees and escrows for minor subdivision/consolidation:

Fee	Escrow accepted upon deposit
\$100 per lot	None

B. Major subdivisions:

Fee for tax map maintenance	Escrow accepted upon deposit
Lots 1 through 10: \$150 per lot	None
Lots 11 through 20: \$75 per lot	None
Lots 21 through 50: \$50 per lot	None
Lots 51 and more: \$25 per lot	None

C. The following fees for GIS maintenance shall apply to all minor and major subdivisions:

Fee for GIS maintenance	Escrow accepted upon deposit
Lots 1 through 10: \$75 per lot	None
Lots 11 through 20: \$55 per lot	None

Fee for GIS maintenance	Escrow accepted upon deposit
Lots 21 through 50: \$40 per lot	None
Lots 51 and more: \$25 per lot	None

§ 89-105. Escrow fees.

[Amended by Ord. No. 20-95]

A. Deposit of escrow funds.

- (1) Escrow funds shall be deposited with the Borough to cover the cost of any professional services rendered to the Borough for review of applications for development, review and preparation of documents, inspection of improvements or other permissible purposes under the provisions of P.L. 1975, c. 291 (N.J.S.A. 40:55D-1 et seq.). Prior to an application being ruled complete, the following sum(s) shall be delivered to the Borough to be held in escrow: [Amended 4-26-2006 by Ord. No. 18-2006; 5-11-2011 by Ord. No. 05-2011; 12-4-2013 by Ord. No. 21-2013]

Residential Development Subdivisions	
0 to 3 lots	
In cases of realignment of lot line (no new lots)	\$750
All others	\$1,000
4 to 10 lots	\$4,000
11 and more lots	\$7,500
Site plans	
0 to 3 units	\$2,000
4 to 10 units	\$2,500
11 and more units	\$5,000
Commercial Development Subdivisions	
0 to 3 lots	\$1,000
4 to 10 lots	\$5,000
11 and more lots	\$9,000
Site plans (new construction)	
0 to 1,250 square feet	\$1,000
1,250 to 2,500 square feet	\$2,000
2,501 to 10,000 square feet	\$4,000
10,001 to 20,000 square feet	\$8,000
20,001 and more square feet	\$10,000
Use Variances or "D" Variance	\$500
Application for any variance before the Zoning Board of Adjustment to cover the costs of document preparation	\$200