

CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NEW JERSEY 07712

PHONE: (732) 775-2100
WWW.CITYOFASBURY PARK.COM



JOHN MOOR, MAYOR
AMY QUINN, DEPUTY MAYOR
ANGELA AHBEZ-ANDERSON, COUNCILMEMBER
EILEEN CHAPMAN, COUNCILMEMBER
YVONNE CLAYTON, COUNCILMEMBER

ADAM E. CRUZ, CITY MANAGER
ANTHONY CUCCI, RMC, CITY CLERK

APPLICATION FOR SUBDIVISION

Application #	_____
Date Filed	____/____/____
Hearing Date	____/____/____

Planning Board _____ Zoning Board of Adjustment _____
Preliminary Major _____ Final Major _____ Minor _____
Variances: "C" _____ "D" _____

FILL IN ALL BLANKS

Property Location: _____ Block: _____ Lot(s): _____

APPLICANT INFORMATION:

1. Name: _____
Address: _____
Phone # _____ Fax: _____
Email: _____

2. ATTORNEY INFORMATION:

Name: _____
Address: _____
Phone #: _____ Fax: _____
Email: _____

3. ARCHITECT INFORMATION:

Name: _____
Address: _____
Phone #: _____ Fax: _____
Email: _____

4. ENGINEER INFORMATION:

Name: _____

Address: _____

Phone #: _____ Fax: _____

Email: _____

5. PRESENT OWNER (If not applicant)

Name: _____

Address: _____

Phone #: _____ Fax: _____

Email: _____

6. Interest of applicant, if other than owner: _____

7. Existing Use _____

8. Property is located in zone _____ as per Asbury Park Land Development Ordinance.

9. Property is _____ is not _____ unknown _____ located in a Historical District.
Historic District _____.

10. Description of Variance(s) Requested if any:

11. Number of existing lots _____ Proposed lots _____ Area of entire tract _____

Area of each proposed lot _____

Proposed Use _____

12. Development plans:

Sell lots without construction: Yes ___ No ___ New construction: Yes ___ No ___

New construction description _____.

Has there been any previous appeal or approval involving these premises? _____.
If so, please attach a copy of the decision.

AFFIDAVIT OF APPLICATION

State of New Jersey}
County of Monmouth} SS:

_____ of full age, being duly sworn according to law,
on oath depose and say that all the above statements are true.

Signature of Applicant

Sworn to and subscribed before me,

This _____ day of _____ 20____

Notary Public - State of New Jersey

AUTHORIZATION

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

_____ is hereby authorized to make the within
application.

Date: _____

Signature of Owner

STATEMENT FROM TAX COLLECTOR

Block _____ Lot _____ Address _____

Status of Municipal Taxes _____

Status of Municipal Sewer Fees _____

Status of Assessments for local improvements _____

Date: _____ Authorizing signature _____

RS 40:55D-46.1 requires that a corporation or partnership applying for approval of a site plan to be used for commercial purposes shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest of the partnership, as the case may be (Please use a separate sheet)

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ASBURY PARK, NJ 07712
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SUBDIVISION
Completeness Checklist

Please Check all that apply:

Major Subdivision: Preliminary _____ Final _____ Minor Subdivision _____

Planning Board _____ Zoning Board of Adjustment _____

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55D-10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. See Sub-section 30-55.5 Subdivision Ordinance of the City of Asbury Park for further details of submission requirements and procedures.

APPLICATION # _____

NAME OF APPLICANT: _____

APPLICANT'S ADDRESS _____

Block _____ Lot _____ Address _____

AFFIDAVIT OF COMPLETENESS

I, the undersigned, affirm that this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1, *et.seq.* and amendments thereto, the current Zoning and Subdivision Ordinances of the City of Asbury Park and the City of Asbury Park Checklist.

I further affirm that all information contained herein is complete and accurate.

Date _____

Name - Print or Type

Signature/Seal & License #

Subdivision Application and Checklist Part A Submission Documents

(Subsection 30-45.4)

(Ord. No. 2015-52, Exhibit H)

An application must be deemed complete by the Development Coordinator to receive a hearing date.

C	N	N/A	ALL PLANS MUST BE FOLDED AND COLLATED
—	—	—	1. Application form: For initial submission, submit one (1) copy of form. Upon being deemed complete, submit (13) copies.
—	—	—	2. Drawing or Plans showing the existing and proposed buildings, structures and tract improvements on the property as per the technical checklist. For initial submission, submit one (1) full size set at 24" x 36" and one (1) full set at 11" x 17" Upon being deemed complete, submit Three (3) full size sets at 24" x 36" and Ten (10) 11" x 17" size sets, for a total of 13 sets.
—	—	—	3. A signed and sealed copy of the current survey (within the last 5 years), prepared by a professional land surveyor, upon which the subdivision plan is based, and fourteen (12) photocopies.
—	—	—	4. Three (3) copies of the Tree Preservation Plan. (where applicable)
—	—	—	5. Certificate of payment of taxes and sewer fees.
—	—	—	6. Proof of submissions to Monmouth County Planning Board.
—	—	—	7. Notice and proofs of service, due five (5) days prior to meeting.
—	—	—	8. Application fee paid \$_____.
—	—	—	9. Escrow Fee paid \$_____.
—	—	—	10. Zoning Determination from the Zoning Officer (if applicable).
—	—	—	11. Photographs of the tract and particularly the portion of tract to be affected. Photographs on all submitted copies should be in color. Digital copies are also encouraged. Submit (13) copy sets.
—	—	—	12. Contribution Disclosure Statement for all owners, applicant and professionals.

C=Complete N=Incomplete N/A=Not Applicable

Submitted Application must meet all of the requirements of Articles IV, V & VI of the Code of the City of Asbury Park, Chapter XXX Land Development Regulations.

Upon approval of a development application, a digital copy of the complete application including pdf's of submitted plats, plans and surveys and exhibits marked into evidence shall be submitted on a CD. In addition, a digital copy of the submission must be emailed to the Development Coordinator to be deemed complete.

Subdivision Checklist – Part B
Plan Requirements

The following must be submitted:

- ☐ 1. **General Requirements:** The subdivision plan shall be signed and sealed by an architect, professional engineer, land surveyor and/or professional planner licensed to practice in the State of New Jersey, however, that the sanitary sewer, water distribution and storm drainage plans and water and sewage treatment facility plans may only be signed and sealed by a professional engineer.

The plat for a minor subdivision shall be drawn at a scale of not less than one hundred feet (100') to the inch, and the plat for a major subdivision shall be drawn at a scale of not less than fifty feet (50') to the inch. All submissions shall conform to the provisions of the New Jersey Map filing Law, N.J.S.A. 16-23-9.9, et seq., and shall include, or be accompanied by, the information specified below:

- ☐ a. All dimensions, both linear and angular, of the exterior boundaries of the sub-division, all lots and lands reserved or dedicated for public use shall balance and their descriptions shall close within a limit of error of not more than one (1) part in ten thousand (10,000).
- ☐ b. The subdivision shall be based on an accurate and current (within last five (5) years) certified property and boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1. "Preparation of Land Surveys", dated September 1984 and as amended. The date of the survey and the name of the person who prepared the survey, shall be shown on the plan.

- ☐ 2. **Title Block:** The title block shall appear on all sheets in conformance with N.J.S.A. 46:26B-1 et seq. (Map Filing Law) and include:

- ☐ a. Title to read "Minor Subdivision" or "Major Subdivision".
- ☐ b. Name of the subdivision, if any.
- ☐ c. Tax map sheet, block and lot number(s) of the tract as shown on the latest City Tax Map, the date of which shall also be shown in the title block.
- ☐ d. Date of original and all revisions.
- ☐ e. Acreage of the tract to be subdivided, to the nearest hundredth of an acre.
- ☐ f. Name and addresses of owner and developer, so designated.
- ☐ g. Names, signature, address and license number of the qualified professional (engineer, architect, landscape architect, land surveyor or planner) who prepared the plans, and their embossed seal.
- ☐ h. If the plans contain more than one (1) sheet, each sheet shall be numbered and titled.

- ☐ 3. The following shall be included on the first sheet of all plans:

- ☐ a. Zoning Comparison Table: (please refer to Definitions 30-15 when measuring or calculating the existing and proposed conditions.)

ZONE DISTRICT:			
	Required	Existing	Proposed
Minimum lot area			
Maximum density			
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum combined side yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Freestanding Sign Number			
Freestanding Sign Area(s)			
Attached Sign Number			
Attached Sign Area(s)			
Existing use or uses:			
Proposed uses or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

- ☐ b. Tract boundary lines, right of way lines of streets, street names, easements and other rights of way, land to be reserved or dedicated to public use, all lot lines and other tract lines, with accurate dimensions, bearing or deflection angles and radii, arcs and central angles of all curves.
- ☐ c. A key map, at the scale of not less than one inch equals one thousand (1,000') feet, showing the location of the tract with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within five hundred (500) feet of the subdivision.
- ☐ d. The location of that portion which is to be subdivided in relation to the entire tract.
- ☐ e. All existing structures and wooded areas within the portion to be subdivided and within twenty-five (25') feet thereof.
- ☐ 4. North Arrow and written and graphic scale.
- ☐ 5. The purpose of any easement or land, reserved or dedicated to public use shall be noted.

- [] 6. Each block shall be numbered and the lots within each block shall be numbered consecutively beginning with number one. No more than one number may be assigned to each lot, as approved by the City's Tax Assessor.
- [] 7. Minimum building setback lines
- [] 8. Existing structures including fences
- [] 9. Location and description of all monuments.
- [] 10. Names of owners of adjoining un-subdivided land.
- [] 11. Certification of engineer or surveyor as to accuracy of details of the plat.
- [] 12. Certification that the applicant is agent or owner of the land, or that the owner has given consent under the option agreement.
- [] 13. When approval of a plat is required by an officer or the body of the City, County or State, approval shall be certified on the plat.
- [] 14. Cross sections and profiles of streets, approved by the municipal engineer.
- [] 15. Contours at five (5') feet intervals for slopes averaging ten (10%) percent or greater and at two (2') feet intervals for land of less slope.
- [] 16. Plans and profiles of storm and sanitary sewers and water mains.
- [] 17. **Flood Hazards:** The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses.
- [] 18. **Existing Vegetation:** The location of existing individual trees and groups of trees.
- [] 19. **Wetlands:** The location of lakes, ponds, wetlands and wetlands transition areas within the tract. A current letter of interpretation (LOI) from NJ DEP should also be provided if applicable.
- [] 20. Metes and Bounds description of the existing and proposed boundary lines.
- [] 21. **Project Description:** Clear written description of the proposed project, including, but not limited to hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parking on the site and provisions to be made for site maintenance.

City of Asbury Park
Preliminary Major Sub-Division Checklist Part B
Plat Requirements

1. General Requirements:

The plat for a major sub-division shall be drawn at a scale of not less than one hundred feet (100') to the inch, shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 16-23-9.9 et.seq. and shall include, or be accompanied by, the information specified below:

- a. All dimensions, both linear and angular, of the exterior boundaries of the sub-division, all lots and lands reserved or dedicated for public use shall balance and their descriptions shall close within a limit of error of not more than one (1) part in ten thousand (10,000).
- b. The major sub-division shall be based on current boundary survey prepared in accordance with New Jersey Administrative Code 13:40-5.1, "Preparation of Land Surveys" dated September 1984 and as amended, certified to the sub-divider.

2. Title Block:

The title block shall appear on all sheets in conformance with N.J.S.A. 45:8-27 et. seq. (Map Filing Law) and include:

- a. Title to read "Major Sub-Division"
- b. Name of Sub-Division, if any.
- c. Tax map sheet, block and lot number(s) of the tract to be sub-divided as shown on the latest City Tax Map, the date of which shall also be shown.
- d. Acreage of the tract to be sub-divided to the nearest hundredth of an acre.
- e. Names and addresses of owners and sub-divider, so designated.
- f. Name, signature, address and license number of land surveyor who prepared the map and made the survey: the plat shall bear the embossed seal of said land surveyor.

3. Plan Detail Information:

- a. A key map at a scale of not less than one (1") inch equals one thousand (1,000') feet showing the location of the tract to be sub-divided with reference to surrounding areas, existing street which border the tract, the names of all such streets and any zone boundaries which are within five hundred (500') feet of the sub-division.

- b. Sufficient elevations or contours to determine the general slope and natural drainage of the land the high and low points and tentative cross sections and center line profiles for all propose new streets.
 - c. The location of existing and proposed property lines, streets, buildings, water courses, railroads, bridges, culverts, drain pipes and any natural features such as wooded areas and rock formations.
 - d. Preliminary plans of proposed utility layouts for sewers, storm drains, water, gas and electricity showing feasible connections to existing or any proposed utility systems. If no permanent water supply or sewage disposal system is available, the developer shall be required to provide permanent installation for future connections to a propose system: the plan for such system must be approved by the appropriate local, county or state health agency. When a public sewage disposal system is not available, the developer shall have percolation tests made as required by the State Board of Health and submit the results witht he preliminary plat. Any sub-division or part thereof which does not meet with the established requirements of this ordinance or other applicable regulations shall not be approved. Any remedy proposed to overcome such a situation shall first be approved by the appropriate local, county or state agency.
 - e. A copy of any protective covenants or deed restrictions applying to the land being sub-divided.
 - f. North arrow.
 - g. Written and graphic scales.
 - h. Proposed lot and block numbers as assigned by the City of Asbury Park Tax Assessor.
4. The following table shall be included on the first sheet of all plans submitted to the Planning Board or Zoning Board of Adjustment for Site Plan, Minor Site Plan, Subdivision, Minor Subdivision or Variance approval:

ZONE DISTRICT:			
	Required	Existing	Proposed
Minimum lot area			
Maximum density			
Maximum FAR			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum Combined side yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable lot area			
Off-street parking spaces			
Loading spaces			
Signs			
Existing use or uses:			
Proposed use or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

Disclosure of Political Contributions Certification

(One form must be submitted for each applicant, % owner, and professional)

I, _____, of full ages does hereby certify
(Name)

1. I am the applicant or (Engineer, Architect, Planner, Attorney at Law, of the State of New Jersey engaged by _____), which entity has made an application
(applicant's name)
to the Asbury Park (Planning Board or Zoning Board of Adjustment) for

_____ associated with _____
(site plan, variance, subdivision) (proposed use(s))

_____ located at _____ Block _____, Lot _____, Asbury Park, New Jersey,
(address)
owned by _____ to represent said Applicant in this matter.
(owner)

2. I have never made any political contributions to any elected official of the City of Asbury Park in conjunction with this Application or any other Application (or I have made the following contributions to the elected officials of the City of Asbury Park). _____

I hereby certify that the foregoing statements are true and I am aware that if any of the following statements made by me is willfully false I am subject to punishment.

(Name Printed)

(Signature)

Dated _____

Form **W-9**
(Rev. December 2000)
Department of the
Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Please print or type

Name (See **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box:

☐

Individual/Sole proprietor

☐

Corporation

☐

Partnership

☐

Other ▶ _____

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For

	+								

List account number(s) here (optional)

--

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 2.** For other entities, it is your

Social security number

	+								

or

Part II For U.S. Payees Exempt from

employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Employer identification number

Backup Withholding (See the Instructions on page 2.)

Part III 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. person (including a U.S. resident alien).

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 2.)

Sign
Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS must get 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 give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

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.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willingly falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal Law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Part I - Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are **LLC** that is **disregarded as an entity** separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: See the chart on this page for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at www.irs.gov.

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other type of payments. You will be subject to backup withholding on all

such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Part II-For U.S. Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are **not** exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

Part III-Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified state tuition program payments, IRA or MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to

report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN of:
6. Sole Proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

FEES AND ESCROW DEPOSIT

30-24 FEES.

30-24.1 Fees for Applications or Services.

Fees for applications or for the rendering of any services by the Planning Board, Zoning Board and Technical Review Committee, or any member of their administrative staff shall be stated in this section. (2000 Code § 30-24.2; Ord. No. 2015-52, Ex. A)

APPLICATION TYPE	APPLICATION FEE	ESCROW FEE
Appeals and Interpretation	\$1,000 for all Applicants	\$5,000 for all Applicants
Conceptual/ Informal Reviews	\$1,000. for all Applicants	\$5,000. for all Applicants
Variances (Bulk)		
A) Single and Two Family Uses	\$500. per each Variance requested	\$1,000. per each Variance requested
B) Multifamily	\$1,000. per each Variance requested	\$1,500. per each Variance requested
C) Nonresidential	\$1,000. per each Variance requested	\$1,500. per each Variance requested
VARIANCES (USE)		
A) Single and Two Family Uses	\$1,000. per each Variance requested	\$1,500. per each Variance requested
B) Multifamily	\$1,500. per each Variance requested	\$2,000. per each Variance requested
C) Nonresidential	\$1,500. per each Variance requested	\$3,000. per each Variance requested
Conditional Use Permit	\$1,000. per each Variance requested	\$3,000. per each Variance requested
SUBDIVISION		
A) Minor/Sketch Plat	\$1,000. plus \$100. per lot	\$3,000. per each Variance requested
B) Major Subdivision		
Preliminary Review	\$2,000. plus \$100. per lot	\$3,000.
Final Review	\$1,000. plus \$50. per lot	\$2,000.
SITE PLAN REVIEW		
A) Minor Development		
Residential	\$500.	\$3,000.
Nonresidential	\$500.	\$3,000.
B) Major Development		
(1) Residential Preliminary Review	\$1,000. plus \$100. per unit	\$3,000.
Final Review	\$500. plus \$50. per unit	\$2,000.
(2) Nonresidential Preliminary Review	\$1,500.	\$3,000.
Final Review	\$750.	\$2,000.
C) Conceptual Site Plan Review	\$1,000.	\$5,000.
Special Meeting Fee	\$3,000.	\$500.
Plan Amendment	\$500.	\$5,000.

30-24.3 Fees; Payment Due.

Fees shall be paid at the time the application is filed and no application shall be deemed complete until the administrative officer certifies in writing that all required fees have been paid. In the event the application is for more than one (1) category of relief or action, the application and escrow fees shall consist of the sum of the fees for each category. (2000 Code § 30-24.3)

30-24.4 Miscellaneous Charges.

Any miscellaneous charges or expenses incurred by the Planning Board or Zoning Board of Adjustment or Technical Review Committee and not covered by application or professional escrow fees shall be paid by the applicant. (2000 Code § 30-24.4; Ord. No. 2647; Ord. No. 2654)

THE PROCESS
(General Instructions/What to expect)

You or your attorney must submit the completed application, supporting documents and all required forms along with one (1) complete set of plans for review to the department of Planning & Redevelopment for review. Once your application is deemed complete, you (or your attorney) will be notified by email or letter of completion and will be given your fee calculations and scheduled hearing date. (Please be aware that it may take as long as one to three months before you are scheduled for a public hearing. The time frame will depend upon the volume of applications and the completeness of your application when filed). Once you receive your letter of completeness, you are required to provide this office with complete sets of documents for each board member and professional, as well as digital copies of all documents submitted (Please refer to the submission checklist).

Once you have been assigned a hearing date, you or your attorney must follow instructions regarding the process of notifying the public of your application and publishing a notice in the newspaper. Sample forms and instructions are attached. We recommend using an attorney for filing of notices as this is a very sensitive matter and may affect whether or not your application is heard on the hearing date. If done incorrectly, your application could be delayed.

It is recommended that your design professionals attend the meeting along with you to answer any questions regarding your application. Usually, the Board can make a decision on an application at the first meeting, unless the applicant has failed to provide enough information or questions arise cannot be answered by those present.

In the event that the variance request is granted, you are hereby notified that said variance shall expire unless the work is commenced and diligently pursued within two (2) years from the date of the granting of the variance. If you find that you are unable to commence the work within a two year (2) time frame, you may apply to the Board for a one year extension of approvals, prior to the expiration date of the approval.

If your variance application is approved, a resolution will be prepared and scheduled to be memorialized at the next available board meeting. Approximately 10 days after the memorialization of the resolution, the resolution will be made available to you to either pick up from the department of Planning & Redevelopment or to be mailed to you. At that time, you may apply to the Construction Department for your building permits, unless there are compliance items in the resolution that need to be addressed before permits can be submitted.

You (or your attorney) are also required to publish a Notice of Determination in the Asbury Park Press regarding your application (sample notice attached). Also please be aware that an objector of your application has up to forty-five (45) days after your notice is published in the paper to file an appeal on the Board's decision. In the meantime, the Construction Department can issue your permit for construction; However, you will build at your own risk. Application fees are not refundable, whether your application is approved or denied.

If you are filing an Appeal or Request for an Interpretation, this application must be accompanied with a letter of explanation, detailing your request.

If you require any assistance, please feel free to contact us at (732)502-5724.

CITY OF ASBURY PARK

Notice Requirements for Hearing

a. Public Notice- Public notice of a hearing shall be given in the following cases:

1. Application for preliminary approval of a major subdivision;
2. Application which requires a variance, whether before the Planning Board or Board of Adjustment;
3. Application for major development approval.

b. Public Notice Procedures:

1. Public Notice shall be given by publication in the official newspaper of the City **at least ten (10) days** prior to the date of the hearing. Such notice shall be arranged by the applicant.
2. Notice shall be given to the owners of all real property located within two hundred (200) feet in all directions of the perimeter of the subject property, as shown on the current tax duplicate, whether such real property is located within or outside the City. Such notice shall be given by: (a) serving a copy thereof on the owner as shown on the said tax duplicate 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 duplicate. Notice to a corporate owner may be served upon its president, a vice-president, secretary or other authorized by appointment or by law to accept service on behalf of the corporation.

c. Other Notices Required:

1. Notice of all hearings on applications for development involving property located within two hundred (200) feet of an adjoining municipality shall be given by personal service or certified mail to the clerk of such municipality, which notice shall be in addition to the notice required to be given pursuant to Section 50. Paragraph b of this Article to the owners of land in such adjoining municipality which is located within two hundred (200) feet of the subject premises.
2. Notice shall be given by personal service or certified mail to the County Planning Board of hearings on applications for development of property (a) adjacent to an existing or proposed county road shown on the official County Map or on the County Master Plan; (b) adjoining other county land; or (c) situated within two hundred (200) feet of a municipal boundary.
3. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state highway.
4. Notice shall be given by personal service or certified mail to the Director of the Division of State and Regional Planning in the Department of Community Affairs of a hearing on an application for development of property which exceeds one hundred fifty (150) acres or five hundred (500) dwellings units. Such notice shall include a copy of any maps or documents required to be on file with the City Clerk pursuant to N.J.S.A. 40:55D-10(b).
5. Notice of hearings on master plan, capital improvements program or official map shall be given in accordance with N.J.S.A. 40:55D-13 and N.J.S.A. 40:55D-15, respectively.

d. Time for Service

All notices hereinafter specified in this Section shall be given at least ten (10) days prior to the date fixed for hearing.

e. Method of Service

Any notice made by certified mail as hereinafter required shall be deemed as complete upon mailing in accordance with the provisions of N.J.S.A. 40:55D-14.

f. Form of Notice

All required notices shall state the date, time and place of the hearing, the nature of the matters to be considered and identification of the property proposed for development by street address, in any, or by reference to lot and block numbers as shown on the current tax duplicate in the Tax Assessor's office. See attached Public Notice form. The notice shall indicate the location and times at which any maps and documents for which approval is sought may be reviewed by the public. If the application for development includes consideration of a conditional use, the hearing notice shall include a reference to the conditional use.

g. List of Property Owners Furnished:

Pursuant to the provision of N.J.S.A. 40:55D-12(c), the Tax Assessor, within seven (7) days after receipt of a request therefor and upon receipt of payment of a fee of Ten Dollars (\$10), shall make and certify a list from the current tax duplicate of names and addresses of owners in the City to whom the applicant is required to give notice pursuant to Section 50, Paragraph b(2) of this Ordinance. The applicant shall also supply to the Tax Assessor at the time of request a map showing all properties and current tax map information for the subject property and all properties within two hundred (200) feet of the perimeter of the subject property.

The applicant shall be entitled to rely upon the information contained in such list and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding.

h. Material to Be Filed with Board:

The applicant shall file an affidavit of proof of service, form of notice, list of property owners served, and map specified in Paragraph g. above with the Board prior to the hearing.

Decisions

a. Each decision on any application for development shall be set forth in writing within forty-five (45) days of a decision as a resolution of the Board which shall include findings of fact and legal conclusions based thereon.

b. A copy of the resolution shall be made available to you by the Secretary of the Board within ten days of its adoption to the applicant or, if represented, then to his attorney, without separate charge. A copy of the resolution shall also be mailed to all persons who have requested it and who have paid the fee prescribed for such service. A copy of the resolution shall also be filed in the Office of the City Clerk, who shall make a copy of such filed resolution available to any interested party upon payment of a fee calculated in the same manner as those established for copies of other public documents in the City.

c. A brief notice of every final decision shall be published in the official newspaper of the City. See attached Notice of Decision form. Such publication shall be arranged by the Applicant unless otherwise advised by the Board Secretary. If the Board Secretary arranges for the publication of the notice of decision, it shall be done without further charge to the Applicant. Notice of Decision shall be sent to the official newspaper for publication within ten (10) days of the date of any such decision.

REQUEST FOR 200 FOOT CERTIFIED LIST

MICHAEL DEL RE, CTA, TAX ASSESSOR
CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NJ 07712

Dear Mr. Del Re:

Would you kindly provide a listing of those property owners within 200 feet of the following property:

BLOCK _____ LOT _____

LOCATION: _____

This list is being requested in connection with an application before the Asbury Park

☐ PLANNING BOARD ☐ ZONING BOARD

Sincerely,

_____ Date _____

Name: _____

Address: _____

Telephone: _____

Fax: _____

City of Asbury Park

Public Notice

In compliance with the Municipal Land Use Law (40:55D - 1 et. Seq) and the Land Development Ordinance of City of Asbury Park (Code § 30), please take note that *(applicant)* _____

_____proposes to *(describe project)*:_____

_____.

The proposed project will be located at _____Block____Lot____which

is located in the _____zoning district. The applicant(s) seeks *(type of application /*

variances): _____

public hearing will be held by the Asbury Park *(Planning Board/Zoning Board of Adjustment)*

at the municipal building located at One Municipal Plaza Asbury Park, New Jersey on

_____, _____, _____ at 7:00PM.
Monday / Tuesday Month Day, Year

Any interested party may appear at said hearing and participate therein in accordance with the

rules of the *(Planning Board/Zoning Board of Adjustment)*. All documents related to the

application are on file with the Department of Planning and Zoning and may be inspected by the

public between the regular business hours of 9:00 AM and 5:00 PM, Mon-Fri.

Applicant:_____

Date:_____

AFFIDAVIT OF SERVICE
CITY OF ASBURY PARK

STATE OF NEW JERSEY:

COUNTY OF MONMOUTH:

I, _____ being of full age, and duly sworn according to law, on oath, deposes and says they are making an application for the property described as _____, in the municipality of Asbury Park, New Jersey 07712 , County of Monmouth, State of New Jersey and did on _____, 20____, at least ten (10) days prior to the hearing date give personal notice to all property owners within 200 feet of said property.

Said notice was given by certified mail to all persons noted on the attached list. Copies of the registered receipts are attached hereto.

Notice was also published in the official newspaper of the municipality -The Asbury Park Press/The Coaster- as required by law.

Attached is a copy of the proof of publication of notice in the official newspaper of the municipality.

Applicant (print name)

Applicant (signature)

Subscribed and sworn to before me,

This _____ day of _____ 20_____.

Notary Public - State of New Jersey

City of Asbury Park
Notice of Determination

PLEASE TAKE NOTICE that the (Planning Board / Zoning Board of Adjustment) of the City of Asbury Park did on _____ formally adopt a resolution memorializing the
(resolution date)

action of the Board taken at its _____ hearing approving _____
(hearing date) (type of application)

with _____ variances to applicant _____ for premises
(bulk/use) (name)

known as Block _____ Lot _____ on the official tax map of the City of Asbury Park, New Jersey. The Board approved _____

_____.

(project description)

PLEASE TAKE FURTHER NOTICE that the Resolution and minutes of the meetings of the (Planning Board / Zoning Board of Adjustment) of the City of Asbury Park are on file at City Hall, One Municipal Plaza, Asbury Park, New Jersey and are available for inspection during normal business hours.

10% OWNERSHIP DISCLOSURE STATEMENT FORM

A corporation or partnership submitting a development application to the Asbury Park Planning Board or Board of Adjustment must list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership.

Subject _____ Block(s): _____
Property _____ Lot(s): _____
Address: _____

Applicant: _____ Owner _____

Applicant's _____ Owner's
Address: _____ Address: _____

Entity/Individual	Address	Ownership Interest(%)

Please attach additional sheet(s) if necessary.