

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 SITE PLAN REVIEW

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

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

PROPERTY LOCATION: _____ **BLOCK:** _____ **LOT(S):** _____

1. APPLICANT INFORMATION:

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. Zoning Ordinance Requirements - from variance if requested:

Article _____ Section _____

9. Description of Proposed Project and Variance(s) Requested:

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

11. Property is _____ is not _____ located in Historical District.

Historic District _____ Block: _____ Lot(s): _____

12. Detailed Project Information:

Lot Size _____ Total size of building _____ sq. ft.

Percentage of lot occupied by building(s) _____ %

Height of building: # of Stories _____ Height _____ ft.

Set-back from front property line: _____ ft. Rear Yard: _____ ft.

Setback from side lot lines: Right _____ ft. Left _____ ft.

Prevailing set-back of adjoining buildings within block _____

Has there been any previous appeal or approval involving these premises? _____.

If so, please attach a copy of the decision.

State character of appeal - date of disposition _____

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 A TAX COLLECTOR

Block _____ Lot _____ Also known as _____

Status of Municipal Taxes _____

Status of Assessments for local improvements _____

Date: _____ Authorized 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 (Use a separate sheet)

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MAJOR SITE PLAN

Completeness Checklist

Please Check One:

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 section 30-46 of the Zoning Ordinance of the City of Asbury Park for further details of submission requirements and procedures.

Block _____ Lot _____ Property Location _____

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____

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.

Name - Print or Type

Signature/Seal & License #

Date: _____

Site Plan 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 SHALL BE FOLDED AND COLLATED
___	___	___	1. Application form: For initial submission, submit one (1) copy of form. Upon being deemed complete, submit thirteen (13) copies.
___	___	___	2. Drawing or Plans showing the existing and proposed buildings, structures and site 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.
___	___	___	3. A signed and sealed copy of the current survey (within the last 5 years), prepared by a professional land surveyor, upon which the site plan is based, and thirteen (13) photocopies.
___	___	___	4. Three (3) copies of the Soil Erosion and Sediment Control Plans.
___	___	___	5. Three (3) copies of the Tree Preservation Plan.
___	___	___	6. Three (3) copies of stormwater management calculations.
___	___	___	7. Certification of payment of property taxes and sewer fees.
___	___	___	8. Proof of submission to the Monmouth County Planning Board.
___	___	___	9. Notice and proofs of service, due five (5) days prior to meeting.
___	___	___	10. Application Fee \$_____.
___	___	___	11. Escrow Fee paid \$_____ & W-9 Form.
___	___	___	12. Zoning Determination from the Zoning Officer.
___	___	___	13. Photographs of the site and particularly the portion of site to be affected. Photographs on all submitted copies should be in color. Digital copies are also encouraged.
___	___	___	14. Contribution Disclosure Statement for each applicant/professional.

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 or other file transfer. In addition, a digital copy of the submission must be emailed to the Development Coordinator to be deemed complete.

Site Plan Checklist – Part B

Plan Requirements

The following must be submitted:

- ☐ 1. **General Requirements:** The site 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. In addition, the following must be submitted:
 - ☐ a. Site plan shall not be drawn at a scale smaller than one (1") inch equals fifty (50') feet nor longer than one (1") inch equals ten (10') feet.
 - ☐ b. The site plan shall be based on an accurate and current (within 5 years) certified boundary survey, prepared by a Professional Land Surveyor in accordance with New Jersey Administrative Code 13:40-5.1, Preparation of Land Surveys" September 1984 and as amended. The date of the survey and the name of the person who made the survey, shall be shown on the site 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 "Site Plan"
 - ☐ b. Name of the development, if any
 - ☐ c. Tax map sheet, block and lot number(s) of the site, 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. Names and addresses of owner and developer so designated.
 - ☐ f. Name, signature, address and license number of professional(s) (engineer, architect, landscape architect, land surveyor or planner) who prepared the plan, and their embossed seal.
 - ☐ g. 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 submitted to the Planning Board or Zoning Board of Adjustment for Site Plan, Minor Site Plan, Subdivision, Minor Subdivision or Variance approval:
 - ☐ 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 (where applicable)			
Freestanding Sign(s) Number			
Freestanding Sign(s) Area			
Attached Sign(s) Number			
Attached Sign(s) Area			
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. Lot 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, with accurate dimensions, bearing or deflection angles and radii, arcs and central angles of all curves.
- [] c. A key map, at a scale of not less than one (1") inch equals one thousand (1,000') feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within two hundred (200') feet of the site.

- [] 4. North arrow and written and graphic scale.
- [] 5. **Environmental Conditions:**
 - [] a. **Flood Hazards:** The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses.
 - [] b. **Existing Vegetation:** The location of individual trees and groups of trees, on the subject property and within 200 feet of the property shall be shown on the plan. All trees with a diameter at breast height (DBH) of 6 inches or greater shall be identified as to the size, species and canopy limits.
 - [] c. **Wetlands:** The location of lakes, ponds, wetlands and wetlands transition areas within the tract and within two hundred (200') feet thereof shall be shown. A current letter of interpretation (LOI) from NJ DEP should also be provided.
- [] 6. **Streets:** Rights-of-way and cartway dimensions/widths of existing streets within two hundred (200') feet of the site. Sidewalks-existing and proposed
- [] 7. **Utilities:** The location and extent of existing and proposed manholes, stormwater lines, sanitary sewer lines, fire hydrants, water lines, utility poles within two hundred (200') feet hereof.
- [] 8. **Existing Structures:** All existing structures on the site and within 50 feet of the site, indicating those to be removed and those to remain.
- [] 9. **All Structures:** All structures shall be shown in plan view. Type, location, use, finished grade level, ground coverage (SF), first floor and basement ground elevations, front, rear and side setbacks of all buildings and other structures.
- [] 10. **Demolition:** Demolition plan showing proposed demolition activities (indicated in dashed lines).
- [] 11. **Easements:** Existing and proposed easements or rights-of-way and the purposes thereof, including conversation easements, where applicable.
- [] 12. **Freestanding Signs:** All freestanding signs shall be shown on the plan and shall be described in details that include the message/content, dimensions, area (SF) height above ground elevation, materials, colors, and illumination.
- [] 13. **Grading Plan:** A plan showing existing and proposed topography using contours at a maximum of one (1') foot Intervals. Spot elevations shall be provided for all proposed buildings and structures. Datum shall be United States Coast and Geodetic Survey Datum (MSL=O) and source of datum and bench marks shall be noted. In addition to proposed grading contours, sufficient spot elevations shall be drawn to clearly delineate proposed grading.
- [] 14. **Vehicular Circulation:** The location and dimensions of all parking areas, access drives/driveways, aisles and parking stalls.
- [] 15. **Pedestrian Circulation:** The location and dimensions of curbs and sidewalks. Any special paving patterns shall be shown on plan.
- [] 16. **Parking Calculations:** Where the application proposes a change in the number of parking spaces or a change in the units forming the basis of a parking requirement for the particular use (for example, staff numbers, assembly capacity, floor area, number of students, bedrooms, etc.), the plan should note the change and cite the relevant parking standard at §30-59.5, §30-76, or other section as may be the case.
- [] 17. **Loading:** The location and size of proposed loading spaces or docks.

- [] 18. **Construction Details:** Details showing the composition of all site elements and structures, including but not limited to pavements, utilities, lighting, curbs and sidewalks.
- [] 19. **Exterior Lighting:** Lighting plan, including the location, wattage, bulb type, direction of illumination, and the amount of illumination expressed in horizontal footcandles. Details of all exterior lighting fixtures shall be included on the plan. A point-by-point depiction of planned horizontal illumination levels, with a grid no smaller than 15' x 15' shall be provided.
- [] 20. **Planting Design:** Planting plan showing the species, size, location, spacing, and number of all proposed plant material. Grass areas shall be noted. A planting schedule shall be included that summarizes the species (both botanical and common name), size and number of plants. Planting details shall be provided.
- [] 21. **Open Space:** The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common (private) or public open space, indicating the facilities to be provided in such areas.
- [] 22. **Fences and Walls:** The location of fences, gates, and walls shall be shown. The height, style and material shall be indicated in plans and details, as appropriate.
- [] 23. **Refuse Storage:** Location and screening method to be utilized for refuse storage areas for multifamily and commercial uses shall be shown. The height, style and material shall be indicated in plans or details, as appropriate.
- [] 24. **Architecture (New buildings or buildings to be modified):**
 - [] a. Plans for each building story, including attic, roof and basement/cellar. All rooms shall be dimensioned. The total floor area of each individual floor/story/height shall be calculated and annotated on the plans. Any portions of a floor that has a floor-to-ceiling height that is less than seven (7) feet shall be distinguished (graphically) from the portions that are seven (7) feet or greater and the relative areas shall be calculated and annotated on the plans.
 - [] b. Elevations of each building side, including dimensions to document building height and widths.
 - [] c. Building materials, finishes and colors shall be labeled on the drawing.
 - [] d. Mechanical elements (including HVAC equipment, bulkheads, penthouses, etc.) shall be identified as to function and shall be shown in elevation and plan views, whether on the building façade or roof.
 - [] e. Signs or decorations that are attached to a building shall be identified. The message/content, dimensions, area (SF) height above ground elevation, materials, colors, and illumination shall be detailed.
 - [] f. The roof plan shall indicate the location of gutters, scuppers and downspouts.
- [] 25. **Stormwater Plan:**
 - [] a. The stormwater plan shall be presented in graphic form which shall clearly show the street and site layout and those terms which are pertinent to drainage including existing and proposed contours as previously required.
 - [] b. The plan shall outline each area contributing to each inlet.
 - [] c. The Plan shall describe all pipes (type and sizes), invert and rim elevations, slopes and directions of flow. The direction of flow of all surface drainage shall be shown.
 - [] d. The plan shall be accompanied by complete stormwater calculations made in accordance with the Soil Conservation Service method.

- [] 26. **Off-Site Stormwater Plan:** The plan shall also be accompanied by an off-site stormwater plan prepared in accordance with the following standards:
- [] a. The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown.
 - [] b. The pertinent off site existing drainage shall be shown with elevations of inverts and grates to the nearest one tenth of a foot.
 - [] c. To the extent that information is available and maybe obtained from the County or City Engineer, any existing plans for drainage improvements shall be shown.
 - [] d. In the event a temporary drainage system is proposed, full plans of that system shall be shown.
 - [] e. The off site drainage plans shall be accompanied by profiles of all proposed drainage, showing existing details, pipe sizes, type inverts, crowns, slopes all proposed structures and connections and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross sections at intervals not exceeding one hundred (100') feet shall be shown for all open channels.
- [] 27. Center line profiles of streets bordering the site, internal roadways and major circulation aisles showing existing and final grades and slopes, and pipe sizes, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities.
- [] 28. **Soil Boring Logs:** Unless the City shall determine that a lesser number of boring logs are required or that some or all of the boring logs may be deferred to the final plan stage, the site plan shall be accompanied by a set of boring logs and soil analyses for borings made in accordance with the following:
- [] a. One boring not less than fifteen (15') feet below grade or twenty (20') feet minimum depth shall be made for every five (5) acres (or portion thereof) of land where the water table is found to be ten (10') feet or more below proposed or existing grade at all boring locations.
 - [] b. One additional boring shall be made per acre (or portion thereof) in those areas where the water table is found to be less than ten (10') feet below proposed or existing grade.
 - [] c. In addition to the above, in those areas where the water table is found to be five (5') feet or less below existing or proposed grade, two additional borings per acres (or portion thereof) will be required if construction of basement is contemplated. Borings shall be located where such basements are proposed.
 - [] d. Boring logs shall show soil types and characteristics encountered, ground water depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one tenth of a foot.
 - [] e. Based on the borings, the site plan shall clearly indicate all areas having a water table within two (2') feet of the existing surface of the land, or within two (2') feet of proposed grade, of all areas within which two (2') feet or more of fill is contemplated or has previously been placed.
 - [] f. Certified soil tests as a basis for design standards for pavement, pipe, bedding, etc.
- [] 29. **Phasing:** Applications that is proposed to be developed in stages shall include phasing plans showing the following:
- [] a. The anticipated date of commencing construction of each section or phase.

- [] b. Plans for separate construction emergency access for the project in order to avoid occupancy conflicts.
- [] c. Individual plans for each phase (encompassing all components of the overall plan) demonstrating that each phase may be developed independently without jeopardizing public health, safety and welfare.
- [] 30. **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.

Please note that a color rendering of the project shall be brought to the hearing. The rendering must accurately represent the project and shall not differ from the submitted building plans.

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MINOR SITE PLAN

Completeness Checklist

Please Check One:

Planning Board _____

Zoning Board of Adjustment _____

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Block _____ Lot _____ Property Location _____

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____

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.

Name - Print or Type

Signature/Seal & License #

Date: _____

Minor Site Plan 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 SHALL BE FOLDED AND COLLATED
___	___	___	1. Application form: For initial submission, submit one (1) copy of form. Upon being deemed complete, submit fourteen (14) copies.
___	___	___	2. Drawing or Plans showing the existing and proposed buildings, structures and site 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 eleven (11) 11" x 17" size 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 site plan is based, and fourteen (14) photocopies.
___	___	___	4. Three (3) copies of the Soil Erosion and Sediment Control Plans.
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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.

Minor Site Plan Checklist – Part B

Plan Requirements

The following must be submitted:

- ☐ 1. **General Requirements:** The site 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. In addition, the following must be submitted:
 - ☐ a. Site plan shall not be drawn at a scale smaller than one (1") inch equals fifty (50') feet nor longer than one (1") inch equals ten (10') feet.
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- ☐ 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 "Site Plan"
 - ☐ b. Name of the development, if any
 - ☐ c. Tax map sheet, block and lot number(s) of the site, 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. Names and addresses of owner and developer so designated.
 - ☐ f. Name, signature, address and license number of professional(s) (engineer, architect, landscape architect, land surveyor or planner) who prepared the plan, and their embossed seal.
 - ☐ g. If the plans contain more than one (1) sheet, each sheet shall be numbered and titled.
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Minimum lot width			
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Minimum lot depth			
Minimum front yard setback			
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Attached Sign(s) Number			
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Existing use or uses:			
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Existing floor area:			
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NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

- [] b. Lot 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, with accurate dimensions, bearing or deflection angles and radii, arcs and central angles of all curves.
- [] c. A key map, at a scale of not less than one (1") inch equals one thousand (1,000') feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within two hundred (200') feet of the site.

- [] 4. North arrow and written and graphic scale.
- [] 5. **Environmental Conditions:**
 - [] a. **Flood Hazards:** The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses.
 - [] b. **Existing Vegetation:** The location of individual trees and groups of trees, on the subject property and within 200 feet of the property shall be shown on the plan. All trees with a diameter at breast height (DBH) of 6 inches or greater shall be identified as to the size, species and canopy limits.
 - [] c. **Wetlands:** The location of lakes, ponds, wetlands and wetlands transition areas within the tract and within two hundred (200') feet thereof shall be shown. A current letter of interpretation (LOI) from NJ DEP should also be provided.
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- [] 7. **Utilities:** The location and extent of existing and proposed manholes, stormwater lines, sanitary sewer lines, fire hydrants, water lines, utility poles within two hundred (200') feet hereof.
- [] 8. **Existing Structures:** All existing structures on the site and within 50 feet of the site, indicating those to be removed and those to remain.
- [] 9. **All Structures:** All structures shall be shown in plan view. Type, location, use, finished grade level, ground coverage (SF), first floor and basement ground elevations, front, rear and side setbacks of all buildings and other structures.
- [] 10. **Demolition:** Demolition plan showing proposed demolition activities (indicated in dashed lines).
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- [] 17. **Loading:** The location and size of proposed loading spaces or docks.

- [] 18. **Construction Details:** Details showing the composition of all site elements and structures, including but not limited to pavements, utilities, lighting, curbs and sidewalks.
- [] 19. **Exterior Lighting:** Lighting plan, including the location, wattage, bulb type, direction of illumination, and the amount of illumination expressed in horizontal footcandles. Details of all exterior lighting fixtures shall be included on the plan. A point-by-point depiction of planned horizontal illumination levels, with a grid no smaller than 15' x 15' shall be provided.
- [] 20. **Planting Design:** Planting plan showing the species, size, location, spacing, and number of all proposed plant material. Grass areas shall be noted. A planting schedule shall be included that summarizes the species (both botanical and common name), size and number of plants. Planting details shall be provided.
- [] 21. **Open Space:** The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common (private) or public open space, indicating the facilities to be provided in such areas.
- [] 22. **Fences and Walls:** The location of fences, gates, and walls shall be shown. The height, style and material shall be indicated in plans and details, as appropriate.
- [] 23. **Refuse Storage:** Location and screening method to be utilized for refuse storage areas for multifamily and commercial uses shall be shown. The height, style and material shall be indicated in plans or details, as appropriate.
- [] 24. **Architecture (New buildings or buildings to be modified):**
 - [] a. Plans for each building story, including attic, roof and basement/cellar. All rooms shall be dimensioned. The total floor area of each individual floor/story/height shall be calculated and annotated on the plans. Any portions of a floor that has a floor-to-ceiling height that is less than seven (7) feet shall be distinguished (graphically) from the portions that are seven (7) feet or greater and the relative areas shall be calculated and annotated on the plans.
 - [] b. Elevations of each building side, including dimensions to document building height and widths.
 - [] c. Building materials, finishes and colors shall be labeled on the drawing.
 - [] d. Mechanical elements (including HVAC equipment, bulkheads, penthouses, etc.) shall be identified as to function and shall be shown in elevation and plan views, whether on the building façade or roof.
 - [] e. Signs or decorations that are attached to a building shall be identified. The message/content, dimensions, area (SF) height above ground elevation, materials, colors, and illumination shall be detailed.
 - [] f. The roof plan shall indicate the location of gutters, scuppers and downspouts.
- [] 25. **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.

Please note that a color rendering of the project shall be brought to the hearing. The rendering must accurately represent the project and shall not differ from the submitted building plans.

Disclosure of Political Contributions Certification

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 _____

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

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 that cannot be answered by those present.

In the event that the application request is granted, you are hereby notified that said approval shall expire unless the work is commenced and diligently prosecuted 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 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 application is approved, a resolution will be prepared and scheduled to be memorialized at the next 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. If you have been instructed to make changes or there were conditions set forth with your approval, you must make first apply for resolution compliance once all conditions/changes have been met. You may then apply to the Building Department for your building permits.

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 any objector to your application has up to forty-five (45) days after your notice is published in the paper to file an appeal of the Board's decision. In the meantime, the Building Department will issue your permit for construction; However, you build at your own risk. Application fees are not refundable, whether your application is approved or denied.

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

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)

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 Determination 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.

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 / variance)*:

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 hours of 9:00 AM and 5:00 PM.

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- 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

REQUEST FOR 200 FOOT CERTIFIED LIST

ERICK AGUIAR, CTA, TAX ASSESSOR
CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NJ 07712

Dear Mr. Aguiar:

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
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 project 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.