Borough of
West Long Branch
New Jersey

Borough of West Long Branch Planning/Zoning Boards
965 Broadway
West Long Branch, New Jersey 0776
Telephone: (732) 229-1756 Fax: (732) 571-9185

MEMORANDUM

Development Application:
Application File # **Filing Date:**

Complete all items listed below. Do not write above this line.

TO: **Applicants, Attorneys and Engineers**
FROM: **Planning/Zoning Board Secretary/Administrative Officer**
DATE: _____
RE: _____

Please be advised that all applications and revisions being submitted to the Planning Board or Zoning Board of Adjustment will be accepted at Borough Hall between the hours of 8:30 AM and 4:30 PM. Please note that notices for public hearings (notice to the property owner and newspapers) should indicate that documentation can be reviewed in the Borough Clerk's Office during regular business hours (8:30 AM to 4:30 PM).

Note: To assist the Board Staff, the Borough recommends thirty (30) sheets plans or less be folded into individual sets. Plans of more than thirty (30) sheets may be rolled in individual sets.

Note: Applying for a variance is a very technical, legal function. It is recommended that you retain an attorney to manage your application or follow the instructions very carefully. The Board cannot hear your case unless all the proper forms and procedures are adhered to. State Law mandates this. The Planning Board/Zoning Board of Adjustment will assist you, but the burden of providing a validly supported application is on the applicant. Please note an attorney must represent corporate applicants.

Click on the link to review the checklist for application submittal: Variance Application Submission Requirements.pdf

Thanks in advance for your cooperation.

Borough of
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BOROUGH OF WEST LONG BRANCH, NEW JERSEY ZONING BOARD OF ADJUSTMENT
VARIANCE APPLICATION
(Page 1 of 3)

Applicant

Name: _____
Address: _____
Telephone:_____
Email: _____

Lot Definition

Lot No. _____
Block No. _____
Street Address: _____
Zone Type: _____

Property Owner

Name: _____
Address: _____
Telephone:_____
Email: _____

Person Preparing Plans

Name: _____
Professional: _____
Telephone: _____
Email: _____

Attorney Information

Name: _____
Address: _____
Telephone: _____
Email: _____

Existing USE: _____
Proposed USE: _____

Provide a brief narrative explaining the proposed application: (attached additional page if necessary):

_____
_____
_____
_____
_____.

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VARIANCE APPLICATION

(Page 2 of 3)

Size of Building (Present and Proposed) at street level: _____

Frontage: _____ Department:_____

Have there been any previous variance application or appeal involving these premises? ☐ YES ☐ NO

If so, note the date and resolution number: _____

List of Specific Variance Requested	List Specific Requirement of Zone and State Specific Section of Ordinance Applicable.
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.

Number of proposed lots: _____

Development plats (Check One)

☐ a. Sell Lot only

☐ b. Construct houses for Sale

☐ c. Site Plan

☐ d. Other (Specify) _____

Person Preparing plat, if other than applicant

A. Name _____
B. Profession:_____
C. Address: _____
D. Email Address: _____
E. Telephone: _____

List of all accompanying papers, reports, and plans.

Description	Number Submitted
1.	
2.	
3.	
4.	
5.	
6.	

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VARIANCE APPLICATION

(Page 3 of 3)

CERTIFICATION OF APPLICANT:

I do herby certify that all statements made herein and, in any document, submitted herewith are true and exact.

Signature of Applicant: _____ Date: _____

Owner (s) Concurrence per Board Attorney's Letter:
Signature of Owner: _____Date: _____

Signature of Owner: _____Date: _____

Signature of Owner: _____Date: _____

For Official Use Only:

Received by: _____Date: _____ Fee:_____

Administrative Completeness Review Checklist: (Check if Provided or Not Applicable)

☐Application Form ☐W-9 Form ☐Owner Letter Authorizing Application
☐Application Fee ☐Escrow Fee ☐Environmental Commission Review Form
☐Zoning Officer's Denial ☐Submission Checklist ☐Architectural Floor Plans and Elevation
☐Submission Checklist ☐Property Survey ☐Plot Plan/Variance Plan
☐ Brief Narrative ☐ Disclosure Statement of Names of Persons w/10% or More Interest/Stock

Administrative Completeness Determination
☐Complete ☐Incomplete Date: _____ By: _____
Forwarded to Board ·Engineer: Date: _____
Board Engineer Completeness Review: ☐ Complete ☐Incomplete
Date: _____
Board Decision: ☐ Approved ☐Denied Date: _____
Conditions (Where Applicable):

Chairman's Signature: _____ Date: _____

Secretary's Signature: _____ Date: _____

Borough of
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BOROUGH OF WEST LONG BRANCH
☐PLANNING BOARD
☐ZONINGBOARD

IN THE MATTER OF THE APPLICATION OF_____**PETITION**
(Name of Applicant)
FOR A VARIANCE.

The petition/application of _____
(Name of Applicant)
Residing at: _____
(Home Mailing Address)
Respectfully shows:

1. They are the owners of the premises situated at _____
(Street Address)
_____in the Borough of West Long Branch and have

owned said property since_____
(Date Property Was Acquired)

2. Said premises are known as Block_____ Lot (s): _____
and are in the _____ Zone.

3. Property is presently used as (list all uses) _____
_____

4. Petitioners/ Applicants desire a variance from the terms of the Board Ordinance to permit them to:

_____

_____

5. Your Petitioner/Applicant prays that a day be fixed for a hearing on this application and states that the proper notice will be sent or served on all people required by statutes.

Dated: _____

Petitioner: _____

Borough of
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BOROUGH OF WEST LONG BRANCH
☐PLANNING BOARD ☐ZONINGBOARD

SAMPLE FORM OF PUBLIC NOTICE

PLEASE TAKE NOTICE that on the _____day of _ _ _ _ _ _ _ _ , 20___, at 7:00
(Day) *(Month)* *(Year)*
P.M. at the Municipal Building, 965 Broadway, West Long Branch, New Jersey, a Public Hearing will be held before the West Long Branch _____to consider the application of
(Planning Board or Board of Adjustment)
_____ for premises at _____ and
(Applicant's Name) *(Street Location)*
designated as Block _____ , Lot(s) _____ on the official tax map
(Block) *(Lot Numbers)*

of the Borough of West Long Branch, Zone District _____ ., at which time and place all
(Zone Designation)
interested persons will be given an opportunity to be heard.

The applicant seeks the following: *(Insert what the applicant is seeking to include ordinance and measurements)*

_____

_____

_____

_____

_____

The applicant also seeks all other variances or waivers as may be required in connection of this application.

The application and supporting documents are on file at the Office of the West Long Branch Borough Clerk, 965 Broadway, West Long Branch, New Jersey and available for inspection by the public during regular business hours (8:30 a.m. to 4:30 p.m.).

This notice is sent to you as an owner of property in the immediate vicinity of this application, and is also published, as required by law. Any interested parties may appear at said hearing and participate therein in accordance with the rules of the _____.
Planning Board or Board of Adjustment

Respectfully,

_____ Date: _____
Applicant Signature

Borough of
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BOROUGH OF WEST LONG BRANCH
☐PLANNING BOARD ☐ZONINGBOARD

AFFIDAVIT OF SERVICE

IN THE MATTER OF THE APPLICATION OF:

_____

Block _____ Lot (s):_____
OF THE OFFICAL MAP OF THE BOROUGH OF WEST LONG BRANCH

STATE OF NEW JERSEY
:SS
COUNTY OF MONMOUTH

I, _____ of full age, being duly sworn according to law, upon his/her oath, deposes and says:
I am the applicant/applicant's representative in the captioned matter.

1) FOR THOSE INDIVIDUALS SERVED BY CERTIFIED MAIL:
On _____, 20_, I mailed by Certified Mail, Return Receipt Requested, a copy of the Notice attached hereto as Exhibit "A", to each of the persons, municipal agencies and utilities at the addresses listed upon the Certified List of Property Owners within two-hundred feet (200') of the premises in question provided by the Borough of West Long Branch, which said list is attached hereto as Exhibit "B". Service of this Notice was hereby made at least ten (10) days in advance of the public hearing scheduled in this matter.

2) FOR THOSE INDIVIDUALS SERVED PERSONALLY (IF ANY):
On _____, 20_, I mailed by Certified Mail, Return Receipt Requested, a copy of the Notice attached hereto as Exhibit "A", to each of the persons, municipal agencies and utilities at the addresses listed upon the Certified List of Property Owners within two-hundred feet (200') of the premises in question provided by the Borough of West Long Branch, which said list is attached hereto as Exhibit "B". Service of this Notice was hereby made at least ten (10) days in advance of the public hearing scheduled in this matter.

If no one was served personally, please check None ☐

I state that all the referenced persons are the owners of the property within a radius of two hundred feet (200') of the property in question, as set forth in Exhibit "B".

Sworn to and subscribed
Before me this _____
Day of _____

_____
Notary

_____
Applicant

Borough of
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BOROUGH OF WEST LONG BRANCH
☐PLANNING BOARD ☐ZONINGBOARD

AFFIDAVIT OF PUBLICATION

IN THE MATTER OF THE APPLICATION OF:

_____

Block _____ Lot (s):_____
OF THE OFFICAL MAP OF THE BOROUGH OF WEST LONG BRANCH

STATE OF NEW JERSEY
:SS
COUNTY OF MONMOUTH

I, _____, the applicant in the captioned matter, who being duly sworn upon his/her oath, disposes and says that the Notice of Hearing in the matter, of which the annexed is a true copy, has been published in the *Asbury Park Press* on the date of _____ 2022_____.

_____
Applicant

Sworn to and subscribed
Before me this_____
Day of 20_____

_____
Notary

Borough of
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IN THE MATTER OF THE APPLICATION OF:
_____
Block _____ Lot (s):_____ OF THE OFFICAL MAP OF THE BOROUGH OF WEST LONG BRANCH

BOROUGH OF WEST LONG BRANCH
☐PLANNING BOARD ☐ZONINGBOARD

OWNERS CONCURENCE

STATE OF NEW JERSEY
:SS
COUNTY OF MONMOUTH

I, _____ hereby certify that I am the owner of record of Lot(s) _____ in
(Name of Property Owner)
Block_____

in the Borough of West Long Branch, Monmouth County New Jersey, commonly known as _____ and I hereby acknowledge that the application for
(Address of Property)

development of said Lot(s) is being made with my complete understanding and permission in accordance with an agreement entered between me and the applicant noted below and that I concur with the plans as shown.

Applicant

Name: _____

Address: _____

Email Address: _____

Telephone: _____

Property Owner

Name: _____

Address:_____

Email Address: _____

Telephone: _____

_____
Signature of Property Owner
Sworn to and subscribed Before me this

Day of _____ , 20__ .

_____
Notary

Borough of
West Long Branch
New Jersey

Certified List Request

Borough of West Long Branch
Planning/Zoning Boards
965 Broadway
West Long Branch, New Jersey 07764
ATTN: Borough Clerk

Please supply me with a Certified List of Property Owners within two hundred feet (200') of the below listed property. Attached is my fee of $10.00 for same.

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

Name: _____
Address:_____
Email
Address:_____
Telephone:_____

Borough of
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TAX CERTIFICATION

BOROUGH OF WEST LONG BRANCH
☐PLANNING BOARD ☐ ZONINGBOARD

Property Owner: _____ Telephone: _____ Email:_____

Location: _____

Block: _____ Lot(s): _____ _ CN:_____

FOR OFFICIAL USE ONLY

THIS WILL CERTIFY THAT TAXES ON THE ABOVE PROPERTY:

☐ **Are Paid** ☐ **Are not paid**

_____ Quarter _____ Year

THS PROPERTY MAY BE SUBJECT TO ROLLBACK TAXES NOT YET ESTABLISHED.

Name: _____
Title: _____
Date: _____

Borough of
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ZONING OFFICER'S REVIEW FORM

Applicant's Name: _____ Telephone: _____ Email:_____
Applicant's Address: _____

Your application will be reviewed for conformance with the Zoning Ordinance. Please complete this form and submit with your application.

Zone: ☐R-22 ☐R-15 ☐R-10 ☐RP ☐I ☐N/C ☐H/C ☐Other: _____

Block: _____ Lot(s): _____ Proposed Use: _____

To be completed by Applicant

Zoning Requirements	Permitted/ Required	Existing Proposed	Proposed	**Variance Required**	For Official Use: **Comments/Codes**
Lot Area					
Lot Width					
Front Yard Setback					
Side Yard Setback: • One Side • Both Sides					
Rear Yard Setback					
Building Coverage					
Impervious Coverage					
Maximum Building Height					
Density					
Buffer					
Parking					
Accessory Building Height					
Accessory Building Setback					
Other:					

NOTE: It should be clearly understood that the variances that may be required are not limited to those noted above.

Submitted by:_____ Date: _____

OFFICE USE ONLY

Borough of
West Long Branch
New Jersey

THE BOROUGH OF WEST LONG BRANCH MONMOUTH COUNTY, NEW JERSEY

APPLICATION FOR ENVIRONMENTAL COMMISSION SITE PLAN REVIEW

Purpose: This application provides the Environmental Commission of the Borough of West Long Branch with information needed to help determine, in an orderly manner, whether a proposed project or action may be significant. The applicant has a legal responsibility to answer truthfully and completely and will be held accountable for information contained herein. A review of this application by the Environmental Commission and a resolution of all questions arising therefrom are required before the start of any site work.

Instructions: Answer each item in the space provided. The completed application must accompany project drawings submitted to the Planning Board and the Zoning Board of Adjustment, together with a copy for the Environmental Commission.

Applicant Company/Individual: _____ Telephone: _____ Email: _____
Applicant Company/Individual Address: _____

Present Property Owner's Name: _____ Telephone: _____ Email:_____
Present Property Owner's Address:
Responsible Person: _____ Telephone: _____ Email:_____

Responsible Person's Title: _____
Responsible Person's Address:_____

Site Location Street Address:
Nearest Existing Street Intersection: _____
Zone: _____ Block: ____ Lot(s): _____

A) Present Use:	B) Proposed Use:

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APPLICATION FOR ENVIRONMENTAL COMMISSION SITE PLAN REVIEW

C) Break down total acreage of project site as follows:

	Present	Planned
Wetland		
Wooded		
Water Surface Area		
Unvegetated (Rock, Earth, Fill)		
Buildings, Paved Surfaces		
Areas to be Left in Their Natural State		
Other (Give Detail)		

D) Describe predominant floral and fauna:

E) Total number of trees on-site with a trunk diameter of six inches (6") or greater.

F) List the number of trees, by species, with a trunk diameter of six inches (6") or greater, as measured one foot (1') from grade, which are to be destroyed:

G) Will project cause or increase water pollution, air pollution or noise pollution? J Yes No
If yes, please explain.

H) Will the project affect the water table in the area? ☐Yes ☐ No If yes, please explain:

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APPLICATION FOR ENVIRONMENTAL COMMISSION SITE PLAN REVIEW

I) Will the project result in an increase or decrease in the surface area of any body of water? ☐ Yes ☐ No
if yes, please explain:

J) Is the project located in the 100-year flood plan? ☐Yes ☐No
If yes, please explain.

K) Are there wetlands within one hundred feet (150') of the project? ☐Yes ☐No
If yes, please explain.

L) Will the project produce odors? ☐Yes ☐No
If yes, please explain

M) Will the project alter drainage flow patterns or surface water runoff? ☐Yes ☐No
If yes, please:

.

N) Will the project increase traffic? ☐Yes ☐No
If yes, please explain.

O) Identify problems or objections raised by any individual(s), or local, state, and federal agencies.

Borough of
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APPLICATION FOR ENVIRONMENTAL COMMISSION SITE PLAN REVIEW

P) List any New Jersey Department of Environmental & Energy (NJDEPE) or U.S. Army Corps of Engineers permits that you have or for which you have applied.

Q) Do you have any of the following on or within fifty feet (50') of your property boundaries? Ponds, streams, brooks, marshes, bays, rivers, lakes, bogs, ditches, creeks, swamps, or other low areas which regularly contain water for a length of time? ☐Yes ☐ No

If you answered yes, you must contact the New Jersey Department of Environmental & Energy (NJDEPE), Division of Coastal Resources, Bureau of Freshwater Wetlands, to obtain their clearance, prior to obtaining a Building Permit from the Borough. If you are unsure, you should contact the NJDEPE. Violation of the Freshwater Wetlands Act could result in fines imposed by the State of New Jersey.

Bureau of Freshwater Wetlands 609-633-6563
Division of Coastal Resources Permitting 609-633-2289
New Jersey Department of Environmental Protection & Energy CN401
Trenton, New Jersey 08625
Telephone: (609) 633-6563