

**BEFORE YOU COMPLETE THIS APPLICATION, YOU MUST HAVE FIRST RECEIVED A DENIAL FROM THE ZONING OFFICER.**

**THIS CAN BE OBTAINED BY FILLING OUT A ZONING PERMIT APPLICATION AT SEA BRIGHT BOROUGH HALL FOR A FEE OF \$25.00 AND MEETING WITH THE ZONING OFFICER FOR A DENIAL.**

**INSTRUCTIONS AND CHECKLISTS FOR ALL APPLICATIONS**

These instructions are provided to all applicants in order to assist you in preparing your applications.

Refer to Chapter 130 Land Use for the Code of the Borough of Sea Bright at [www.seabrightnj.org](http://www.seabrightnj.org) for more details concerning filing requirements and Land Use Ordinances.

1. Obtain a Planning/Zoning Application Packet from the Board Secretary or go to [www.seabrightnj.org](http://www.seabrightnj.org) and download application packet.
2. The application form must be complete, signed, dated and notarized. The application accompanied by the following must be given to the Board Secretary:
  - (a) Seventeen (17) sets of drawings, applications, plot plans and/or surveys drawn to scale (with a raised seal), one marked **“FOR PUBLIC INSPECTION”** and containing all measurements of buildings or additions and showing dimensions and location of the property involved in the application and location of all structures relative to the property line. If the plot plan is prepared by other than a licensed surveyor or architect, applicant must furnish the Board with an Affidavit stating that all the information is correct
  - (b) If subdivision, Site Plan or Conditional Use approval is also sought, applicant will submit a Development Application including all information required by the Development Regulations.
  - (c) Two separate checks made payable to the BOROUGH OF SEA BRIGHT for fees and escrow. **Form W-9 must be completed for all Escrow Accounts.**
3. Obtain the names and addresses of property owners within 200 feet of the property including property owners in adjoining municipalities. The required names and address of property owners in Sea Bright may be obtained from the Borough Clerk upon written notice for a fee of \$10.00. The names and address of property owners in adjoining municipalities may be obtained from the designated officials in the adjoining municipalities.
4. **Complete the Notice Hearing.**
  - (a) The Notice of Hearing must state specific relief requested including a listing of all variances. It shall also state the lot and block of the property and the street address. If Subdivision or Site Plan approval is being requested, it shall be included in the Notice of Hearing. **See attached sample form.**

(b) The Notice of Hearing must also state the date, time and place of the hearing. All meetings of the Planning/Zoning Board are held at Sea Bright Municipal Building, 1167 Ocean Avenue, Sea Bright, NJ 07760 at 8:00 p.m.

(c) Notice of Hearing must be given **no less than ten (10) days prior** to the assigned hearing date to the following:

(a) All property owners within 200 feet including property owners in adjoining municipalities

(b) Municipal Clerk of any municipality within 200 feet.

(c) Monmouth County Planning Board if the property is located within 200 feet of a county road or municipal boundary.

(d) State of New Jersey, Commissioner of Transportation if the property is located within 200 feet of a State Highway.

6. The Notice of Hearing shall be given by:

(a) Serving a copy thereof on the property owner or his agent in charge of the property;

or

(b) Mailing a copy thereof by certified mail, return receipt requested, to the property owner at his/her address as shown on the current tax map duplicate.

7. A copy of the Notice of Hearing shall be published in the **ASBURY PARK PRESS** or other daily newspaper publication **at least ten (10) days prior** to the hearing date.

8. The applicant must submit and Affidavit of Mailing or Service (**See attached sample form**) and an Affidavit of Publication (from the Newspaper) to the Board Secretary **7 days prior to the scheduled meeting.**

(a) After serving the Notices of Hearing, complete the Affidavit of Mailing or Service (**see attached Sample**), which must be set forth the date of service of the notices, the names and addresses of the persons served, and who were served personally or by certified mail. The person who made service must sign the Affidavit of Proof and a Notary Public or Attorney at Law must complete and sign the Affidavit.

9. Requests for adjournments must be made to the Board Secretary, in writing, at **least two days prior** to the hearing.

10. The applicant or an Attorney at Law must be present at the hearing. Corporations must be represented by an Attorney at Law.

11. All real estate taxes must be paid through the date of the hearing. Certifications that taxes and sewer utility are paid **must be included with the application.**

**12. Commercial applicants must submit a copy of their application along with any plans directly to the Borough Engineer and notify the Board Secretary by mail of this submittal.**

13. **ALL APPLICANTS** are responsible for posting a copy of their application and plans at the Borough Clerk's Office, 1167 Ocean Avenue, Sea Bright, NJ. These must be labeled "**FOR PUBLIC INSPECTION**" prior to the Notice of Hearing.

14. When the application is deemed complete, the applicant will be notified of a hearing date to notice property owners. **The Board Secretary must receive the list of Property Owners within 200 feet, The Notice of Hearing and The Affidavit of Mailing and all the certified return receipt cards between seven (7) to ten (10) days prior to the date of the hearing.**

## **SAMPLE**

**PLANNING/ZONING BOARD  
BOROUGH OF SEA BRIGHT  
MONMOUTH COUNTY, NEW JERSEY  
AFFIDAVIT OF MAILING**

\_\_\_\_\_, of full age, being duly sworn upon his/her deposes and says:

On \_\_\_\_\_, 20\_\_\_\_, I did send, certified mail, return receipt requested, a copy of the attached Notice to all persons and/or entities listed on the attached Certified List. The envelopes containing said Notices bore sufficient postage thereon, were placed in a receptacle at the United States Post Office \_\_\_\_\_, New Jersey.

The mailing and return receipts are attached hereto and made a part of this Affidavit.

Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
A Notary Public of New Jersey

# **SAMPLE**

**BOROUGH OF SEA BRIGHT  
MONMOUTH COUNTY, NEW JERSEY  
NOTICE OF HEARING**

**TO ALL OWNERS OF PROPERTY LOCATED WITHIN A RADIUS OF TWO  
HUNDRED FEET FROM BLOCK \_\_\_\_\_ LOT \_\_\_\_\_.**

**PLEASE TAKE NOTICE**, that the undersigned has applied to the Planning/Zoning Board of the Borough of Sea Bright to consider an application for Approval with respect to premises known as Block \_\_\_\_\_ Lot \_\_\_\_\_, on the Tax Map of The Borough of Sea Bright and commonly known as

\_\_\_\_\_, Sea Bright, New Jersey. Applicant is seeking \_\_\_\_\_ Approval together with any and all other requirements, which the Board may deem necessary.

A regular meeting will be held by the Planning/Zoning Board of the Borough of Sea Bright on Tuesday \_\_\_\_\_ 20\_\_\_\_\_ at 8:00 p.m. at the Borough Hall, 1167 Ocean Avenue, Sea Bright, New Jersey, at which time you may appear in person or by agent or attorney and present any objection which you may have to granting this application.

A copy of the maps and application documents have been filed in the office of the Borough Clerk and are available for public inspection at the Borough Hall, 1167 Ocean Avenue, Sea Bright, New Jersey during normal business hours.

This Notice is sent to you by the Applicant, by order of the Planning/Zoning Board of the Borough of Sea Bright.

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**BOROUGH OF SEA BRIGHT  
PLANNING/ZONING BOARD APPLICATION  
1167 Ocean Avenue Sea Bright, New Jersey 07760  
732-842-0099 ext.28**

The application with supporting documentation must be filed with the office of the Municipal Clerk and must be delivered for review **at least ten (10) days** prior to the meeting at which the application is to be considered.

**NOTE: All plans must be folded. Any rolled plans will not be accepted.**

To be completed by Municipal staff only.

Date Filed \_\_\_\_\_ Application No. \_\_\_\_\_

Application Fees \_\_\_\_\_ Escrow Deposit \_\_\_\_\_

Reviewed for Completeness \_\_\_\_\_ Hearing \_\_\_\_\_

**1. SUBJECT PROPERTY**

Location: \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ Dimensions: \_\_\_\_\_  
Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_  
Zoning District: \_\_\_\_\_

**2. APPLICANT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Applicant is a: Corporation\_\_ Partnership\_\_ Individual \_\_

**3. DISCLOSURE STATEMENT:** Pursuant to J.J.S. 40:55D-48-1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership, applicant must be disclosed. In accordance with N.J.S. 40:55D4-8.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply.)

**4.** If owner is other than the applicant, provide the following information on the Owner(s).

Owner's Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

5. Property Information:

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

(Attach copies)

No \_\_\_\_\_ Proposed \_\_\_\_\_

**Note: All deed restrictions, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.**

Present the use of the premises:

6. Applicant's Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

7. Applicant's Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

8. Applicant's Planning Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

9. Applicant's Traffic Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

10. List any other Expert(s) who will submit a report or who will testify for the Applicant:  
(Attach additional sheets as may be necessary).

Name: \_\_\_\_\_

Field of Expertise: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

**11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:  
SUBDIVISION:**

\_\_\_\_\_ Minor Subdivision Approval

\_\_\_\_\_ Subdivision Approval (Preliminary)

\_\_\_\_\_ Subdivision Approval (Final)

Number of lots to be created \_\_\_\_ (including remainder lot)

Number of proposed dwelling units \_\_\_\_\_ (if Applicable)

**SITE PLAN:**

- \_\_\_\_\_ Minor Site Plan Approval
- \_\_\_\_\_ Preliminary Site Plan Approval
- \_\_\_\_\_ Final Site Plan Approval
- \_\_\_\_\_ Amendment or Revision to an Approval Site
- \_\_\_\_\_ Plan Area to be disturbed (square feet)
- \_\_\_\_\_ Total number of proposed dwelling units
- \_\_\_\_\_ Request for Waiver From Site Plan Review and Approval

Reason for request:

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- \_\_\_\_\_ Informal Review
- \_\_\_\_\_ Appeal decision of an Administrative Officer  
(N.J.S.A 40:55D-70A)
- \_\_\_\_\_ Map or Ordinance Interpretation of Special Question  
(N.J.S.A.40:55D-70b)
- \_\_\_\_\_ Variance Relief (hardship)  
(N.J.S. A. 40:55D-70c (1))
- \_\_\_\_\_ Variance Relief (substantial benefit)  
(N.J.SA.40:55D-70c (2))
- \_\_\_\_\_ Variance Relief (use)  
(N.J.S 40:55D-70d)
- \_\_\_\_\_ Conditional Use Approval  
(N.J.S 40:55D-67)
- \_\_\_\_\_ Direct issuance of a permit for a structure  
in bed of a mapped street, public drainage way, or flood control  
basin. (N.J.S 40:55D-334)
- \_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage  
(N.J.S 40:55D-35)

12. Section(s) of Ordinance from which a variance is requested \_\_\_\_\_

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

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14. Attach a copy of the Notice to Appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished **at least 10 days prior** to the date scheduled by the Administrative Officer for the hearing. An Affidavit of Service on all property owners and Proof of Publication must be filed before the application will be complete and the hearing can proceed.

15. Explain in detail the exact nature of the application and the changes to be made at the premises including the proposed use of the premises: (attach pages as needed)

16. Is a public water line available? \_\_\_\_\_

17. Is public sanitary sewer available? \_\_\_\_\_

18. Does the application propose a well and septic system? \_\_\_\_\_

19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block number? \_\_\_\_\_

20. Are any off-tract improvements required or proposed? \_\_\_\_\_

21. Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_

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

23. Other approvals, which may be required, and date plans submitted:

**MARK THE FOLLOWING WITH A YES OR NO AND DATES OF THE PLANS SUBMITTED**

NE Regional Sewer Auth \_\_\_\_\_

Monmouth County Board Of Health \_\_\_\_\_

Monmouth County Planning Board \_\_\_\_\_

Freehold Soil Conservation District. \_\_\_\_\_

NJ DEP \_\_\_\_\_

Sewer Extension Permit \_\_\_\_\_

Sanitary Sewer Connection Permit \_\_\_\_\_

Stream Encroachment Permit \_\_\_\_\_

Waterfront Development Permit \_\_\_\_\_

Wetlands Permit \_\_\_\_\_

Tidal Wetlands Permit \_\_\_\_\_

Potable Water Constr. Permit \_\_\_\_\_

NJ Department of Transportation \_\_\_\_\_

Public Service Electric & Gas \_\_\_\_\_

Other \_\_\_\_\_

24. Certification from the Tax Collector that all taxes due on the subject property have been paid.

25. Certification from Sewer Collector that sewer utility charges due on the subject property has been paid.

Note: It is the responsibility of the Applicant to mail or deliver copies of the Application form and all supporting documents to the Board Secretary, Borough Engineer and Board Attorney for their review. Documentation must be **at least ten (10) days prior** to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of those required to receive documents is attached to the application form.

26. The Applicant hereby requests that copies of the reports of the Borough Engineer and Board Attorney reviewing the application be provided to the following of the applicant's professionals.

**Applicant's Professional Report Requested**

**Attorney** \_\_\_\_\_  
Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

**Engineer:** \_\_\_\_\_  
Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

**CERTIFICATION**

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate Application and that I am authorized to sign the (If the applicant is a corporation, this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner).

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

A Notary Public of NJ Owner  
My Commission Expires: \_\_\_\_\_

I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Ordinances of the Borough of SeaBright, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials.

Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required amount and shall add that sum to the escrow account within fifteen (15) days.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

**BOROUGH OF SEA BRIGHT PLANNING/ZONING BOARD  
PROFESSIONAL STAFF**

**ENGINEER**

David Hoder, Borough Engineer  
Maser Consulting PA David Hoder, P.E.  
One River Centre-Building Two  
331 Newman Springs Road  
Red Bank, NJ 07701  
732-383-1959

**PLANNING/ZONING BOARD ATTORNEY**

Kerry E. Higgins, Esq  
229 Broad Street  
Red Bank, NJ 07701  
732-780-8359

**CONSTRUCTION OFFICIAL**

Ed Wheeler, Construction Official  
Karen DiBerardino, Secretary  
1167 Ocean Avenue  
Sea Bright, NJ 07760  
732-842-0099 x 21            Mr. Wheeler  
732-842-0099 x 10           Mrs. DiBerardino  
732- 741-3116 (FAX)

**PLANNING/ZONING BOARD SECRETARY**

Suzanne Branagan  
1167 Ocean Avenue  
Sea Bright, NJ 07760  
732-842-0099 x 28  
732-741-3116 (FAX)

**FIRE MARSHALL**

Thomas Haege  
1167 Ocean Avenue  
Sea Bright, NJ 07760  
732-842-0099 x20

## SITE PLAN-PRELIMINARY

### BOROUGH OF SEA BRIGHT PLANNING/ZONING BOARD

Application No. \_\_\_\_\_ Date \_\_\_\_\_  
Application Name \_\_\_\_\_  
Application Address \_\_\_\_\_  
Property Address \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_

### CHECKLIST

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:  
To be completed by applicant (C=complete, N=Not complete, NA=not-applicable)

- \_\_\_\_\_ 1. Seventeen copies of completed application and check list, signed, dated and notarized plus one marked **"FOR PUBLIC INSPECTION"**
- \_\_\_\_\_ 2. Seventeen sets of site plan signed, dated and notarized, with must have raised seal, also **Show Base Flood Elevation**
- \_\_\_\_\_ 3. Survey. Must indicate mean high waterline, if pertinent to application
- \_\_\_\_\_ 4. Checks payable to the Borough of Sea Bright (**W-9 Escrow Account**)
- \_\_\_\_\_ 5. Certified list of property owners within 200 feet
- \_\_\_\_\_ 6. Completed Notice of Hearing
- \_\_\_\_\_ 7. Affidavit of Mailing or service
- \_\_\_\_\_ 8. Certification that taxes and sewer utility charges are paid to date
- \_\_\_\_\_ 9. Photograph of property/dwelling as it currently exists
- \_\_\_\_\_ 10. Application for Municipal and/or State Wetlands Permit
- \_\_\_\_\_ 11. Description of off-tract improvements and cost estimates
- \_\_\_\_\_ 12. Letter from utility companies
- \_\_\_\_\_ 13. Environmental Impact Statement
- \_\_\_\_\_ 14. Certificate of owner authorizing submission
- \_\_\_\_\_ 15. Proof of Application to Monmouth County
- \_\_\_\_\_ 16. Proof of application to NJDOT
- \_\_\_\_\_ 17. Description of proposed operation
- \_\_\_\_\_ 18. Required escrow fees
- \_\_\_\_\_ 19. Request for any variances
- \_\_\_\_\_ 20. Application for CAFRA
- \_\_\_\_\_ 21. Application for Floodplain Encroachment Permit
- \_\_\_\_\_ 22. Application for Stream Encroachment Permit

After the application is deemed complete then the Board Secretary will provide you with a hearing date so you may notice property owners. Certified return receipt cards are to be provided **at least 7 days prior** to hearing date.

I certify the above information is accurate and complete.

DATED: \_\_\_\_\_

NAME: \_\_\_\_\_

SEAL:

LICENSE NO. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**SITE PLAN FINAL**

Application No. \_\_\_\_\_ Date \_\_\_\_\_  
Application Name \_\_\_\_\_  
Application Address \_\_\_\_\_  
Property Address \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_

**CHECKLIST**

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

To be completed by Applicant

(C: complete; N: not complete; NA: non-applicable)

- \_\_\_\_\_ 1. 17 copies of the application and plat.
- \_\_\_\_\_ 2. All Federal, State and County approvals or proof of application
- \_\_\_\_\_ 3. Proof of provision of utility services
- \_\_\_\_\_ 4. Required application fees (W-9 required for Escrow)
- \_\_\_\_\_ 5. Description of Off-Tract Improvements and cost estimate
- \_\_\_\_\_ 6. Consent of owner to application
- \_\_\_\_\_ 7. Statement that final Site Plan follows exactly the Preliminary Site Plan in regard to all details or Statement setting forth all material changes

I certify the above information is accurate and complete.

DATED: \_\_\_\_\_  
NAME: \_\_\_\_\_  
SEAL: \_\_\_\_\_  
LICENSE NO. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**MINOR SUBDIVISION**

Application No. \_\_\_\_\_ Date \_\_\_\_\_  
Application Name \_\_\_\_\_  
Application Address \_\_\_\_\_  
Property Address \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_

**CHECKLIST**

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

To be completed by the Applicant

(C: complete; N: not complete; NA: non-applicable)

- \_\_\_\_\_ 1. 17 copies of the application and minor subdivision plat.
- \_\_\_\_\_ 2. Right of Entry/Consent Form
- \_\_\_\_\_ 3. Certification of owner authorizing application
- \_\_\_\_\_ 4. Certificate of title to property

- \_\_\_\_\_ 5. Required Fees
- \_\_\_\_\_ 6. Water/Sanitary Sewer information
- \_\_\_\_\_ 7. Certification of payment of taxes/sewer
- \_\_\_\_\_ 8. Request for any Variances
- \_\_\_\_\_ 9. Proof of Application to County Planning Board
- \_\_\_\_\_ 10. Copy of any proposed covenants or Deed Restrictions

I certify the above information is accurate and complete.

DATED: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 SEAL: \_\_\_\_\_  
 LICENSE NO. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**MAJOR SUBDIVISION**

Application No. \_\_\_\_\_ Date \_\_\_\_\_  
 Application Name \_\_\_\_\_  
 Application Address \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 Lot \_\_\_\_\_ Block \_\_\_\_\_

**CHECKLIST**

Prior to issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:

To be completed by the Applicant  
 (C: complete; N: not complete; NA: non-applicable)

- \_\_\_\_\_ 1. 17 copies of the application and major subdivision plat.
- \_\_\_\_\_ 2. Copy of application for CAFRA permit
- \_\_\_\_\_ 3. Application for flood plain encroachment permit
- \_\_\_\_\_ 4. Request application fees (**W-9 Escrow Account**)
- \_\_\_\_\_ 5. County Planning Board Application
- \_\_\_\_\_ 6. Description of OffTract improvements and cost estimates
- \_\_\_\_\_ 7. Request for Variances
- \_\_\_\_\_ 8. Right of Entry/Consent Form
- \_\_\_\_\_ 9. Certification of Owner authorizing Application
- \_\_\_\_\_ 10. Certified list of property owners and fee
- \_\_\_\_\_ 11. Environmental Impact Statement
- \_\_\_\_\_ 12. Certification of Title
- \_\_\_\_\_ 13. Certification of Payment of taxes/sewer
- \_\_\_\_\_ 14. Water/Sanitary Sewer Information
- \_\_\_\_\_ 15. Copy of proposed covenants or Deed Restrictions
- \_\_\_\_\_ 16. Proof of application to NJDOT
- \_\_\_\_\_ 17. Letter from Utility Companies
- \_\_\_\_\_ 18. Application for Wetlands Permit
- \_\_\_\_\_ 19. Application for stream encroachment permit
- \_\_\_\_\_ 20. Request that appropriate provisions of Title 39 of Revised Statutes be made applicable to the site.

I certify the above information is accurate and complete.

DATED: \_\_\_\_\_

NAME: \_\_\_\_\_

SEAL:

LICENSE NO. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Application No. \_\_\_\_\_ Date \_\_\_\_\_

Application Name \_\_\_\_\_

Application Address \_\_\_\_\_

Property Address \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_

**FOR MUNICIPAL USE ONLY**

Application submitted on \_\_\_\_\_

Application reviewed/declared complete on \_\_\_\_\_

Application reviewed/declared incomplete on: \_\_\_\_\_

Reason for incomplete Application \_\_\_\_\_

Application to be heard on: \_\_\_\_\_

## Fees – Planning Board

A. Any application of any nature shall be accompanied by an administrative fee and escrow fee pursuant to the schedule incorporated in Subsection C.

B. Escrow deposits.

(1) The Planning Board shall also require, in addition to the filing fees provided hereafter, escrow deposits in accordance with the provisions of this chapter. Such escrows shall be utilized to reimburse the municipality for:

(a) All expenses of professional personnel incurred by it necessary to process an application for development before a municipal agency, such as, but not by way of limitation:

[1] Charges for reviews by professional personnel of applications and accompanying documents.

[2] Issuance of reports by professional personnel to the municipal agency setting forth recommendations resulting from the review of any documents submitted by the applicant.

[3] Charges for any telephone conference or meeting requested or initiated by the applicant, his attorney or any of his experts.

[4] Review of additional documents submitted by the applicant and issuance of reports relating thereto.

[5] Review or preparation of easements, developers' agreements, deeds, resolutions or the like.

[6] Preparation for and attendance at special meetings.

(b) The cost of additional expert advice or testimony obtained by the municipal agency regarding the application, provided that the municipal agency gives prior notice to the applicant of its intention to obtain such additional expert advice or testimony and affords the applicant an opportunity to be heard as to the necessity for such additional advice or testimony and definition of the limitations on the nature and extent thereof.

(2) The municipality shall require the deposit of such escrows into an escrow account for the purpose of reimbursing the municipality for payment of such expenses. The applicant shall, as a condition precedent to the application being deemed complete, submit the escrow deposits hereinafter set forth to be held in escrow in accordance with the provisions hereof.

(3) In the event that the professional and/or expert charges should deplete the escrow account by more than 50% of the original submission, the Planning Board

Secretary shall notify the applicant and require payment of additional escrow sums. Such additional escrow sums shall be sufficient to restore the escrow account to not less than 75% of the original escrow deposit.

(4) Except as otherwise provided in Subsection B(1)(b) above, no applicant shall be responsible to reimburse the municipality for attendance by the municipality's professional personnel at any regularly scheduled meeting of the municipal agency; provided further, however, that the municipality shall be entitled to be reimbursed for attendance of its professional personnel at a special meeting(s) of a municipal agency, which special meeting(s) was requested to be called by the applicant.

(5) The term "professional personnel" or "professional services" as used herein shall include the services of a duly licensed engineer, surveyor, planner, attorney, realtor, appraiser or other expert who would provide professional services to ensure an application meets performance standards set forth in the ordinance and other experts whose testimony is in an area in which the applicant has presented expert testimony.

(6) No signed plat or site plan shall be released to the applicant nor shall any zoning permits, building permits, certificates of occupancy or any other types of permits be issued with respect to any approved application for development until all bills for reimbursable services have been received by the municipality from professional personnel rendering services in connection with such application and payment has been approved by the governing body. The Planning Board Secretary shall, upon written notification by the applicant that all outstanding conditions of final approval have been met and final plans (plats) have been submitted for signature, render a written final accounting pursuant to N.J.S.A. 40:55D-53.2. If the amount of escrow deposit exceeds the actual cost as approved for payment by the governing body, the developer shall be entitled to a return of the excess deposit, together with such interest as allowed by N.J.S.A. 40:55D-53.1; but if the charges submitted and approved by the governing body exceed the amount of the escrow deposit, the applicant shall be liable for payment of such deficiency.

(7) No professional personnel submitting charges to the municipality for any of the services referred to in Subsection B(1)(a) above shall charge for any of the services contemplated by that subsection at any higher rate or in any different manner than would normally be charged the municipality for similar work as ascertained by the professional's contract of employment with the municipality or by provisions of the municipal salary ordinance. Payment of any bill rendered by a professional to the municipality with respect to any service for which the municipality is entitled to reimbursement under this chapter shall in no way be contingent upon receipt of reimbursement by the developer, nor shall any payment to a professional be delayed pending reimbursement from a developer.

(8) Escrow deposits received from any developer pursuant to Subsection B shall be deposited in a banking institution pursuant to N.J.S.A. 40:55D-53.1.

C. Development applicant fee and escrow schedule.

<b>TYPE OF APPLICATION</b>	<b>ADMINISTRATIVE FEE</b>	<b>ESCROW</b>
Appeals and interpretations	\$300	\$500
Conceptual/informal reviews	\$100	\$200
<b><u>BULK VARIANCES</u></b>		
Single and two family (If appeal from Zoning Officer decision, the total fee shall be \$300, and the escrow shall be \$500.)	\$300	\$500
Multifamily	\$300	\$500
Nonresidential	\$400	\$1,000
<b><u>“D” VARIANCE</u></b>	\$300	\$500
<b><u>USE VARIANCE</u></b>		
Single and two family	\$350	\$500
Multifamily	\$400	\$500
Nonresidential	\$500	\$1,000
CONDITIONAL USE	\$450	\$1,000

<b>TYPE OF APPLICATION</b>	<b>ADMINISTRATIVE FEE</b>	<b>ESCROW</b>
<b><u>SUBDIVISION</u></b>		
Minor/sketch plat	\$300 plus \$50 per lot	\$1,000
Major classification	\$300 plus \$50 per lot	\$1,500
Preliminary	\$300 plus \$50 per lot	\$1,500
Final	\$300 plus \$50 per lot	\$1,500
<b><u>SITE PLAN</u></b>		
MINOR SITE PLAN	\$300	\$1,000
MAJOR SITE PLAN		
Residential		
Preliminary	\$300 plus \$50 per unit	\$1,500 plus \$200 per unit
Final	\$300 plus \$50 per unit	\$1,500 plus \$200 per unit
Nonresidential		
Preliminary	\$350 plus \$50 per unit	\$2,000 plus \$200 per unit
Final	\$350 plus \$50 per unit	\$2,000 plus \$200 per unit
Preparation of Resolution	\$150-\$750	---
Certified List	\$10	---
Special meeting	\$2,500	\$1,500
Resubmission or revision fee	\$100	\$500

<b>TYPE OF APPLICATION</b>	<b>ADMINISTRATIVE FEE</b>	<b>ESCROW</b>
Zoning permit	\$25	---
Preexisting use certificate	\$10	---
Search required	\$50	---
Extension of approvals	\$200	\$500
Plot Plan/Finished Grade (Ord. 14-2004, adopted July 6, 2004.)	---	\$500

- D. Amendment to final plat or plan (subdivision or site plan).  
An applicant seeking to amend the final plat shall pay a fee of 1/2 of the final plat or plan fee. If the approving authority determines that the proposed amendment will result in a substantial change in the final plat or plan, the application shall be treated as a new application and be processed accordingly subject to the payment of a full fee pursuant to whatever the original schedule was.
- E. Resubmission fee. In the event that any applicant shall determine to revise or is required by the approving authority to revise a submission for any application, which will result in additional review by the approving authority's experts, employees, consultants, the planning division or the borough engineer, a resubmission fee plus escrow shall be paid.
- F. Special meeting fee. In the event that any applicant requests to be placed on the agenda for a special meeting, the applicant shall be responsible for a pro rata share of the Board's costs in holding said meeting, including but not limited to fees for the Board Stenographers, Board Engineer, Board Attorney, Planner, Secretary to the Board and any other board experts who are required to attend.