

LAND USE BOARD  
THE BOROUGH OF NEPTUNE CITY  
MONMOUTH COUNTY, NEW JERSEY 07753  
TELEPHONE 732-776-7224

---

INSTRUCTION FOR ALL SITE PLANS

The following information is given to assist you in the process of applying for development approval and are not all inclusive. Please consult the Municipal Land Use Law and/or the Municipal Ordinances for further information.

1. Obtain the following forms from Board Secretary:
  - a) Development Application
  - b) "Completeness Checklist" for site plans
  - c) Development Application Fee Schedule
  - d) IRS - W-9 Form
  - e) Notice served on Owners within 200 feet
  - f) Notice to be published in official newspaper
  - g) Affidavit of Service
  
2. Submit the following required documents:
  - a) Eighteen (18) copies of the "Development Application" completely filled out, signed, dated and notarized.
  - b) Three (3) copies of recent survey of property drawn to scale prepared by a New Jersey licensed land surveyor containing all measurements of the lot and buildings.
  - c) Three (3) copies of "Completeness Checklist" completed, signed and sealed by the licensed professional for all site plans.
  - d) Separate checks payable to "Borough of Neptune City" for administration fee and escrow-professional fee.
  - e) Eighteen (18) copies of Zoning application and determination from the Zoning Officer for all appeals.
  - f) Other information and documents such as photographs, architectural drawings etc., which would be helpful to the Board in their decision on the night of the meeting.
  - g) Completed IRS W-9 Form.
  
3. Your application, fees and supporting documents will be reviewed by the Administrative Officer and you will be notified of deficiencies, if any.

After the application is deemed complete by the Administrative Officer, you will be notified in writing of the workshop or public hearing date.

The timing for Administrative Officer's review will depend on the completeness and accuracy of the application and supporting documents.

4. Obtain a certified list of the names and addresses of all property owners within 200 feet of the property including property owners in adjoining municipalities.

The Certified list of property owners in the Borough may be obtained from the Municipal Clerk upon written notice for a fee of \$10.00 or \$0.25 per name whichever is greater. The Certified list of property owners in adjoining municipalities may be obtained from the designated officials in the adjoining municipalities.

5. Complete the Notice of Hearing.

The Notice of Hearing must state the 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.

The Notice of Hearing must also state the date, time and place of the hearing.

6. A notice of hearing must be given to the following no less than ten (10) days prior to the assigned hearing date:
  - a) All property owners within 200 feet including property owners in adjoining municipalities.
  - b) NEPTUNE CITY Borough Clerk
  - c) NEPTUNE CITY Code Enforcement Officer
  - d) Municipal Clerk of any municipality within 200 feet.
  - e) All utility companies included in the Certified list.
  - f) Monmouth County Planning Board.
  - g) State of New Jersey, Commissioner of Transportation.

7. 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 address as shown on the Certified list.

8. A copy of the Notice of Hearing shall be published in the Asbury Park Press, Coaster or The Times of Neptune and Ocean Grove by applicant at least ten (10) days prior to the hearing. Ask the newspaper for the affidavit of publication.

\*Special Note: The Times and Coaster publishes only once per week

9. At least seven (7) days prior to the hearing date, the applicant must submit an Affidavit of proof of service and the newspaper's Affidavit of publication to the Secretary of the Board for review. Please note that proper service is necessary for the Board's jurisdiction. If these documents are incomplete, the Board may not be able to proceed with the hearing.  
  
After serving the Notice of Hearing, complete the Affidavit of Proof of Service. Attach a copy of the Notice of Hearing and a copy of the certified list. The Affidavit must set forth the names and addresses of the persons served, the date they were served and whether they were served personally or by Certified Mail. Please list persons served in the order as their names appear on the certified list. For those parties served by certified mail, attach all white slips postmarked by the post office and as many signed green cards as are returned. The person who made service in the presence of a Notary Public or Attorney at Law who will complete the Affidavit by signing the jurat.
10. All real estate taxes must be paid through the date of the hearing.
11. Requests for adjournment of the hearing date must be made in writing to and received by the Secretary of the Board at least two (2) days prior to the hearing.
12. The Applicant or an attorney at law must attend the hearing. Corporations must be represented by an attorney at law. It is the applicant's burden to prove its right to the relief requested.
13. Once the Board makes its decision, a Resolution may be prepared and memorialized at subsequent Board meeting. Ten (10) calendar days after the memorialization of the Resolution, certified copy of the Resolution may be made available to you by either pick up from the board office or by mail.
14. If the application is approved, the Construction Department will not issue any building permits until all conditions of the Resolution are satisfied, maps are signed and recorded where required in accordance with the law.
15. The Board Secretary shall cause to be published a notice in the newspaper of the Board's decision on your application, whether approved or denied. Please also be aware that anyone may appeal the Board's decision within 45 days after the notice of decision is published in the newspaper. In the meantime, if the Construction Department issues a permit for construction, you build at you own risk!!!
16. The Administration fees are not refundable, whether your application is approved or denied.

NOTICE SERVED ON OWNERS WITHIN 200 FEET  
BOROUGH OF NEPTUNE CITY  
LAND USE BOARD

NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: \_\_\_\_\_  
OWNER OF PREMISES: \_\_\_\_\_

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Land Use Board of the Borough of Neptune City for a \_\_\_\_\_ Variance from the requirements of the Zoning Ordinance so as to permit \_\_\_\_\_

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

A public hearing has been set for \_\_\_\_\_, 20 \_\_\_\_, at \_\_\_\_\_ p.m., in the Municipal Building, 106 W. Sylvania Avenue, Neptune City, NJ, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

The survey and other related maps and papers are on file in the office of the Municipal Clerk and are available for inspection.

This notice is sent to you by the applicant, by order of the Land Use Board.

Respectfully,

\_\_\_\_\_  
(Applicant)

AFFIDAVIT OF SERVICE

State of New Jersey )
)
County of \_\_\_\_\_ ) .SS:

\_\_\_\_\_ of full age, being duly sworn according to law, on his oath deposes and says that he resides at \_\_\_\_\_ in the (municipality) of \_\_\_\_\_ County of \_\_\_\_\_, and State of \_\_\_\_\_, that he did on \_\_\_\_\_, 20\_\_\_\_, at least ten (10) days prior to hearing date, give personal notice that all property owners within 200 feet of the property located at \_\_\_\_\_.

Said notice was give either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notice were also served upon:

(Check if applicable)

- ( ) 1. The Clerk of the Borough of Neptune City
( ) 2. County Planning Board
( ) 3. The Director of the Division of the State and Regional Planning
( ) 4. The Department of Transportation
( ) 5. The Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked "Exhibit A."

Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C."

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit D."

(Signature of Applicant)

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

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER  
BOROUGH OF NEPTUNE CITY  
LAND USE BOARD

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_, at  
\_\_\_\_\_ o'clock p.m., a hearing will be held before the Neptune City Land Use  
Board at the Municipal Building, 106 W. Sylvania Avenue, Neptune City, New Jersey on the  
appeal or application of the undersigned for a variance or other relief so as to permit

\_\_\_\_\_ on  
the premises located at \_\_\_\_\_ and designated as  
Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Borough Tax Map.

The survey and other related maps and papers are on file in the office of the Municipal Clerk and  
are available for inspection.

Any interested party may appear at said hearing and participate therein in accordance with the  
rules of the Land Use Board.

\_\_\_\_\_  
(Name of Applicant)

Publication Date: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

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

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

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

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

### Part II Certification

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

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

#### Purpose of Form

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

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

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

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

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

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

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

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

William Doolittle  
Construction Official  
Building SubCode Official  
Zoning Officer



Office Hours  
Tuesday & Thursday 4:45- 6:00 pm  
Monday - 7:30 - 8:00 am

ZONING DETERMINATION

NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

1. Applicant \_\_\_\_\_

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

2. Property Location \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone District: \_\_\_\_\_

3. Proposed Construction or Use: \_\_\_\_\_

4. Denied because proposal violates the following provisions of the zoning ordinance:

Article: \_\_\_\_\_ Section: \_\_\_\_\_

5. If you wish to pursue additional relief, please complete and submit the required development Application forms to the Land Use Board Secretary.

\_\_\_\_\_  
William Doolittle  
Zoning Officer

**Borough of Neptune City**

**Ordinance 2012-9**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 15 ENTITLED "LAND USE PROCEDURES" OF THE CODE OF THE BOROUGH OF NEPTUNE CITY.**

BE IT ORDAINED by the Mayor and Borough Council of the Borough of Neptune City, in the County of Monmouth and State of New Jersey, as follows:

Section 1. Chapter 15 entitled "Land Use Procedures" of the Code of the Borough of Neptune City is hereby amended as follows:

**DEVELOPMENT APPLICATION FEE SCHEDULE**

Type of Application	Administrative fees	Escrow-Professional Fee
1. Bulk Variance	\$250.00 per variance	\$500. for first variance \$200. for each additional variance
2. Appeals and Interpretation	\$250.00	\$500.00
3. Use Variance	\$600.00	\$1,500.00
4. Conditional Use	\$600.00	\$1,500.00
5. Subdivisions:		
a. Minor	\$600.00	\$2,000.00
b. Preliminary Major	\$750.00 plus \$50.00 per lot	\$5000.00 plus \$200.00 per lot
c. Final major	\$600.00	50% of preliminary
6. Site Plan:		
a. Residential	\$750.00 plus \$20.00 per dwelling unit	\$5000.00 plus \$200.00 per dwelling unit
b. Nonresidential	\$750.00 plus \$.06 per sq. ft. proposed building or addition	\$5000.00 plus \$.25 per sq. ft. proposed building or addition
c. Final Residential or Non-Residential when applied separately	\$600.00	50% of preliminary
d. Waiver or Exemption Request	\$500.00	\$1,000.00
7. Certified List	\$10.00 or .25 per name, whichever is greater	No Fee
8. Special meeting	\$1,500.00	No Fee
9. Zone Changer Requests	\$250.00	\$1,000.00
10. Time or Extension	\$250.00	\$1,000.00
11. Pre-existing Use Certificate	\$100.00 per use	No Fee
12. Tax map Revision fee	\$150.00 plus \$20.00 per lot	No Fee

**Borough of Neptune City**

**Ordinance .**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 15 ENTITLED "LAND USE PROCEDURES"  
OF THE CODE OF THE BOROUGH OF NEPTUNE CITY.**

**NOTICE**

Notice is hereby given that the foregoing Ordinance was introduced at a regular meeting of the Mayor and Council of the Borough of Neptune City held Monday, October 22, 2012 at 7:00 p.m. and will be considered for passage and final adoption at the regular meeting of the Mayor and Council to be held at the Borough Hall, 106 West Sylvania Avenue, Neptune City, New Jersey, on Monday, November 19, 2012 at 7:00 p.m. This Ordinance amends and supplements certain section of Chapter 15 of the Code of the Borough of Neptune City.

**BOROUGH OF NEPTUNE CITY**

**MARY SAPP, MUNICIPAL CLERK**

**Dated: October 22, 2012**

**SITE PLAN  
COMPLETENESS CHECKLIST**

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55-D10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application.

APPLICANT NAME \_\_\_\_\_

BLOCK NO. \_\_\_\_\_  
LOT NO. \_\_\_\_\_

To be  
Checked by  
Applicant

Yes      No     

- |     |   |     |     |
|-----|---|-----|-----|
| 1.  | Name, Address & Title of Person Preparing Plan<br>Name, Address of the Owner & Applicant  | ( ) | ( ) |
| 2.  | Prepared place for the signature of the Land Use Board<br>Chairman, Secretary & Engineer  | ( ) | ( ) |
| 3.  | Date, Scale & North Arrow   | ( ) | ( ) |
| 4.  | The Zoning District in which the site is located, any contiguous zone boundary lines, all lot lines & property owners & addresses, lot & block numbers within 200' radius   | ( ) | ( ) |
| 5.  | Dimensions of the lot, setback lines for the front, side & rear and rear yards, kinds & locations of fences   | ( ) | ( ) |
| 6.  | Significant existing physical features including streams, water courses, swamps, tree lines, etc.   | ( ) | ( ) |
| 7.  | Locator or key map showing all intersections & roads within 500 feet of the property  | ( ) | ( ) |
| 8.  | All existing & proposed curbs & sidewalks   | ( ) | ( ) |
| 9.  | Preliminary architectural floor plans & at least two elevations showing the proposed exterior finish materials (1/4" or 1/8" scale)   | ( ) | ( ) |
| 10. | Boring logs & soil data   | ( ) | ( ) |
| 11. | Method of solid waste storage & disposal  | ( ) | ( ) |
| 12. | Existing & proposed spot elevations with arrows indicating direction of water flow. Contours at 2 foot intervals shall be indicated where existing.   | ( ) | ( ) |
| 13. | Environmental Impact Report   | ( ) | ( ) |
| 14. | Soil Erosion & Sediment Control Plan  | ( ) | ( ) |
| 15. | Any easement or deed restrictions   | ( ) | ( ) |
| 16. | Lighting & Landscaping plans, including the location of existing trees & tree masses indicating the type & diameters of trunks taken at 4'-6" above grade. Only trees over 6" in diameter are required to be shown. | ( ) | ( ) |
| 17. | Drainage calculations   | ( ) | ( ) |
| 18. | Written request for waivers from any of the above requirements must be attached to the Site Plan  | ( ) | ( ) |
| 19. | Proper fees & completed application forms   | ( ) | ( ) |
| 20. | A current Boundary & Site Survey prepared by a Licensed Surveyor<br>This survey shall show all meters & bounds; all existing building footprints, all utilities serving the site & all paved areas                  | ( ) | ( ) |

The list above indicates the general requirements for information necessary for an application to be considered reasonably complete and sufficient for review by the Board. For further information, refer to Chapter 111 and other applicable Chapters of the Borough Ordinance. Failure to meet these requirements on the Site Plan submitted will result in delay of deeming the application complete.

**AFFIDAVIT OF COMPLETENESS**

I/we, the undersigned, certify 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 and the current Zoning Ordinance of the Borough of Neptune City. I/we further certify that all information contained herein is complete and accurate to the best of my/our knowledge.

Applicant/Owner Name (Print or Type) \_\_\_\_\_

Professional's Name (Print or Type) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature/Seal & License No. \_\_\_\_\_

Date \_\_\_\_\_

BOROUGH OF NEPTUNE CITY  
MONMOUTH COUNTY, NJ  
LAND USE BOARD  
DEVELOPMENT APPLICATION

1. Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Fax \_\_\_\_\_
2. Present Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Fax \_\_\_\_\_
3. Attorney Representing Applicant \_\_\_\_\_  
Firm Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Fax \_\_\_\_\_
4. Licensed NJ Engineer, Surveyor, Architect or Planner Preparing Maps:  
\_\_\_\_\_  
Firm Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Fax \_\_\_\_\_
5. Interest of Applicant if other than Owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Application for (check appropriate):  
Bulk Variance \_\_\_\_\_ \*Site Plan \_\_\_\_\_  
Use Variance \_\_\_\_\_ \*Subdivision \_\_\_\_\_  
Interpretation \_\_\_\_\_ Minor \_\_\_\_\_  
Conditional Use \_\_\_\_\_ Preliminary Major \_\_\_\_\_  
Final Plat \_\_\_\_\_  
Other (specify) \_\_\_\_\_ \*Site Plan Exemption \_\_\_\_\_  
\*3 copies of checklist is required
7. Address of Premises Affected by Application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Known as: Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Tax Map Sheet(s) \_\_\_\_\_ Zone(s) \_\_\_\_\_  
Ownership of Adjacent Property? (If yes, indicate each block(s) and lot(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. LOT DIMENSIONS:  
Existing Zoning Requirements  
Frontage \_\_\_\_\_ ft. \_\_\_\_\_ ft.  
Front Yard Width \_\_\_\_\_ ft. \_\_\_\_\_ ft.  
Depth \_\_\_\_\_ ft. \_\_\_\_\_ ft.  
Area \_\_\_\_\_ sq. ft. \_\_\_\_\_ sq. ft.  
\_\_\_\_\_ acres \_\_\_\_\_ acres

9. SUBJECT BUILDING LOCATION:

	Existing	Proposed	Zoning Requirements
Front Setback	_____ ft.	_____ ft.	_____ ft.
Side Yard Setback	_____ ft.	_____ ft.	_____ ft.
Rear Yard Setback	_____ ft.	_____ ft.	_____ ft.
Height	_____ ft.	_____ ft.	_____ ft.
Coverage	_____ %	_____ %	_____ %
Usable Floor Area	_____ sf.	_____ sf.	_____ sf.

10. Accessory Uses: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Zoning Requirements \_\_\_\_\_

Describe Use \_\_\_\_\_  
 Rear Yard Setback \_\_\_\_\_ ft. \_\_\_\_\_ ft. \_\_\_\_\_ ft.  
 Side Yard Setback \_\_\_\_\_ ft. \_\_\_\_\_ ft. \_\_\_\_\_ ft.  
 Story & Height \_\_\_\_\_ ft. \_\_\_\_\_ ft. \_\_\_\_\_ ft.

11. Existing Use: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
 Standard Industrial Classification Code: \_\_\_\_\_

12. Permission Requested to: Erect \_\_\_\_\_ Alter \_\_\_\_\_ Convey \_\_\_\_\_ Move \_\_\_\_\_  
 Use \_\_\_\_\_ Demolish \_\_\_\_\_ Subdivide \_\_\_\_\_ Other \_\_\_\_\_

Descriptive Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. List Variances or Interpretation Requests (include zoning ordinance section numbers and brief description of each Variance request(s)): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Subdivisions and Site Plans (indicate the applicable): Site Area \_\_\_\_\_  
 Number of Lots \_\_\_\_\_ Number of residential Units \_\_\_\_\_  
 Number of Nonresidential buildings \_\_\_\_\_ Sq. footage of each \_\_\_\_\_  
 Nonresidential building \_\_\_\_\_

15. DISCLOSURE STATEMENT

Applicant is a Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_  
 Pursuant to N.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. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up in the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attached pages as necessary to fully comply).

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Interest \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Interest \_\_\_\_\_

16. PROPERTY INFORMATION:

Restrictions, covenants, easements, association by-laws existing or proposed on the property: \_\_\_\_\_  
 Yes (attach copies) \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_  
 Note: All deed restrictions, covenants, 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.

17. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. (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 \_\_\_\_\_, 20 \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

18. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

(If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner).

Sworn to and subscribed before me this

\_\_\_\_\_ day \_\_\_\_\_, 20 \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER

19. STATEMENT OF TAX COLLECTOR

Status of Municipal Taxes Paid Through \_\_\_\_\_  
Status of Assessments for Local Improvements \_\_\_\_\_  
Dated \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Office Use Only

Application # \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Completeness Reviewed By: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_  
HEARING DATE: \_\_\_\_\_ TIME EXTENSION: \_\_\_\_\_  
Board Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_  
Resolution Adopted on: \_\_\_\_\_ Maps Signed On: \_\_\_\_\_

FEES PAID

Administration \_\_\_\_\_ 18 copies of plans \_\_\_\_\_  
Escrow-Professional \_\_\_\_\_ 18 copies of survey \_\_\_\_\_  
Other \_\_\_\_\_ 3 copies of checklist \_\_\_\_\_  
18 Copies of Zoning Application \_\_\_\_\_  
18 Copies of Zoning Determination \_\_\_\_\_  
Other \_\_\_\_\_