

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

A ZONING DENIAL MAY BE OBTAINED BY COMPLETING A ZONING PERMIT APPLICATION FOR A FEE OF \$25.00 AND MEETING WITH THE ZONING OFFICER AT BOROUGH HALL.

INSTRUCTIONS AND CHECKLISTS FOR ALL TYPES OF APPLICATIONS:

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

Refer to Chapter 130 Land Use for the Code of the Borough of Sea Bright at 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 visit www.seabrightnj.org and print out an application packet.

2. **The application form must be complete, signed, dated, and notarized.**

The application, accompanied by the following required items, must be delivered or mailed to the Board Secretary:

(a) Eighteen (17 + 1 for Public Inspection) sets of drawings, applications, plot plans and/or

(b) If subdivision, Site Plan, or, if Conditional Use approval is also sought, applicant will submit a Development Application including all information required by the Development Regulations.

(c) When administrative and escrow fees have been determined, **two separate checks** made payable to the BOROUGH OF SEA BRIGHT must be provided.

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 addresses of property owners in adjoining municipalities may be obtained from the designated officials in the adjoining municipalities.

4. **Complete the Notice of Hearing.**

(a) The Notice of Hearing must state specific relief requested including a listing of all variances. It shall also state the block and lot 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 Beach Pavilion, 3rd floor, 1097 Ocean Avenue, Sea Bright, NJ 07760 at 7:30 p.m.

(c) Please provide a copy of the Notice of Hearing to the Board Secretary for approval by the Board Attorney well in advance of mailing or publishing the notice.

(d) 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

(e) Municipal Clerk of any municipality within 200 feet

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

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

5. 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 to the property owner at his/her address as shown on the current tax map duplicate. (Return Receipt is not required.)

6. 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.

7. After serving the Notices of Hearing, complete the Affidavit of Mailing or Service, 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. See attached sample form.**

9. The applicant must submit an Affidavit of Mailing or Service, an Affidavit of Publication (from the Newspaper), and the Certified Mail Receipts to the Board Secretary at least **7 days prior to the scheduled meeting. See attached sample form.**

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 and sewer utility fees must be paid through the date of the hearing. Certifications that taxes and sewer utility are paid **must be provided before the hearing date.** Obtain from the Tax and Sewer Collector at Borough Hall.

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, 1099 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 in order to notice property owners.

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 7:30 p.m. at the Sea Bright Beach Pavilion, 1097 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 Board Secretary and are available for public inspection at the Borough Hall, 1099 Ocean Avenue, Sea Bright, New Jersey during normal business hours and are also available on the Borough website at www.seabrightnj.org.

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

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, by certified mail, 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 certified mailing 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

BOROUGH OF SEA BRIGHT PLANNING/ZONING BOARD APPLICATION

**1099 Ocean Avenue Sea Bright, New Jersey 07760
732-842-0099 ext. 123**

The application with supporting documentation must be filed with the office of the Planning Board Secretary 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 _____ Email: _____

7. Applicant's Engineer: _____

Address: _____

Telephone Number _____ Email: _____

8. Applicant's Planning Consultant: _____

Address: _____

Telephone Number _____ Email: _____

9. Applicant's Traffic Engineer: _____

Address: _____

Telephone Number _____ Email: _____

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 _____ Email _____

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

_____ **PLOT PLAN or VARIANCE PLAN APPROVAL**
_____ **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
- _____ Request for Variance Approval

Reason for request:

- _____ 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)

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 have 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 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: _____ Email: _____

Engineer: _____

Address: _____

Phone Number: _____ Email: _____

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. (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**

ZONING OFFICER/FLOOD PLAIN MANAGER

John M. Mele
1099 Ocean Avenue, Sea Bright, NJ 07760
732-842-0099 Ext 128
jmele@seabrightnj.org

BOARD ATTORNEY

Monica C. Kowalski, Esq.
Law Offices of Monica C. Kowalski
601 State Highway 35, Neptune, NJ 07753
732-774-7447
mckowalski@gmail.com

BOARD ENGINEER

David J. Hoder
Hoder Associates
16 River Street, Red Bank, NJ 07701
732- 241-4543
Email: dhoder@hoderassociates.com

BOARD PLANNER

Christine A. Nazzaro-Cofone
Cofone Consulting Group, LLC
125 Half Mile Road, Ste. 200, Red Bank, NJ 07701
732-241-4543
Email: ccofone@cofoneconsulting.com

PLANNING/ZONING BOARD SECRETARY

Candace B. Mitchell
1099 Ocean Avenue, Sea Bright, NJ 07760
732-842-0099 Ext 123
cmitchell@seabrightnj.org

CONSTRUCTION OFFICE

Ed Wheeler, Construction Official
1099 Ocean Avenue, Sea Bright, NJ 07760
732-842-0099 Ext 121

Karen DiBerardino, Secretary
1099 Ocean Avenue, Sea Bright, NJ 07760
732-842-0099 Ext 110
kdiberardino@seabrightnj.org
FAX: 732- 963-8998

FIRE MARSHAL

Thomas Haege
1099 Ocean Avenue, Sea Bright, NJ 07760
732-842-0099 Ext 120
thaege@seabrightnj.org

PLOT PLAN OR VARIANCE PLAN

BOROUGH OF SEA BRIGHT PLANNING/ZONING BOARD

Application No. _____ Date _____
Application Name _____
Application Address _____
Property Address _____ Block _____ Lot _____

CHECKLIST

Prior to issuance of a Certificate of Completeness and assignment of a hearing date, 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. 17 copies of Zoning Permit Denial
- _____ 2. 17 copies of completed application and check list, signed, dated, and notarized, **plus one** marked **“FOR PUBLIC INSPECTION”**
- _____ 3. 17 sets of plot plan or variance plan signed, dated, and notarized, also **Show Base Flood Elevation, plus one** marked **“FOR PUBLIC INSPECTION”**
- _____ 4. 17 copies of Survey (unless Variance Plan states that it is based upon the survey). Must indicate mean high waterline, if pertinent to application)
- _____ 5. 17 (sets of) Photographs of property/dwelling as it currently exists
- _____ 6. Description of proposed operation (No. 15 in first part of application)
- _____ 7. Request for any variances (under No.11 in first part of application)
- _____ 8. Certificate of owner authorizing submission (after No. 26 in first part of application)
- _____ 9. Required application fees/check made payable to Borough of Sea Bright
- _____ 10. Required escrow fees/check made payable to Borough of Sea Bright
- _____ 11. Completed W-9 Form
- _____ 12. Certification that taxes and sewer utility charges are paid to date
- _____ 13. Completed Notice of Hearing
- _____ 14. Certified list of property owners within 200 feet

The following requirements must also be met before an application may be heard:

- _____ 15. Affidavit of Mailing and Service for Public Notice (Provide 7 days prior to hearing.)
- _____ 16. Affidavit of Publication for Public Notice (Provide 7 days prior to hearing.)

If Applicable:

- _____ 17. Proof of Application to Monmouth County
- _____ 18. Proof of application to NJDOT
- _____ 19. Application for CAFRA
- _____ 20. Application for Floodplain Encroachment Permit
- _____ 21. Application for Stream Encroachment Permit

After the application is deemed complete the Board Secretary will provide you with a hearing date so that you may notice property owners.

Certified mail receipts are to be provided **at least 7 days prior to hearing date.**

I certify the above information is accurate and complete.

DATED: _____ NAME: _____
LICENSE NO. _____ SIGNATURE _____
SEAL:

SITE PLAN - PRELIMINARY

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

Application No. _____ Date _____
Application Name _____
Application Address _____
Property Address _____
Block _____ Lot _____

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. 17 copies of completed application and check list, signed, dated and notarized **plus one** marked **“FOR PUBLIC INSPECTION”**
- _____ 2. 17 sets of site plan signed, dated and notarized, with must have raised seal, also **Show Base Flood Elevation plus one** marked **“FOR PUBLIC INSPECTION”**
- _____ 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 mail receipts are to be provided **at least 7 days prior** to hearing date.

I certify the above information is accurate and complete.

DATED: _____ NAME: _____
LICENSE NO. _____ SIGNATURE _____
SEAL:

SITE PLAN - FINAL

Application No. _____ Date _____
Application Name _____
Application Address _____
Property Address _____
Block _____ Lot _____

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 **plus one** marked “**FOR PUBLIC INSPECTION**”
- _____ 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: _____

SIGNATURE _____

LICENSE NO. _____

SEAL:

MINOR SUBDIVISION

Application No. _____ Date _____
Application Name _____
Application Address _____
Property Address _____
Block _____ Lot _____

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 **plus one** marked **“FOR PUBLIC INSPECTION”**
- _____ 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: _____

SIGNATURE _____

LICENSE NO. _____

SEAL:

MAJOR SUBDIVISION

Application No. _____ Date _____
Application Name _____
Application Address _____
Property Address _____
Block _____ Lot _____

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 **plus one** marked **“FOR PUBLIC INSPECTION”**
- _____ 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 Off Tract 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: _____
LICENSE NO. _____ SIGNATURE _____
SEAL: _____

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: _____

Updated 07/14/2021