

**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](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 visit [www.seabrightnj.org](http://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, 3<sup>rd</sup> 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](http://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**

**BOARD ATTORNEY**

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

**BOARD ENGINEER**

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

**CONSTRUCTION OFFICIAL**

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

**PLANNING/ZONING BOARD SECRETARY**

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

**FIRE MARSHAL**

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

**ZONING OFFICER/FLOOD PLAIN MANAGER**

Mary Tangolics  
Office hours: Wednesdays, 8:30 a.m. – 1:30 p.m.  
732-842-0099 Ext 128  
mtangolics@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