

CHECKLISTS FOR EACH TYPE OF APPLICATION:

PLOT PLAN OR VARIANCE PLAN

BOROUGH OF SEA BRIGHT PLANNING/ZONING BOARD

Application No. _____ Date _____
Application Name BPC MATISA LLC
Application Address 1410 OCEAN AVE. SEA BRIGHT, NJ 07760
Property Address 1390 OCEAN AVE. SEA BRIGHT Block 3 Lot 9

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)

- X 1. 17 copies of Zoning Permit Denial
- X 2. 17 copies of completed application and check list, signed, dated, and notarized, **plus one** marked "FOR PUBLIC INSPECTION"
- N/A 3. 17 sets of plot plan or variance plan signed, dated, and notarized, also **Show Base Flood Elevation, plus one** marked "FOR PUBLIC INSPECTION"
- X 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)
- N/A 5. 17 (sets of) Photographs of property/dwelling as it currently exists
- N/A 6. Description of proposed operation (No. 15 in first part of application)
- X 7. Request for any variances (under No. 11 in first part of application)
- N/A 8. Certificate of owner authorizing submission (after No. 26 in first part of application)
- X 9. Required application fees/check made payable to Borough of Sea Bright *to be paid*
- X 10. Required escrow fees/check made payable to Borough of Sea Bright *to be paid*
- X 11. Completed W-9 Form
- X 12. Certification that taxes and sewer utility charges are paid to date *to be paid*
- X 13. Completed Notice of Hearing *to be paid*
- X 14. Certified list of property owners within 200 feet *to be paid*

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

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

If Applicable:

- N/A 17. Proof of Application to Monmouth County
- N/A 18. Proof of application to NJDOT
- N/A 19. Application for CAFRA
- N/A 20. Application for Floodplain Encroachment Permit
- N/A 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: 12/23/2024 NAME: Daniel J. O'Brien Jr LICENSE NO. _____
SIGNATURE: [Signature]
SEAL: _____