

BOROUGH OF SEA BRIGHT
1099 Ocean Avenue, Sea Bright, NJ 07760
(732) 842-0099 x 128
APPLICATION FOR A ZONING PERMIT - Z-2025-035 ✓ #5980
Fee \$25 6/24/25

Instructions:

1. All applications must be accompanied by a property survey showing the location, size of all structures, and all setbacks to property lines.
2. Preliminary drawings must be provided indicating all existing and proposed floor elevations.
3. Commercial applications must indicate scope of business and include all activities that will be part of the existing or proposed business.

OWNER / APPLICANT:

Name Alan Porto
Address 568 Ocean Ave, Sea Bright, NJ 07760
Telephone (Home) _____ (Cell) 973-876-1114
Email: apridier1@gmail.com Date: 06/26/25 Fee \$25 X Check _____ Cash

LOCATION OF THE WORK:

Block 27 Lot(s) 1 Zone R-2 Address 568 Ocean Ave, Sea Bright, NJ 07760

DESCRIPTION OF WORK TO BE PERFORMED (OR USE PROPOSED): _____

New 2.5 storey construction based on previous application submitted on Feb 9, 2022.

Please remove in your system previous mailing addresses for 3 Dorchester Dr. Denville.

CHECK ONE: New X Addition _____ Alteration _____ Repair _____

Signature: Alan J Porto Date: 06/26/25

For Borough Use Only:

Determination: APPROVED _____ (see note below) DENIED ✓

***NOTE: IF YOU CHANGE YOUR PLANS IN ANY WAY BETWEEN THIS APPROVAL AND SEEKING BUILDING PERMITS, YOU MUST APPLY FOR A REVISED ZONING APPROVAL. IT IS YOUR RESPONSIBILITY TO INFORM US OF ANY CHANGES TO YOUR PLANS.**

PRELIMINARY FLOOD REVIEW: _____ Check if N/A

FIRM Advisory AE Advisory 9 Sea Bright 12 Proposed 18.2
Flood Zone BFE Required BFE BFE

LAND USE REVIEW:
Ordinance Section Allowed/Required Existing Proposed Variance

130-39C Front+Yard Setback
(2 fronts - Corner):
25' 11' / 32' 12' 6' / 25' V (one side)
Max bldg. ht: 30' < 35 41.7' V - (height and
2 1/2 stories 3 stories # of stories)

Remarks:

Proposed structure shows as 3 full stories with 8' plate height and continuous walls for 3 stories - not permitted.
Zoning Officer Mary Tangolico Date 7/9/25

NOTE: A Zoning Permit indicates that the proposed project conforms to the planning/zoning regulations of the Borough of Sea Bright; A building permit is required (per the requirements of the Uniform Construction Code of N.J.) BEFORE beginning work. This Zoning Permit is valid for one year, and may be extended to three years by action of the Planning/Zoning Board. If your application has been denied, you may appeal this denial to the Planning Board as provided by the NJMLUL. Appeal forms are available from the office of the Secretary to the Planning Board.
Building Dept. Forms\Zoning Permit Application

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 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: 568 Ocean Ave, Sea Bright, NJ 07760 (NW corner of Shrewsbury and Ocean)
Block 27 Lot 1
Dimensions: Frontage 70 Depth 125 Total Area 8,750 sqft
Zoning District: R-2

2. APPLICANT

Name: Alan Porto
Address: 568 Ocean Ave, Sea Bright, NJ 07760
Telephone Number: _____
Applicant is a: Corporation__ Partnership__ Individual x

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: F. Brad Batcha, Esq., Real Estate Law

Address: 600 Broad St. Shrewsbury, NJ 07702

Telephone Number 732-747-8300 Email: brad@batchalaw.com

7. Applicant's Engineer: Charles J. Stewart, PE.E, P.L.S., P.P., C.M.E., C.F.S.

Address: 87 Hibernia Ave., Rockaway, NJ 07866

Telephone Number 862-209-1767 Email: charles.stewart@e2pm.com

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: Michael Melillo

Field of Expertise: Architect

Address 402 Higgins Avenue, Brielle, NJ 08730

Telephone Number 732-974-8593 Email mikem@melilloarchitecture.com
kim@melilloarchitecture.com - admin

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
<u> x </u>	Request for Variance Approval

Reason for request:

 New home construction. Height variance and front yard variance 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))
<u> x </u>	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 130-39c

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)

New construction 4,349 sqft; 4 Bedroom primary residence. 3 car garage.

16. Is a public water line available? Yes

17. Is public sanitary sewer available? Yes

18. Does the application propose a well and septic system? No

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

20. Are any off-tract improvements required or proposed? No

21. Is the subdivision to be filed by Deed or Plat? No

22. What form of security does the applicant propose to provide as performance and maintenance guarantees? As requested by the town. None noted at this time.

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	<u>No</u>
Monmouth County Board Of Health	<u>No</u>
Monmouth County Planning Board	<u>No</u>
Freehold Soil Conservation District.	<u>Yes 6/27/22 Approved Ref: 2022-0408</u>
NJ DEP	<u>Yes - 3/16/23 Approved - Permit 1343-22-0001.1 - FHC230001</u>
Sewer Extension Permit	<u>No</u>
Sanitary Sewer Connection Permit	<u>No</u>
Stream Encroachment Permit	<u>No</u>
Waterfront Development Permit	<u>No</u>
Wetlands Permit	<u>No</u>
Tidal Wetlands Permit	<u>No</u>
Potable Water Constr. Permit	<u>No</u>
NJ Department of Transportation	<u>No</u>
Public Service Electric & Gas	<u>No</u>
Other	<u></u>

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 F. Brad Batcha, Esq.
Address: 600 Broad St.
Shrewsbury, NJ 07702
Phone Number: 732-747-8300 Email: brad@batchalaw.com

Engineer: Charles Stewart
Address: Valley Park Professional Center
Building I, Suite 201
Manasquan, NJ 08736
Phone Number: cell: 973-768-6016 Email: charles.stewart@e2pm.com
office: 973-299-5200

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 9th day of July, 2025.

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: July 9, 2025 Applicant: Alan J. Porto

INDIVIDUAL ACKNOWLEDGMENT

State/Commonwealth of New Jersey }
County of Monmouth } ss.

On this the 9th day of July, 2025, before me,
Day Month Year

Laura Cayton, the undersigned Notary Public,
Name of Notary Public

personally appeared Alex James Porto,
Name(s) of Signer(s)

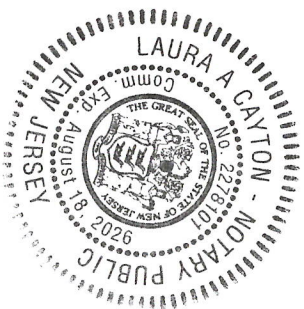
☐ personally known to me – OR –

☒ proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same for the purposes therein stated.

WITNESS my hand and official seal.

[Signature]
Signature of Notary Public



Place Notary Seal/Stamp Above

Any Other Required Information
(Printed Name of Notary, Expiration Date, etc.)

OPTIONAL

This section is required for notarizations performed in Arizona but is optional in other states. Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Seabright N.J. Application for Zoning Permit
Document Date: July 09, 2025 Number of Pages: _____
Signer(s) Other Than Named Above: _____

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

BOARD ATTORNEY

Ben A. Montenegro, Esq.
Montenegro, Thompson, Montenegro & Genz, P.A.
531 Burnt Tavern Road
Brick NJ 08724
732-295-4500
Email: bmontenegro@mtmglaw.com

BOARD ENGINEER

Hoder Associates
1101 Richmond Avenue, Suite 201-4
Point Pleasant, NJ 08742
732- 241-4543
Email: dhoder@hoderassociates.com

CONSTRUCTION OFFICIAL

Tom Haege, Construction Official
1099 Ocean Avenue
Sea Bright, NJ 07760
732-842-0099 Ext 130

Kathryn Kwaak, Technical Assistant to the Construction Official
1099 Ocean Avenue
Sea Bright, NJ 07760
732-842-0099 Ext 110
kkwaak@seabrightnj.org; FAX: 732- 963-8998

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

CHECKLISTS FOR EACH TYPE OF APPLICATION:

PLOT PLAN OR VARIANCE PLAN

BOROUGH OF SEA BRIGHT PLANNING/ZONING BOARD

Application No. _____ Date July 9, 2025
Application Name Alan Porto
Application Address 568 Ocean Ave, Sea Bright, NJ 07760
Property Address 568 Ocean Ave, Sea Bright, NJ 07760 Block 27 Lot 1

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)

- C 1. 17 copies of Zoning Permit Denial
- C 2. 17 copies of completed application and check list, signed, dated, and notarized, **plus one** marked "**FOR PUBLIC INSPECTION**"
- C 3. 17 sets of plot plan or variance plan signed, dated, and notarized, also **Show Base Flood Elevation, plus one** marked "**FOR PUBLIC INSPECTION**"
- C 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)
- C 5. 17 (sets of) Photographs of property/dwelling as it currently exists
- C 6. Description of proposed operation (No. 15 in first part of application)
- C 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
- C 11. Completed W-9 Form
- _____ 12. Certification that taxes and sewer utility charges are paid to date
- C 13. Completed Notice of Hearing **F. Brad Batcha, Esq. will provide the mailing**
- C 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: _____