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# Borough of Sea Girt

PLANNING BOARD

321 BALTIMORE BOULEVARD ~ P.O. BOX 296

SEA GIRT, NEW JERSEY 08750

(732) 449-9433 ext. 110 ~ FAX (732) 974-8296



SEA GIRT LIGHTHOUSE

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## **INSTRUCTIONS FOR FILING A PLANNING BOARD APPLICATION**

1. Complete the application and submit 15 copies with 15 site plan/subdivision plans to the Planning Board Secretary. Don't forget to include fifteen copies of the proper addendum (Zoning, Site Plan or Subdivision). ***Please submit in sets, not individual piles of pages.***
2. Also include in each set a copy of a letter, obtained from the Zoning Officer Mr. Jim Quigley, certifying the variances that you are requesting, if any, as well as design waivers. Plans will not be accepted if this is not included.
3. The application fee, payable to "The Borough of Sea Girt", must accompany the application in accordance with the fee schedule attached.
4. All site plans; variance and subdivision applications require publication and notice to property owners within 200 feet of the subject property. Notice must be given at least 10 days (not counting the day of service or mailing) before the Public Hearing date. The official list of property owners to be served shall be obtained from the Borough in writing – the fee for this is \$10.00 and the application is enclosed in this package.
5. Where subject property is within 200 feet of properties in another municipality, a similar list shall be obtained from that municipality and official notice must served on those property owners also.
6. Notice of Public Hearing shall be served in the following manner: (a) by personally serving the Notice to the homeowner or his agent or (b) by Certified Mail, Return Receipt. Public Notice of the hearing shall also be published (once) in an official newspaper of Sea Girt (The Coast Star newspaper or the Asbury Park Press) at least 10 day prior to the hearing date (not counting the date of publication).
7. The Affidavit of Service must be submitted to the Board after service is given, with signature notarized (form attached) along with an Affidavit of Publication from the newspaper. These forms must be submitted the day before the hearing.
8. Please contact the Planning Board Secretary if you need clarification or have any questions. She can be reached at 732-449-9433, ext. 110.



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# BOROUGH OF SEA GIRT PLANNING BOARD FEE SCHEDULE



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The following fees shall be paid by all applicants to the Board of Adjustment and the Planning Board of the Borough of Sea Girt, which fees shall be payable at the time of filing the application:

1. Application for subdivision for two lots.....\$500.00  
 \*\*for each additional lot.....\$150.00  
 Escrow fee for subdivision (minor).....\$1,250.00  
 Escrow fee for subdivision (major).....\$2,500.00
  
2. Application for Variance.....\$500.00  
 Escrow fee for Variance.....\$1,250.00
  
3. Application for Interpretation of Zoning Ordinance  
 or Zoning Officer.....\$500.00  
 Escrow fee for Interpretation.....\$1,250.00
  
4. Application for Hardship or Use Structure (residential).....\$500.00  
 Residential Escrow..... \$1,250.00
  
- Application for Hardship or Use Structure (commercial).....\$500.00  
 Commercial Escrow.....\$1,250.00
  
5. Special Meeting Held at Applicant's Request.....\$1,000.00
  
6. Site plan application.....\$500.00  
 Escrow for site plan ..... \$1,250.00
  
7. Informal conferences before the Planning Board shall be six hundred fifty (\$650.00) dollars,  
 which will be put in escrow to cover any professional services needed.

LAND DEVELOPMENT APPLICATION  
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

Name, Address & Title of Person Preparing Plan		
Name, Address of the Owner & Applicant	( )	( )
Prepared place for the signature of the Planning Board		
Chairman, Secretary & Engineer	( )	( )
Date, Scale & North Arrow	( )	( )
The Zoning District in which the site is located, any		
Contiguous zone boundary lines, all lot lines		
& property owners structures & addresses, lot		
& block numbers within 200' radius	( )	( )
Dimensions of the lot, setback lines for the front, side		
& rear yards, type & location of fences	( )	( )
Significant existing physical features including streams,		
water courses, swamps, tree lines, etc.	( )	( )
Location plan or key map showing all intersections & roads		
within 500 feet of the property	( )	( )
All existing & proposed curbs & sidewalks	( )	( )
Preliminary architectural floor plans & at least two		
elevations showing the proposed exterior finish		
materials (1/4" or 1/8" scale)	( )	( )
Existing & proposed spot elevations with arrows indicating		
direction of water flow. Contours at 2 foot		
intervals shall be indicated where existing.	( )	( )
Existing & proposed utilities servicing the site, inclusive of		
Air conditioning units, condensers, or other		
mechanical equipment must be indicated on the plans	( )	( )
Any easement or deed restrictions	( )	( )
Written request for waivers from any of the above		
requirements must be attached to the land		
development application	( )	( )
Proper fees & completed application forms		
A current Boundary & Site Survey prepared by a Licensed		
Surveyor. This survey shall show all metes & bounds		
& all paved areas	( )	( )

The following items are not required for application completeness, but may be required by the Engineer for further technical review.

Boring logs & soil data	( )	( )
Method of solid waste storage & disposal	( )	( )
Environmental Impact Report	( )	( )
Soil Erosion & Sediment Control Plan	( )	( )
Lighting & Landscaping plans, including the location, type & diameter of existing tree.	( )	( )
Drainage calculations	( )	( )

The list above indicated the general requirements for information necessary for an application to be considered reasonably complete and sufficient for review by the Board. Failure to meet these requirements will result in delay of deeming the application complete.

#### AFFADAVIT 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 Sea Girt. 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



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## LAND DEVELOPMENT APPLICATION



MARLBORO LIGHTHOUSE

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Application # \_\_\_\_\_ Zoning Board of Adj. \_\_\_\_\_  
Submission Date \_\_\_\_\_ Planning Board \_\_\_\_\_  
Application Fee \$ \_\_\_\_\_ Paid

(DO NOT WRITE ABOVE THIS LINE)

A. TYPE OF APPLICATION: NEW \_\_\_\_\_ AMENDED \_\_\_\_\_

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1. Minor Subdivision _____    | 5. Prelim. Site Plan _____      |
| 2. Prelim Major Subdiv. _____ | 6. Final Site Plan _____        |
| 3. Final Major Subdiv. _____  | 7. Conditional Use Permit _____ |
| 4. Variance: 40:55D-70 _____  | 8. Permit Pursuant to _____     |
| C-1 _____                     | N.J.S.A. 40:55D-76 _____        |
| C-2 _____                     | 9. Other _____                  |
| D _____                       |                                 |

B. APPLICANT:

1. NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 (If not owner, set forth interest in property and attach any document showing same

2. OWNER:

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

REPRESENTED BY:

3. ATTORNEY:

NAME: \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

4. ENGINEERS: \_\_\_\_\_

C. PROPERTY: LOCATION/DESCRIPTION

STREET ADDRESS: \_\_\_\_\_

BLOCK # \_\_\_\_\_ LOT # \_\_\_\_\_

SIZE OF TRACT: \_\_\_\_\_

Number of lots existing: \_\_\_\_\_

Number of lots proposed: \_\_\_\_\_

ZONE DISTRICT:

D. DESCRIPTION OF USE:

1. Present Use/Description of Structures: \_\_\_\_\_

\_\_\_\_\_

2. Proposed Use/General Description of Application: \_\_\_\_\_

\_\_\_\_\_

3. Lot Size:	<u>Frontage/Width</u>	<u>Depth</u>	<u>Sq. Ft.</u>	<u>Acres</u>
Existing:	_____	_____	_____	_____
Proposed:	_____	_____	_____	_____
Required:	_____	_____	_____	_____

4. Primary Building Setback Requirements:

	<u>Front</u>	<u>Side</u>	<u>Front/Side</u>	<u>Rear</u>
Existing:	_____	_____	_____	_____
Proposed:	_____	_____	_____	_____
Required:	_____	_____	_____	_____

5. Accessory Building Setback Requirements:

	<u>Side</u>	<u>Rear</u>
Existing:	_____	_____
Proposed:	_____	_____
Required:	_____	_____

6. Height:	<u>Feet</u>	<u>Stories</u>
Existing:	_____	_____
Proposed:	_____	_____
Maximum Allowed	_____	_____

7. Lot Coverage Percentage:

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Maximum Allowed: \_\_\_\_\_

7a. Building Area:

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Maximum Allowed: \_\_\_\_\_

8. Parking Spaces:

Existing: \_\_\_\_\_ Basis for Determinations: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Minimum Required: \_\_\_\_\_

9. Gross Floor Area:

Existing: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Minimum Required: \_\_\_\_\_

10. List All Proposed Improvements (i.e., buffers, fencing, lighting, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Does Applicant Own Adjoining Property? \_\_\_\_\_ YES \_\_\_\_\_ NO

12. Is any Adjoining Property Presently Vacant? \_\_\_\_\_ YES \_\_\_\_\_ NO

E VARIANCE:

(COMPLETE ONLY IF APPLICATION IS FOR A VARIANCE OR CONDITIONAL USE PERMIT PURSUANT TO N.J.S.A. 40:55D-70 (C) OR (D).

1. From which section of Borough Ordinance is applicant seeking relief? \_\_\_\_\_

2. Section of 40:55D-70 involved:

(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_ (d) \_\_\_\_\_

3. Brief statement in support of application:

\_\_\_\_\_  
\_\_\_\_\_

40:55D-70(a): Description of Error Claimed and Argument in Support of Application

\_\_\_\_\_  
\_\_\_\_\_

40:55D-70(b): Description of Request for Interpretation

\_\_\_\_\_  
\_\_\_\_\_

40:55D-70(C)(1) Description of Undue Hardship:

\_\_\_\_\_

40:55D-70(C)(2):	Description	of	Benefits	to	Zone	Plan:

40:55D-70(d): Description of Special Reasons Supporting Grant of Use Variance: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All Variance Applications: Supply a statement of facts showing why relief can be granted without substantial detriment to the Public Good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ALL APPLICANTS MUST COMPLETE BALANCE OF APPLICATION

F. LIST OF MAPS, REPORTS, PLANS AND OTHER DOCUMENTS ATTACHED:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

G. LIST OF INDIVIDUALS WHO PREPARED PLATS:

- a. NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 POSITION/OCCUPATION \_\_\_\_\_
- b. NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 POSITION/OCCUPATION \_\_\_\_\_

H. PARTNERSHIP/CORPORATE APPLICANTS:

A. Pursuant to N.J.S.A. 40:55D-48.1 to 48.3, corporations or partnerships applying for certain subdivisions and variances must disclose:

1. If partnership, names and addresses of all individual parties having at least a 10% interest in the partnership:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. If corporation, names and address of all stockholders who own at least 10% of its stock of any class:

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3. If a 10% owner listed in (1) or (2) above is itself a corporation or partnership, please specify, and disclose a list of names and addresses of all 10% or greater owners in this corporation or partnership:

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b. Authorization of Application:

It is hereby certified that \_\_\_\_\_(name of applicant) \_\_\_\_\_(title) of \_\_\_\_\_(corporate name and address) who has made application to the Sea Girt Planning Board of the Borough of Sea Girt has been authorized by this corporation to do so.

\_\_\_\_\_  
Secretary (Corporate Seal)

\_\_\_\_\_  
Corporate Name

\_\_\_\_\_

\_\_\_\_\_  
President

AFFIDAVIT OF APPLICANT:

I (We) \_\_\_\_\_(name of applicant), being duly sworn according to law, hereby certify that the information presented to this application and accompanying documents is true and accurate to the best of my (our) knowledge:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

Sworn and subscribed to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, 200\_ .

I. AUTHORIZATION OF OWNER:

(If anyone other than above owner is making this application, the following authorization must be executed).

To the approving Board of the Borough of Sea Girt:

\_\_\_\_\_ is hereby authorized to make the within application.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

I (we) \_\_\_\_\_, being duly sworn according to law, hereby certify that the information presented in this application and accompanying documents is true and accurate to the best of my (our) knowledge.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

Sworn and subscribed to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, 200\_ .

APPLICATION FOR CERTIFIED LIST  
OF PROPERTY OWNERS WITHIN 200 FEET

Date \_\_\_\_\_

Property description on which hearing is requested::

Block \_\_\_\_\_ Lot \_\_\_\_\_

Street Address \_\_\_\_\_

Presently assessed to \_\_\_\_\_

Person to receive list \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Agent

Fee of \$10.00 submitted on \_\_\_\_\_

Received by \_\_\_\_\_

AFFIDAVIT OF PROOF OF SERVICE

PLANNING BOARD

THE BOROUGH OF SEA GIRT

Filed \_\_\_\_\_

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST  
BE FILED AND VERIFIED WITH BOARD SECRETARY AT LEAST  
2 DAYS PRIOR TO MEETING OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_ s.s.

\_\_\_\_\_, of full age, being duly sworn according to law,  
deposes and says, that (s)he reside(s) at \_\_\_\_\_ in the municipality of  
\_\_\_\_\_ County of \_\_\_\_\_ and State of  
\_\_\_\_\_ that (s)he is (are) the applicant(s) in a proceeding before the Planning  
Board of Sea Girt, New Jersey being an appeal or application under the Zoning Ordinance, and  
which has the Case No. \_\_\_\_\_, 200\_, he gave written notice of the hearing on this  
application to each and all of the persons upon whom service must be had, in the required form and  
according to the attached lists, and in the manner indicated thereon.

\_\_\_\_\_  
Applicant's Signature

Sworn to and Subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_,  
200\_.

(NOTE TO APPLICANT: Attach list of all persons served).

Sea Girt, New Jersey  
Date: \_\_\_\_\_, 200\_

NOTICE OF HEARING TO PROPERTY OWNERS  
(Cross Out Inapplicable Sections)

TO WHOM IT MAY CONCERN:

Pursuant to the Zoning Ordinance of the Borough of Sea Girt, New Jersey, notice is hereby served upon you to the effect that (I) (we) \_\_\_\_\_ do hereby propose to (give detailed information) \_\_\_\_\_

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Location \_\_\_\_\_

The Zoning Officer of the Borough of Sea Girt, New Jersey, refused this request by reason of it's being in violation of Section \_\_\_\_\_ of the Zoning Ordinance, from which decision (I) (we) appeal. (I) (we) have applied to the Planning Board for a (hardship) (use) variance, together with subdivision \_\_\_\_\_, site plan \_\_\_\_\_, conditional use \_\_\_\_\_ approval.

Any person or persons affected by this (appeal) (application) may have an opportunity to be heard at the meeting to be held \_\_\_\_\_ 200\_, at \_\_\_\_\_ P.M. at the Sea Girt School.

All documents relating to this application may be inspected by the public between the hours of 9:00 A.M. and 4:30 P.M. in the office of the Secretary of the Board in the Municipal Building, Sea Girt, New Jersey.

\_\_\_\_\_  
Signature

Note: This notice must be personally served or sent by certified or registered mail at least 10 days before the day of the hearing, and proof of service given to the Secretary of the Planning Board at least 2 days before the day of the hearing.

PUBLIC NOTICE

PLEASE TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_  
200\_ at the Sea Girt Elementary School, Highway 71, Sea Girt, NJ the Planning Board will hold a  
hearing on the application of the undersigned, at which time and place all interested persons will be  
given an opportunity to be heard. Said meeting will take place at 7:30 P.M.

The locate of the premises in question is located in the \_\_\_\_\_ Zone;  
Block \_\_\_\_\_ Lot \_\_\_\_\_ and more commonly known as \_\_\_\_\_ (street address).

The applicant is seeking \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ for the purpose of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of said application and documents is on file with the Secretary of the Planning Board of the  
Borough of Sea Girt and may be inspected during business hours in the Borough Hall by all  
interested parties prior to said meeting.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

NOTE: This notice must be sent by certified mail or personal service at least ten days before the day  
of the hearing, and proof of service must be given to the Planning Board. All property owners within  
200 feet of the site must be served.

Notice shall be published ten days prior to the hearing in an official newspaper of the Borough of  
Sea Girt and proof of publication must be submitted.