

Planning and Zoning Board Application Checklist

The Planning and Zoning Board Application Checklist provides general guidance with the Planning and Zoning Application process to ensure timely submission of all documentation.

Land Development Application: The Land Development Application (with Instructions and Fees) can be obtain at Borough Hall, 321 Baltimore Boulevard, Sea Girt, NJ 08750.

All questions pertaining to the Planning and Zoning Board Application Checklist and the Land Development Application should be directed to the Planning Board Secretary at (732) 449-9433 Ext. 10.

Please read the instructions below carefully.

The following steps must be completed fully to ensure accurate and timely processing and submission to the Planning and Zoning Board.

- 1) Provide fourteen (15) copies of the Notice of Appeal/Variance Application with fourteen (15) copies of any associated drawing or plot plans.
- 2) Pay the filing fees as requested by the Borough Clerk
- 3) Obtain a list of all persons to be served, either personally or by certified mail with a copy of the Notice of Appeal/Variance Application. After service of the Notice on all parties, submit a copy of an Affidavit of the Service to the Secretary of the Board.
- 4) Place a notice in the official newspaper of the Municipality, at least ten (10) days prior to the date of the hearing. The Coast Star and the Asbury Park Press are the official newspapers of the Municipality. Provide the following information in the notice
 - (a) the name and address of the applicant;
 - (b) the name and address of the property owner if different from the applicant;
 - (c) the date, time and place of the hearing;
 - (d) the street address and lot and block numbers as shown on the tax map of the property subject to the appeal/application;
 - (e) a concise and clear statement of the relief sought in plain language;
 - (f) the statutory and ordinance provisions from which the applicant seeks relief;
 - (g) notice that any plans or drawings submitted with the application are on file during business hours at the Borough Hall at least 10 days before the hearing;
 - (h) the name, address and phone number of Applicant's attorney, if any
- 5) At least 10 days prior to the time appointed for the hearing, the Applicant shall serve, personally or by certified mail, a copy of a Notice giving the date, time, and place of the hearing and generally describing the nature of the relief sought on the forms provided by the Secretary of the

Board. In addition to the property owners within 200 feet, you may be required to serve a copy of the notice on the following public officials:

- (a) The property owner within 200 feet who reside in the adjoining municipality (property owners list must be obtained from the Municipal Clerk of the adjoining municipality).
- (b) The Clerk of the adjoining municipality whenever the property forming the subject matter if the hearing is located within 200 feet of the boundary of the adjoining municipality.
- (c) The Monmouth County Planning Board whenever the property forming the subject matter of the hearing is adjacent to an existing Monmouth County road or proposed road shown on either the official Monmouth County Map or upon the Monmouth County Master Plan or when said property adjoins other county land or situated within two hundred feet of a municipal boundary.
- (d) The New Jersey Commissioner of Transportation whenever the property forming the subject matter of the hearing is adjacent to a State Highway.
- (e) The New Jersey State Planning Commission whenever the hearing concerns the development of property which exceeds 150 acres or 500 dwelling units.

6) The applicant shall:

- a) Prepare, and sign before a Notary Public: one (1) copy of the Proof of Notice (provided).
- b) Submit the Affidavit together with one (1) copy of the required notices to the board prior to the date of the hearing.
 - (i) If the information above is not submitted to the Secretary of the Board at least seven (7) days prior to the meeting the application cannot be put on the agenda.**
 - (ii) If a stenographer is requested, the cost incurred is solely that of the applicant.

7) A legible plot or survey may be presented at the hearing, if relevant:

- a) The Plan or survey must be to scale not less than one inch equaling 100 inches of the property in question indicating the relation of the existing and/or proposed structure with the adjoining properties.
- b) Scale drawings of not less than 1/4 inch equaling 1 inch of the proposed buildings are acceptable provided they show the changes, alteration and/or additions contemplated should the application be approved.
- c) In all other respects, the plan shall be drawn in conformance with requirements set forth in Rule 2:1(c) et seq. of Rules and Regulations of the Planning Board. You may obtain a copy of the Rules and Regulations from the Borough Clerk.
- d) All Plans and drawings must be prepared by a professional architect, engineer or surveyor, (whichever is applicable) signed and sealed by the appropriate professional (except and in such instances other than application for a variance pursuant to N.J.S.A. 40:55D-70(d). and where applicant is representing himself and has personally prepared the drawings)

- 8) Appeals and Applications for Development will be heard at 7:30 p.m. during the regular scheduled Planning Board meetings on the third Wednesday of each month. The meetings are held are located at:

Sea Girt Elementary School
451 Bell Place
Sea Girt, NJ 08750

- 9) In order to ensure expeditious processing of the appeal, the Applicant should be careful to comply fully and promptly with all requirements. In most instances an appeal decision is made within 120 days, however, processing will not begin until the application is:
- a) Determined to be "complete"
 - b) The required fees paid.
 - c) All municipal taxes and municipal liens paid in full to date.
- 10) The action taken by the Board will be advertised in a newspaper of the general circulation within the municipality not more than 10 days after a formal resolution is adopted.
- 11) It is highly recommended that prior to the date of the public hearing, the applicant and/or his legal counsel familiarize himself with:
- a) Provisions of the Sea Girt Zoning Ordinance.
 - b) Amendments thereto.
 - c) Rules and Regulations adopted by the Planning Board
- 12) Copies of these documents may be obtained by the Applicant or his attorney from the Borough Clerk.