INSTRUCTIONS FOR FILING A PLANNING/ZONING BOARD APPLICATION

1. Complete the application and submit 15 copies with 15 surveys, as well as 15 site plan/subdivision plans to the Planning Board Secretary. Please submit in sets, not individual piles pages. Do not 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 of Denial, obtained from the Zoning Officer, certifying the variances or design waivers you are requesting. Plans will not be accepted if this is not included; Plans referenced in his Letter of Denial MUST be the same ones that are submitted with the application, any revised plans will require another Letter of Denial. (Note: subdivisions do not require a Letter of Denial).

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 plan’s, 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 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. Where subject property is within 200 feet of properties in another municipality, a similar list must be obtained from that municipality and official notice must be served on those property owners and that list be given to the Planning Board Secretary.

5. 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 or the Asbury Park Press) at least 10 days prior to the hearing date.

6. The Affidavit of Service must be submitted to the Board after the public notice is given, with signature notarized (form attached) along with an Affidavit of Publication from the newspaper. These forms must be submitted by the day before the hearing so they can be checked & verified by the Secretary.

7. Please contact the Planning Board Secretary, Karen Brisben, if you need clarification or have any questions. She can be reached at 732-449-9433, ext. 113 on Wednesdays between 11:00 am & 4:00 pm or you can email her at cmfo@bytheshore.com.
The following fees shall be paid by all applicants to the Planning/Zoning Board of the Borough of Sea Girt (payable to 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)..............................................$3,000.00
   Escrow fee for subdivision (major)...............................................$  5,000.00

2. **Application for Variance**..........................................................$  500.00
   Escrow fee for Variance...............................................................$5,000.00

3. **Application for Interpretation of Zoning Ordinance or Zoning Officer Review**.................................................................$  500.00
   Escrow Fee..................................................................................$  1,250.00

4. **Application for Hardship or Use Structure (residential)**............$  500.00
   Escrow Fee..................................................................................$  3,000.00
   Application for Hardship or Use Structure (commercial)............$  5,000.00
   Escrow Fee..................................................................................$  5,000.00

5. **Special Meeting held at Applicant’s request**...............................$  1,000.00

6. **Site Plan Application**.................................................................$  500.00
   Escrow Fee for Site Plan.................................................................$  5,000.00

7. **Fee for informal conferences before the Planning Board shall be one thousand dollars ($1,000.00), seven hundred-fifty dollars ($750.00) of which shall be placed in escrow to cover any professional services rendered.**
PUBLIC NOTICE

PLEASE TAKE NOTICE that on the _____ day of ____________, 20___ at the Sea Girt Elementary School, Bell Place, Sea Girt, NJ the Planning/Zoning 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 7:00 pm.

The location of the premises in question is in the ______ Zone; Block _____, Lot _____ and known as _________________________________(street address).

The applicant is seeking ______________________________________________________

____________________________________________________________________________

For the purpose of
____________________________________________________________________________

In Violation of Sea Girt Code: ______________________________________________________

____________________________________________________________________________

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 10 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 and this notice shall be published at least 10 days prior to the hearing in an official newspaper of the Borough of Sea Girt (The Coast or the Asbury Park Press) and proof of publication must be submitted.
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. ______________  To be checked
LOT NO. ________________  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.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>(   )</th>
<th>(   )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boring logs &amp; soil data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Method of solid waste storage &amp; disposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Impact Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soil Erosion &amp; Sediment Control Plan</td>
<td></td>
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<tr>
<td>Lighting &amp; Landscaping plans, including the location, type &amp; diameter of</td>
<td></td>
<td></td>
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<tr>
<td>existing tree.</td>
<td></td>
<td></td>
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<tr>
<td>Drainage calculations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
# LAND DEVELOPMENT APPLICATION

**Application #** ______________________

**Zoning Board of Adj.** ___________________

**Submission Date** ______________________

**Planning Board** ______________

**Application Fee** $ ____________________ Paid

**(DO NOT WRITE ABOVE THIS LINE)**

## A. TYPE OF APPLICATION:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Minor Subdivision</td>
</tr>
<tr>
<td>2.</td>
<td>Prelim Major Subdiv.</td>
</tr>
<tr>
<td>3.</td>
<td>Final Major Subdiv.</td>
</tr>
<tr>
<td></td>
<td>C-1</td>
</tr>
<tr>
<td></td>
<td>C-2</td>
</tr>
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<td></td>
<td>D</td>
</tr>
</tbody>
</table>

## 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:** ________________________________________________________
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:  

<table>
<thead>
<tr>
<th></th>
<th>Frontage/Width</th>
<th>Depth</th>
<th>Sq. Ft.</th>
<th>Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing:</td>
<td>___________</td>
<td>___</td>
<td>_______</td>
<td>____</td>
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<tr>
<td>Proposed:</td>
<td>___________</td>
<td>___</td>
<td>_______</td>
<td>____</td>
</tr>
<tr>
<td>Required:</td>
<td>___________</td>
<td>___</td>
<td>_______</td>
<td>____</td>
</tr>
</tbody>
</table>

4. Primary Building Setback Requirements:

<table>
<thead>
<tr>
<th></th>
<th>Front</th>
<th>Side</th>
<th>Front/Side</th>
<th>Rear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing:</td>
<td>_______</td>
<td>___</td>
<td>_______</td>
<td>____</td>
</tr>
<tr>
<td>Proposed:</td>
<td>_______</td>
<td>___</td>
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<td>____</td>
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<tr>
<td>Required:</td>
<td>_______</td>
<td>___</td>
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<td>____</td>
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</tbody>
</table>

5. Accessory Building Setback Requirements:

<table>
<thead>
<tr>
<th></th>
<th>Side</th>
<th>Rear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing:</td>
<td>_______</td>
<td>___</td>
</tr>
<tr>
<td>Proposed:</td>
<td>_______</td>
<td>___</td>
</tr>
<tr>
<td>Required:</td>
<td>_______</td>
<td>___</td>
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</tbody>
</table>

6. Height:  

<table>
<thead>
<tr>
<th></th>
<th>Feet</th>
<th>Stories</th>
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<tbody>
<tr>
<td>Existing:</td>
<td>_______</td>
<td>___</td>
</tr>
<tr>
<td>Proposed:</td>
<td>_______</td>
<td>___</td>
</tr>
<tr>
<td>Maximum Allowed:</td>
<td>_______</td>
<td>___</td>
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</tbody>
</table>

7. Lot Coverage Percentage:

<p>| |</p>
<table>
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<tbody>
<tr>
<td>Existing:</td>
</tr>
<tr>
<td>Proposed:</td>
</tr>
<tr>
<td>Maximum Allowed:</td>
</tr>
</tbody>
</table>
7a. Building Area:

    Existing: __________________________
    Proposed: __________________________
    MaximumAllowed: ______________________

8. Parking Spaces:

    Existing: __________________________
    Basis for Determinations: __________________________
    Proposed: __________________________
    Minimum Required: __________________________

9. Gross Floor Area:

    Existing: __________________________
    Proposed: __________________________
    Minimum Required: __________________________
    Maximum allowed: __________________________

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.SA. 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:


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:


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 ____________, 20___.

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 ____________, 20___.

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. _____________, 20__. 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 _____, 20__.

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

Sea Girt, New Jersey
Date: _____________, 20__
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) ______________________________

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 ______________ 20__, 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 _____________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

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.