

SEA GIRT PLANNING/ZONING BOARD
321 BALTIMORE BOULEVARD, PO BOX 296
SEA GIRT, N.J. 08750
732-449-9433, ext. 113, FAX 732-974-8296

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.

**BOROUGH OF SEA GIRT
PLANNING/ZONING BOARD
FEE SCHEDULE**

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. _____

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



FOUNDED
1875

LAND DEVELOPMENT APPLICATION



LIBERTY BELL

ERECTED
1895

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: Feet Stories

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: _____

9a. Impervious Surface Coverage:

Existing: _____
Proposed: _____
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.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:

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 _____, 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 _____, 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__

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) _____

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 _____

_____ 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.