

**BOROUGH OF BRADLEY BEACH
PLANNING BOARD APPLICATION
PHONE NUMBER 732 776-2999 EXT. 17**

Planning Board Meetings held on the Fourth Thursday of the month.

- 1.** Application should be filed at least **30** days prior to the next scheduled meeting.
- 2.** You must return **14** copies of the application along with 14 copies of the site plan or plat which must be **folded**.
- 3.** Once, the application is reviewed, the proper fees will be assessed, the assessed fees must be paid within **3** business days.
- 4.** At the time of filing **all** taxes and sewer payments **must be current** for an application to be processed.
- 5.** Applications received from someone other than the property owner **must** supply a letter from the property owner with the consent to submit the application before the Board.

If you have any questions regarding the filing of an application contact the Board Secretary at 732 776-2999 ext. 17.

BOROUGH OF BRADLEY BEACH
PLANNING BOARD

DEVELOPMENT APPLICATION

(To be filed with appropriate fee with administrative Officer-Borough Clerk)

Applicant's Name _____ Phone No. _____

Address _____

(If not owner set forth ownership interest: lessee, contract purchaser, etc. and attach copy of document showing same)

Present Owner:

Name _____ Phone No. _____

Address _____

Attorney representing applicant (Corporations must be represented by a NJ attorney)

Name _____ Phone No. _____

Address _____

FIRM _____

Licensed NJ Professional Engineer and/or Land Surveyor preparing plat; site plan, plot plan or survey (must attach seal thereto)

Name _____ Phone No. _____

Address _____

FIRM _____

Application for (check appropriate):

Addenda attach (check appropriate):

Zoning Variance: Yes _____ No _____

Addendum #1 _____

Conditional Use: Yes _____ No _____

Addendum #1 _____

Site Plan:

Preliminary Yes _____ No _____

Addendum#2 _____

Final Yes _____ No _____

SUBDIVISION:

Classification Yes_____ No_____ Addendum#3_____
Minor Yes_____ No_____ Addendum#3_____
Preliminary Yes_____ No_____ Addendum#3_____
Final Yes_____ No_____ Addendum#3_____

Fee Notice Requirements Sheet Attached with Fee Sheet

Location_____
(Street)

(Block Numbers) (Lot Numbers) (Zone)

Existing Use_____

Proposed Use_____

Permission requested to: Erect_____ Alter_____ Site Permission_____
Use_____ Subdivide_____ Other_____

Descriptive explanation of request:_____

Tax and Assessment payment report indication of all taxes and/or assessment required to be paid attached to this application:

Yes_____ No_____

Are any easements or special covenants by deed involved in this site?

Yes_____ No_____ (If yes, attach copy)

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE.

Sworn to and subscribed before me on

This_____ day of _____, 20__

Notary Public State of New Jersey
(Notarized stamp & seal)

Signature of Applicant

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY :
: ss.
COUNTY :

_____, of full age, being duly sworn according to
the law on oath deposes and says, that deponent resides at _____
_____, in the (Borough) (City) (Town) (Township) of
_____ in the County of _____ and State of New Jersey

A Notary Public of New Jersey

ADDENDUM FOR ZONING VARIANCE

1. Size of lot affected _____.

2. Applicant owns adjoining property? Yes _____ No _____.

If answer to foregoing is yes, describe location and size _____
_____.

3. Size of proposed structure (s) _____.

4. Percentage of lot occupied by building _____.

5. Height of building _____ stories _____ feet _____.

6. Set back or proposed set back from property line _____.

7. Set back or proposed set back from rear property line _____.

8. Side line or proposed side line setback _____ left _____ right _____.

9. Has there been any previous appeal involving these premises? _____
If so, state character of appeal and date of disposition _____

10. The proposed building or use thereof is contrary to the Zoning Provisions of the Revised Ordinances in the following particulars (State Articles and Sections)

11. State reasons why this zoning variance should be granted.

12. If conditional use is required, detail conformance to requirements of zoning Provisions of the Revised Ordinances.

13. This appeal is based on (decision rendered) (order issued) by the Building Official dated _____, 20_____, and reading as follows:

14. Section of Revised Statutes upon which appeal is based.

ADDENDUM FOR SUBDIVISION APPROVAL

(A) SKETCH PLAT:

1. Area of entire tract _____(sq. ft.) Number of proposed lots_____.
2. Are all the lots conforming Yes____ No____, If not, indicate how many and their size:

3. Indicate: Intent to sell lots only:_____ Construct houses for sale:_____
Specify other development plans:_____

4. Location of nearest sanitary sewer:_____
5. Location of nearest public water supply:_____
6. Type of existing surface of street:_____
7. Does subdivision abut or affect any County, State or Federal Highways, properties or facilities? If yes, describe:

8. Are new streets, extension of municipal facilities or utilities involved in subdivision?

9. Are any variances involved in this subdivision?_____
10. Are easements or special covenants by deed involved? Yes____(Attach copy) No____
11. Are drainage ditches, streams, other water courses involved in this subdivision?

12. Have all real estate taxes been paid as of this date?_____

(B) PRELIMINARY: In addition to the above information, following shall be provided:

1. List proposed improvements and utilities and intentions to install or post perform

IMPROVEMENT

INTENTION

2. Give any other information you desire to submit to the Board.

C. FINAL: In addition to the prior information, the following shall be provided:

1. Number of lots granted on preliminary approval____Number of lots requested for final _____
 2. Date preliminary approval granted:_____
 3. Are variances, easements or special covenants by deed involved in Subdivision?_____
 4. Has fee been submitted to the Municipal Attorney? Yes_____ No_____
 5. Have new book and lot numbers shown on final map been approved by the Tax Assessor? Yes_____ No_____
 6. List any changes between preliminary plat and final map. (Any change in intention of use should be indicated.)
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7. Have all conditions of tentative approval of preliminary plat been complied with? If not, state conditions and when compliance will be met.

8. Have all required improvements been completed and so certified by the Borough Engineer? _____ If not, indicate below:

<u>IMPROVEMENT</u>	<u>COMPLETION DATE</u>	<u>BY WHOM</u>	<u>PERFORMANCE GUARANTEE</u>
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9. Estimated cost of installation as approved by Municipal Engineer \$_____

10. Amount of bond, check or other security:_____

11. Has agreement for construction of municipal improvements been signed?_____

Attach to Application Number:_____

NOTICE REQUIREMENTS

Corporations and partnership require representation by a New Jersey licensed attorney.

Notice is required on all development applications with the exception of Minor and Final Major Subdivisions.

The applicant must submit a written request to the Tax Assessor for a certified list of property owners located within 200 feet in all directions of the property subject to a hearing. This must be accompanied by a fee of \$10.00.

CONTENTS OF NOTICE:

- A. Date, time and place of hearing.
- B. Nature of matters to be considered.
- C. Identification of the property proposed for development by street address, block and lot numbers as shown on current tax duplicate.
- D. Location and times at which maps and documents for which approval is sought are to be available for public inspection.

AT LEAST TEN (10) DAYS PRIOR TO SCHEDULED HEARING:

- A. Publish notice in the Asbury Park Press.
- B. Notify by personal service or certified mail:
 - 1). All property owners within 200 feet.
 - 2). Clerk of adjoining municipality, if located within 200 feet.
 - 3). County Planning Board, if adjacent to existing or proposed County road, adjoining other County land, or situated within 200 feet of boundary.
 - 4). Commissioner of Transportation, if property is adjacent to State highway.
 - 5). Commissioner of the Department of Community Affairs, if development exceeds 150 acres or 500 dwelling units. (include copy of maps and documents required to be on file with secretary.

AFFIDAVITS for both Publication and Notice to Property Owners are required, and are to be submitted at least three (3) days prior to the scheduled hearing, accompanied by a copy of notice sent and list of property owners.

NOTE: The Municipal Agency will notify each applicant of their scheduled hearing date when the application is deemed complete.

NOTICE OF DECISION:

- A. Required on all development applications.
- B. Brief notice to be published in the Asbury Park Press, The Coaster, or the Coast Star
- C. To be arranged by the applicant.
- D. A copy of the affidavit of publication is to be submitted to the Board Secretary.

ADDENDUM FOR SITE PLAN APPROVAL

PRELIMINARY SIT PLAN: Complete Numbers 1 through 3 only.

1. Have you read all of the site plan requirements? Yes_____ No_____
 2. Have you complied with all the requirements? Yes_____ No_____
 3. If not, where does it differ and state reasons why you cannot comply.
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Submission of Preliminary Plat for Site Plan Approval. A preliminary development proposal requiring site plan review.

Procedure for submission of preliminary plat.

- (1) A preliminary plat shall be submitted to the administrative officer at least three weeks prior to the regular meeting of the Planning Board. It shall be submitted in at least twelve (12) copies and shall be accompanied by three copies of the application forms for preliminary approval.
- (2) Upon receipt of the necessary material from the applicant, the administrative officer shall forward the copies to the secretary of the Planning Board . The applicant shall be responsible for supplying copies; of the plat to the County Planning Board, New Jersey Commissioner of Transportation and adjacent municipalities for those development applications requiring public notice and County Planning Board review as required in the Municipal Land Use Law.
- (3) All hearings held on applications for preliminary site plan approval shall require public notice of the hearing. The board shall set the date, time and place for the public hearing and shall inform the applicant of this at least 20 days prior to said hearing date. Notice of the hearing shall be given by the applicant at least ten (10) days prior to the date of the meeting.

NOTICE OF APPLICATION (N.J.S.A. 40:55D-12)

Application requirements; public notice of hearing shall be given for the following:
A REQUEST FOR SITE PLAN APPROVAL.

Responsibilities of the applicant:

- a. Notice of hearing requiring public notice as required above shall be given by the applicant at least ten days prior to the date of the hearing in accordance with N.J.S.A. 40:55D-11 et seq. The ten day requirement is exclusive of the date of publication and date of the hearing.
- b. Upon the written request of an applicant and the payment of a fee of ten (\$10.00) dollars, the Borough Clerk shall, within 7 days, make and certify a list from the current tax duplicates of names and addresses of owners within the Borough of Bradley Beach to whom the applicant is required to give notice. The applicant shall be entitles to rely upon the records and maps of documents for which approval is sought to be available for inspection.

Preliminary Plat Details. The preliminary plat shall be clear and legible or reproduced at a scale of not less than one inch equals 100 feet. Preliminary plats shall be drawn by a professional engineer or licensed land surveyor.

FINAL SITE PLAN: Complete numbers 4 and 5 only.

4. Does this differ in any way from preliminary approval? Yes_____ No_____

5. If it does differ, please indicate where it differs and state the reasons thereof.

6. Anticipated starting and completion date:_____

7. Estimated cost of construction: _____

Submission of Final Plat for Site Plan Approval. A final plat is required of all development proposals requiring site plan review.

Procedure for submission of final plat:

(1). A final plat shall be submitted to the administrative officer within three years after the date of the preliminary approval or extension. The final plat and all supporting drawings and documents shall be submitted at least three weeks prior to the regular Planning Board meeting.

(2). When applying to the board for final approval, the applicant shall carry out the following steps:

(A) Incorporate all changes or modifications as required by the board in the approval of the preliminary plat.

(B) Pay the required fee.

(C) Submit to the administrative officer copies of the final plat and 3 copies of application for the final approval.

(D) Submit three copies of the Deed and Dedication for all properties, including street right-of-way which is offered to the Borough for Dedication.

SITE PLAN DETAILS

(1) All details stipulated for preliminary approval shall be included.

(2) All additional details required at the time of preliminary approval shall be submitted.

(3) Detailed architectural and engineering data including:

(A) An architect's rendering of each building or a typical building and sign, showing front, side and rear elevations.

(B) Cross sections of streets, aisles, lands and driveways, which shall adhere to applicable requirements of said chapter.

(4) The final plat will be submitted by the secretary of the Board to the Borough Engineer for his review as to correctness, the expense which to be incurred by the applicants.