

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

Board of Adjustment Meetings held on the Third Thursday of the month.

- 1.** Application should be filed at least **30** days **prior** to the next scheduled meeting.
- 2.** You must return **15** copies of the application along with 15 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.

PLEASE NOTE: Application Checklist and Documents Required to be submitted in Borough of Bradley Beach Code 270 Attachment 1 Appendix A.

BOROUGH OF BRADLEY BEACH
ZONING BOARD OF ADJUSTMENT
FORM A

NOTICE OF APPEAL AND VARIANCE APPLICATION FORM

OFFICIAL USE ONLY

CASE # _____ DATE FILED _____

DISPOSITION _____ HEARING DATE _____

TO THE APPLICANT: Please complete sections in full for Relief Requested.

**NOTICE OF APPEAL
ZONING OFFICER'S DECISION**

TO THE ZONING ENFORCEMENT OFFICER:

The petition of _____
Applicant's Name

shows that on or about the _____ day of _____, 20____, an
application to the Zoning Officer (or Building Inspector) for the purpose of:

Describe intended action: _____

on the premises located at: _____
Street Address

Block _____ Lot _____

as shown on the Municipal Tax Maps and owned, or optioned by this applicant was made; that after due

consideration, the Zoning Enforcement Officer did on the _____ day of _____, 20 ____, declined to issue said permit for the reasons stated in the attached copy of the Zoning Enforcement Officer's Refusal of Permit form.

Applicant feeling aggrieved at the action of the Zoning Enforcement Officer, files this notice of appeal with Said officer, together with the required fee of _____, and requests that action of the Zoning Enforcement Officer be reversed or modified as the facts may be determined and the applicant further requests that a day be fixed for hearing on this appeal and states that the proper notice will be given to all owners of property situated **within two hundred (200) feet** of all property specified above, and others required by statute.

File all copies with Zoning Enforcement Officer, where appeal is sought.

**ZONING BOARD OF ADJUSTMENT
APPLICATION FOR VARIANCE**

An application is hereby made for a (hardship) (use) variance from the terms of Article(s) and Section (s)

DESCRIPTION OF PROPOSED STRUCTURE OR USE

Premises affected known as:

Block _____

Lot _____

Street Address _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Telephone No. _____

Owner's Name: _____

Owner's Address: _____

Owner's Telephone No. _____

Lessee's Name: _____

Owner's Address: _____

Owner's Telephone No. _____

Present Use:

Size of Lot: _____

Size of building (s) **Present and/or proposed at street level**

Front Footage: _____ **Deep Footage:** _____

Percentage of lot occupied by the building(s): _____

Building(s) Height: _____ **Number of Stories:** _____

Setback footage: **Front:** _____ **Side:** _____
(If corner lot)

Zoning Requirements:

Front: _____ **Side Yards:** _____

Rear Yard: _____ **Setbacks:** _____

“Prevailing Setback of adjoining buildings within one block: _____ feet.

Has there been any previous appeal involving these premises? _____ YES _____ NO

If so, state the character of appeal and the date of disposition:

Proposed Use:

This application for use variance includes an application for approval of the following:

Subdivision _____ **Site Plan** _____ **Conditional Use** _____

Attached hereto and made a part of this application, I submit the following:

(All of the following papers **must** be submitted with this application.)

- a. The **original** Building Application, **signed** by the Building Official and/or true copy of the Official Order issued by the Building Official and signed by him, where applicable.
- b. **Five (5)** copies of a map showing **all lots within two hundred (200)** feet of the property; if buildings exist thereon, the map shall be a certified **“Location Map”** and clearly indicate such buildings and their approximate locations.
- c. **Five (5)** copies of **Plot Plan** and clearly indicate such buildings thereon with all front, side and rear dimensions.
- d. **Five (5)** copies of the **List of Property Owners** served, indicating method of service on each, the date of service, together with copies of the Post Office Receipts, if any.
- e. **Five (5)** copies of Subdivision, Site Plan, or Conditional Use application, when applicable.

File all copies with the Secretary of the Zoning Board of Adjustment when only a variance is sought.

Signature of Applicant or Agent

Telephone No. _____

Date: _____

NOTICE REQUIREMENTS

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, 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.

**BOROUGH OF BRADLEY BEACH CODE/CONSTRUCTION OFFICE
ZONING PERMIT
APPLICATION**

A copy of a current, accurate, scaled survey must be submitted with this application!

PERMIT # _____

Address of Work Site: _____ Block: _____ Lot: _____ Zone: _____

Name of Applicant _____ Phone: _____

Applicant's Address _____

Owner's Name: _____ Address _____

Description of Work to be performed: (circle one) New/Addition or Alteration
 POOL FENCE SHED PATIO DRIVEWAY (describe below)

(print legibly) Please provide a diagram with the details on the survey for the above requests. Thank you

	Existing Lot Size	Proposed	Required	Variance Required?	
Width	_____	_____	_____	Yes _____	No _____
Depth	_____	_____	_____	_____	_____
Area	_____	_____	_____	_____	_____
Frontage	_____	_____	_____	_____	_____

	Existing Principal Building	Proposed	Required	Variance Required?	
Front Setback	_____	_____	_____	Yes _____	No _____
Rear Setback	_____	_____	_____	_____	_____
Side Setback	_____	_____	_____	_____	_____
Side Setback	_____	_____	_____	_____	_____
Height	_____	_____	_____	_____	_____

(Measured from top of curb)

	Existing Accessory Building	Proposed	Required	Variance Required?	
Front Setback	_____	_____	_____	Yes _____	No _____
Rear Setback	_____	_____	_____	_____	_____
Side Setback	_____	_____	_____	_____	_____
Side Setback	_____	_____	_____	_____	_____
Height	_____	_____	_____	_____	_____

(Measured from top of curb)

Distance between Principal and Accessory Dwellings _____

Building Coverage (All structures including covered porches or decks, pools, sheds etc.)

Existing _____ Proposed _____ Max. Allowed 35% _____

Impervious Coverage (Building coverage in addition to all impervious surfaces)

Existing _____ Proposed _____ Max. Allowed 60% _____

Does Applicant own Adjoining Property? Yes _____ No _____

Are there Deed Restrictions or Covenants? Yes _____ No _____

If yes, please attach a copy.

