

BOROUGH OF BRADLEY BEACH
ZONING BOARD OF ADJUSTMENT APPLICATION
FOR USE VARIANCE AND/OR BULK VARIANCE(S)
PHONE NUMBER 732 776-2999 EXT. 1017
EMAIL: KDickert@bradleybeachnj.gov

THE PROCESS:

After you submit your application, fees, and supporting documents, your application will be reviewed for completeness. Within forty-five (45) days, you will receive a letter in the mail (and e-mail if provided) advising you whether or not your application is “complete”. If your application is deemed “incomplete”, please provide the additional information requested and contained in the “incomplete” letter. If your application is deemed “complete”, the letter will advise you of your hearing date.

When you receive your hearing letter, you will also receive further instructions regarding the process necessary to notify the public of your application and the notice requirement for the newspaper.

In general, the Board can make their decision at the first meeting/hearing unless the applicant has failed to provide sufficient information.

Once the Board has made a decision, a resolution will be prepared indicating the application has been granted or denied including any conditions placed upon same and then memorialized at the next available meeting.

Approximately two (2) to five (5) days after the memorialization of the resolution, a signed copy of the resolution will be mailed to you or your attorney (should you be represented by an attorney).

You will be required to place a public notice in the newspaper of the “Decision of the Board”. Publication can be placed in any of the Borough approved newspapers – the Coaster, Coast Star, or Asbury Park Press. The original affidavit of publication of your Notice of Decision must be submitted to the Board Office once the publication has been published.

Please be aware that an objector to your application/approval has up to forty-five (45) days after your notice of decision is published in the newspaper to file an appeal on the decision of the Board.

Please note application fees are **NOT** refundable whether your application has been approved, denied, or withdrawn; however, any unused portion of your escrow deposit can be refunded once the project is complete. A written request must be received by the Board Office in order to begin the refund process.

Board of Adjustment Meetings are generally held on the Third Thursday of each month (please confirm as the date may change due to holidays or Members’ schedules).

1. You must submit **an original plus 16 copies** of the application along with **an original and 16 copies** of all supporting documentation and plans (Site Plans, Surveys, Plats, Architectural Plans) which must be **to scale and folded**. **You must also submit the proper fees associated with your application in accordance with Chapter 60. Land Use Procedures (attached).**
 - a. If you are submitting for completeness determination ONLY, you may submit an original and 2 copies of the application along with an original and 2 copies of all supporting documentation and plans (Site Plans, Surveys, Plats, Architectural Plans) which must be to scale and folded. Once the application is deemed complete you must then submit the remaining 14 copies of the application along with 14 copies of all supporting documentation and plans as indicated in #1 above.
2. At the time of filing your application all taxes and sewer payments must be current for an application to be processed.
3. Applications received from someone other than the property owner must complete the Owner(s)’ Affidavit of Authorization and Consent Statement of Landowner where Applicant is not the Landowner included in this packet.

7. Interest of Applicant if other than owner (i.e. tenant, contract purchaser)(If applicant is not the owner, Owner(s)' Affidavit of Authorization and Consent must be completed & submitted with this application):

N/A

8. Name of present owner: Kristie Andresen

Mailing address: 500 Brinley Avenue, Bradley Beach, NJ 07720

Phone # [REDACTED] Fax # [REDACTED] Cell # [REDACTED]

E-mail address: [REDACTED]

9. Contact Person: Same

Mailing address:

Phone # _____ Fax # _____ Cell # _____

E-mail address:

Applicant's Professionals' Information:

10. Name of applicant's Attorney (if applicable)
(Companies/Corporations must be represented): N/A

Mailing Address:

Phone # _____ Fax # _____ Cell # _____

E-mail address:

11. Name of applicant's Engineer (if applicable): N/A

Mailing Address:

Phone # _____ Fax # _____ Cell # _____

E-mail address:

12. Name of applicant's Planner (if applicable): N/A

Mailing Address:

Phone # _____ Fax # _____ Cell # _____

E-mail address:

13. Name of applicant's Surveyor: William J Fiore, Inc

Mailing Address: 263 Brick Blvd, Unit 5, Brick Township, NJ 08723

Phone # 732-920-5100 Fax # _____ Cell # _____

E-mail address: capplegate2@verizon.net

14. Name of applicant's Architect (if applicable): Carolyn A Young, CA Young Architecture

Mailing Address: 118 Washington St, Morristown, NJ 07960

Phone # 973-359-8033 Fax # 973-359-8043 Cell #

E-mail address: cyoung@cyarchitecture.com

15. Name of applicant's Other Professional (if applicable): N/A

Mailing Address:

Phone # _____ Fax # _____ Cell #

E-mail address:

Detail Property Information: DETAIL ALSO ATTACHED IN SITE PLAN

(PLEASE INCLUDE INFORMATION FOR EACH ZONE/BLOCK/LOT INVOLVED BELOW – ATTACH ADDITIONAL SHEETS AS NECESSARY)

<u>PRINCIPAL USE:</u>	<u>Required and/or Permitted</u>	<u>Existing</u>	<u>Proposed</u>
Minimum lot	5,000 SF (corner)	5,625 SF (corner)	NO CHANGE
Minimum lot width	50 FT (corner)	75 FT	NO CHANGE
Minimum lot depth	100 FT (corner)	75 FT	NO CHANGE
Minimum front yard setback (East/West Streets)	25 FT	8.2 FT	NO CHANGE
Minimum front yard setback (North/South Streets)	15 FT	20.0 FT	15.75 FT
Minimum rear yard setback	18.75 FT (25 x .75)	28.1 FT detached garage	3.6 FT attach garage + increase distance from property line
Minimum side yard setback	5.0 FT	2.0 FT	NO CHANGE
Maximum percent building coverage	35% (1,969 SF)	41% (2,304 SF)	44.8% (2,521 SF)
Maximum percent lot coverage	60% (3,375 SF)	65% (3,563 SF)	65.8% (3,581 SF)
Maximum number of stories	2	1	1 (house) & 2 (att'd garage)
Maximum building height (in feet)	35 FT	16.5 FT	20.5 FT
Off-street parking spaces	2	4	4
Prevailing Setback of adjacent buildings within the block/within 200 ft. Current and proposed setback in line with prevailing setback			
<u>ACCESSORY USE/STRUCTURE:</u>	<u>Required and/or Permitted</u>	<u>Existing</u>	<u>Proposed</u>
Minimum front yard setback	5 FT (Existing detached garage will be attached to house, and moved 2 FT further from property line)	1.6 FT	N/A
Minimum rear yard setback			N/A
Minimum side yard setback			N/A
Minimum combined side yard setback			N/A
Maximum percent building coverage			N/A
Maximum percent lot coverage			N/A
Maximum number of stories			N/A
Maximum building height (in feet)			N/A
Square footage of accessory structure			N/A
Distance between principal & accessory structure			N/A
Existing use or uses on the lot: Single Family Residential Dwelling			
Proposed use or uses on the lot: Single Family Residential Dwelling			
Is the property located in a special flood hazard area? NO			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A" .

Detail Proposed Information:

16. Existing and proposed number of units, if applicable:

Applicant proposes to demolish non-conforming accessory garage; construction of residential addition, including new garage with storage above attached to existing residence. Propose that new construction is built 2 feet further from property line (narrowing garage and increasing distance from property line).

Addition of covered patio attached to exiting residence.

17. Are any extensions of municipal facilities or utilities involved with this application? Y N

If answer is YES, describe:

18. Are drainage ditches, streams, or other water courses involved with this application? Y N

If answer is YES, describe:

19. Has there been any previous applications before the Planning Board/Board of Adjustment involving these premises? Yes No Unknown X

If so, when:

Result of decision: _____ (attach copy of prior Resolution)

20. Has a Zoning denial been received as part of this application? YES NO If yes, please attach.

21. Tax and Assessment payment report indication of all taxes and/or assessment required to be paid attached to this application: X YES NO

22. Are any easements or special covenants by deed involved with this application?
 YES (If yes, attach copy) X NO

AFFIDAVIT OF APPLICATION

State of New Jersey :
: ss
County of _____ :

_____ being of full age, being duly sworn according to Law, on oath depose and says that all the above statements are true.

(Original Signature of Applicant to be Notarized)

(Print Name of Applicant)

Sworn and subscribed before me this
_____ day of _____, 20_____

[NOTARY SEAL]

Signature of Notary Public

OWNER(S)' AFFIDAVIT OF AUTHORIZATION AND CONSENT
STATEMENT OF LANDOWNER WHERE APPLICANT IS NOT LANDOWNER

[Original signatures only – copies will not be accepted]

IN THE MATTER BEFORE THE _____
(Insert Planning Board or Zoning Board of Adjustment)

IN THE BOROUGH OF BRADLEY BEACH, STATE OF NEW JERSEY, COUNTY OF MONMOUTH.

I/WE, _____, WITH MAILING ADDRESS OF
(Insert Property Owner's Name)

_____ OF FULL AGE BEING DULY
(Insert Property Owner's Mailing Address)

SWORN ACCORDING TO LAW AND OATH DEPOSES AND SAYS:

“I/WE ARE THE OWNER(S) OF THE SUBJECT PROPERTY IN CONNECTION WITH

THIS APPLICATION DESIGNATED AS BLOCK(S) _____ LOT(S) _____

ALSO KNOWN AS _____.
(Insert physical address of the subject property)

I/WE AUTHORIZE _____
(Insert name of Owner(s)' representative appearing before the Board)

TO APPEAL TO THE PLANNING/ZONING BOARD OF ADJUSTMENT OF THE BOROUGH OF BRADLEY BEACH FOR SUCH RELIEF AS MAY BE REQUIRED RELATING TO THE PROPERTY LISTED ABOVE, CONSENT TO SUCH APPEAL AND APPLICATION, AND AGREE THAT ANY DECISION OF THE PLANNING/ZONING BOARD OF ADJUSTMENT ON SUCH APPEAL SHALL BE BINDING UPON ME/US AS IF SAID APPLICATION/APPEAL HAS BEEN BROUGHT AND PROSECUTED DIRECTLY BY ME/US AS THE OWNER(S).

(Original Signature of Owner to be Notarized)

(Original Signature of Owner to be Notarized)

Sworn and subscribed before me this

_____ day of _____, 20_____

[NOTARY SEAL]

Signature of Notary Public

SITE VISIT AUTHORIZATION OF PROPERTY OWNER

I hereby authorize any member of the Borough of Bradley Beach Planning Board/Zoning Board of Adjustment, any of said of Board's professionals or reviewing agencies of the Board to enter upon the property which is the subject matter of this application, during daylight hours, for limited purpose of viewing same to report and comment to the Board as to the pending application.

Date: _____

Signature of Property Owner

Escrow Agreement

I/we fully understand an "Escrow Account" will be established to cover the costs of the professional services which will include engineering, legal, planning, architectural, and any other expenses incurred in connection with the review of this application before the Board.

The amount of the Escrow Deposit will be determined by the Borough of Bradley Beach Ordinance Chapter 60. Land Use Procedures Section 60-29. Application fees and escrow requirements. Please see attached for details.

Any request for replenishment of escrow funds shall be due within fifteen [15] days of receipt of the request. If payment is not received within that time, applicant will be considered to be in default, and such default may jeopardize appearance before the Board and/or hold up of any and all pending approvals and building permits. Continued refusal will result in legal action against the property.

Also in accordance with N.J.S.A. 40:55D-53.1, all unused portion of the escrow account will be refunded upon written request from the applicant, and verification of completion by the board's professionals who reviewed the application.

By signature below, I/we acknowledge receipt of the Borough of Bradley Beach's Chapter 60. Land Use Procedures Section 60-29. Application fees and escrow requirements and agree to all conditions listed.

Name of Applicant: _____
[please print]

Property Address: _____ Block _____ Lot _____

Applicant's Name: _____
[Print Name] [Signature of Applicant]

Owner's Name: _____
[Print Name] [Signature of Owner]

Date: _____

Chapter 60. Land Use Procedures

Article III. Provisions Applicable to Planning Board and Zoning Board of Adjustment

§ 60-29. Application fees and escrow requirements.

[Amended 3-8-1977; 1-22-1985; 12-30-1988; 6-27-1989; 2-13-1990; Ord. No. 1999-14; 2-14-2006 by Ord. No. 2006-5]

A. Fees. The application fee for sketch plans and major and minor subdivisions and major and minor site plan applications for hearings before the Planning Board and Zoning Board of Adjustment shall be as follows. Application fee and escrow funds shall be used to reimburse professional fees, including meeting time, and additional administrative costs over and above attendance at meetings and routine administrative and office expense.

(1) Application fee. Each applicant for development within the Borough shall be responsible for the payment of a nonrefundable application fee as particularly set forth in the within subsection and incorporated herewith.

(2) Escrow fees. In addition to the payment of the nonrefundable application fee, each application must be accompanied by deposit of escrow funds to reimburse the Borough for the direct cost of professional services, including but not limited to engineering, planning, legal and other expenses incurred during the review of and the hearings on the within application.

[Amended 12-11-2007 by Ord. No. 2007-14]

(3) Schedule of application and escrow fees.

[Added 12-11-2007 by Ord. No. 2007-14]

Classification	Application Fee	Escrow Fee
Initial consultation and concept plan review	None	\$500
Initial fee escrow and completeness determination	None	\$500
Informal sketch subdivision plat or sketch site plan	\$200	\$500
Minor subdivision application	\$750	\$1,500
Plus Tax Map Revision	None	\$500
Preliminary Major Subdivision Application	\$1,000	\$2,500
Final Major Subdivision Application	\$400	\$1,500
Plus Tax Map Revision	None	\$200 per lot
Preliminary Major Site Plan Application	\$1,000	\$2,500

Classification	Application Fee	Escrow Fee
Final Major Site Plan Application	\$400	\$1,500
Plus Tax Map Revision for Condominiums	None	\$200 per unit
Amended Plan Approval Applications	½ Original Application Fee	\$500
Conditional Use Application	\$400	\$750
Bulk (c) variance application	\$125 each variance	\$750
Use (d) variance application	\$500	\$1,500
Completeness waiver request	\$100/each	\$500
Extension of time application	\$200	\$500
Appeals and requests for interpretation	\$200	\$500
Copies of transcripts and tapes	None	\$200
Decisions and resolutions	None	\$200
Resolution Compliance Review	None	\$750
Zoning Permit Requests	\$35	None
List of Property Owners	\$10	None
Publication of Final Decisions	\$35	None

- B. Additional fee for special meetings. Every applicant who requests and obtains a special meeting in connection with any application for development or appeal shall pay to the Borough of Bradley Beach an additional fee of \$750 and post an additional escrow as required and determined by the administrative officer of the Board upon consultation with Board professionals.
- C. Professional review fees. Every applicant shall be responsible for paying all costs and fees charged by the Board Engineer for reviewing any plats, plans and other documents submitted in connection with any application and the costs of the Board Attorney for the preparation of any resolutions, work on said applications, research and attendance at the Board meetings. Upon receipt of an application, the administrative officer shall contact the Board Engineer and obtain an estimate of the Engineer's costs and fees for reviewing the application and supporting documents. The administrative officer shall immediately notify the applicant of the estimate, and the applicant shall deposit the amount of the estimate with the administrative officer, provided that the estimate exceeds the amount set forth in this section. The administrative officer shall pay out of the moneys so deposited all bills submitted by the Board Engineer and Board Attorney in connection with the application. In the event the deposit exceeds the professional bills, the excess shall be returned to the applicant within 60 days after final action on the within application. In the event the professional bills exceed the deposit, the administrative officer shall immediately notify the applicant, who shall immediately deposit an additional sum sufficient to satisfy the excess.

- D. Engineering resolution compliance fee (post approval). Upon approval of an application by the appropriate Board, the Board Engineer shall, prior to signing of the plans by the Chairman and Secretary and prior to issuance of any building permits, review the application as approved and any revised plans and supplemental documents submitted by the applicant to verify that all conditions of approval have been met. Upon completion of all improvements and prior to issuance of a certificate of occupancy, the Board Engineer shall conduct a final inspection to verify all improvements have been constructed in compliance with the approved plans and that all conditions of approval have been met. After memorializing of the resolution of approval, the applicant shall deposit the sum of \$750 with the administrative officer in escrow to cover the Engineer's costs and fees necessary for resolution compliance review and approval. In the event the deposit exceeds the Engineer's bills, the excess shall be returned to the applicant within 60 days of compliance approval by the engineer. In the event the Engineer's bills exceed the deposit, the administrative officer shall immediately notify the applicant, who shall deposit an additional sum sufficient to cover the excess. [Amended 12-11-2007 by Ord. No. 2007-14]
- E. Additional review fees. Any additional fees incurred by the Board Engineer or Board Attorney relative to review of any documents, post approval, including but not limited to amendments to site plan, meetings before the Planning Board, review of any documents from the Monmouth County Planning Board or any additional municipal, county, state or federal agency, shall be billed to the applicant. The administrative officer shall pay out of the money so deposited all bills submitted by the Board Engineer or Board Attorney in connection with any subsequent review.
- F. Every applicant for development shall be responsible for paying all costs and fees incurred by the professional consultants retained by or on behalf of the Borough and/or its boards, commissions or agencies in reviewing, testifying and/or assisting the Borough in processing applications and/or assisting the Borough in the evaluation, planning and proper design of municipal services and facilities necessary to accommodate the present or anticipated needs of the proposed development.
- G. Upon the request of the applicant, in writing, the appropriate administrative officer of the respective Board shall provide the applicant with a detailed list of all charges and disbursements made from the applicant's escrow account.