

**BOROUGH OF BRADLEY BEACH  
LAND USE BOARD APPLICATION  
FOR USE VARIANCE AND/OR BULK VARIANCE(S)  
PHONE NUMBER 732 776-2999 EXT. 1017  
EMAIL: [KDickert@bradleybeachnj.gov](mailto: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Please note application fees are **NOT** refundable whether your application has been approved, denied, or withdrawn; however, any unused portion of your escrow deposit can be refunded once the project is complete.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.

**Land Use Board 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.

*If you have any questions or need clarification please feel free to contact, Ms. Kristie Dickert at the Board Office at 732-776-2999 Ext. 1017 or via e-mail at [KDickert@bradleybeachnj.gov](mailto:KDickert@bradleybeachnj.gov). E-mail is the best form of contact as Ms. Dickert is only in the office on Tuesday and Thursday afternoons beginning at 4:30 PM – BY APPOINTMENT ONLY.*

**LAND USE BOARD**  
**APPLICATION FOR USE VARIANCE AND/OR BULK VARIANCE(S)**

**Information on Subject Property:**

1. Property address: \_\_\_\_\_

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone: \_\_\_\_\_

2. Does the Applicant own adjoining property?  YES  NO

If answer to foregoing is yes, describe location and size of adjoining property: \_\_\_\_\_

\_\_\_\_\_

3. An application is hereby made for a variance(s) from the terms of Article(s) and Section(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Justification/Reasons why each variance should be granted [attach forms as necessary]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. If conditional use is required/requested with this application, detail conformance/deviation from the requirements of the zoning ordinance [attach forms as necessary].

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Information:**

6. Name of applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address: \_\_\_\_\_

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):

\_\_\_\_\_

8. Name of present owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address: \_\_\_\_\_

9. Contact Person: \_\_\_\_\_

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): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address: \_\_\_\_\_

11. Name of applicant's Engineer (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address: \_\_\_\_\_

12. Name of applicant's Planner (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address: \_\_\_\_\_

13. Name of applicant's Surveyor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address: \_\_\_\_\_

14. Name of applicant's Architect (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address: \_\_\_\_\_

15. Name of applicant's Other Professional (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_

**Detail Property Information:**

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

<b>PRINCIPAL USE:</b>	<b>Required and/or Permitted</b>	<b>Existing</b>	<b>Proposed</b>
<i>Minimum lot area</i>			
<i>Minimum lot width</i>			
<i>Minimum lot depth</i>			
<i>Minimum lot frontage</i>			
<i>Minimum front yard setback</i>			
<i>Minimum rear yard setback</i>			
<i>Minimum side yard setback</i>			
<i>Maximum percent building coverage</i>			
<i>Maximum percent lot coverage</i>			
<i>Maximum number of stories</i>			
<i>Maximum building height (in feet)</i>			
<i>Square footage of principal structure</i>			
<i>Off-street parking spaces</i>			
<i>Prevailing Setback of adjacent buildings within the block/within 200 ft.</i>			
<b>ACCESSORY USE/STRUCTURE:</b>	<b>Required and/or Permitted</b>	<b>Existing</b>	<b>Proposed</b>
<i>Minimum front yard setback</i>			
<i>Minimum rear yard setback</i>			
<i>Minimum side yard setback</i>			
<i>Minimum combined side yard setback</i>			
<i>Maximum percent building coverage</i>			
<i>Maximum percent lot coverage</i>			
<i>Maximum number of stories</i>			
<i>Maximum building height (in feet)</i>			
<i>Square footage of accessory structure</i>			
<i>Distance between principal &amp; accessory structure</i>			
<b><i>Existing use or uses on the lot:</i></b>			
<b><i>Proposed use or uses on the lot:</i></b>			
<b><i>Is the property located in a special flood hazard area?</i></b>			

**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: \_\_\_\_\_

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/Zoning Board/Land Use Board involving these premises? Yes  No  Unknown

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:  YES  NO

22. Are any easements or special covenants by deed involved with this application?  
 YES (If yes, attach copy)  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 LAND USE BOARD

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 LAND USE BOARD 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 LAND USE BOARD 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 Land Use Board, 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.

LAND DEVELOPMENT

270 Attachment 1

**APPENDIX A**  
**Borough of Bradley Beach**

**Application Checklist and Documents Required To Be Submitted**  
**[Amended 7-23-2019 by Ord. No. 2019-18]**

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A
						Prelim	Final	Prelim.	Final		
<b>A. Application Form</b> (5 copies of completeness) (20 copies for review)		X	X	X	X	X	X	X	X		
<b>B. Project Plat Information</b> (5 copies of completeness) (20 copies for review)											
1. Name, telephone # and address of owner and applicant.		X	X	X	X	X	X	X	X		
2. Notarized signature/affidavit of ownership If applicant is not the owner, state applicant's interest in the plan.		X	X	X	X	X	X	X	X		
3. Name, signature, license number, seal, address, telephone #, and fax # of the professional engineer, land surveyor, architect, planner, and/or certified landscape architect, as applicable, involved in preparation of the plan.		X	X	X	X	X	X	X	X		

BRADLEY BEACH CODE

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A
						Prelim	Final	Prelim.	Final		
4.	Title block denoting type of application, tax map sheet, county, name of the municipality, block and lot, and street location.	X	X	X	X	X	X	X	X		
5.	Key map at specified scale showing location of surrounding properties, streets, easements, municipal boundaries, etc. within 500 feet of the property.	X	X	X	X	X	X	X	X		
6.	North arrow and scale for key map and plat. Scale to include bar graph depicting both feet and meters.	X	X	X	X	X	X	X	X		
7.	Schedule of required zoning district Requirements, including, lot area, density, FAR, lot width, depth, yard, setbacks, building and impervious coverage, parking.	X	X	X	X	X	X	X	X		
8.	Signature and date blocks for Board Chairman, Secretary and Engineer.			X	X	X	X	X	X		
9.	Proof that tax payments are current.	X	X	X	X	X	X	X	X		
10.	Certification blocks required by the Map Filing Law.			X			X				
11.	Monumentation as specified by the Map Filing Law and required by the Borough Engineer.			X			X				

LAND DEVELOPMENT

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A
						Prelim	Final	Prelim.	Final		
12.	Date of current property survey, name of reference plat and name and license number of New Jersey professional land surveyor.	X		X	X	X	X	X	X		
13.	Plans to a scale of not less than 1"=30' and not larger than 1"= 10' on one of the following standard sheet sizes: 8 1/2 " x 14", 11" x 17", 24" x 36", or 30" x 42".	X	X	X	X	X	X	X	X		
14.	Metes and bounds description showing dimensions, bearing of original and proposed lots.			X	X	X	X	X	X		
15.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all center lines and right-of-way lines on streets.			X	X	X	X	X	X		
16.	Acreage of tract to the nearest tenth of a square foot and thousandth of an acre.	X	X	X	X	X	X	X	X		
17.	Date and number of original plan preparation and of each subsequent revision. Include a brief narrative of each revision.	X		X	X	X	X	X	X		

BRADLEY BEACH CODE

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A
						Prelim	Final	Prelim.	Final		
18.	Size and location of all existing and proposed structures with all setbacks and length measurement of perimeter building walls dimensioned.	X	X	X	X	X	X	X	X		
19.	Size and location of all existing structures within 200 feet of the site boundaries. (General use for sketch plan)		X	X	X	X	X	X	X		
20.	Tax lot and block numbers of existing lots. The final plat shall show block and lot numbers, street names and addresses (numbers) as approved by the Borough Assessor and Engineer.			X	X	X	X	X	X		
21.	Proposed lot lines and area of proposed lots in square feet.		X	X		X	X				
22.	Any existing or proposed easement or land reserved or dedicated for public use.	X	X	X	X	X	X	X	X		
23.	Property owners within 200 feet of the property. (From the most recent Borough tax records).	X	X	X	X	X	X	X	X		
24.	Location of slopes of 15% or greater, streams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the property. (Note: Variance applications need only show on-site)	X		X	X	X	X	X	X		



LAND DEVELOPMENT

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A
						Prelim	Final	Prelim.	Final		
25.	List of required or requested variances.	X		X	X	X	X	X	X		
26.	List of requested design exceptions.	X	X	X	X	X	X	X	X		
27.	Phasing plan as applicable to include: a. Circulation plan, including signage separating construction traffic from that generated by the intended use of site. b. Timetable and phasing sequence.					X	X	X	X		
28.	Preliminary architectural floor plans and building elevations.	X	X		X			X	X		
29.	Site identification signs, traffic control signs, and identification signs.				X	X	X	X	X		
30.	Sight triangles.			X	X		X	X	X		
31.	Proposed street names if and where a new street is proposed.					X	X	X	X		
32.	Parking plan showing spaces with size and type, aisle widths, curb cuts, drives, driveways, and all ingress and egress points, areas, dimensions and the number of spaces required by ordinance and the number of spaces provided.			X	X			X	X		
33.	Number of employees, total and maximum per shift.				X			X	X		

BRADLEY BEACH CODE

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted		
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A	
						Prelim	Final	Prelim.	Final			
34.	Solid waste management and recycling plan showing dumpster location and provisions for waste and recyclables.											
35.	Size and location of all existing and proposed streets (general location for sketch plan).	X	X	X	X	X	X	X	X			
36.	Existing and proposed grades and other topographic features of the property and for a minimum distance of 50 feet beyond the property lines. Contours shall be at one-foot intervals with spot elevations at critical points.			X	X							
37.	Topographical features of the property from county aerial map.		X									
38.	Boundary, limit, nature and extent of wooded areas, specimen trees and other significant physical features	X	X	X	X	X	X	X	X			
39.	Existing system of drainage of the property and any larger tract or basin of which it is a part.					X	X	X	X			
40.	Pre and post drainage area maps.					X	X	X	X			
41.	Pre and post drainage calculations.					X	X	X	X			

LAND DEVELOPMENT

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A
						Prelim	Final	Prelim.	Final		
	42. Percolation tests and soil logs where retention basin, or groundwater recharge is proposed or required.			X	X	X	X	X	X		
	43. Existing rights-of-way and easements within 200 feet of the tract.		X	X	X	X	X	X	X		
	44. Number of lots following subdivision and acreage if over one acre, or square feet if less than one acre.	X	X	X	X	X	X	X	X		
	47. Indication of existing utilities.		X								
	48. Copy of plat and plans on a 3.5" diskette or CD in a.dxf file format if the plat or plans are drawn in AutoCAD format.						X		X		
	49. Two copies of the final map as filed with the Borough Tax Assessor and Engineer.						X		X		
<b>C. Construction Plans</b>											
	1. Site layout showing all roadways, circulation patterns, curbs, sidewalks buffers, structures, open space, recreation etc., as applicable.				X	X	X	X	X		
	2. Grading and utility plan to include as applicable:				X	X	X	X	X		

BRADLEY BEACH CODE

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A
						Prelim	Final	Prelim.	Final		
	a. Existing and proposed grades and other topographic features of the property and for a min. distance of 50 feet beyond the property lines. Contours shall be at 1-foot intervals with spot elevations at critical points. b. Elevations of existing and proposed structures. c. Location and invert elevation of existing and proposed drainage structures. d. Location of all streams, ponds, lakes and wetland areas. e. Locations of existing and proposed utilities, including depth of structures, manholes, valves, services, etc.										
3.	a. Typical cross sections and center line profiles of all proposed streets and driveways, including utilities and stormwater facilities.  b. Final center line profiles for all new streets and driveways, showing existing grades, proposed grades, stationing and proposed elevations of all proposed vertical curves, stationing and proposed elevations at intersection of all utility and stormwater lines.					X		X			
							X		X		

LAND DEVELOPMENT

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A
						Prelim	Final	Prelim.	Final		
4.	Landscaping plan to include: a. Location of existing vegetation including all shade trees six-inch caliper and greater measured at 5 feet above ground level and all ornamental trees four-inch caliper or greater measured at 1 foot above ground level and the limits of clearing. b. Proposed buffer areas and method of protection during construction. c. Proposed landscaped areas. d. Number, size, species and location of proposed plantings, including street trees. e. Details for method of planting, including optimum planting season.				X	X	X	X	X		
5.	Soil erosion and sediment control plan prepared in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey and the requirements of Chapter 188, Soil and Land Conservation.				X	X	X	X	X		
6.	Lighting plan to include: a. Location and height of proposed Fixtures. b. Detail for construction of fixture.				X	X	X	X	X		

BRADLEY BEACH CODE

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A
						Prelim	Final	Prelim.	Final		
7.	All required standard Borough construction details for all improvements, including: a. Roadways b. Curb c. Sidewalk d. Driveway aprons e. Drainage inlets f. Pipe bedding g. Outfalls h. Manholes i. Gutters j. Plantings k. Soil erosion & sediment control struct. l. Parking lots m. Water services, fire hydrants, and valves.				X	X	X	X	X		
<b>D. Supplementary Documents</b>											
1.	List all federal, state, county, regional and/or municipal approval or permits required.	X		X	X	X	X	X	X		
2.	Copies of any existing or proposed deed restrictions or covenants.	X		X	X	X	X	X	X		
3.	Copies of by laws for condominium applications.						X		X		
4.	Freshwater wetlands letter of interpretation for the project area.			X	X	X	X	X	X		

LAND DEVELOPMENT

No.	Description	Variance Applic.	Sketch Plan	Minor Application		Major Application				Submitted	
				Subdivision	Site Plan	Subdivision		Site Plan		<input checked="" type="checkbox"/>	N/A
						Prelim	Final	Prelim.	Final		
5.	Performance guaranties.			X	X		X		X		
6.	Executed developers agreement.						X		X		
7.	Disclosure statement. (See N.J.S.A. 40:55D-48.1 et seq.)	X	X	X		X	X	X	X		
8.	Statement from utility companies as to serviceability of the site.			X	X	X	X	X	X		
9.	Stormwater management calculations.					X	X	X	X		
10.	Payment of all applicable fees and posting of required escrows.	X	X	X	X	X	X	X	X		
11.	Statement of environmental impact and assessment (SEIA).					X		X			
12.	Number of witnesses if any and their area of expertise.	X	X	X	X	X	X	X	X		
13.	A plan providing for alternate safe circulation for pedestrians and vehicles during construction	X	X	X	X	X	X	X	X		