

BOROUGH OF MANTOLOKING
JOINT PLANNING BOARD - BOARD OF ADJUSTMENT
202 DOWNER AVE. PO BOX 247
MANTOLOKING, NEW JERSEY 08738

TELEPHONE (732) 475-6983

APPLICATION FORM

The application, with supporting documentation, must be filed with the Secretary of the Board at the above address or hand delivered to the Board staff on the second floor of the Municipal Building.

Date filed: _____	(to be completed by staff only)
Application fees: \$ <u>850.00</u>	Application number _____
Hearing scheduled for: _____	Escrow deposit: \$ <u>1,500.00</u>
Review for completeness _____	

(The following is to be completed by the Applicant)

1. SUBJECT PROPERTY:

Location: (Street address): _____
Tax Map Page: _____ Block _____ Lot (s): _____
Dimensions: Frontage _____ Depth _____ Total Area _____
Zoning District: _____

2. APPLICANT:

Name (s): _____
Address (es): _____
Telephone Number (s): _____
Applicant is a: Corporation [] Partnership [] Individual (s) [] Other (explain) [_____]

3. DISCLOSURE STATEMENT:

List of names and addresses of all stockholders or individual partners owning at least 10% of stock of any class or at least 10% of the interest in the partnership or corporation, as the case may be. See New Jersey Statutes Annotated 40:55D-48.1 et seq (Laws of 1977, c. 336, sec. 1 et seq, effective January 24, 1978, and as amended or supplemented). [Applies to certain multiple lot subdivisions, multiple dwelling developments and commercial developments]

4. If Owner is other than applicant, provide the following information regarding the Owner(s):

Owner's Name(s): _____
Address (es): _____
Telephone Number (s): _____

5. PROPERTY INFORMATION :

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:
Yes (attach copies) _____ No _____ Proposed _____

6. Applicant's Attorney : _____
Address: _____
Telephone and facsimile numbers: _____
e-mail address: _____

7. Applicant's Architect: _____
Address: _____
Telephone and facsimile numbers: _____
e-mail address: _____

8. Applicant's Engineer: _____
Address: _____
Telephone and facsimile numbers: _____
e-mail address: _____

9. Applicant's Planning Consultant: _____
Address: _____
Telephone and facsimile numbers: _____
e-mail address: _____

10. List any other expert(s) who will submit a report or who will testify for the Applicant, together with address, telephone, facsimile numbers, e-mail address, and field of expertise:

11. The application presents a request for the following: [complete all that apply]

SUBDIVISION:

_____ Minor Subdivision Approval
_____ Subdivision Approval [Preliminary]
_____ Subdivision Approval [Final]
Number of lots (including remainder lot) to be created _____
Number of proposed dwelling units _____ (if applicable).

SITE PLAN:

_____ Minor Site Plan Approval
_____ Preliminary Site Plan Approval [Phases (if applicable) _____]
_____ Final Site Plan Approval [Phases (if applicable) _____]
_____ Amendment or Revision to an Approved Site Plan
Area to be disturbed (square feet) _____
Total number of proposed dwelling units _____
_____ Request for waiver from Site Plan Review and Approval

REASON(S) FOR REQUEST :

_____ Informal Review
_____ Appeal decision of an administrative Officer [N.J.S.A. 40:55D-70a., or 40:55D-72a.]
_____ Map or Ordinance Interpretation or Special Questions [N.J.S.A. 40:55D-70b.]
_____ Variance Relief (hardship) [N.J.S.A. 40:55D-70c (1)(a), (b), or (c).]
_____ Variance Relief (substantial benefits deviation) [N.J.S.A. 40:55D-70c (2).]
_____ Variance Relief (Special Reasons) [N.J.S.A. 40:55D-70d.]
_____ Other Relief (set forth statutory citations) _____

12. SECTION(S) OF ORDINANCE FROM WHICH A VARIANCE IS REQUESTED: _____

13. WAIVERS REQUESTED FROM DEVELOPMENT STANDARDS AND/OR SUBMISSION REQUIREMENTS
[attach additional pages as needed] _____

14. Explain in detail the exact nature of the application and the changes to be made at the premises,
including the proposed use of the premises:

_____ [attach additional pages as
needed].

15. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and
block numbers? _____.

16. Are any off-tract improvements required or proposed? _____.

17. Is the subdivision to be filed by Deed or Plat? _____.

18. What form of security does the applicant propose to provide as performance and maintenance
guarantees? _____

19. Other approvals which may be required and date plans have been or will be submitted:

	YES	NO	Date Plans Submitted
Other Mantoloking Borough Authority (e.g. Dune Inspector)?	_____	_____	_____
New Jersey Department of Environmental Protection and Energy?	_____	_____	_____
Waterfront Development Permit?	_____	_____	_____
Other? (Specify) _____	_____	_____	_____
New Jersey Department of Transportation?	_____	_____	_____
Ocean County Planning Board?	_____	_____	_____
Ocean County Health Department?	_____	_____	_____
Ocean County Soil Conservation District?	_____	_____	_____
New Jersey American Water Company?	_____	_____	_____
New Jersey Natural Gas Company?	_____	_____	_____
GPU Energy (or other power supplier)?	_____	_____	_____
Verizon (or other local telephone company)?	_____	_____	_____
Comcast (or other cable TV company)?	_____	_____	_____
Other(s) [specify] _____	_____	_____	_____

20. Applicant's statement of the status of taxes due on the property: _____
_____.

21. List of Maps, Reports and other materials accompanying the application:

_____ (attach additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver the original and 18 copies of the application form and all supporting documents to the Secretary of the Joint Planning Board/Board of Adjustment at the Borough of Mantoloking, Borough Hall, in order that the members of the Board and the Borough's Professionals may have copies at least 15 business days prior to the meeting at which the application is to be considered, otherwise said application will be deemed incomplete and a Certificate of Completeness will not be issued. A copy of the Notice to appear in an official newspaper of the Borough shall also be attached, along with a copy of the Denial notice received from the Land Use Officer.

22. The Applicant hereby requests that copies of the reports of the professional staff of the Board reviewing the application be provided to the following of the Applicant's professionals: _____

CERTIFICATIONS

23. I CERTIFY THAT THE FOREGOING STATEMENTS AND MATERIALS SUBMITTED ARE TRUE. I FURTHER CERTIFY THAT I AM THE INDIVIDUAL APPLICANT OR THAT I AM AN OFFICER OF THE CORPORATE APPLICANT AND THAT I AM AUTHORIZED TO SIGN THE APPLICATION FOR THE CORPORATION, OR THAT I AM A GENERAL PARTNER OF THE PARTNERSHIP APPLICANT.

Sworn to and subscribed before me this _____ day of _____, 20__.

NOTARY PUBLIC (or other authority)

SIGNATURE OF APPLICANT (please type or legibly print name here): _____

24. I CERTIFY THAT I AM THE OWNER OF THE PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION, THAT I HAVE AUTHORIZED THE APPLICANT TO MAKE THIS APPLICATION AND THAT I AGREE TO BE BOUND BY THE APPLICATION, THE REPRESENTATIONS MADE AND THE DECISION IN THE SAME MANNER AS IF I WERE THE APPLICANT.

Sworn to and subscribed before me this _____ day of _____, 20__.

NOTARY PUBLIC (or other authority)

SIGNATURE OF OWNER (please type or legibly print name here): _____

25. I understand the sum of \$ _____ has been deposited in an escrow account. In accordance with the Ordinances of the Borough of Mantoloking, I further understand that the escrow account is established to cover the cost of professional services including legal, engineering, planning and other expenses associated with the review of the submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days of receipt of notification.

Dated: _____, 20__.

SIGNATURE OF OWNER (please type or print name here): _____

26. I hereby grant permission to allow Board Members and Official Borough Representatives to enter upon the property for purposes of inspecting the structure and/or area of the property which is the subject of this application. This permission does not include the entering of any structure, unless pre-arrangements have been made whereby I, or my designated representative, would accompany the Board Member or Borough Representative during such inside inspection.

Dated: _____, 20__

SIGNATURE OF OWNER (please type or print name here): _____

BOROUGH OF MANTOLOKING PROFESSIONAL STAFF

LAND USE BOARD ENGINEER: Lawrence Plevier, P.E., PHONE 732-780-6565

ZONING OFFICER: Darren Terrizzi Phone: 732-475-6983 ext. 310

**PLANNING BOARD/BOARD OF ADJUSTMENT ATTORNEY:
Joseph Coronato Sr.
PHONE: 732-240-4600**

PROCEDURAL GUIDELINES

The following is provided for guidance only. The applicant, or professional representative(s) of the applicant must familiarize themselves with the provisions of the Municipal Land Use Law of the State of New Jersey, together with all notice requirements therein, and the Borough of Mantoloking Ordinances, such as, but not limited to, the Land Use Ordinance, and the Dune Ordinance.

1. Submit a written request to the Tax Assessor with the appropriate request form for a certified list of property owners within two hundred (200) feet in all directions of the property accompanied with a \$10 fee.
2. Submit a written request to the Municipal Tax Collector requesting all taxes are current.
3. Submit formal application together with appropriate scheduled fee(s) and escrow deposit(s).
4. At least ten (10) days prior to the scheduled hearing date: publish Notice in the Asbury Park Press or the Ocean Star; notify by Certified Mail, Return Receipt Requested, all property owners within 200 feet of subject property, and other entities as may be required to be notified, pursuant to law, e.g. adjoining Municipalities, property owners in said adjoining municipalities within 200 feet of subject property, etc.
5. The notice to property owners and others shall contain at least the following: (a) Date, time and place of hearing; (b) nature of matter(s) and relief sought; (c) Identification of property proposed for variance(s) or other approval(s) by lot and block number and street address; (d) the section(s) of the Land Use Ordinance from which a variance or other relief is requested; (e) the location and times at which maps and other documents are to be available for public inspection.
6. An affidavit of publication from the designated newspaper; a copy of the notice served on property owners and others; the certified mail receipts, if received, and copies of the deposit tickets with the postal service date-stamped thereon, must be submitted to the Secretary of the Joint Planning Board/Board of Adjustment at least three (3) business days prior to the scheduled hearing date.
7. If an individual other than an Attorney at Law of New Jersey is representing the applicant, a Power of Attorney must be filed with the Secretary of the Board at least five (5) business days prior to the scheduled hearing date. The applicant is cautioned against persons practicing law when they are not authorized to do so.
8. Applicant shall provide a current survey of the property, which is the subject of the application by a licensed surveyor showing the location of existing and proposed structures.
9. It is strongly recommended that the services of a professional architect be retained to prepare any plans which are to be submitted.

EMERGENCY PROCEDURES IN RESPONSE TO FIRE ALARM

Historically many members of the Board have also been members of the Mantoloking Fire Company. As a result, the following procedures will be followed in the event the fire alarm goes off while the Board is in session.

- All fire company members will respond to the alarm as quickly as possible and the Chairman will declare a 15 minute recess.
- One member of the fire company will be designated to determine the nature and severity of the call and let the Board know how many members will be required to respond to the fire.
- The Chairman and the remaining Board members will evaluate how the foregoing will affect the proceedings under review and determine if a continuance of the meeting would be in order.

BOROUGH OF MANTOLOKING
JOINT PLANNING BOARD – BOARD OF ADJUSTMENT
APPLICATION FOR VARIANCE
DOCUMENTATION REQUIRED
(MINIMUM)

1. Application Form, completely filled in with all signatures and raised seals, one (1) original and eighteen (18) copies, all sealed.
2. Property Survey Map, current to within one (1) year prior to date of application, depicting actual improvements on property and outbound survey data, eighteen (18) copies, all sealed.
3. Flood Elevation Certificate for existing building. See the Borough Flood Damage Prevention Ordinance, # 452.
4. Certification by the Municipal Tax Collector that all taxes relating to the subject property have been paid.
5. Certification by the Applicant's Attorney that the applicant is the owner of the lot in question and for which development approval is being sought.
6. Eighteen (18) copies of plans and any other documents Applicant intends to present at the public hearing, in support of the application.
 - **Plan shall include a Zoning Schedule which identifies the Bulk standards, in table form, under the headings "Required, Existing, and "proposed", and under a "Remarks" column, identify if proposed condition complies, or requires a variance, or was a pre-existing condition.**
 - **The area of the structure or property for which the variance (s) sought shall be clearly identified on the plan by shading, cross-hatching, or other plan preparation technique so as to make it totally clear as to where on the property the variance would occur.**
 - **The plan shall include an index map on which all properties within 200 feet of the property in question are identified, and the certified property owners list received from the Tax Assessor shall be included on the plan as well.**
7. Application Fees, Escrow Fees.
8. A copy of the Notice to appear in an official newspaper of the Borough shall also be attached.
9. A copy of the Denial notice received from the Land Use Officer.