

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

TELEPHONE (732) 475-6983

FAX # (732) 475-7601

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 number _____
Application fees: \$ _____		Escrow deposit: \$ _____
Scheduled for: _____	Review for completeness _____	Hearing _____

(The following is to be completed by the Applicant)

1. SUBJECT PROPERTY:

Location: (Street address): _____ Block _____ Lot (s): _____
Tax Map Page: _____
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?

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 15 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

ENGINEER: Lawrence Plevier, P.E., PHONE 732-780-6565 FAX: 732-577-0551

LAND USE & ZONING OFFICER: Colleen Malvasio, 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.

FORM NO. 4

NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.

TOWNSHIP OF _____

ZONING BOARD OF ADJUSTMENT

NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: _____ OWNER OF PREMISES _____

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Board of Adjustment of the Township of _____ for a _____ variance from the requirements of the Zoning Ordinance so as to permit _____

on the premises at _____ and designated as Lot _____ Block _____ on the Township Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

A public hearing has been set down for _____, 20_____, _____ P.M., in the Municipal Building, _____, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

The following described maps and papers are on file in the office of the Municipal Clerk and are available for inspection.

(Here insert description of documents).

This notice is sent to you by the applicant, by order of the Board of Adjustment.

Respectfully,

(Applicant)

FORM NO. 5

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

TOWNSHIP OF _____
ZONING BOARD OF ADJUSTMENT

TAKE NOTICE that on the _____ day of _____, 20_____, at _____ o'clock p.m., a hearing will be held before the _____ Township Zoning Board of Adjustment at the Municipal Building, _____ St., _____ New Jersey on the appeal or application of the undersigned for a variance or other relief so as to permit _____

on the premises located at _____

and designated as Block _____ Lot _____ on the _____ Township Tax Map.

The following described maps and papers are on file in the office of the Municipal Clerk and are available for inspection.

(Here insert description of documents).

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.

(Name of Applicant)

Publication Date: _____

FORM NO. 6

CONSENT TO CONTINUANCE OF HEARING

The undersigned, applicant in the matter pending before the () Planning Board () Zoning Board of Adjustment, bearing Docket Number _____, hereby consents to the continuance of the hearing in said matter to _____ at _____ o'clock P.M. If at said time and place a quorum of the Board is not present, said matter shall be further continued to the next succeeding regularly scheduled meeting of said Board.

(Applicant or Attorney)

Dated: _____)

FORM NO. 7

AFFIDAVIT OF SERVICE

State of New Jersey:

County of _____ : s

_____ of full age, being duly sworn according to law, on his oath deposes and says that he resides at _____ in the [municipality] _____ of _____ County of _____, and State of _____ and that he did on _____ 20 _____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by appeal number _____ located at _____.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon:

(Check if applicable)

- () 1. The Clerk of the [municipality] of _____
- () 2. County Planning Board
- () 3. The Director of the Division of State and Regional Planning
- () 4. The Department of Transportation
- () 5. The Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked "Exhibit A."

Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C."

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit D."

(Signature of Applicant)

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

*For notice requirements, see N.J.S. 40:55D-12.