

Beach Haven Land Use Board

CHECKLIST

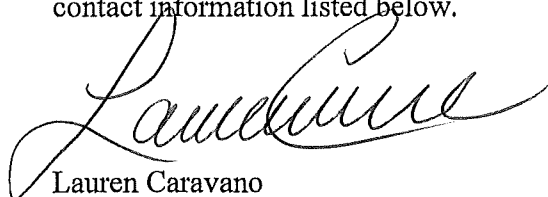
Application shall be submitted to the Land Use Board Secretary no less than twenty-one (21) calendar days prior to the requested meeting date. An application shall not be considered until all the documents listed below have been submitted.

1. _____ Completed original application including all supporting documents separated into six (6) individual packets.
2. _____ A PDF electronic version of the completed application emailed to lubsecretary@beachhaven-nj.gov
3. _____ Fees: Application and Escrow free, in two separate checks made payable to the Borough of Beach Haven (see below for fee schedule)
 - A. Subdivision Fees (90-1): <https://ecode360.com/8937882>
 - B. Site-Plan Fees (90-2): <https://ecode360.com/8937883>
 - C. Hold-over Fees (90-3): <https://ecode360.com/8937884>
 - D. Variance Fees (90-4): <https://ecode360.com/8937885>

The following must be in 10 calendar days prior to hearing date:

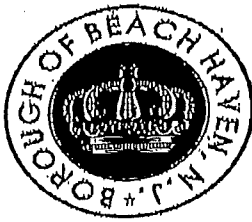
4. _____ Certified list of property owner within 200 feet of subject property from the Tax Collector's Office
5. _____ Certified mail receipts showing postal date stamp from letters sent to property owners
6. _____ Certification in writing from the Tax Collector that all taxes are paid in full for the current quarter.
7. _____ Original Affidavit of Proof of Service
8. _____ Original Affidavit of Publication to Newspaper
9. _____ Original Notice to Property Owners
10. _____ Original Affidavit of Ownership by Business Entity
11. _____ Original Affidavit of Ownership by an Individual
12. _____ One (1) copy of this Checklist
13. _____ Other Reports per Submission Checklist

Should you have any further questions, please feel free to contact me, Colleen McNally, at the contact information listed below.



Lauren Caravano
Land Use Board Secretary

609-492-0111 ext. 213
lubsecretary@beachhaven-nj.gov



LAND USE DEVELOPMENT APPLICATION

300 Engleside Avenue
Beach Haven, New Jersey 08008
609.492.0111

TO BE COMPLETED BY BOROUGH STAFF ONLY

Date Filed: _____	Docket #: _____
Application Fee: _____	Escrow Deposit: _____
Technical Review: _____	Hearing Date: _____

1. SUBJECT PROPERTY: (TO BE COMPLETED BY APPLICANT)

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

2. APPLICANT:

Name: _____
Address: _____
Phone Number: Local #: _____ Cell #: _____
Work #: _____ Fax #: _____
Email Address: _____
Applicant is: Corporation _____ Partnership _____ Individual _____
Other (Please Specify) _____

3. DISCLOSURE STATEMENT:

Pursuant to N.J.S. 40:550-48.1, the names and address of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:550-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed (Attach pages as necessary to fully comply.)

Name: _____ Address: _____ Interest: _____
Name: _____ Address: _____ Interest: _____

** APPLICANT IS RESPONSIBLE FOR PAYMENT OF ALL PROFESSIONAL REVIEW FEES, INCLUDING THE ENGINEER AND ATTORNEY. ALL ENGINEERING AND LEGAL FEES MUST BE PAID BEFORE CONSTRUCTION OR ZONING PERMITS CAN BE ISSUED. **

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

Owners Name: _____
Address: _____
Phone Number: Local #: _____ Cell #: _____
Work #: _____ Fax #: _____
Email Address: _____
Relationship of the applicant to the property in question:
Owner: _____ Lessee: _____ Purchaser Under Contract: _____ Other: _____

5. PROPERTY INFORMATION:

Deed restrictions, covenants, easements, rights of way, association by-laws, or other dedication existing or other dedication existing or proposed on the property:

Yes (attach copies) _____ No _____ Proposed _____
Note: All Deed Restrictions Covenants, Easements, Rights of Ways, Association By-Laws, or other dedications existing and proposed must be submitted for review.

Site Plan and/or conditional use applicants:

Proposal for: New structure _____ Expanded area _____ Alteration _____
Expansion of structure _____ Change of Use _____ Sign _____
Other (please specify) _____

Has this property been the subject of any prior application(s) to the Planning Board or Zoning Board of Adjustment? Yes _____ No _____
If yes, please attach the date(s), the relief sought, the disposition of the case and a copy of the Resolution(s).

Is the subject property located on?

A County Road: Yes _____ No _____ A State Road: Yes _____ No _____
Within 200 feet of a Municipal boundary: Yes _____ No _____

Present use of the premises: _____

6. Applicant's Attorney: _____

Address: _____
Phone #: _____ Fax #: _____ Email: _____

7. Applicant's Engineer: _____

Address: _____
Phone #: _____ Fax #: _____ Email: _____

8. Applicant's Planning Consultant: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

9. Applicant's Architect: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

10. List any other Expert who will submit a report or testify for the Applicant: (attach additional sheets if necessary)

Name: _____

Field of Expertise: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

11. Application Represents a Request for the Following:

SUBDIVISION:

_____ Minor Subdivision Approval

_____ Subdivision Approval ~ Preliminary

_____ Subdivision Approval ~ Final

Number of Lots to be created _____ Number of Proposed Dwelling Units (if applicable) _____

Area and Dimension of each proposed lot: _____

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 dwelling units: _____

_____ Request for Waiver from Site Plan Review and Approval

Reason for Request: _____

_____ Informal Review

_____ Appeal Decision of an Administrative Officer {NJS 40:55D-70A}

_____ Map or Ordinance Interpretation or Special Question {N.J.S. 40:55D-70B}

_____ Variance Relief (Hardship) {N.J.S. 40: 55D 70C (1)}

_____ Variance Relief (Substantial Benefit) {N.J.S. 40: 55D-70C (2)}

_____ Variance Relief (OSE) {N.J.S. 40 :55D-70D}

_____ Conditional Use Approval {N.J.S. 4Q: SSD-67}

_____ Direct Issuance of a Permit for a Structure in Bed of a Mapped Street, Public Drainage Way or a Flood Control Basin {N.J. S. 4Q: 55D-34}

_____ Direct Issuance of a Permit for a Lot Lacking Street Frontage {N.J. S. 40: 55D-35}

12. Section(s) of Ordinance from which a variance is requested:

13. Waivers Requested of Development Standards and/or Submission Requirements (attach additional pages as needed);

14. Attach a copy of the proposed notice to appear in the Official Newspaper in the Municipality and to be mailed to the owners of all real property as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. **THE NOTICE MUST SPECIFY THE SECTIONS OF THE ORDINANCE FROM WHICH RELIEF IS SOUGHT (if applicable).**

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing

15. An Affidavit of Service on all property owners and a Proof of Publications must be filed before the Application will be complete and the hearing can proceed.

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 pages as needed);

- 16. Is a public water line available? _____
- 17. Is public sanitary sewer available? _____
- 18. Does the application propose any lighting? _____
- 19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate Block and Lot number? _____
- 20. Are any off-tract improvements required? _____
- 21. Is the Subdivision to be filed by Deed or Plat? _____
- 22. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____
- 23. Other approvals which may be required and date plans submitted:

	YES	NO	DATE PLANS SUBMITTED
Local Fire Prevention	_____	_____	_____
Beach Haven Water Dept	_____	_____	_____
Beach Haven Sewerage Authority	_____	_____	_____
Beach Haven Public Works Dept.	_____	_____	_____
Long Beach Island Health Dept.	_____	_____	_____
Ocean County Planning Board	_____	_____	_____
Ocean County Soil Conservation Dept.	_____	_____	_____
NJ Dept. Environmental Protection	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____

	YES	NO	DATE PLANS SUBMITTED
_____ Tidal Wetlands Permit	_____	_____	_____
_____ F.E.M.A.	_____	_____	_____
_____ NJ Dept. of Transportation	_____	_____	_____
_____ Atlantic City Electric	_____	_____	_____
_____ NJ Natural Gas	_____	_____	_____
_____ Other _____	_____	_____	_____
_____ Other _____	_____	_____	_____

24. Certification from the Tax collector that all taxes due on the subject property have been paid. _____

25. List of Maps, Reports and other Materials accompanying the application (attach additional pages as required for complete listing)

The documentation must be received by the Board Secretary at least twenty-one (21) days prior to the meeting at which the application is to be considered. A list of the Professional Consultants is attached to the application form

<u>Quantity</u>	<u>Description of Item</u>
_____	_____
_____	_____
_____	_____

26. The applicant hereby requests that copies of the reports of the professional staff reviewing the application provided to the following of the applicant's professionals:
Specify which reports are requested for each of the applicant's professionals or whether ALL reports should be submitted to the professionals listed.

<u>Applicant's Professional</u>	<u>Reports Requested</u>
_____ Attorney	_____
_____ Engineer	_____
_____ _____	_____
_____ _____	_____

27. Check Lists Used:

Schedule A	_____ Yes	_____ No
Schedule B	_____ Yes	_____ No
Schedule C	_____ Yes	_____ No

28. I hereby certify that the foregoing statements and the materials submitted are true, and waive all applicable time limits until the first public hearing of the application. 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. (If the applicant is a Corporation, this MUST be signed by an authorized corporate officer. If the applicant is a Partnership, this MUST be signed by a General Partner)

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF OWNER

DATE

29. I, the Developer/Applicant understand that a sum, to be determined by the Administrative Officer, will be deposited into an escrow account, in accordance with the Ordinances of the Borough of Beach Haven. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and/or other expenses associated with the review of submitted materials. 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.

SIGNATURE OF APPLICANT

DATE

BOROUGH OF BEACH HAVEN PROFESSIONAL CONSULTANTS

Land Use Board Attorney:

Stuart Snyder, Esquire
2100 Long Beach Blvd.
Surf City, NJ 08008

609.494.7676
(FAX) 609.494.8499

Land Use Board Engineer/Planner:

Frank J. Little Jr., P.E., P.P.
Owen Little & Associates
443 Atlantic City Blvd.
Beachwood, NJ 08722

732.244.1090
(FAX) 732.341.3412

Beach Haven Borough Attorney:

Bruce Padula, Esquire
Cleary Glacobbé Alfieri Jacobs, LLC
955 Route 34, Suite 200
Matawan, NJ 07747

732-583-7474
(FAX) 732-290-0753



AFFIDAVIT OF OWNERSHIP BY AN INDIVIDUAL

STATE OF NEW JERSEY :

COUNTY OF OCEAN : SS

_____ of full age, being duly sworn according to law, on oath deposes and says that he or she resides at _____, in the Municipality of Beach Haven, County of Ocean and the State of New Jersey that he or she is the owner in fee simple, of all that certain lot, tract, or parcel of land, situated, lying and being in the Borough of Beach Haven, Ocean County, State of New Jersey, and known and designated as LOT: _____, BLOCK: _____ and that he or she hereby authorizes and appoints _____ as his or her attorney, in fact, to make the within Application on his or her behalf to the Land Use Board of the Borough of Beach Haven, Ocean County, State of New Jersey.

SIGNATURE OF OWNER/APPLICANT

DATE

SIGNATURE OF OWNER/APPLICANT

DATE

Sworn to and subscribed
Before me this ____ day
of _____
20____.

NOTARY PUBLIC



BOROUGH OF BEACH HAVEN LAND USE BOARD

**300 Engleside Avenue
Beach Haven NJ 08008**

NOTICE OF HEARING

****Served to Property Owners within 200 feet****

To: _____

Application # _____

PLEASE TAKE NOTICE that the undersigned has filed an Appeal or Application for Development with the Land Use Board of the Borough of Beach Haven in the County of Ocean for a

_____ on premises known as _____

LOT: _____ BLOCK: _____ on the Borough tax map, which is within 200 feet of the property owned by you. A public hearing has been set for: _____ at 6:00pm on the online platform Zoom, Meeting ID # 872 7749 2681 at which time you may appear personally or by agent or attorney and present any objections which you may have to the granting of this application.

Documents are available for inspection at the office of the Land Use Board Secretary, 300 Engleside Ave., Beach Haven, New Jersey, during normal business hours.

THIS NOTICE IS BEING SENT TO YOU BY THE APPLICANT, AS IS REQUIRED BY LAW.

Respectfully,

SIGNATURE OF APPLICANT



BOROUGH OF BEACH HAVEN LAND USE BOARD

**300 Engleside Avenue
Beach Haven NJ 08008**

NOTICE OF HEARING

****NEWSPAPER****

PLEASE TAKE NOTICE that _____
Have appealed to the Land Use Board of the Borough of Beach Haven, in the County of Ocean
for a

on premises known as _____

LOT: _____ BLOCK: _____ This appeal is application number: _____

On the Land Use Board Docket and a public hearing has been ordered for: _____
at 6:00pm on the online platform Zoom, Meeting ID # 872 7749 2681 at which time you may
appear personally or by agent or attorney and present any objections which you may have to
the granting of this application.

Documents are available for inspection at the office of the Land Use Board Secretary, 300
Engleside Ave., Beach Haven, New Jersey, during normal business hours.

Signature of Applicant

Date



Beach Haven Land Use Board
300 Engleside Avenue
Beach Haven, NJ 08008

AFFIDAVIT OF PROOF OF SERVICE

State of New Jersey

Docket No. _____

County of Ocean ss. _____ of full age, being duly sworn according to law, deposes and says:

That _____ resides at _____, in the municipality of _____, County of _____ and State of _____ and is the appellant in a proceeding before the Land Use Board of the Borough of Beach Haven in the County of Ocean, having the above Docket Number being an appeal or application regarding property known as LOT: _____ BLOCK: _____, on the Tax Map of the Borough of Beach Haven.

That on _____ gave written notice of the hearing on this application to each and all of the persons upon whom service must be had in the required form and according to the attached lists and in the manner indicated thereon.

Sworn to and subscribed

Before me this _____ day

of _____

20____.

SIGNATURE OF APPLICANT

NOTARY PUBLIC

Borough of Beach Haven Land Use Board Checklist		Minor Site Plan	Prelim. Site Plan	Final Site Plan	Minor Subdivision	Prelim. Major Subdivision	Final Major Subdivision	Bulk Variance	Use Variance	Other Applications (Appeals/Interpretation)	Applicant Submission	Board Receipt	Not Applicable	Waiver (Attach Reason)
PLAT SPECIFICATIONS:														
1	For Major and Minor Subdivisions and Site Plan Applications, a scale of not less than 1" = 30' for tracts up to five (5) acres or 1" = 50' for tracts greater than five (5) acres. For Variance Applications, a scale of not less than 1" = 10' for lots 10,000 SF or less and 1" = 20' for lots greater than 10,000 SF.	X	X	X	X	X	X	X	X	X				
2	Signature, seal, address, license number of professional preparing plat.	X	X	X	X	X	X	X	X	X				
3	Plat based on land survey less than 12 months old	X	X	X	X	X	X	X	X	X				
4	Sheet size up to 30" x 42"	X	X	X	X	X	X	X	X	X				
5	Each sheet numbered and titled	X	X	X	X	X	X	X	X	X				
GENERAL INFORMATION:														
6	Existing and proposed lot lines with dimensions, bearing and curve data.	X	X	X	X	X	X	X	X	X				
7	Key Map: site location and features within 400 FT, including streets, street names, and zone boundaries	X	X	X	X	X	X	X	X	X				
8	Title Block: Applicant name, name of development, preparer, lot and block numbers, date prepared, application type, and zoning district.	X	X	X	X	X	X	X	X	X				
9	Tax map sheet, lot and block numbers	X	X	X	X	X	X	X	X	X				
10	Zone boundaries, tax map sheet, lot and block numbers and names and addresses of all owners within 200 FT.	X	X	X	X	X	X	X	X	X				
11	Date of original and all revisions.	X	X	X	X	X	X	X	X	X				
12	Written and graphic map scale.	X	X	X	X	X	X	X	X	X				
13	North arrow with reference meridian.	X	X	X	X	X	X	X	X	X				
14	Data and signature as per the "Map Filing Law"				X	X	X							
15	Table of zoning requirements, showing existing nonconformities and proposed variances.	X	X	X	X	X	X	X	X	X				
16	Area of the tract and of each lot.	X	X	X	X	X	X	X	X	X				
17	Approval signature lines for Chairman, Secretary and Board Engineer	X	X	X	X	X	X							
NATURAL FEATURES:														
18	Existing and proposed contours at one-foot intervals including surface drainage and topography within 50 FT	X			X									
19	Existing and proposed contours at one-foot intervals including surface drainage and topography within 200 FT		X	X		X	X							
20	All existing water courses and related areas that are subject to 100 Year floods under FEMA standards.	X	X	X	X	X	X							
21	The boundaries of wetlands and wetland transition areas.	X	X	X	X	X	X	X	X	X				
MANMADE FEATURES:														
22	Show existing structures and setbacks from existing and proposed property lines, including those to be modified or removed or to remain. Show setback of structures on adjacent properties.	X	X	X	X	X	X	X	X	X				
23	Location of proposed buildings, finished grade, first floor and basement elevations, setbacks of all buildings from nearest lot lines, building height and other pertinent improvements.	X	X	X	X	X	X	X	X	X				
24	Building coverage and lot coverage calculations.	X	X	X				X	X	X				
25	Existing and proposed easements, rights-of-way and their purposes.	X	X	X	X	X	X	X	X	X				
26	Existing and proposed manholes, sewer lines, stormwater management facilities, waterlines, fire hydrants and utility poles within 200 FT.	X	X	X	X	X	X							
27	Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas, communications and electric, showing feasible connections to existing or proposed utility systems as well as channel section details, pipe sizes, types and inverts, road crowns and slopes.		X	X		X	X							

Borough of Beach Haven
Land Use Board
Checklist

		Minor Site Plan	Prelim. Site Plan	Final Site Plan	Minor Subdivision	Prelim. Major Subdivision	Final Major Subdivision	Bulk Variance	Use Variance	Other Applications (Appeals/Interpretations)	Applicant Submission	Board Receipt	Not Applicable	Waiver (Attach Reason)
28	All monumentation as required as per the "Map Filing Law" including all monuments found, set or to be set.				X	X	X							
29	Off-street parking and loading spaces required and proposed, and location and dimensions of access drives, aisles and parking stalls	X	X	X					X					
STREETS														
30	Location, names and widths of all existing and proposed streets, sidewalks and street widening within 200 FT of the site.	X	X	X	X	X	X							
31	Plans, profiles and cross-sections of paved areas, curbs and sidewalks.	X	X	X	X	X	X							
MISCELLANEOUS														
32	Exterior Lighting Plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and fixtures.	X	X	X		X	X							
33	Landscaping and Screening Plan showing the location, type of tree or shrub and the location, type and amount of each type of ground cover.	X	X	X	X	X	X							
34	Storm drainage calculations.		X			X								
35	Stormwater management facilities shown on the grading plan showing all aspects of the stormwater system.	X	X	X		X	X							
36	Applications for new construction or additions to buildings; provide 19 sets of building plans showing elevations and floor areas (including dimensions) for all floors. Building elevation to be provided for the full height of the building from grade to roof peak. Plan scale shall be a minimum of 1/4" per foot. Building elevations shall be provided for all sides and shall be labeled North, South, East and West.							X	X	X				
37	Location of all signs and drawn details showing the size, construction type, height and content of all signs.	X	X	X										
38	Drawn details of the type of screening to be used for the refuse storage areas, outdoor equipment and bulk storage.	X	X	X										
39	Traffic Study		X			X								

Reviewed By:

Date: _____

Block: _____

Lot: _____