

Beachwood Land Use Board Application Check List

Please complete all of Section I prior to submission. Any questions can be directed to Gabrielle Napolitano, Land Use Board Secretary at 732-286-6000 ext 220.

SECTION I

- Fifteen (15) copies of completed application, including Plot Plans/Survey/maps, building plans and any other information you wish the Board members, Attorney & Engineer to view and/or consider when rendering a decision. (Please fold plans, do not roll)
- Original plus two copies of signed and notarized "Affidavit of Ownership"
- Original plus two copies of a signed and notarized "Affidavit of Non-Collusion"
- Original plus two (2) copies of "Municipal Lien Search" for proof of taxes paid. (Obtain from Borough tax office)
- Original plus two (2) copies of a "Certified List" of property owners within 200 feet. (Obtain from Borough tax office)

SECTION II

- Application fee and Escrow deposit. Amount determined by Board Engineer. Fee letter will be sent via mail and payment must be submitted to the Land Use Board Secretary. *Two separate checks are required.* Once this payment is received, the Board Engineer will conduct a formal review of the application
 - NOTE: This is an initial deposit. Fees incurred by professionals will most likely exceed this amount and additional deposits will be required.
- When the application is deemed complete by the Board Engineer, a hearing date will be scheduled by the Land Use Board Secretary.

SECTION III

- All properties on the Certified List obtained prior to the application must be given written notice via certified mail as well as publishing said notice in the Asbury Park Press a minimum of ten (10) days prior to the hearing date.
- Submit two (2) copies of the “Notice) to be published in the Asbury Park Press.
- Submit two (2) copies of the “Affidavit of Publication”
 - Received from the newspaper once the ad is printed.
- Submit original plus two (2) copies of a signed and notarized “Affidavit of Service”
- Submit the certified receipts from the mailings to the properties within 200 feet as well as the Right of Way representatives.

Do not advertise in the newspaper or send mailings until a hearing date has been given by the Land Use Board Secretary. Items listed in Section III must be submitted to the office no later than one (1) week prior to the hearing date.

Upon Board Approval, the applicant must secure all necessary permits (Zoning/Construction). Please be advised no permit will be issued until all escrow deficiencies are satisfied.

AFFIDAVIT OF NON-COLLUSION

STATE OF NEW JERSEY :
COUNTY OF OCEAN : SS

Name of Applicant(s)
(Print)

Being duly sworn, according to law, upon (his, her, their) oaths depose and say:

1. (He, She, They) is/are the applicant(s) in connection with a proposed application to the Land Use Board for property known as _____ as shown on the Tax Assessment Map of the Borough of Beachwood.
2. There has been no collusion between (him, her, them) and any member of the Borough of Beachwood Land Use Board or any Officials of the Borough of Beachwood with respect to said application.

Sworn to and subscribed

Before me this _____

Day of _____, 20____.

A Notary Public of New Jersey

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY :
COUNTY OF OCEAN : SS

_____, of full age, being duly sworn according to law, on oath deposes
and says that the deponent resides at _____ in the Municipality of
_____, in the County of _____ and the State of
_____ that is the owner in fee of all that certain lot, tract, or parcel of land,
Situating, lying and being in the Borough of Beachwood, Ocean County, New Jersey, and known and
Designated as Block _____ Lot _____ street address of _____.

Owner to Sign Here

Sworn to and subscribed

Before me this _____ day

Of _____ 20 _____

A Notary Public of New Jersey

Authorization

(If anyone other than the above owner is making this application, the following authorization must be
executed).

TO THE LAND USE BOARD

_____ is hereby authorized to make the within application.

Dated: _____ 20 _____.

Owner to Sign Here

Example Notice

PLEASE TAKE NOTICE, that on _____, 20____, at 7:00pm at the Borough of Beachwood Municipal Complex, located at 1600 Pinewald Road, Beachwood, New Jersey, the Borough of Beachwood Land Use Board will hold a hearing on the application of the undersigned at which time and place all interested persons will be given the opportunity to be heard.

The application is for property located in the _____ zone, Block _____ Lot _____, and more commonly known as _____. The applicant is seeking approval for:

A copy of this application and all documents are available for review by request to the Land Use Secretary, 1600 Pinewald Road, Beachwood, New Jersey, during normal business hours.

Applicant:

**It is not necessary to skip lines for purpose of advertisement. The newspaper will charge for all Space used.*

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY :
 : SS
COUNTY OF OCEAN :

I, _____, of full age, being duly sworn, upon my oath, depose and say:

1. I am the applicant within matter.
2. On _____, I personally deposited in the United States Post Office, _____, New Jersey, a Legal Notice to Property Owners, a copy which is attached hereto, addressed to each person whose name appears on the Certified List prepared by the Borough of Beachwood Tax Assessor. All notices were sent via certified mail, as evidenced by the certified mail receipts, the originals of which are annexed hereto.
3. I make these statements with the knowledge that the Beachwood Land Use Board will act in reliance thereon to hear the application of the undersigned.

Sworn to and subscribed

Before this _____ day

Of _____ 20_____.

A Notary Public of New Jersey

The Borough of Beachwood advises that in addition to the Certified Property Owners List, the following RIGHT OF WAY REPRESENTATIVE also be notified:

GPU Energy
1 Mill Run West
Hightstown, NJ 08520

NJ Natural Gas Co
PO Box 1464
Wall, NJ 07729

Verizon New Jersey INC
5100 Belmar Blvd
Farmingdale, NJ 07727

Ocean County Utilities Authority
501 Hickory Lane
PO Box P
Bayville, NJ 08721

Comcast Cable
840 RT 37 West
Toms River, NJ 08753

NJ Dept of Transportation
1035 Parkway Avenue
Trenton, NJ 08625

Beachwood Sewerage Authority
1133 Beach Avenue
Beachwood, NJ 08722

Beachwood Water Utility
1150 Beachwood Blvd
Beachwood, NJ 08722

FOR ALL APPLICATIONS:

Whenever an application touches or rests on a County or State Road, the County or State MUST be notified.

**BOROUGH OF BEACHWOOD LAND USE BOARD
PROFESSIONAL CONSULTANTS**

ENGINEER: CME Associates – John Hess
849 W Bay Ave Suite 7
Barnegat, NJ 08005

Office: 732-410-2650
Cell: 609-713-3750
Fax: 732-473-3408
Email: jhess@cmeusa1.com

ATTORNEY: Dasti, Murphy, McGuckin, Ulaky, Koutsouris,
& Connors – Bob Ulaky
620 West Lacey Road
Forked River, NJ 08731

Office: 609-971-1010
Fax: 609-971-6176
Email: rulaky@dmmlawfirm.com

LAND USE & DEVELOPMENT APPLICATION

TO BE COMPLETED BY TOWNSHIP STAFF ONLY

Date Filed _____ Docket No _____
Application Fees _____ Escrow Deposit _____
Scheduled for: Review for Completeness _____ Hearing _____

TO BE COMPLETED BY APPLICANT

1. SUBJECT PROPERTY;

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

2. APPLICANT:

Name _____
Address _____
Telephone Number: Home: _____ Local: _____
Work: _____ Fax: _____
Applicant is a Corporation _____ Partnership _____ Individual _____
Other (Please Specify) _____

Social Security Number/ Federal ID Number _____
SOCIAL SECURITY NUMBER ON
ORIGINAL APPLICATION ONLY
(Do Not Copy SS# 15 Times)

3. DISCLOSURE STATEMENT;

Pursuant to N.J.S. 40:55D-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.

40:55D-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 _____

Name _____ Address _____ Interest _____

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

Owner's Name _____

Address _____

Telephone Number Home: _____ Work: _____ Local: _____

Relationship of the applicant to the property in question:

Owner: _____ Lessee _____ Purchaser Under Contract _____ Other _____

5. PROPERTY INFORMATION;

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

Yes (Attach Copies) _____ No _____ Proposed _____

Note: All deed restriction covenants easements rights of way association by-laws or other dedication existing and proposed must be submitted for review.

Site plan, waiver, exemption 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 so, 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 _____

Telephone Number _____

7. Applicant's Engineer _____

8. Applicant's Planning Consultant _____

9. Applicant's Architect _____

Address _____

Telephone Number _____ Fax Number _____

10. List any other Expert who will submit a report or who will testify for the Applicant:
(Attach additional sheets as may be necessary)

Name _____

Field of Expertise _____

Address _____

Telephone Number _____ Fax Number _____

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 _____

Area and dimensions 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 proposed dwelling units _____

____ Request for Waiver from Site Plan Review and Approval

____ Request for Exemption from Site Plan Review and Approval

Reason for request: _____

- ____ Informal Concept Plan
____ Appeal decision of an Administrative Officer (N.J.S. 40:55D-70a)
____ Map or Ordinance Interpretation or Special Question (N.J.S. 40:55 d-70b)
____ Variance Relief (hardship) (N.J.S. 40:55D-70c (1)
____ Variance Relief (substantial benefit) (N.J.S. 40:55D-70c (2)
____ Variance Relief (use) (N.J. S. 40:55D-671
____ Conditional Use Approval (N.J.S. 40:55 D-67)
____ Direct issuance of a permit for a structure in bed of a mapped street
public drainage way, or flood control basin (N.J.S. 40:55D-34)
____ Direct issuance of a permit for a lot lacking street frontage N.J.S.
40:55D-35

section (s) of Ordinance from which a variance is requested:

12. Waivers requested of Development Standards and /or Submission Requirements:
(attach additional pages as needed.)

13. Attach a copy of the proposed Notice to appear in the official newspaper of 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 the relief is sought. If applicable. **ALL APPLICATIONS REQUIRE NOTICE.**

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.

An affidavit of service on all property owners and a proof of publication must be filed before the hearing date. These items must be submitted for an application to be complete and the hearing to proceed.

14. Explain in detail the exact nature of the application and the changes to be made on the premises, including the proposed use of the premises: (attach pages as needed)

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

Fire Prevention Bureau	Yes	No	Date Plan Submitted
_____ Water & Sewer Department	_____	_____	_____
_____ Public Works Department	_____	_____	_____
_____ Ocean County Health Department	_____	_____	_____
_____ Ocean County Planning Board	_____	_____	_____
_____ Ocean County Soil Conservation Dist.	_____	_____	_____
_____ NJ Dept of Environmental Commission	_____	_____	_____
_____ Historic Preservation Commission	_____	_____	_____
_____ Environmental Commission	_____	_____	_____
_____ Shade Tree Commission	_____	_____	_____
_____ Recreation Commission	_____	_____	_____