

**LAND USE DEVELOPMENT APPLICATION
BOROUGH OF SPRING LAKE
MUNICIPAL BUILDING
FIFTH & WARREN AVENUES
SPRING LAKE, NEW JERSEY**

SECTION ONE: APPLICANT/OWNER

1. Applicant

Name: _____

Address: _____

Phone # _____

Fax # _____

E-Mail Address: _____

(also include winter address and phone # if applicable)

2. Owner

Is the Applicant the owner of the property? _____

**If Applicant is NOT the owner of the property, please provide
the following:**

Owner's Name: _____

Address: _____

Phone Number: _____

Fax # _____

E-Mail Address: _____

**If the applicant is not the owner of the property, state the applicant's
interest in the property.** _____

3. **Disclosure**

- (A) Is the Applicant a corporation or a partnership? _____
- (B) If the Applicant is either a corporation or a partnership, pursuant to N.J.S.A. 40:55D-48.1 and N.J.S.A. 40:55D-48.2, please list the names of all individuals with a 10% or greater interest in the entity which is making application.

<u>NAME</u>	<u>ADDRESS</u>	<u>INTEREST</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

4. **Applicant's Attorney**

Name: _____

Address: _____

Phone #: _____

Fax # _____ E-Mail _____

SECTION TWO: PROPERTY INFORMATION

- 1. Street Address of Property: _____
- 2. Tax Map Location: Block _____ Lot(s) _____
- 3. Zone in Which Property is Located: _____
- 4. Property Characteristics:

Exist Proposed Pursuant to Code

A. Lot Area: _____

B. Lot Frontage _____

C. Lot Width _____

D. Lot Depth _____

E. Lot Coverage: % _____

F. Impervious Surface Coverage: (%) _____

Swimming Pool (%) _____

Driveways (sq.ft.) _____

Walkways (sq.ft.) _____

Detached Garage (sq.ft.) _____

Accessory Building (sq.ft.) _____

G. Set Backs:	<u>Exist</u>	<u>Proposed</u>	<u>Pursuant to Code</u>
Front:	_____	_____	_____
Rear:	_____	_____	_____
Rt. Side:	_____	_____	_____
Lt. Side:	_____	_____	_____
Aggregate Sides:	_____	_____	_____

<u>Exist</u>	<u>Proposed</u>	<u>Pursuant to Code</u>
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H. Height: (ft.)	_____	_____	_____
(Stories)	_____	_____	_____

I. Accessory Structures:

Height (ft/stories) _____

Side Setback _____

Rear Setback _____

Distance of structure from principal building:

5. Is the property located within 200 feet of another municipality? _____

6. Is the property located adjacent to a County road? _____

7. Is the property located adjacent to a State road? _____

8. Is the current use of the property conforming? _____

9. If not, state the current use. _____

10. Is the proposed use of the property conforming? _____

11. Set forth all currently existing zoning violations on the property:

12. Have there been any previous Planning Board or Board of Adjustments hearings involving this property? _____

(THIS INFORMATION CAN BE OBTAINED FROM THE BOARD OFFICE)

If yes, attach hereto a copy of the written decision of the Board.

13. Are there any restrictions, covenants, easements, or association by-laws existing or proposed on the property? _____

Describe the present use of the property:

SECTION THREE: DEVELOPMENT RELIEF REQUESTED

1. NATURE OF THE APPLICATION:

Applicant requests the following:

A. Subdivision Approval: Yes _____ No _____

1. Minor _____

2. Major Preliminary _____

3. Major Final _____

4. Number of Lots Created _____

5. Number of Dwelling Units _____

B. Site Plan: Yes _____ No _____

1. Minor _____

2. Major Preliminary _____

3. Major Final _____

4. Revision to Approved Plan _____

C. Variance Relief: Yes _____ No _____

1. "C" Variance (bulk) _____

2. "D" Variance (use) _____

3. Set forth all sections of the Ordinance from which a variance is requested and set forth the nature of the proposed violation.

Variance #1 _____
Variance #2 _____
Variance #3 _____
Variance #4 _____
Variance #5 _____
Variance #6 _____
Variance #7 _____

D. Conditional Use Approval: Yes _____ No _____

E. Interpretation of Map Ordinance or special question:
Yes _____ No _____

1. Set forth the section questioned:

F. Appeal of Administrative Officer: Yes _____ No _____

1. Set forth the nature of appeal (attach copy of decision appealed)

G. Informal Review: Yes _____ No _____

H. Other: Please Describe:

2. Describe in detail the proposed request for relief and the changes to be made on the property: (Attach additional sheet if necessary).

3. Set forth in detail all reasons why the Board should grant the relief requested: (Attach additional sheet if necessary).

4. List all map, surveys, reports, and supporting documentation upon which the Applicant will rely and/or which accompanies this application. *****

5. List all experts who will testify for the Applicant and set forth a brief description of their testimony. (Attach written report, if available). (Provide name, address, fax and e-mail address)

6. Please list all other approvals which may be required and/or the Applicant has or will request for the proposed requested relief:

7. Please list any waivers the Applicant is seeking in this proposal:

SECTION FOUR: GENERAL INFORMATION

1. Pursuant to law, Applicant is required to publish Notice in the official newspaper and to mail notice to all property owners within 200 feet. The Notice must comply with the law and be made at least ten (10) days prior to the assigned hearing date. A Certified Affidavit of Service and a Proof of Publication must be filed before the hearing. A list of property owners within 200 feet is available for a fee of \$10 from the Tax Collector's Office.
2. Applicants shall submit as part of this application photographs of the property, photographs of the proposed area for the requested relief and photographs of the adjoining properties.
3. The Applicant shall supply eighteen (18) copies of the application, all plans, documents, survey, photographs and other supporting data in eighteen (18) separate, collated packets capable of being mailed out separately.
4. The Applicant will be required to post an escrow fee with the Board Secretary in order to pay for the professional fees incurred by the Borough as a result of the application. Each Applicant is responsible to pay the costs charged by the Borough's professional staff incurred by their application.

SECTION FIVE: CERTIFICATIONS

1. APPLICANT/OWNER

- A. I hereby certify that all of the statements made by me are true, I understand that the Board is relying on the information contained in this application. I understand that if any of the information supplied is knowingly false, I am subject to punishment.**

Date

Applicant's Signature

OWNER (If other than Applicant)

- B. I hereby Certify that I am the owner of the property which is the subject of the application. I have authorized the Applicant to make this application and the representations made in the application are true to the best of my information and belief. I understand that if any of the information supplied is knowingly false, I am subject to punishment.**

Date

Owner's Signature

RULES FOR PLANNING BOARD APPLICATION

1. Page 1 Applicant's name and address means
Spring Lake address
2. Page 1 Must contain applicant's winter address/phone #
if applicaple. Needed for return of escrow, etc.
3. All taxes and water bills must be paid prior to hearing
4. Check w/ the office for prior resolutions
5. Call the office to ascertain Cal #. This number must
appear on all correspondance
6. All revisions, additions, surveys, etc. must go through the
applicant's attorney and will not be accepted from engineers,
planners, etc.
7. Any revisions, additions to the application must be received
at least 10 business days before the meeting.
8. The resolution is not the end of the application.
You must inform your client that they need compliace
from the Board Engineer before they will be given a building
permit.
9. Once the initial escrow is depleted, it will be the responsibility
of the attorney to collect any further escrow from his client.

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

**BOROUGH OF SPRING LAKE
PLANNING BOARD**

TAKE NOTICE, that on the _____ day of _____ 20_____,
at _____ o'clock PM, a hearing will be held before the Spring Lake Planning
Board at the Municipal Building, Fifth and Warren Avenues Spring Lake, New Jersey
on the appeal or application of the undersigned for a variance or other relief so as to permit

on the premises at _____
and designated as Block _____ Lot(s) _____ on the Spring Lake Tax Map.

A copy of the application and plans are on file in the office of the Board Secretary and are
available for inspection between the hours of 9:00 AM and 2:00 PM Monday through Friday.

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

Name of Applicant

NOTICE OF HEARING TO PROPERTY OWNERS

SPRING LAKE, NEW JERSEY

DATE

TO WHOM IT MAY CONCERN:

In compliance with the Zoning Ordinance of the Borough of Spring Lake, New Jersey, notice is hereby served upon you to the effect that (I) (we)

do hereby propose to (give detailed information)_____

Location:_____

The Construction Official of the Borough of Spring Lake, New Jersey refused this request by reason of its being in violation of Section

of the Zoning Ordinance, from which decision (I) (we) hereby appeal. (I) (we) have applied to the Planning Board for a (hardship) (use) variance, together with subdivision_____, site plan _____, conditional use_____ approval

Any person or persons affected by this (appeal) (application) may have an opportunity to be heard at the meeting to be held

_____,
at 7:30 PM in the Municipal Building, Fifth & Warren Avenues, Spring Lake, NJ.

All documents relating to this application may be inspected by the public Monday through Friday between the hours of 9:00 AM and 4:00 PM in the office of the Secretary of the Board in the Municipal Building, 5th & Warren Avenues, Spring Lake.

NOTE: This notice must be personally served or sent by certified mail at least 10 days before the day of the hearing, and proof of service given to the Secretary of the Planning Board at least 2 days before the day of the hearing.

ORDINANCE 1 – 1997

AN ORDINANCE AMENDING AND SUPPLEMENTING THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF SPRING LAKE ADOPTED AUGUST 9, 1993 BY SUPPLEMENTING ADDITIONAL INFORMATION TO BE INCLUDED IN THE ZONING CHECK LIST FOR LAND USE DEVELOPMENT APPLICATION

BE IT ORDAINED by the Mayor and Council of the Borough of Spring Lake, County of Monmouth, State of New Jersey, as follows:

PURPOSE: It is the purpose of this Ordinance to require applicants to supply the Planning Board with sufficient information and data to ensure the proper evaluation of development requests.

REQUIREMENTS: All items should be completed in accordance with the within checklist. The applicant should identify any requests for waivers on the application. Each application for development must supply the documents indicated in the checklist.

DOCUMENTS REQUIRED TO BE SUBMITTED

Item No.	Description	Variance	MINOR APPLICATION				MAJOR APPLICATION			
			Informal Concept Plan	Subdivision	Site Plan		Subdivision Prelim	Subdivision Final	Site Plan Prelim	Site Plan Final
<u>A.</u>	Application Form	X		X	X		X	X	X	X
<u>B.</u>	Project Plat Information									
1.	Name & Address of Owner & App	X	X	X	X	X	X			X
2.	Notarized Signature			X (final plat prior to filing)			X (final plat prior to filing)			
3.	Name, signature, license number, seal & address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat.	X	X	X	X	X	X	X	X	X
<u>4.</u>	Title block denoting tax map sheet, county, name of municipality, block, lot and street location.		X	X	X	X	X	X	X	X
5.	Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, etc., within 500' of property	X	X	X	X	X	X	X	X	X

6.	North Arrow & Scale	X	X	X	X	X	X	X	X
7.	Schedule of required & provided zone district requirements including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X
8.	Signature blocks for Chairman, Secretary & Municipal Engineer			X	X	X	X	X	X

MINOR APPLICATION MAJOR APPLICATION

Item No.	Description	Variance	MINOR APPLICATION		MAJOR APPLICATION				
			Informal Concept Plan	Subdivision	Site Plan	Subdivision Prelim	Subdivision Final	Site Plan Prelim	Site Plan Final
9.	Proof that taxes are current	X		X	X	X	X	X	X
10.	Certification blocks required by map filing law			X			X		
11.	Monumentation as specified by map filing law			X			X		
12.	Date of current property survey			X	X	X	X	X	X
13.	Plans to scale of not less than 1"=100' on one of four of the following standard sheet sizes			X	X	X	X	X	X

8 ½ “x 13”
 15” x 21”
 24” x 36”
 30” x 42”

14.	Metes & bounds description showing dimensions, bearings of original and proposed lots			X				X		
15.	Metes & bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerline curves on streets			X			X	X	X	X
16.	Acreage of tract to the nearest tenth of an acre	X	X	X	X	X	X	X	X	X
17.	Date of original preparation and of each subsequent revision. Include brief narrative of each revision	X		X	X	X	X	X	X	X

MINOR APPLICATION MAJOR APPLICATION

Item No.	Description	Variance	MINOR APPLICATION			MAJOR APPLICATION			
			Informal Concept Plan	Subdivision	Site Plan	Subdivision Prelim	Subdivision Final	Site Plan Prelim	Site Plan Final
18.	Size & location of any existing and	X	X	X	X	X	X	X	X

proposed structures
with all setbacks
dimensioned (for
concept plan, general
location only, setbacks
not required)

19.	Size & location of all existing structures within 200' of the site boundaries			X	X	X	X	X	X
20.	Tax lot & block numbers of existing & proposed lots			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 for or dedicated to a public use	X	X	X	X	X	X	X	X
23.	Property owners within 200' of subject property	X		X	X	X	X	X	X
24.	Location of streams, flood plains, wetlands or other environmentally sensitive areas on or within 200' of the project site (Note: variance applications need only show these features on-site)	X		X	X	X	X	X	X
25.	List of variances required or requested	X		X	X	X	X	X	X
26.	List of requested design waivers or exceptions			X	X	X	X	X	X

MINOR APPLICATION MAJOR APPLICATION

Item No.	Description	Variance	Informal		Subdivision		Site Plan		
			Concept Plan	Subdivision	Site Plan	Prelim	Final	Prelim	Final
27.	Phasing Plan as applicable to include: 1. Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site. 2. Timetable and phasing sequence.					X	X	X	X
28.	Preliminary architectural plans and evaluations.	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 when new road is proposed					X	X	X	X
32.	Parking plan showing spaces, size & type, aisle width, curb cuts, drives, driveways and all ingress & egress areas and dimensions, the number of spaces required by ordinance and the number				X			X	X

of spaces provided.

33. Solid waste management & recycling plan showing holding location and provisions for waste and recyclables.	X	X	X	X	X
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MINOR APPLICATION MAJOR APPLICATION

Item No.	Description	Variance	Informal Concept Plan	Subdivision	Site Plan	Subdivision		Site Plan	
						Prelim	Final	Prelim	Final

C. Construction Plans

1.	Site layout showing all roadways, circulations patterns, curbs, sidewalks, buffers, structures, open space, recreation, etc., as applicable.		X	X	X	X		X
2.	Grading & utility plan to include as applicable:		X	X	X	X		X
	a. Existing & proposed contours at 1' intervals for grades 3% or less and at 2' intervals for grades more than 3%.							
	b. Elevations of existing and proposed drainage structures.							
	c. Location and invert elevation of existing and proposed drainage structures.							
	d. Location of all streams, ponds, lakes wetland areas.							

e. Locations of existing and proposed utilities including depth of structures, locations of manholes, valves, s services, etc.

3. Profiles of existing and proposed roadways including all utilities and storm water facilities. Roadway cross sections at 50' intervals. Horizontal and vertical scales to be the same. X X X X

MINOR APPLICATION MAJOR APPLICATION

Item No.	Description	Variance	MINOR APPLICATION			MAJOR APPLICATION		
			Informal Concept Plan	Subdivision	Site Plan	Subdivision Prelim	Final	Site Plan Prelim

4.	Landscaping Plan to include:								
	a. Location of existing vegetation and clearing limits. A tree save plan is required for all large applications.			X		X	X	X	X
	b. Proposed buffer areas and method of protection during construction.								
	c. Proposed land-scaped areas.								
	d. Number, type and location of proposed plantings including street trees.								

e. Details for method of planting including optimum planting season.

5.	Soil Erosion and Sediment Control plan prepared in accordance with the standards for Soil Erosion and Sediment Control Standards in New Jersey.	X	X	X	X	X
6.	Lighting Plan to include: 1. Location and height of proposed fixtures. 2. Detail for construction of fixture.	X	X	X	X	X

MINOR APPLICATION MAJOR APPLICATION

Item No.	Description	Variance	Informal Concept Plan	Subdivision	Site Plan	Subdivision Prelim	Final	Site Plan Prelim	Final
7.	Construction details for all improvements				X	X	X	X	X
	1) Roadways								
	2) Curb								
	3) Sidewalk								
	4) Driveway Aprons								
	5) Drainage Inlets								
	6) Pipe Bedding								
	7) Outfalls								
	8) Manholes								
	9) Gutters								
	10) Plantings								
	11) Soil Erosion & Sediment Control								

Structures
12) Parking lots

D. Supplementary Documents

1.	List of all Federal State, regional and/or municipal approvals for permits required.	X	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	X
3.	Freshwater Wetlands Letter of Interpretation for the project area.		X	X	X	X	X	X	X
4.	Performance Guarantees		X	X		X			X
5.	Executed Developers Agreement.					X			X
6.	Disclosure Statement (see NJSA 40:55D-48.1 et.seq)			X	X	X	X	X	X

MINOR APPLICATION MAJOR APPLICATION

Item No.	Description	Variance	Informal		Subdivision		Site Plan		
			Concept Plan	Subdivision	Site Plan	Prelim	Final	Prelim	Final
7.	Statement from utility companies as to serviceability of site			X	X	X	X	X	X
8.	Storm water Management calculations					X	X	X	X

9.	Payment of all applicable fees	X	X	X	X	X	X	X	X
10.	Environmental Impact Statement					X		X	
11.	Proof of application with NJDEP for CAFRA Permit, where applicable.			X		X	X	X	X
12.	Eighteen (18) copies of photographs of the property, the area depicting the relief, and the other properties in the immediate area.	X	X	X	X	X	X	X	X
13.	Payment of the appropriate filing fee. (Note: the applicant will be responsible for payment of the professional fees incurred in the consideration of the application and may be responsible for the payment of escrow fees for same).	X	X	X	X	X	X	X	X
14.	The applicant must file eighteen (18) separate, collated packet copies of the application which each contain your full application and the packets should each be capable of mailing where practical.	X	X	X	X	X	X	X	X

In the event any Section or part of this Ordinance shall be declared to be unconstitutional, invalid, or inoperative, in whole or in part, by a court of competent jurisdiction, said Section or part shall, to the extent that it is unconstitutional, invalid or inoperative, remain in full force and effect and no such determination shall be deemed to invalidate the remaining Sections or part of this Ordinance or the Ordinances as a whole.

This Ordinance shall take effect upon final passage and publication in accordance with the law.

**BOROUGH OF SPRING LAKE
INSTRUCTIONS TO APPLICANT (S)
FOR LAND USE DEVELOPMENT APPLICATION**

The use of land in the Borough is very important to all of us. Many of us live here because we enjoy the manner in which the Borough has been developed and the manner in which the land in the Borough is used.

The Mayor and Council adopt Ordinances which regulate the use of land in the Borough. The Mayor and Council hire zoning and construction officers to see to it that these laws are enforced.

There the enforcement of the Borough's laws would be unjust or unduly burdensome, the Planning Board exists to consider requests for relief from the land use regulations which the Mayor and council adopt and to consider other land development questions as may be required under our Ordinances and the Municipal Land Use Act. The Planning Board hears all land use requests in the Borough and all requests which were formerly heard by the Zoning Board of Adjustment are now heard by the Planning Board.

The focus of the Board is not on the individual who makes an application, but rather it is on the property and the request for relief. Any variances or approvals given run forever with the land and are treated seriously by the Board.

It is extremely important that you familiarize yourself with these instructions and the local Ordinances and Statutes when you make an application for relief:

1. You Must File a Complete Application.

All questions must be answered on the application form. If you do not answer a question, your application will be deemed incomplete. If you do not know an answer or

if you think a question does not apply, you should so indicate on the form. However, you should know that all questions are deemed relevant by the Board. You must supply eighteen (18) copies of your application and your supporting documents including photos. You must collate your materials and present eighteen (18) separate packets, each should contain your full application. The packets, where practical, should be capable of being mailed. It is not necessary to put each application packet in an envelope.

2. Surveys must be sealed and less than 10 years old. Architects/Engineers plans must be signed, sealed and dated.

3. You Should Be Prepared To Present Your Case To The Board

In order for the Board to be impartial, it is necessary that the Board not be viewed as an advocate for any side. Each applicant should be prepared to fully present his/her witness(es) and request for relief to the Board.

4. The Hearing Will Take Place As Follows:

Your case will be called and certified as being properly before the Board. You will be required to call any witnesses to present or to prove your case. Each witness may be questioned by the Board and the public. When your case is over, any member of the Board or the public may comment or call witnesses. You may also question the witnesses which are called. After all witnesses are called, the Board will decide your case. The Board will then memorialize its decision at the next meeting in a Resolution and the decision will then be published. You should be aware that any member of the public may appeal the Board's decision within forty-five (45) days after publication of same.

5. The Hearing Will Be Conducted With Decorum.

The Board will conduct all hearings with proper decorum. Failing Statutory direction and unless otherwise stated in the Board's Rules and Regulations, all meetings will

be conducted wherever possible in accordance with Robert's Rules of Order. Cell phones must be turned off.

6. Public Notice of Hearing.

Pursuant to law, the Applicant is required to publish Notice of the development application in the official borough newspaper and mailed to all persons within 200 feet via certified mail. The Notice must set forth the relief requested and the date of the hearing. These must be made at least ten (10) days before the hearing. You can obtain a list of property owners within 200 feet for a fee of \$10 from the Borough Tax Collector, Susan Schreck. You will be notified by the Board Secretary of the hearing date. **Any application for subdivision approval must also notify utility companies, including Monmouth Cablevision, located at 1501 Eighteenth Avenue, Wall, NJ 07719; New Jersey Natural Gas Company, located at P.O. Box 1464, Wall, NJ 07719; Verizon Telephone Company, Legal Dept. c/o Land Use Matters, 540 Broad Street, Newark, NJ 07101 and GPU Energy, located at P.O. Box 1464, Wall, NJ 07719.**

7. Documents Required To Be Submitted.

You must supply the Board with a Certified Affidavit and Proof of Service. You must also supply the Board with photographs of the property and photographs depicting the area for the proposed requested relief and photographs depicting the neighboring properties. Eighteen (18) copies of all plans and supporting data is required.

8. NEW LOT NUMBERS.

Prior to the preparation of subdivision plans, please check with the Tax Assessor for the new proposed lot numbers.

9. ESCROW FEES.

The Applicant will be required to post an escrow fee with the Board Secretary in order to pay for the professional fees incurred by the Borough as a result of the application. Each Applicant is responsible to pay the costs charged by the Borough's professional staff incurred by their application.

10. DATE AND TIME OF BOARD MEETINGS.

The Planning Board meets for regular monthly meetings on the second Wednesday of each month commencing at 7:30 PM in the Municipal Building unless otherwise posted.

11. BOARD BUSINESS HOURS.

The business hours of the Board are Monday through Friday between the hours of 9 A.M. and 4 P.M. Applications may be picked up at the Borough Clerk's office during regular business hours. Applications must either be mailed or dropped off at the Board office during these hours.

If you have any additional questions, you may call the Planning Board Secretary at

(732) 449-0800 – ext. 619. Office hours are Monday through Friday from 9 A.M. to 4 P.M.