

**COMPLETENESS CHECKLIST for SITE PLANS and/or SUBDIVISIONS**

§802A – Submissions required for all development applications, excluding Use Variances and Bulk Variances

***Prior to the issuance of a Certificate of Completeness, the Administrative Officer shall determine that the following documents have been submitted:***

- | <b>C</b>   | <b>I</b>                 | <b>N/A</b>               | <b>W*</b>                |   |
|--|--------------------------|--------------------------|--------------------------|---|
|  |                          |                          |                          | [ C = Complete I = Incomplete N/A = Not Applicable W = Waiver Requested* ]  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>1. Twenty-five (25) copies of completed and signed application form, which must include the following:</b>   |
|  |                          |                          |                          | <input type="checkbox"/> Identification of subject property/properties' Special Flood Hazard Area Zone.   |
|  |                          |                          |                          | <input type="checkbox"/> Executed copy of "Authorization & Consent Form", part "C".   |
|  |                          |                          |                          | <input type="checkbox"/> Certificate of Ownership, if applicable, part "D".   |
|  |                          |                          |                          | <input type="checkbox"/> Executed copy of Escrow Agreement, part "E".   |
|  |                          |                          |                          | <input type="checkbox"/> Verification of taxes paid (this will be further verified by the Administrative Officer).  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>2. Twenty-five (25) copies of the property deed(s).</b>  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>3. Twenty-five (25) copies of the Zoning Permit denial (not required for subdivisions of vacant land).</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>4. Required plans, folded, no larger than 30" x 42".</b>   |
| <b><u>PLEASE NOTE:</u> Only folded plans will be accepted, and all submitted plans must be to scale.</b> |                          |                          |                          |   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>a. Twenty-five (25) copies of current signed &amp; sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.</b>  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>b. Six (6) copies of Soil Erosion &amp; Sediment Control Plans and proof of submission to Freehold Soil Conservation District, or letter of exemption from FSCD.</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>c. Five (5) copies with initial submission and with each subsequent submission, for completeness review.</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>d. Once the application is deemed complete, twenty (20) additional full-sized paper site plans/construction plans, plus one (1) reduced-size paper copy of the plans (no larger than 11" x 17"), and one (1) CD containing the plans in .pdf format.</b> |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>5. Six (6) copies of Tree Removal Application package in accordance with §525 (if applicable).</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>6. Six (6) copies of Environmental Impact Statement (EIS).</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>7. Six (6) copies of Stormwater Management Report.</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>8. Proof of submission to Monmouth County Planning Board (if applicable).</b>  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>9. Copy of Letter of Interpretation (LOI) or Letter of Exemption or proof of submission to New Jersey Department of Environmental Protection regarding presence of wetlands.</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>10. Proof of submission to CAFRA (if applicable).</b>  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>11. Six (6) copies of Circulation Impact Study.</b>  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>12. Community Impact Statement (for Major Site Plan and/or Major Subdivision only)..</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>13. Application Fee \$_____ Escrow Deposit \$_____ in accordance with schedule.</b>  |
| <b><u>PLEASE NOTE:</u> Application Fee and Escrow Deposit must be paid in separate checks.</b>           |                          |                          |                          |   |

\*Any request for a waiver must include a written explanation for the request.

Should you have any questions or require assistance with the application process, please contact the Board Office either by phone (732-897-4162 .x. 204), or by email ([kdickert@neptunetownship.org](mailto:kdickert@neptunetownship.org)).

## **APPLICATION FOR DEVELOPMENT CHECKLIST – PART B: Plat Requirements**

### **1. General Requirements:**

- The site plan shall be signed and sealed by an architect, professional engineer, land surveyor, and/or professional planner licensed to practice in the State of New Jersey, provided, however, that the sanitary sewer, water distribution, and storm drainage plans and water and sewage treatment facility plans may only be signed and sealed by a professional engineer licensed to practice in the State of New Jersey. In addition, the following must be submitted:
  - Site plan shall not be drawn at a scale smaller than 1" = 50' and no larger than 1" = 10'
  - The site plan shall be based on a monumented, current certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1, "Preparation of Land Surveys" dated September 1984 and as amended. The date of that survey and the name of the individual who prepared the survey shall be shown on the site plan.

### **2. Title Block:**

- The title block shall appear on all sheets in conformance with N.J.S.A. 45:8-27 et. Seq. (Map filing law) and include the following:
  - Title to read "SITE PLAN".
  - Name of the development, if any.
  - Tax map sheet, block and lot number(s) of the site, as shown on the latest Township Tax Map, the date of which shall also be shown.
  - Date of original and all subsequent revisions.
  - Names and addresses of owner and applicant/developer, so designated.
  - Name, signature, address and license number of the engineer, architect, land surveyor or planner who prepared the plan with their embossed seal.

**3. The following table shall be included on the first (1<sup>st</sup>) sheet of all plans submitted to the Planning Board or Board of Adjustment for Major Site Plan, Minor Site Plan, Major Subdivision, or Minor Subdivision.**

- *Please include information for each zone/block/lot involved and attach additional sheets as necessary.*
- *NOTE: Any items not applicable to a particular application shall be marked with "N/A".*

**ZONE DISTRICT:**

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
Minimum lot area			
Maximum density			
Maximum floor area ratio (FAR)			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			
Minimum front yard setback			
Minimum side yard setback			
Minimum combined side yard setback			
Minimum rear yard setback			
Maximum percent building cover			
Maximum percent lot cover			
Maximum number of stories			
Maximum building height			
Minimum improvable area			
Minimum improvable area – diameter of a circle (feet)			
Off-street parking spaces			
Loading spaces			
Signs			
<b>Existing use or uses:</b>			
<b>Proposed use or uses:</b>			
<b>Existing floor area</b>			
<b>Proposed floor area:</b>			

4.  North arrow and written graphic scale.
5.  The tops of the banks and boundaries of the floodways and flood hazard areas of all existing water courses, where such have been delineated or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Planning and/or Board of Adjustment in the determination of floodway and flood hazard area limits.
6.  Paving and right of way widths of existing streets within two hundred (200') feet of the site.

7.  The boundary, nature, and extent of wooded areas, swamps, bogs, and ponds within the site and within two hundred (200') feet thereof and delineated of all wetlands soils as defined by the New Jersey Department of Environmental Protection and the U.S. Army Corps of Engineers.
8.  Existing and proposed manholes, sewer lines, fire hydrants, water lines, utility poles and all other topographic features of a physical or engineering nature within the site and within two hundred (200') feet thereof.
9.  All existing structures on the site and within two hundred (200') feet thereof including their use, indicating those to be destroyed or removed and those to remain.
10.  Location, use, finished grade level, ground coverage, first floor and basement elevations, front, rear, and side setbacks of all buildings and other pertinent improvements.
11.  Existing and proposed public easements or rights-of-way and the proposed use thereof, including conservation easements.
12.  A grading plan showing existing and proposed grading contours at one (1') foot intervals throughout the tract, except if slopes exceed five (5%) percent, a two (2') foot interval may be used. If the exceed ten (10 %) percent, a five (5') foot interval is permissible. Datum shall be United States Coast and Geodetic Survey Datum (MSL=O) and source of datum and bench marks shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be drawn to clearly delineate proposed grading.
13. **On Site Drainage Plan:**
  - The drainage plan shall be presented in graphic form which shall clearly show the street and site layout and those terms which are pertinent to drainage including existing and proposed contours as previously required.
  - The plan shall outline each area contributing to each inlet.
  - All proposed drainage shall be shown with pipe type and sizes, invert and grade or rim elevations, grades and all direction of flow. The direction of flow of all surface waters and of all streams shall be shown.
  - The drainage shall be accompanied by complete drainage calculations made in accordance with the Soil Conservation Service method.
14. **Off Site Drainage Plan:**

*The plan shall also be accompanied by an off site drainage plan prepared in accordance with the following standards:*

  - The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown.
  - The pertinent off site existing drainage shall be shown with elevations of inverts and grates to the nearest one tenth (1/10) of a foot.
  - To the extent that information is available and may be obtained from the County or Township Engineer, any existing plans for drainage improvements shall be shown.
  - In the event a temporary drainage system is proposed, full plans of that system shall be shown.
  - The off site drainage plans shall be accompanied by profiles of all proposed drainage, showing existing details, pipe sizes, type inverts, crowns, slopes, all proposed structures and connections and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross sections at intervals not exceeding one hundred (100') feet shall be shown for all open channels.

15.  If required by the Township Engineer, center line profiles of streets bordering the site, internal roadways, and major circulation aisles showing existing and final grades and slopes, and pipe sizes, tyoe, inverts and grate or rim elevations of drainage and sanitary sewage facilities.
16. **Soil Boring Logs:**  
*Unless the Township shall determine that a lesser number of boring logs is required or that some or all of the boring logs may be deferred to the final plan stage, the site plan shall be accompanied by a set of boring logs and soil analyses for borings made in accordance with the following:*
- One boring not less than fifteen (15') feet below grade or twenty (20') minimum depth shall be made for every five (5) acres (or portion thereof) of land where the water table is found to be ten (10') feet or more below proposed or existing grade at all boring locations.
  - One additional boring shall be made per acre (or portion thereof) in those areas where the water table is found to be less than ten (10') feet below proposed or existing grade.
  - In addition to the above, in those areas where the water table is found to be five (5') feet or less below existing or proposed grade, two additional borings per acre (or portion thereof) will be required if construction of basement is contemplated. Borings shall be located where such basements are proposed.
  - Boring logs shall show soil types and characteristics encountered, ground water depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one tenth (1/10) of a foot.
  - Based on the borings, the site plan shall clearly indicate all areas having a water table within two (2') feet of the existing surface of the land, or within two (2') feet of proposed grade, of all areas within two (2') feet or more of fill is contemplated or has previously been placed.
  - Certified soil tests as a basis for design standards for pavement, pipe, bedding, etc.
17.  Zone boundaries and the tax map sheet, lot and block numbers and the names of owners of all properties within two hundred (200') feet of the site.
18.  A key map, at a scale of not less than one (1") inch equals one thousand (1000') feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is within two hundred (200') feet of the site.
19.  The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common open space, indicating the facilities to be provided in such areas.
20.  The capacity of off-street parking areas, and the location and dimensions of all access drives, aisles and parking stalls. The location and treatment of existing and proposed entrances and exits to public rights of way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other device necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single-unit trucks or buses and semi-trailers that will enter the site each day.
21.  Graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation.
22.  The location and size of proposed loading docks.
23.  The location of curbs and sidewalks.

24.  Cross sections showing the composition of pavement areas, curbs, and sidewalks.
25.  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 features.
26.  Landscaping and screening plan showing the location, type, spacing and number of each type of tree or shrub and the location, type and size, spacing, and number of each type of ground cover to be utilized and planting details for trees, shrubs, and/or ground cover.
27.  Drawn details of the type of screening to be utilized for refuse storage areas, outdoor equipment and bulk storage areas.
28.  Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated.
29.  Location of facilities for the handicapped, including parking spaces and ramps (where applicable), and including construction details for ramps for the handicapped.

**Sectionalization and staging plan:**

30.  Developers of large uses such as shopping centers, multifamily dwellings, industrial parks or other such uses proposed to be developed in stages shall submit sectionalization and staging plan showing the following:
  - The anticipated date of commencing construction of each section or stage.
  - Plans for separate construction emergency access for the project in order to avoid occupancy conflict
31.  Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site and provisions to be made for site maintenance.
32.  Traffic analysis report and recommendations from a qualified traffic engineer.
33.  Such other information as the Municipal Agency and/or Township Engineer may require during site plan review.
34.  Use Group Classification of the building or structure.
35.  Type of construction classification of building or structure to be erected, altered or extended, as defined by the International Residential Code or the International Building Code, New Jersey Edition.

**§ 1000 Application and Escrow Fees**

**A. Fee schedule.** Every application for development shall be accompanied by a check payable to the municipality in accordance with the following schedule:

**TABLE 10.1: APPLICATION FEES**

Type of Application				Administrative Fee
<b>Appeals and Interpretations</b>				\$100.00
<b>Appeal to Governing Body</b>				\$250.00
<b>Conceptual/Informal Reviews</b>				\$50.00
<b>Bulk Variances</b>	Residential			\$100.00
	Nonresidential			\$250.00 per variance
<b>Use Variances</b>				\$750.00
<b>Conditional Use</b>				\$500.00
<b>Subdivision</b>	Minor			\$750.00
	Major	Preliminary		\$750.00 plus \$75.00 per lot.
		Final		\$500.00 plus \$40.00 per lot.
<b>Site Plan</b>	Minor Site Plan			\$500.00
	Major Site Plan	Residential	Prelim	\$750.00 plus \$60.00 per dwelling unit
			Final	50% of Preliminary
		Non-residential	Prelim	\$1,500.00 plus \$50.00 per acre, plus \$0.08 per square foot of proposed building area.
			Final	50% of preliminary
<b>General Development Plan</b>				\$2,000.00
<b>Certified List per MLUL 40:55D-12c.</b>				\$10.00 or \$0.25/name, whichever is greater
<b>Special Meeting</b>				\$1,500.00
<b>Resubmission or Revision Fee</b>				\$100.00 or 40% of original fee, whichever is greater
<b>Tax Map Revisions</b>				\$300.00 plus \$25.00 per lot or unit.
<b>Zone Change Request</b>				\$250.00
<b>Appeal to the Township Committee</b>				\$250.00
<b>Tree Removal Permit</b>				For new residential building lots, \$25.00 dollars per tree, up to a maximum of \$300.00 per lot; For all other properties, \$25.00 per tree up to a maximum of \$600.00 for each acre.
<b>Zoning Permit</b>				\$35.00
<b>Historic Preservation Commission Certificate of Appropriateness</b>				\$10.00
<b>Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment)</b>				\$100.00 per use.
<b>Research Letter (from Administrative Officer)</b>				\$75.00
<b>Extension of Approvals</b>				\$250.00
<b>Soil Removal</b>				\$100.00 per lot.
<b>Historic Preservation Commission Demolition (partial or total)</b>				\$25.00

**TABLE 10.2: ESCROW FEES**

Type of Application				Escrow
Appeals and Interpretations				\$750.00
Conceptual/Informal Board Review				\$750.00
Conceptual/Informal Technical Review				\$1,500.00
Bulk Variances	Residential			\$200.00
	Residential Requiring Engineering Review			\$750.00
	Nonresidential			\$1,250.00
Use Variances				\$1,500.00
Conditional Use				\$2,000.00
Subdivision	Minor			\$4,500.00
	Major	Preliminary	0-5 lots - \$4,500	
			6-24 lots - \$6,000	
		Final	25-100 lots - \$8,000	
			101+ - \$10,000	
			50% of Preliminary	
Site Plan	Minor Site Plan			\$1,500.00
	Major Site Plan	Residential	Prelim	\$2,500.00 plus \$25.00 per dwelling unit
			Final	50% of preliminary
		Non-residential	Prelim	\$2,500.00 plus 0-5,000 sf - \$1,500.00 5,001-10,000 sf - \$3,500.00 10,001 - 25,000 sf - \$6,500.00 25,001-75,000 sf - \$8,500.00 75,000 sf + - \$10,000.00
			Final	50% of preliminary
General Development Plan				Same as Preliminary Site Plan
Certified List				None
Special Meeting				\$500.00
Resubmission or Revision Fee				40% of original fee.
Administrative Approval of Changes				\$500.00 per change.
Appeal to the Township Committee				None
Issuance of a Permit in Certain Areas				\$200.00
Tree Removal Permit				\$500.00
Zoning Permit/Certificate of Appropriateness				None
Historic Preservation Commission Demolition				\$1,800.00
Review of Architectural elevations by Township Architect (if required by Planning or Zoning Board Officials)				\$1,500.00
Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment)				None
Extension of Approvals				\$1,000.00
Treatment Works Approval				\$500.00
Soil Removal				\$100.00 for review of an application by the Township Engineer and inspection of the site, plus \$0.05 per sq. foot of area disturbed due to the removal of soil
Plot Plan/Grading Plan and As-built Survey Review				\$750.00 per lot



**B. Purpose of fees.** The application charge is a flat fee to cover direct administrative expenses and is non-refundable. The escrow account is established to cover the costs of professional services including engineering, legal, planning and other expenses connected with the review of the submitted materials. In accordance with N.J.S.A. 40:55D-53 and N.J.S.A. 40:55D-53.1, sums not utilized in the review process shall be returned to the applicant upon written request. If additional sums are deemed necessary, the applicant shall be notified by certified mail or personal service of the required additional amount and shall add such sum to the escrow. Payment shall be due from the applicant within fifteen (15) days of receipt of the notice. If payment is not received within fifteen (15) days, the applicant shall be considered to be in default, and such default may be grounds for denial of the application.

**C. More than one request.** Where one application for development includes several approval requests, the sum of the individual required fees shall be paid.

**D. Costs of review and inspection.** Each applicant for subdivision or site plan approval shall agree in writing to pay all reasonable costs for professional review of the application, including costs incurred with any informal review of a concept plan which may have preceded the submission of a preliminary application. Additionally, each applicant shall agree in writing to pay all reasonable costs for the municipal inspection of the constructed improvements. All such costs for review and inspection must be paid before any construction permit is issued and all remaining costs must be paid in full before any occupancy issued or bonding is released.

**E. Court reporter.** If an applicant desires a court reporter, the cost of taking testimony and transcribing it and providing a copy of the transcript to the municipality shall be at the expense of the applicant who shall arrange for the reporter's attendance. The municipality provides for the tape recording of the proceedings before the Board.

**F. Waiver of fees for affordable housing.** Notwithstanding any other provision of this Ordinance, a waiver of municipal subdivision and site plan application fees, and zoning permit fees may be granted by the approving municipal agency for all housing units being provided by the applicant for low and moderate income families.

Application # \_\_\_\_\_ / \_\_\_\_\_

Date Filed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Hearing Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**APPLICATION for SITE PLAN and/or SUBDIVISION**

- Check all that apply:**     Preliminary             Minor Subdivision             Minor Site Plan  
                                   Final                             Major Subdivision             Major Site Plan

Other - Specify: \_\_\_\_\_  
 \_\_\_\_\_

Please check one:     Planning Board     Board of Adjustment

**PROPERTY INFORMATION:**

1. **Property Address:** \_\_\_\_\_  
**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Zone:** \_\_\_\_\_ **Acreage:** \_\_\_\_\_

**CONTACT INFORMATION:**

2. **Name of Applicant:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

3. **Name of Owner:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

4. **Interest of Applicant, if other than Owner:** \_\_\_\_\_

5. **Name of Contact Person:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

6. **Applicant's Attorney:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

7. **Applicant's Engineer:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

8. **Applicant's Architect:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

9. **Applicant's Surveyor:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

10. **Applicant's Planner:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**DESCRIPTION OF PROPERTY:**

11. Existing use of property: \_\_\_\_\_  
 12. Proposed use of property: \_\_\_\_\_  
 13. Special Flood Hazard Area: \_\_\_\_\_

**DETAIL PROPOSED INFORMATION:**

14. Proposed number of lots, if applicable: \_\_\_\_\_

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE			
LOT COVERAGE			
BUILDING COVERAGE			
BUILDING HEIGHT			
FRONT SETBACK			
REAR SETBACK			
SIDE SETBACK			
COMBINED SIDE SETBACK			

(If multiple lots and/or buildings, please attach additional detailed listing for each.)

15. Have there been any previous applications to the Planning Board or Board of Adjustment involving these premises?

YES  NO  UNKNOWN

If YES, please give date(s): \_\_\_\_\_

Result of decision: \_\_\_\_\_

16. List of variances requested with Section (§) reference; attach additional forms as necessary:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

17. If a Zoning denial has been received as part of this application, please attach.

**The required submission for all applications to be complete is:**

- Twenty-five (25) copies of a completed application form, inclusive of any supporting information.
- Twenty-five (25) copies and one (1) CD\* of survey and/or plan(s) with one (1) additional copy of survey and/or plan(s) on 11' x 17' sheet(s).

\*See §802B - Completeness Checklist for Use Variance and Bulk Variance Request for details on submission requirements.

**AFFIDAVIT OF APPLICATION**

State of New Jersey  
County of Monmouth

\_\_\_\_\_, being of full age, being duly sworn according to Law, on oath  
( INSERT APPLICANT'S NAME )  
deposes and says that all the above statements are true.

\_\_\_\_\_  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

\_\_\_\_\_  
( PRINT NAME OF APPLICANT )

***Sworn and subscribed before me this***

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**[ NOTARY SEAL ]**

\_\_\_\_\_  
( SIGNATURE OF NOTARY PUBLIC )

**OWNER'S AFFIDAVIT OF AUTHORIZATION AND CONSENT STATEMENT OF LANDOWNER**  
**WHERE APPLICANT IS NOT LANDOWNER**

*(Original signatures only – copies will not be accepted)*

In the matter before the \_\_\_\_\_ in the Township of Neptune,  
( INSERT PLANNING BOARD or BOARD OF ADJUSTMENT )  
State of New Jersey, County of Monmouth, I/We, \_\_\_\_\_ ,  
( INSERT PROPERTY OWNER'S NAME[S] )  
with mailing address of \_\_\_\_\_ ,  
( INSERT PROPERTY OWNER'S MAILING ADDRESS )  
of full age being duly sworn according to oath depose(s) and say(s):

**"I/We am/are the Owner(s) of the subject property in connection with this application**  
**designated as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ ,**  
**also known as \_\_\_\_\_ .**  
( INSERT PHYSICAL ADDRESS OF SUBJECT PROPERTY )

**I/We authorize \_\_\_\_\_**  
( INSERT NAME OF OWNER(S)' REPRESENTATIVE APPEARING BEFORE THE BOARD )  
**to appeal to the Planning Board/Board of Adjustment of the Township of Neptune for such**  
**relief as may be required relating to the property listed above, consent to such appeal and**  
**application, and agree that the decision of the Planning Board/Board of Adjustment on such**  
**appeal shall be binding upon me/us as if said appeal has been brought and prosecuted directly**  
**by me/us as the Owner(s).**

\_\_\_\_\_  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

\_\_\_\_\_  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

***Sworn and subscribed before me this***

\_\_\_\_\_ day of \_\_\_\_\_ , 20\_\_\_\_\_

**[ NOTARY SEAL ]**

\_\_\_\_\_  
( SIGNATURE OF NOTARY PUBLIC )

**SITE VISIT AUTHORIZATION OF PROPERTY OWNER**

I hereby authorize any member of the Township of Neptune Planning Board or Board of Adjustment, any of said Board's professionals or any reviewing agencies of the Board to enter upon the property which is the subject matter of this application, during daylight hours, for the limited purpose of viewing same to report and comment to the Board as to the pending application.

Date: \_\_\_\_\_

\_\_\_\_\_  
( SIGNATURE OF PROPERTY OWNER )

**STATEMENT FROM TAX COLLECTOR**

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property location: \_\_\_\_\_

Status of municipal taxes: \_\_\_\_\_

Status of assessments for local improvements: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
( AUTHORIZED SIGNATURE OF TAX COLLECTOR )

**ESCROW AGREEMENT**

I/We fully understand an "Escrow Account" will be established to cover the costs of the professional services which may include engineering, planning, architectural services, and any other expenses incurred in connection with the review of this application before the Planning Board/Board of Adjustment.

The amount of the Escrow deposit will be determined by the Neptune Township Land Development Ordinance §1000 - Application and Escrow Fees, Table 10.02 - Escrow Fees.

It is the policy of Neptune Township that once an Escrow Account falls below 24% of the original deposit amount, the account must be replenished to its original amount. The only exception would be when the application is nearing completion; in such cases, the Applicant will be notified of any anticipated charges and the amount of the additional deposit required.

Payments shall be due within fifteen (15) days of receipt of the request for additional Escrow Funds. If payment is not received within that time, the Applicant will be considered to be in default, and such default may jeopardize further appearance before the Board, and delay any and all pending approvals and the issuance of building permits. Continued failure to submit requested funds will result in legal action against the property.

In accordance with N.J.S.A. 40:55D-53.1, all unused portion of the Escrow Account will be refunded upon written request from the Applicant, and verification by the Board's professionals who reviewed the application.

By signature below, I/We acknowledge receipt of Neptune Township's §1000 - Application and Escrow Fees, and agree to all conditions listed.

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Name of Applicant: \_\_\_\_\_  
( PLEASE PRINT )

Property Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
( PRINT NAME ) ( SIGNATURE OF APPLICANT )

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
( PRINT NAME ) ( SIGNATURE OF OWNER )