



## Instructions for Applying to the Neptune Township Board of Adjustment Bulk and Use Applications

Dear Applicant,

The following information is given to assist you in the process of applying to the Board of Adjustment. If you have any questions throughout the process, please feel to contact the Board Office at 732.988.5200 ext. 278 for any assistance.

**Please file the following information with your application:**

1. Survey of property drawn to scale, showing the block and lot numbers of the property, dimension of lot; dimension of present and proposed structure, and location of all structures in relation to all other structures and to the property lines, must be shown.
2. Copy of the "Zoning Determination Denial" from the Zoning Office
3. Drawings of the proposed structure, description of the proposed finished project.
4. Recent photos of the structure as it exists, showing front; sides and rear property.
5. Required fees – checks must be two separate checks made out to the Township of Neptune [One check will cover the required fees for application and property owners list, one check for the required escrow fees]

**\*\*Be advised that it is helpful to the Board, that you provide as much detailed information as possible regarding your proposed application.**

**The Process:**

After you submit your application, fees and supporting documents to the Board Office, and your application has been deemed complete, you will receive a letter in the mail approximately within four weeks [4] advising you of your hearing date. Please be aware it may take as long as six to eight weeks before you are scheduled for a hearing date. This will depend on the completeness and number of applications filed at the board office.

When you receive your hearing letter, you will receive further instructions regarding the process necessary of notifying the public of your application and the notice required in the newspaper.

You may wish to have your contractor attend the hearing to answer any questions that you are unable to answer. In general the Board can make their decision at the first meeting, unless the applicant has failed to provide sufficient information.

In the event that the variance has been granted, you are hereby notified that said variance shall expire unless the work is commenced and diligently prosecuted within two [2] years from the date granting of the variance.

If you find that you are unable to commence the work within the required two [2] year time frame, you may apply to the Board for a one-year extension of approvals, prior to the expiration date of the original approval granted.

A resolution will be prepared when the variance has been granted, and memorialized at the following meeting. Approximately 2 to 5 days after the memorialization of the resolution, it will be made available for you to either pick it up at the Board Office or it will be mailed to your and or your attorney. At that time you may apply to the Construction Department to apply for your building permits.

You will also be required to publish a notice in the newspaper of the "Decision of the Board". Publication can be done in one of the following township approved newspapers – [the Coaster or the Asbury Park Press], the affidavit of publication must be submitted to the Board Office once the publication has been published.

Also please, be aware that an objector of your application/approval has up to forty-five [45] days after your notice is published in the newspaper to file an appeal on the decision of the Board. In the meantime, the construction department will issue your permit once it has been approved by construction.

Application fees are NOT refundable, whether your application has been approved or denied,

If you are filing an Appeal or Request for an Interpretation, the enclosed application must be accompanied with a letter of explanation detailing your request to the Board.

Again if you require any assistance please feel free to contact this office and I will be glad to assist you any way possible.

Rose C. Havey,  
Administrative Officer

Required Filing Fees as of 7-22-08 ~

Please Make Checks Payable to Neptune Township- Two checks are required as follows:

Bulk Variance Request -

Check #1 – Application Fee & Property Owners List for bulk variances \$110.00

Check #2 - Escrow Fee - \$200.00

Use Variance Request -

Check #1 filing fee for use variance request \$750.

Check #2 – Escrow Fee - \$1,500. [possible addition fees if upon review by Board Planner]

Neptune Township  
PO Box 1125, 25 Neptune Blvd,  
Neptune, New Jersey 07753  
732-988-5200 Fax 732-988-0062 [www.neptunetownship.org](http://www.neptunetownship.org)

**Variance Application**

Please check one:

Planning Board \_\_\_\_ Ext. 278

Board of Adjustment \_\_\_\_ ext. 278

**Type of Variance Requested:**

- Bulk Variance [front, side/rear setback, other] Specify \_\_\_\_\_  
\_\_\_\_\_
- Bulk Variance [Lot Coverage] \_\_\_\_\_
- Use Variance [proposal not permitted in zone] \_\_\_\_\_
- Appeal/Interpretation of Decision \_\_\_\_\_
- Other, Specify \_\_\_\_\_  
\_\_\_\_\_

1. Property Address: \_\_\_\_\_
2. Block \_\_\_\_\_ Lot \_\_\_\_\_
3. Property is located in \_\_\_\_\_ Zoning District according to the Neptune Twp. Land Ordinance.
4. Name of applicant: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_  
E-mail address: \_\_\_\_\_
5. Name of owner: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_  
E-mail address: \_\_\_\_\_
6. Name of contact person: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_  
E-mail address: \_\_\_\_\_
7. Interest of applicant, if other than owner: \_\_\_\_\_

**Detailed Information:**

- Existing use of property: \_\_\_\_\_
- Proposed use of property: \_\_\_\_\_

**Principal Use:**

	Permitted	Existing	Proposed
Lot Size			
Lot Coverage			
Building Coverage			
Building Height			
Front Setback			
Rear Setback			
Side Setback			
Combined Side Setback			

**Accessory: (If Applicable)**

	Permitted	Existing	Proposed
Lot Size			
Lot Coverage			
Building Coverage			
Building Height			
Front Setback			
Rear Setback			
Side Setback			
Combined Side Setback			

8. Has there been any previous applications involving these premises Yes [ ] No [ ]

If so when \_\_\_\_\_

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

9. Description of variance requested [be as specific as possible]

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

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

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

[Signature of applicant]

\_\_\_\_\_  
 [Print applicant name]

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

The required submission for all applications to be completed is sixteen (16) copies of completed application form inclusive of any supporting information; and sixteen (16) copies of survey and/or plan with one (1) additional copy of survey and/or plan on 11" x 17" sheets.

\_\_\_\_\_  
[Signature of applicant]

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

\_\_\_\_\_  
[Print applicant name]

**STATEMENT OF LANDOWNER WHERE APPLICANT IS NOT LANDOWNER**

I, \_\_\_\_\_ THE OWNER OF BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_ HEREBY  
ACKNOWLEDGE THAT THE APPLICATION OF \_\_\_\_\_  
IS MADE WITH MY COMPLETE UNDERSTANDING AND PERMISSION.

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

SIGNATURE OF LANDOWNER \_\_\_\_\_

(SIGNATURE TO BE NOTARIZED)

**AFFIDAVIT OF APPLICATION**

State of New Jersey  
County of Monmouth

\_\_\_\_\_ being of full age, being duly sworn according to law, on oath depose and says that all the above statements are true.

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me,

This day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public ~ State of New Jersey

**Authorization**

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

\_\_\_\_\_ is hereby authorized to make the within application before the Board.

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

\_\_\_\_\_  
Signature of Owner

**Authorization of Property Owner**

I hereby authorize any member of the Township of Neptune Board of Adjustment any of said Board's professionals or reviewing agencies the Board, to enter upon the property which is the subject matter of this application, during daylight hours, for limited purposed viewing same to report and comment to the Board of Adjustment 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 professional services which will include engineering, legal, planning, architectural and other expenses connected with the review of this application for Board review. The amount of Escrow deposit will be determined by the Neptune Township Land Development Ordinance, Section 1000 A. Table 10.2: Escrow Fees.

It is Neptune Township's policy that once an Escrow Account falls below 25% of the original deposit amount, the account must be replenished to that original amount. The only exception would be when the application is nearing completion; applicant will then be notified of any *anticipated* charges and the amount of deposit required. Payment shall be due within fifteen (15) days of receipt of the request for additional Escrow funds. If payment is not received within that time, applicant will be considered to be in default, and such default may jeopardize appearance before the board, or hold up any pending approvals or permits. Continued refusal will result in a lien against the property.

In accordance with N.J.S.A. 40:55D-53.1, any unused portion of this escrow account will be refunded upon written request from the applicant, only after all professionals have verified all billing is complete and there are no outstanding charges.

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

Applicant Name: \_\_\_\_\_  
(please print)

Property: \_\_\_\_\_  
Block Lot(s) Street Address

Owner: \_\_\_\_\_  
(please print) Signature of Owner

Owner: \_\_\_\_\_  
(please print) Signature of Owner

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