



Neptune Township Zoning Board of Adjustment Information When Applying for an Appeal of A Zoning and/or Historic Preservation Denial

Dear Applicant,

The following information is given to assist you in the process of applying to the Zoning Board of Adjustment when seeking an appeal of a Zoning Denial or Denial from the Historic Preservation Commission.

Please review and submit the following information with your request:

1. Completed Application for Appeal/Interpretation of Zoning Officer's Decision or Appeal of Historic Preservation Commission's Decision Application (containing 6 sheets)
2. Survey of the property drawn to scale, showing the block and lot numbers of the property, dimension of the lot; dimension of present and proposed structure(s), location of all structures, and to the property lines. Survey must be current, if not, applicants must sign a "Survey Affidavit of No Change".
3. Provide a copy of the "Zoning Permit Denial" which was provided by the Zoning Officer, or a copy of the Denial from the Historic Preservation Commission. When appealing an HPC Denial, a copy of the hearing transcript is required. Copies of the transcript may be ordered via Torro Reporting, LLC, 732-256-4648.
4. Drawings of the proposed structure, description of the proposed finished project. Be advised that it is helpful to the Board that you provide as much detailed information as possible to assist the members in their review of your appeal.
5. Recent colored photos of the structure as it "exists". Photos should show front, sides, and rear elevations.
6. Please include copy of Corporation Documents if you are a company or corporation.
7. Submission of required fees: Application fee will be \$100, and the Escrow Deposit will be \$750. [Two separate checks made payable to the Township of Neptune in these amounts are required at the time of filing.]
8. All of the above items are required in order for the application to be deemed complete. An omission of any or one or more items will be reason to deem the application incomplete and require resubmission.

The Process:

Once your application and submissions have been received and deemed complete, you will receive a letter in the mail advising you of your hearing date. [This process may take as long as four to six weeks depending on the completeness of the application, and the number of applications filed waiting to be scheduled.]

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

You may wish to have your contractor and or professional(s) attend the hearing to answer any question that you are unable to answer. In general the Board can make their decision at the first scheduled hearing unless the applicant has failed to provide sufficient information.

If you have any questions or need clarification please feel free to contact, Ms. Kristie Armour at the Board Office at 732-988-5200 ext. 278 or via e-mail at KArmour@neptunetownship.org.

Neptune Township
25 Neptune Blvd.
Neptune, New Jersey 07753
732-988-5200 ext. 278 Fax 732-988-4259
www.neptunetownship.org



Application # ____/____/____
Date Filed ____/____/____
Hearing Date ____/____/____

**Application for Appeal/Interpretation of Zoning Officer's Decision or
Appeal of Historic Preservation Commission's Decision**

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: _____
- Special Flood Hazard Area: _____

Principal Use:

	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)

Accessory: (If Applicable)

	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)

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

If so when _____

Result of decision _____

9. Justification/Reason(s) for variance(s) requested [be as specific as possible attach additional sheets as necessary]

10. If a Zoning denial or denial from the Historic Preservation Commission 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 completed application form inclusive of any supporting information; and 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 Section 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
(Insert Applicant's Name)

Law, on oath depose 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 _____
(Insert Planning Board or Zoning Board of Adjustment)

IN THE TOWNSHIP OF NEPTUNE, STATE OF NEW JERSEY, COUNTY OF MONMOUTH.

I/WE, _____, WITH MAILING ADDRESS OF
(Insert Property Owner's Name)

_____ OF FULL AGE BEING DULY
(Insert Property Owner's Mailing Address)

SWORN ACCORDING TO LAW AND OATH DEPOSES AND SAYS:

“I/WE 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 the subject property)

I/WE AUTHORIZE _____
(Insert name of Owner(s)' representative appearing before the Board)

TO APPEAL TO THE PLANNING/ZONING 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 ANY DECISION OF THE PLANNING/ZONING 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 Owner to be Notarized)

(Original Signature of Owner 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/Zoning Board of Adjustment, any of said of Board's professionals or reviewing agencies of the Board to enter upon the property which is the subject matter of this application, during daylight hours, for 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 will include engineering, legal, planning, architectural, and any other expenses incurred in connection with the review of this application before the Land Use Board.

The amount of the Escrow Deposit will be determined by the Neptune Township Land Development Ordinance, section 1000 Application and Escrow Fee, 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; applicant will be notified of any anticipated charges and the amount of the 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, applicant will be considered to be in default, and such default may jeopardize appearance before the Board of hold up any and all pending approvals and building permits. Continued refusal will result in legal action against the property.

Also 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 Section 1000, Application and Escrow Fees and agree to all conditions listed.

Name of Applicant: _____
[please print]

Property Address: _____ Block _____ Lot _____

Applicant's Name: _____
[Print Name] [Signature of Applicant]

Owner's Name: _____
[Print Name] [Signature of Owner]

Date: _____