

**COMPLETENESS CHECKLIST FOR USE AND/OR BULK VARIANCES (Revised 5/13/13)**

**Section §802B. Completeness Checklist for Use Variance and Bulk Variance Request.**

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

- | <u>C</u>                 | <u>N</u>                 | <u>N/A*</u>              | <u>W*</u>                | <b><u>ONLY FOLDED PLANS WILL BE ACCEPTED</u></b>   |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Twenty-five (25) copies of completed and signed application form which must include the following: <ul style="list-style-type: none"><li><input type="checkbox"/> Applicant's name, address, telephone number, facsimile number, and e-mail address (if applicable).</li><li><input type="checkbox"/> Property Owner's name, address, telephone number, facsimile number, and e-mail address (if applicable).</li><li><input type="checkbox"/> Applicant's interest in the property.</li><li><input type="checkbox"/> Name, address, telephone number, facsimile number, and e-mail address (if applicable) of the Applicant's attorney (if represented) as well as any and all other professional representative(s).</li><li><input type="checkbox"/> Street address of the property</li><li><input type="checkbox"/> Tax lot and block numbers of the property</li><li><input type="checkbox"/> Zoning District in which the property is located.</li><li><input type="checkbox"/> Description of the property</li><li><input type="checkbox"/> Description of the proposed development.</li><li><input type="checkbox"/> Type of application</li><li><input type="checkbox"/> Provide identification of subject property/properties' Special Flood Hazard Area Zone</li><li><input type="checkbox"/> Executed copy of "Authorization &amp; Consent Form" Part "C"</li><li><input type="checkbox"/> Executed copy of "Certificate of Ownership" Part "D", if applicable</li><li><input type="checkbox"/> Executed copy of "Certificate of Corporation/Partnership", if applicable</li><li><input type="checkbox"/> Applicant/Owner to provide verification of taxes paid (this will be further verified by the Administrative Officer).</li><li><input type="checkbox"/> Executed copy of "Escrow Agreement" Part "E"</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Twenty-five (25) copies of the property deed(s).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Twenty-five (25) copies of the Zoning Permit Denial <b>[not required for subdivisions]</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Required Plans folded, no larger than 30"x42": <ul style="list-style-type: none"><li><input type="checkbox"/> a. Twenty-five (25) copies of current signed &amp; sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.</li><li><input type="checkbox"/> b. Five (5) copies with initial submission and each subsequent submission for completeness review.</li><li><input type="checkbox"/> c. Once the application is deemed complete, twenty (20) additional full-sized paper sets of the plans plus one (1) reduced-size paper set of the plans no larger than 11"x17", and one (1) CD containing the plans in .pdf format must be submitted to the Board Office for distribution.</li></ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Six (6) copies of Tree Removal Application package in accordance with Section §525 (if applicable).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Community Impact Statement (for Use Variance only)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Application Fee \$ _____ Escrow Deposit \$ _____<br><b>In accordance with fee schedule.</b>   |

C = Complete      N = Incomplete      N/A = Not Applicable

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

## The Process:

After you submit your application, fees, and supporting documents, your application will be reviewed for completeness. At that time, you will receive a letter in the mail advising you whether or not your application is “complete”. If your application is deemed “incomplete”, please provide the additional information requested contained in the “incomplete” letter. If your application is deemed “complete”, the letter will advise you of your hearing date.

**It is helpful to the Board that you provide as much detailed information as possible regarding your proposal. Recent photos of the structure as it exists; showing front, sides, and rear of the property.**

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

In general, the Board can make their decision at the first meeting/hearing unless the applicant has failed to provide sufficient information.

Once the Board has made a decision, a resolution will be prepared indicating the variance has been granted/denied, and then memorialized at the following hearing/meeting. Approximately two (2) to five (5) days after the memorialization of the resolution, it will be mailed to you or to your attorney (should you be represented by an attorney).

You will be required to public a notice in the newspaper of the “Decision of the Board”. Publication can be done in the Township approved newspaper – the Coaster, 111 Main Street, Asbury Park, New Jersey 07719. The original “Affidavit of Publication” of your notice must be submitted to the Board Office once the publication has been published.

Also, please be aware than 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.

Please note application fees are NOT refundable whether your application has been approved or denied; however, any unused portion of your escrow deposit can be refunded. A written request must be received by the Board Office in order to begin the refund process.

Again if you have any questions or require assistance with the process, please contact the Board Office at 732-988-5200 Ext. 278.

**§ 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
Appeals and Interpretations				\$100.00
Appeal to Governing Body				\$250.00
Conceptual/Informal Reviews				\$50.00
Bulk Variances	Residential			\$100.00
	Nonresidential			\$250.00 per variance
Use Variances				\$750.00
Conditional Use				\$500.00
Subdivision	Minor			\$750.00
	Major	Preliminary		\$750.00 plus \$75.00 per lot.
		Final		\$500.00 plus \$40.00 per lot.
Site Plan	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
General Development Plan				\$2,000.00
Certified List per MLUL 40:55D-12c.				\$10.00 or \$0.25/name, whichever is greater
Special Meeting				\$1,500.00
Resubmission or Revision Fee				\$100.00 or 40% of original fee, whichever is greater
Tax Map Revisions				\$300.00 plus \$25.00 per lot or unit.
Zone Change Request				\$250.00
Appeal to the Township Committee				\$250.00
Tree Removal Permit				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.
Zoning Permit				\$35.00
Historic Preservation Commission Certificate of Appropriateness				\$10.00
Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment)				\$100.00 per use.
Research Letter (from Administrative Officer)				\$75.00
Extension of Approvals				\$250.00
Soil Removal				\$100.00 per lot.
Historic Preservation Commission Demolition (partial or total)				\$25.00

Revised 08/27/07

25 Neptune Boulevard • Neptune, New Jersey 07753

Tel. 732.988.5200 • Fax 732.988.0062 • www.neptunetownship.org

**TABLE 10.2: ESCROW FEES**

Type of Application			Escrow	
<b>Appeals and Interpretations</b>			\$750.00	
<b>Conceptual/Informal Board Review</b>			\$750.00	
<b>Conceptual/Informal Technical Review</b>			\$1,500.00	
<b>Bulk Variances</b>	Residential		\$200.00	
	Residential Requiring Engineering Review		\$750.00	
	Nonresidential		\$1,250.00	
<b>Use Variances</b>			\$1,500.00	
<b>Conditional Use</b>			\$2,000.00	
<b>Subdivision</b>	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	
<b>Site Plan</b>	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
<b>General Development Plan</b>			Same as Preliminary Site Plan	
<b>Certified List</b>			None	
<b>Special Meeting</b>			\$500.00	
<b>Resubmission or Revision Fee</b>			40% of original fee.	
<b>Administrative Approval of Changes</b>			\$500.00 per change.	
<b>Appeal to the Township Committee</b>			None	
<b>Issuance of a Permit in Certain Areas</b>			\$200.00	
<b>Tree Removal Permit</b>			\$500.00	
<b>Zoning Permit/Certificate of Appropriateness</b>			None	
<b>Historic Preservation Commission Demolition</b>			\$1,800.00	
<b>Review of Architectural elevations by Township Architect (if required by Planning or Zoning Board Officials)</b>			\$1,500.00	
<b>Certification of Pre-existing Nonconforming Use (from Administrative Officer or Zoning Board of Adjustment)</b>			None	
<b>Extension of Approvals</b>			\$1,000.00	
<b>Treatment Works Approval</b>			\$500.00	
<b>Soil Removal</b>			\$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	
<b>Plot Plan/Grading Plan and As-built Survey Review</b>			\$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 for Use and/or Bulk Variances**

**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:**

	<b>Required and/or Permitted</b>	<b>Existing</b>	<b>Proposed</b>
<b>Lot Size</b>			
<b>Lot Coverage</b>			
<b>Building Coverage</b>			
<b>Building Height</b>			
<b>Front Setback</b>			
<b>Rear Setback</b>			
<b>Side Setback</b>			
<b>Combined Side Setback</b>			

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

**Accessory: (If Applicable)**

	<b>Permitted</b>	<b>Existing</b>	<b>Proposed</b>
<b>Lot Size</b>			
<b>Lot Coverage</b>			
<b>Building Coverage</b>			
<b>Building Height</b>			
<b>Front Setback</b>			
<b>Rear Setback</b>			
<b>Side Setback</b>			
<b>Combined Side Setback</b>			

(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 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: \_\_\_\_\_