

COMPLETENESS CHECKLIST FOR SITE PLANS AND/OR SUBDIVISIONS (Revised 5/13/13)

Section 802A. Development Application Completeness Checklist

Section §802 [Submissions required for all development applications, **excluding Use Variances and Bulk Variances**]

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>	<u>ONLY FOLDED PLANS WILL BE ACCEPTED</u>
<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: <input type="checkbox"/> Provide 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"/> Applicant/Owner to provide 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"/>	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 [not required for subdivisions]
				4. Required Plans folded no larger than 30"x42":
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Twenty-five (25) copies of current signed & sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Six (6) copies of Soil Erosion & Sediment Control Plans and proof of submission to Freehold Soil Conservation District or letter of exemption from FSCD.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Five (5) copies with initial submission and each subsequent submission for completeness review.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. 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.
<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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Six (6) copies of Environmental Impact Statement [EIS]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Six (6) copies of Stormwater Management Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Proof of submission to Monmouth County Planning Board [if applicable]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Proof of submission to CAFRA [if applicable]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Six (6) copies of Circulation Impact Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Community Impact Statement [for Major Site Plan and/or Major Subdivision only]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Application Fee \$ _____ Escrow Deposit \$ _____

In accordance with fee schedule.

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

*** Any request for a "WAIVER" must include a written explanation for the request. (Attach sheets as necessary)**

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 the 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 [1st] sheet of all plans submitted to the Planning Board or Zoning Board of Adjustment for Major Site Plan, Minor Site Plan, Major Subdivision, or Minor Subdivision: (PLEASE INCLUDE INFORMATION FOR EACH ZONE/BLOCK/LOT INVOLVED – ATTACH ADDITIONAL SHEETS AS NECESSARY)

ZONE DISTRICT:			
	<u>Required and/or Permitted</u>	<u>Existing</u>	<u>Proposed</u>
Minimum lot area			
Maximum density			
Maximum floor area ratio (FAR)			
Minimum lot width			
Minimum lot frontage			
Minimum lot depth			

	<u>Required and/or Permitted</u>	<u>Existing</u>	<u>Proposed</u>
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			
Existing use or uses:			
Proposed use or uses:			
Existing floor area:			
Proposed floor area:			

NOTE: Any items that are not applicable to a particular application shall be marked with an "N/A".

4. ☐ North arrow and written and 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 Zoning Board 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 Corp 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 with 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 they 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 of a foot.
- ☐ To the extent that information is available and maybe 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, type, 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 are required or that some or all 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'] feet 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 acres [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 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 which 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'] of the site.
- 18. ☐ A key map, at a scale of not less than one [1] inch equals one thousand [1,000] 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 parking 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
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
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 25-100 lots - \$8,000 101+ - \$10,000
		Final		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

Revised 08/27/07

25 Neptune Boulevard • Neptune, New Jersey 07753

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

Page 9 of 13

- 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 Site Plan and/or Subdivision

(Check all that apply)

<u>Preliminary</u>	<input type="checkbox"/>	<u>Minor Subdivision</u>	<input type="checkbox"/>	<u>Minor Site Plan</u>	<input type="checkbox"/>
<u>Final</u>	<input type="checkbox"/>	<u>Major Subdivision</u>	<input type="checkbox"/>	<u>Major Site Plan</u>	<input type="checkbox"/>
<u>Other</u> <input type="checkbox"/> Explain: _____					

Please check one:

Planning Board ☐

Zoning 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. Interest of Applicant if other than owner: _____

4. Contact Person: _____
Mailing Address: _____
Phone # _____ Fax # _____ Cell # _____
E-mail address: _____

5. Name of owner: _____
Mailing address: _____
Phone # _____ Fax # _____ Cell # _____
E-mail address: _____

6. Name of applicant's Attorney: _____
Mailing Address: _____
Phone # _____ Fax # _____ Cell # _____
E-mail address: _____

7. Name of applicant's Engineer: _____
 Mailing Address: _____
 Phone # _____ Fax # _____ Cell # _____
 E-mail address: _____

Detail Property Information:

8. Existing use of property: _____
 9. Proposed use of property: _____
 10. Special Flood Hazard Area: _____

Detail Proposed Information:

11. Proposed number of lots, if applicable _____

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

(If multiple lots and/or buildings are proposed, please attach detailed listings)

12. Has there been any previous applications involving these premises? Yes ☐ No ☐ Unknown ☐

If so, when _____

Result of decision _____

13. List of variances requested with Section reference [attach forms as necessary]

14. 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 plus one (1) CD* of survey and/or any plan(s), with one (1) additional copy of survey and/or any plan(s) on 11" x 17" sheet(s).

* See Section 802A. Development Application Completeness Checklist 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: _____