

**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>ONLY FOLDED PLANS WILL BE ACCEPTED</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Twenty-five (25) copies of the property deed(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Twenty-five (25) copies of the Zoning Permit Denial [not required for subdivisions]
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Required Plans folded, no larger than 30"x42":
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>a.</b> Twenty-five (25) copies of current signed & sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor. <i>- showing new shed location</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>b.</b> Five (5) copies with initial submission and each subsequent submission for completeness review.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>c.</b> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>d.</b> Six (6) copies of Tree Removal Application package in accordance with Section §525 (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>e.</b> Community Impact Statement (for Use Variance only)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Application Fee \$ <u>100-</u> Escrow Deposit \$ <u>250-</u>

In accordance with fee schedule.

*2 - separate checks / or m.o.*

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.

**Application for Use and/or Bulk Variances**

**Type of Variance Requested:**

- Bulk Variance [front, side/rear setback, other] Specify wood shed on side of house  
minimum 15' from side setback,
- Bulk Variance [Lot Coverage] total lot coverage w/proposed shed 37.105% wood shed: 1.25%
- Use Variance [proposal not permitted in zone] 2nd shed used for wood storage - open faced
- Appeal/Interpretation of Decision Need 2nd shed to clean up property and keep organized
- Other, Specify \_\_\_\_\_

1. Property Address: 338 Victor Place, Neptune, NJ, 07753
2. Block 4801 Lot 4
3. Property is located in R3 Zoning District according to the Neptune Twp. Land Ordinance.
4. Name of applicant: Thomas Geary  
Mailing address: 338 Victor Place, Neptune, NJ, 07753  
Phone # \_\_\_\_\_  
E-mail address: \_\_\_\_\_
5. Name of owner: Thomas Geary  
Mailing address: 338 Victor Place, Neptune, NJ, 07753  
Phone # \_\_\_\_\_  
E-mail address: \_\_\_\_\_
6. Name of contact person: Thomas Geary  
Mailing address: 338 Victor Place, Neptune, NJ, 07753  
Phone # \_\_\_\_\_  
E-mail address: \_\_\_\_\_
7. Interest of applicant, if other than owner: owner

**Detailed Information:**

- Existing use of property: Residential
- Proposed use of property: Residential
- Special Flood Hazard Area: na

**Principal Use:**

na? wood shed

	Required and/or Permitted	Existing	Proposed
Lot Size	10,000	10,000	10,000
Lot Coverage	4,500	3584.7	3710.5
Building Coverage	3,000	1787.2	1913
Building Height	15'	na	7' front max 6'6" back
Front Setback			
Rear Setback			
Side Setback	8		15' min
Combined Side Setback			

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

**Accessory: (If Applicable)** wood shed

	Permitted	Existing	Proposed
Lot Size	10,000	10,000	10,000
Lot Coverage		3584.7	3710.5
Building Coverage		1787.2	1913
Building Height	up to 15'	na	7' front max 6'6" back
Front Setback	min 8'	na	42'
Rear Setback	min 8'	na	35'
Side Setback	min 8'	na	15' min
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 Zoning app. 7/6/21

Result of decision denied

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

Need second shed to hold splitwood. I didn't know how much money and work the horse would need, so even on a financial decision ~~be~~ alone, I need this shed to be able to afford the heat this winter. Want the yard and house to look clean and organized without having logs all over. I've worked so hard to make it nice, and other neighbors have 2 sheds and it can really help the house and property look better.

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

Thomas Geary  
(Insert Applicant's Name)

being of full age, being duly sworn according to

Law, on oath depose and says that all the above statements are true.

[Signature]  
(Original Signature of Applicant to be Notarized)

Thomas Geary  
(Print Name of Applicant)

KRISTIE M. DICKERT  
NOTARY PUBLIC OF NEW JERSEY  
Commission # 2178258  
My Commission Expires 5/24/2025

Sworn and subscribed before me this  
7<sup>th</sup> day of July, 2021

Kristie M Dickert  
Signature of Notary Public

[NOTARY SEAL]

**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 \_\_\_\_\_

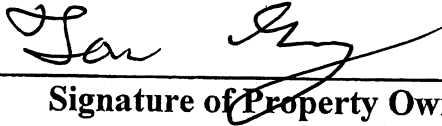
[NOTARY SEAL]

\_\_\_\_\_  
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: 7/7/21

  
\_\_\_\_\_  
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: Thomas Geary  
[please print]

Property Address: 338 Victor Place, Neptune, NJ, 07753 Block 4801 Lot 4

Applicant's Name: Thomas Geary [Signature]  
[Print Name] [Signature of Applicant]

Owner's Name: Thomas Geary [Signature]  
[Print Name] [Signature of Owner]

Date: 7/7/21