

**COMPLETENESS CHECKLIST for USE and/or BULK VARIANCES**

§802B. Completeness Checklist for Use Variance and Bulk Variance Request. (Last revised by Ordinance No. 13-17.)

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

- C I N/A W\*** [ C = Complete I = Incomplete N/A = Not Applicable W = Waiver Requested\* ]
1. **Twenty-five (25) copies of completed and signed application form, which must include the following:**
- Applicant’s name, address, telephone number, facsimile number and e-mail address.
  - Property Owner’s name, address, telephone number, facsimile number and e-mail address.
  - Applicant’s interest in the property.
  - Name, address, telephone number, facsimile number and e-mail address of the Applicant’s attorney (if represented), and any and all other professional representatives.
  - Street address of property under consideration.
  - Tax Block and Lot numbers of property.
  - Zoning District in which property is located.
  - Description of the property.
  - Description of the proposed development.
  - Type of application (i.e., Use Variance or Bulk Variance).
  - Identification of subject property’s Special Flood Hazard Area Zone.
  - Executed copy of “Authorization & Consent Form” Part C.
  - Executed copy of “Certificate of Ownership” Part D, if applicable.
  - Executed copy of “Certificate of Corporation/Partnership”, if applicable.
  - Verification of taxes paid (this will be further verified by the Administrative Officer).
  - Executed copy of “Escrow Agreement” Part E.
2. **Twenty-five (25) copies of the property deed(s).**
3. **Twenty-five (25) copies of the Zoning Permit denial.**
4. **Required plans, folded, no larger than 30” x 42”.**  
**PLEASE NOTE: Only folded plans will be accepted, and all submitted plans must be to scale.**
- a. **Twenty-five (25) copies of current signed & sealed survey, prepared by a New Jersey Licensed Professional Land Surveyor.**
  - b. **Five (5) copies of site plans/construction plans with initial submission and with each subsequent submission, for completeness review.**
  - c. **Once the application is deemed complete, twenty (20) additional full-sized paper site plans/construction plans, plus one (1) reduced-size paper copy of the plans (no larger than 11” x 17”), and one (1) CD containing the plans in .pdf format.**
5. **Six (6) copies of Tree Removal Application package in accordance with §525 (if applicable).**
6. **Community Impact Statement (for Use Variance only).**
7. **Application Fee \$ 100 Escrow Deposit \$ 750 in accordance with schedule.**  
**PLEASE NOTE: Application Fee and Escrow Deposit must be paid in separate checks.**

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

**The information below roughly outlines the steps involved in processing an application for a Use and/or Bulk Variance:**

After you submit your application, fees, and supporting documents, your application will be reviewed for completeness. At that time, you will receive notification advising you whether your application is “complete”. If your application is deemed “incomplete”, you will be asked to provide the additional information as outlined in the notification. If your application is deemed “complete”, you will receive a letter advising you of your scheduled hearing date.

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

**PLEASE NOTE:** *It is helpful to the Board that you provide as much detailed information as possible regarding your proposal. Recent photographs of the entire structure/property, clearly showing front, sides and rear, are strongly suggested.* In general, the Board can make its decision at the first meeting/hearing unless the Applicant has failed to provide sufficient information.

Once the Board has rendered a decision, a resolution will be prepared indicating the variance has been granted or denied; this resolution will be memorialized at the next scheduled meeting/hearing. 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).

Following memorialization, you will be required to publish a “Notice of Decision” in the Township-approved newspaper – The Coaster, 111 Main Street, Asbury Park, NJ 07719. When placing your ad, you must request an “Affidavit of Publication”, the original “Affidavit of Publication” of your notice must be submitted to the Board Office once the Notice has been published.

Please be aware that any objector to your approval/denial has up to forty-five (45) days after your notice is published in the newspaper to file an appeal of the decision of the Board.

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

**Should you have any questions or require assistance with the application process, please contact the Board Office either by phone (732-897-4162 .x. 204), or by email ([kdickert@neptunetownship.org](mailto:kdickert@neptunetownship.org)).**

**§ 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		
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	
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

**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	

**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): Request to build addition to house despite overage on lot coverage
- Use Variance (proposal not permitted in zone): \_\_\_\_\_
- Appeal/Interpretation of Decision: \_\_\_\_\_
- Other - Specify: \_\_\_\_\_

1. Property Address: 29 Sylvan Drive
2. Block: 5214 Lot: 6
3. Property is located in R-3 Zoning District, according to Neptune Township Land Development Ordinance.
4. Name of Applicant: Michael Tiedemann  
Mailing Address: 29 Sylvan Drive, Neptune, NJ 07753  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
5. Name of Owner: Michelle Tiedemann  
Mailing Address: 29 Sylvan Drive Neptune NJ 07753  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
6. Interest of Applicant, if other than Owner: Husband
7. Name of Contact Person: Michael Tiedemann  
Mailing Address: 29 Sylvan Drive Neptune NJ 07753  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
8. Applicant's Attorney: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
9. Applicant's Engineer: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
10. Applicant's Architect: \_\_\_\_\_ Company: Yezzi & Associates  
Mailing Address: PO Box 1638 Toms River NJ 08754  
Phone #: 732 240 3433 Fax #: 732 240 3463 Cell #: \_\_\_\_\_  
E-mail Address: info@yezziassociates.com
11. Applicant's Surveyor: Charles Bell Company: Charles V. Bell Assoc.  
Mailing Address: 40 Meredith Dr. Tinton Falls NJ 07724  
Phone #: 732 542 1616 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: bellsurveying@gmail.com
12. Applicant's Planner: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**DESCRIPTION OF PROPERTY** (e.g., Single Family Dwelling, Commercial/Retail):

Existing use of property: Single Family Dwelling  
 Proposed use of property: Single Family Dwelling  
 Special Flood Hazard Area: \_\_\_\_\_

**PRINCIPAL USE:**

	REQUIRED and/or PERMITTED	EXISTING	PROPOSED
LOT SIZE	7500 sq Ft	8204.18	8204.18
LOT COVERAGE	45 %	56.32 %	56.32 %
BUILDING COVERAGE	30 %	24.44 %	24.44 %
BUILDING HEIGHT	35 Ft	23.5 Ft	23.5 Ft
FRONT SETBACK	20 Ft	25.8 Ft	25.8 Ft
REAR SETBACK	30 Ft	43 Ft	43 Ft
SIDE SETBACK	10 Ft	10.7 Ft	10.7 Ft
COMBINED SIDE SETBACK			

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

**ACCESSORY (if applicable):**

	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 for each.)

8. Have there been any previous applications to the Planning Board or Board of Adjustment involving these premises?

YES  NO

If YES, please give date(s): \_\_\_\_\_

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

9. Justification/reason(s) for variance(s) requested. (Be as specific as possible; attach additional sheets if necessary.):

We are submitting approval to build an addition over our garage & to put a roof over our back deck (as shown). Our lot coverage overage is not an intentional oversight or instance of adding or not abiding by the town laws. We are certain this addition would not impact the property or our neighbors given the plans that have been designed and laid out. Thank you for your consideration.

The overage is likely due to pavers around our pool. The contractor who put them in assured us it was of no issue & followed proper installation protocol

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 a completed application form, inclusive of any supporting information.
- 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 §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

Michael Tiedeman \_\_\_\_\_, being of full age, being duly sworn according to Law, on oath  
( INSERT APPLICANT'S NAME )

deposes and says that all the above statements are true.

\_\_\_\_\_  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

Michael Tiedeman  
\_\_\_\_\_  
( 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 \_\_\_\_\_ in the Township of Neptune,  
( INSERT PLANNING BOARD or BOARD OF ADJUSTMENT )  
State of New Jersey, County of Monmouth, I/We, \_\_\_\_\_,  
( INSERT PROPERTY OWNER'S NAME(S) )  
with mailing address of \_\_\_\_\_,  
( INSERT PROPERTY OWNER'S MAILING ADDRESS )  
of full age being duly sworn according to oath depose(s) and say(s):

**"I/We am/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 SUBJECT PROPERTY )

**I/We authorize \_\_\_\_\_**  
( INSERT NAME OF OWNER(S)' REPRESENTATIVE APPEARING BEFORE THE BOARD )  
**to appeal to the Planning Board/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 the decision of the Planning Board/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 APPLICANT TO BE NOTARIZED )

\_\_\_\_\_  
( ORIGINAL SIGNATURE OF APPLICANT TO BE NOTARIZED )

**Sworn and subscribed before me this**

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

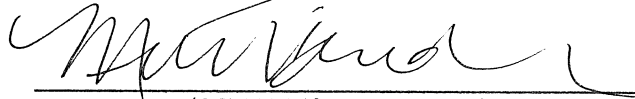
**[ NOTARY SEAL ]**

\_\_\_\_\_  
( SIGNATURE OF NOTARY PUBLIC )

**SITE VISIT AUTHORIZATION OF PROPERTY OWNER**

I hereby authorize any member of the Township of Neptune Planning Board or Board of Adjustment, any of said Board's professionals or any reviewing agencies of the Board to enter upon the property which is the subject matter of this application, during daylight hours, for the limited purpose of viewing same to report and comment to the Board as to the pending application.

Date: 11/17/22

  
(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 may include engineering, planning, and/or architectural services, and any other expenses incurred in connection with the review of this application before the Planning Board/Board of Adjustment.

The amount of the Escrow deposit will be determined by the Neptune Township Land Development Ordinance §1000 - Application and Escrow Fees, 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; in such cases, the Applicant will be notified of any anticipated charges and the amount of the additional 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, the Applicant will be considered to be in default, and such default may jeopardize further appearance before the Board, and delay any and all pending approvals and the issuance of building permits. Continued failure to submit requested funds will result in legal action against the property.

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 \$1000 - Application and Escrow Fees, and agree to all conditions listed.

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Name of Applicant: Michael Tiedeman  
(PLEASE PRINT)

Property Address: 29 Sylvan Drive

Block: 5214 Lot: 6

Applicant: Michael Tiedeman (PRINT NAME)      [Signature] (SIGNATURE OF APPLICANT)      Date: 11/17/22

Owner: Michelle Tiedeman (PRINT NAME)      [Signature] (SIGNATURE OF OWNER)      Date: 11/17/22