

Beachwood Land Use Board Application Check List

Please complete all of Section I prior to submission. Any questions can be directed to Morgan Blevins, Land Use Secretary at 732-286-6000 ext ~~201~~ **220**

SECTION I

- Fifteen (15) copies of completed application, including Plot Plans/Surveys/Maps, building plans and any other information you wish the Board Members, Attorney & Engineer to view and/or consider when rendering a decision. (Please fold plans DO NOT roll)
- Original plus two copies of signed and notarized "Affidavit of Ownership" (form enclosed; page 3)
- Original plus two copies of a signed and notarized "Affidavit of Non-Collusion" (form enclosed; page 4)
- Original plus two (2) copies of "Municipal Lien Search" for proof of taxes paid. (Obtain from Borough tax office; request form page 5)
- Original plus two (2) copies of a "Certified List" of property owners within 200 feet. (Obtain from Borough tax office; request form page 6)

SECTION II

- Application fee and Escrow **DEPOSIT**. Amount determined by Board Engineer. Fee letter will be sent; payment must be submitted to the Land Use Secretary using two (2) separate checks. Once payment is received the Board Engineer will conduct a formal review of the application. Please note this is an initial deposit; fees incurred by professionals will exceed this amount and additional deposits will be required.

When the application is deemed **COMPLETE** by the Board Engineer a hearing date will be scheduled by the Land Use Secretary.

SECTION III

All properties on the Certified List obtained prior to application must be given written notice via certified mail as well as publishing said notice in the *Asbury Park Press* or *Berkeley Times* a minimum of ten (10) days prior to hearing date.

- Submit two (2) copies of the "Notice" to be published in the *Asbury Park Press* or *Berkeley Times*. (example form enclosed for your convenience; page 7)
This notice can also be used for certified mailings
- Submit two (2) copies of the "Affidavit of Publication" you will receive this form from the newspaper once your ad is printed.
- Submit original plus two (2) copies of a signed and notarized "Affidavit of Service" (form page 8)
- Submit the certified receipts from the mailings to the properties within 200 feet as well as the Right of Way representatives.

Do Not advertise in the newspaper or send mailings until you have been given a hearing date by the Land Use secretary. Items listed in SECTION III must be submitted to this office no later than one (1) week prior to the hearing date.

Upon Board Approval, applicant must secure all necessary permits (Zoning, Building etc.) Please be advised no permit can be given by an outside agency until any/all escrow deficiencies are satisfied.

AFFIDAVIT OF NON-COLLUSION

STATE OF NEW JERSEY :
 : SS
COUNTY OF OCEAN :

Name of Applicant(s)
(Print)

Being duly sworn, according to law, upon (his, her, their) oaths depose and say:

1. (He, She, They) is/are the applicant(s) in connection with a proposed application to the Land Use Board for property known as _____ as shown on the Tax Assessment Map of the Borough of Beachwood.
2. There has been no collusion between (him, her, them) and any member of the Borough of Beachwood Land Use Board or any Officials of the Borough of Beachwood with respect to said application.

Sworn to and subscribed
Before me this _____
Day of _____, 20____.

A Notary Public of New Jersey

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY :
 : SS
COUNTY OF OCEAN :

_____, of full age, being duly sworn according to law, on oath deposes
and says that the deponent resides at _____ in the Municipality of
_____, in the County of _____ and the State of
_____ that is the owner in fee of all that certain lot, tract, or parcel of land,
Situating, lying and being in the Borough of Beachwood, Ocean County, New Jersey, and known and
Designated as Block _____ Lot _____ street address of _____.

Owner to Sign Here

Sworn to and subscribed

Before me this _____ day

Of _____ 20____

A Notary Public of New Jersey

Authorization

(If anyone other than the above owner is making this application, the following authorization must be executed).

TO THE LAND USE BOARD

_____ is hereby authorized to make the within application.

Dated: _____ 20____.

Owner to Sign Here

Example Notice

PLEASE TAKE NOTICE, that on _____, 20____, at 7:00pm at the Borough of Beachwood Municipal Complex, located at 1600 Pinewald Road, Beachwood, New Jersey, the Borough of Beachwood Land Use Board will hold a hearing on the application of the undersigned at which time and place all interested persons will be given the opportunity to be heard.

The application is for property located in the _____ zone, Block _____ Lot _____, and more commonly known as _____. The applicant is seeking approval for:

A copy of this application and all documents are available for review by request to the Land Use Secretary, 1600 Pinewald Road, Beachwood, New Jersey, during normal business hours.

Applicant:

**It is not necessary to skip lines for purpose of advertisement. The newspaper will charge for all Space used.*



State of New Jersey
Borough of Beachwood
GOVERNMENT RECORDS REQUEST FORM



Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____
 Company _____
 Mailing Address _____
 City _____ State _____ Zip _____ Email _____
 Business Hours Telephone: Area Code _____ Number _____ Extension _____
 Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____
Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
 Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash _____ Check _____ Money Order _____
 Fees: 8 ½ x 11 @ \$0.05 pp
 8 ½ x 14 @ \$0.07 pp
 CD Duplicates @ \$1.00
 Delivery: Delivery / postage fees additional depending upon delivery type.
 Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

MUNICIPAL LIEN SEARCH BLOCK _____ LOT _____

BOROUGH USE ONLY

Est. Document Cost _____
 Est. Delivery Cost _____
 Est. Extras Cost _____
 Total Est. Cost _____
 Deposit Amount _____
 Estimated Balance _____
 Deposit Date _____

BOROUGH USE ONLY

Disposition Notes
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
 Denied - Closed _____
 Filled - Closed _____
 Partial - Closed _____

BOROUGH USE ONLY

Tracking Information	Final Cost
Rec'd Date _____	Total _____
Ready Date _____	Deposit _____
Total Pages _____	Balance Due _____
	Balance Paid _____
Records Provided	
Custodian Signature _____	Date _____



**State of New Jersey
Borough of Beachwood
GOVERNMENT RECORDS REQUEST FORM**



Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____
 Company _____
 Mailing Address _____
 City _____ State _____ Zip _____ Email _____
 Business Hours Telephone: Area Code _____ Number _____ Extension _____
 Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____
 Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash _____ Check _____ Money Order _____
 Fees: 8 ½ x 11 @\$.05 pp
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Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200' OF BLOCK _____ LOT _____

BOROUGH USE ONLY

BOROUGH USE ONLY

BOROUGH USE ONLY

Est. Document Cost _____
 Est. Delivery Cost _____
 Est. Extras Cost _____
 Total Est. Cost _____
 Deposit Amount _____
 Estimated Balance _____
 Deposit Date _____

Disposition Notes
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In Progress - Open _____
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Tracking information		Final Cost	
Rec'd Date	_____	Total	_____
Ready Date	_____	Deposit	_____
Total Pages	_____	Balance Due	_____
		Balance Paid	_____
Records Provided			
Custodian Signature _____		Date _____	

**BEACHWOOD BOROUGH LAND USE BOARD
PROFESSIONAL CONSULTANTS**

**ENGINEER: T & M Associates
Pat Jeffery
9 Grand Ave Building 1
Toms River NJ 08753
732-473-3400
Fax: 732-473-3408**

**ATTORNEY: Dasti, Murphy, McGuckin, Ulaky
Cherkos & Connors
Robert Ulakky
620 West Lacy Rd.
P.O. Box 1057
Forked River NJ 08731-1057
Telephone: 609-971-1010 / Fax: 609-971-6176**

The Borough of Beachwood advises that in addition to the Certified Property Owners List, the following RIGHT OF WAY REPRESENTATIVE also be notified:

GPU Energy
1 Mill Run West
Hightstown, NJ 08520

NJ Natural Gas Co
PO Box 1464
Wall, NJ 07729

Verizon New Jersey INC
5100 Belmar Blvd
Farmingdale, NJ 07727

Ocean County Utilities Authority
501 Hickory Lane
PO Box P
Bayville, NJ 08721

Comcast Cable
840 RT 37 West
Toms River, NJ 08753

NJ Dept of Transportation
1035 Parkway Avenue
Trenton, NJ 08625

Beachwood Sewerage Authority
1133 Beach Avenue
Beachwood, NJ 08722

Beachwood Water Utility
1150 Beachwood Blvd
Beachwood, NJ 08722

FOR ALL APPLICATIONS:

Whenever an application touches or rests on a County or State Road, the County or State MUST be notified.

LAND USE & DEVELOPMENT APPLICATION

TO BE COMPLETED BY TOWNSHIP STAFF ONLY

Date Filed _____ Docket No _____
Application Fees _____ Escrow Deposit _____
Scheduled for: Review for Completeness ----- Hearing _____

TO BE COMPLETED BY APPLICANT

1. SUBJECT PROPERTY;

Location: _____
Tax Map Page _____ Block _____ Lot (s) _____
Page _____ Block _____ Lot (s) _____
Dimensions Frontage _____ Depth _____ Total Area _____
Zoning District _____

2. APPLICANT:

Name _____
Address _____
Telephone Number: Home: _____ Local: _____
Work: _____ Fax: _____
Applicant is a Corporation _____ Partnership _____ Individual _____
Other (Please Specify) _____
Social Security Number/ Federal ID Number _____

**SOCIAL SECURITY NUMBER ON
ORIGINAL APPLICATION ONLY
(Do Not Copy SS# 15 Times)**

3. DISCLOSURE STATEMENT;

Pursuant to N.J.S. 40:55D-48.1, the names and address of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.

40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed (Attach pages as necessary to fully comply.)

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

4. If Owner (s) is other than the applicant, provide the following information on the Owner (s)

Owner's Name _____

Address _____

Telephone Number Home: _____ Work: _____ Local: _____

Relationship of the applicant to the property in question:

Owner: ___ Lessee ___ Purchaser Under Contract ___ Other ___

5. PROPERTY INFORMATION;

Deed restriction, covenants, easements rights of way, association by-laws or other dedication existing or proposed on the property:

Yes (Attach Copies) ___ No ___ Proposed _____

Note: All deed restriction covenants easements rights of way association by-laws or other dedication existing and proposed must be submitted for review.

Site plan, waiver, exemption and /or conditional use applicants:

Proposal for: New structure ___ Expanded area ___ Alteration _____

Expansion of structure ___ Change of Use ___ Sign _____

Other (please specify) _____

Has this property been the subject of any prior application (s) to the Planning Board or Zoning Board of Adjustment? Yes _____ No _____ If so, please attach the date (s) the relief sought, the disposition of the case and a copy of the resolution (s)

Is the subject property located on:

A County road: Yes _____ No _____; A State road: Yes _____ No _____
within 200 feet of a municipal boundary: Yes _____ No _____

Present use of the premises: _____

6. Applicant's Attorney _____

Address _____

Telephone Number _____

7. Applicant's Engineer _____

8. Applicant's Planning Consultant _____

9. Applicant's Architect _____

Address _____

Telephone Number _____ Fax Number _____

10. List any other Expert who will submit a report or who will testify for the Applicant:
(Attach additional sheets as may be necessary)

Name _____

Field of Expertise _____

Address _____

Telephone Number _____ Fax Number _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

____ Minor Subdivision Approval
____ Subdivision Approval (Preliminary)
____ Subdivision Approval (final)
Number of lots to be created _____ Number of proposed dwelling units _____

Area and dimensions of each proposed lot _____

SITE PLAN

____ Minor Site Plan Approval
____ Preliminary Site Plan Approval (Phases (if applicable) _____
____ Final Site Plan Approval (Phases (if applicable) _____
____ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet) _____
Total number of proposed dwelling units _____

____ Request for Waiver from Site Plan Review and Approval
____ Request for Exemption from Site Plan Review and Approval

Reason for request: _____

____ Informal Concept Plan
____ Appeal decision of an Administrative Officer (N.J.S. 40:55D-70a)
____ Map or Ordinance Interpretation or Special Question (N.J.S. 40:55 d-70b)
____ Variance Relief (hardship) (N.J.S. 40:55D70c (1)
____ Variance Relief (substantial benefit) (N.J.S. 40:55D-70c (2)
____ Variance Relief (use) (N.J. S. 40:55D-671
____ Conditional Use Approval (N.J.S. 40:55 D 67)
____ Direct issuance of a permit for a structure in bed of a mapped street
public drainage way, or flood control basin (N>J>S. 40:55D-34)
____ Direct issuance of a permit for a lot lacking street frontage N.J.S.
40:55D-35

section (s) of Ordinance from which a variance is requested:

12. Waivers requested of Development Standards and /or Submission Requirements:
(attach additional pages as needed.)

13. Attach a copy of the proposed Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The notice must specify the sections of the Ordinance from which the relief is sought. If applicable. **ALL APPLICATIONS REQUIRE NOTICE.**

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed before the hearing date. These items must be submitted for an application to be complete and the hearing to proceed.

14. Explain in detail the exact nature of the application and the changes to be made on the premises, including the proposed use of the premises: (attach pages as needed)

- 15. Is a public water line available?
- 16. Is public sanitary sewer available?
- 17. Does the application propose any lighting
- 18. Have any proposed new lots been reviewed with the Tax Assessor to determine the appropriate lot and block numbers?
- 19. Are any off tract improvements required or proposed?
- 20. Is the subdivision to be filed by deed or Plat?
- 21. What form of security does the applicant propose to provide as the performance and maintenance guarantees? _____

22. Other approvals, which may be required and date plans submitted

	Fire Prevention Bureau	Yes	No	Date Plan Submitted
_____	Water & Sewer Department	_____	_____	_____
_____	Public Works Department	_____	_____	_____
_____	Ocean County Health Department	_____	_____	_____
_____	Ocean County Planning Board	_____	_____	_____
_____	Ocean County Soil Conservation Dist.	_____	_____	_____
_____	NJ Dept of Environmental Commission	_____	_____	_____
_____	Historic Preservation Commission	_____	_____	_____
_____	Environmental Commission	_____	_____	_____
_____	Shade Tree Commission	_____	_____	_____
_____	Recreation Commission	_____	_____	_____

Yes No Date plans
 Submitted

_____ Sanitary Sewer Connection Permit	_____	_____	_____
_____ Sewer Extension Permit	_____	_____	_____
_____ Waterfront Development Permit	_____	_____	_____
_____ Tidal Wetlands Permit	_____	_____	_____
_____ FEMA	_____	_____	_____
_____ N J Department of Transportation	_____	_____	_____
_____ Other _____	_____	_____	_____
_____ Other _____	_____	_____	_____

23. Certification from the Tax Collector that all taxes due on the subject property have been paid.
24. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing.)

The documentation must be received by the Board Secretary at least five (5) weeks prior to the meeting at which the application is to be considered.

Quantity Description of Item

_____	_____
_____	_____
_____	_____

25. The Applicant hereby requests that copies of the report from the professional staff reviewing the application be provided to the following of the applicant's professionals:

Applicant's Reports Requested
Professional

_____	_____	_____
_____	_____	_____
_____	_____	_____