

KEANSBURG PLANNING BOARD OF ADJUSTMENT

Site Plan Application Packet -- Cover Sheet

Statement: The applicant(s) will carefully build their Site Plan packet which will be held as an important Document. Please follow all the listed instructions as outlined on this Cover Sheet.

Pg. 1 - Checklist page – Fill out completely, and sign (case # excluded). Please leave a valid Cell Phone Number so as not to hold up the application if a problem arises. List the amount of copies (21) submitted. This will be checked by The Planning Board Secretary.

Pgs. 2 & 3 – Statement & Variance sheets that must be notarized. Two applications must have a raised Notary seal. The remaining applications may be copied.

Pg. 4 – Copy of Notice to Adjoining property owners. This is the notice that the applicant must send to all residents within 200 feet of their property.

Pg. 5 – Proof of Service – Notarized sheet from applicant of 200 foot service.

Pg. 6 – Certification by Tax Collector that taxes are Paid in Full by Block & Lot.

Additional items that must be included, and are listed on the Checklist page # 1:

- A. Copies of the Zoning Denial letter**
- B. Copy of the Survey (Less than 3 years old).**
- C. Architectural Plans, with front & side height elevations.**
- D. Plot Plans, including existing & proposed setbacks. Note: On use variances or other than single family homes, plot plan to include, but not limited to; A Key Map, a map showing all buildings within 200 foot of the proposed work site. Plans Drawn to Scale**
- E. All plans are to be folded; and are to be stored in legal folders.**
- F. Affidavit of Publication (Star Ledger 973-392-4104 or Asbury Park Press 732-643-3661)**
- G. Certified Mail return receipts enclosed. Including Utilities & Borough of Keansburg.**
- H. Application Fee: 1 Check \$_____ as per Fee Schedule/non-refundable fee.**
- I. Escrow Fees: 1 Check \$_____ as per fee schedule/refundable balance
Escrow: additional fees may be required due to the approval process at the Planning Board level. The applicant will be notified via phone.**

Please Remember - Applicants must build their Packets according to the instructions listed on this sheet and all instruction sheets that follow. Applicants must submit all notarized copies as listed as well as the total quantities listed. Total packets must be delivered to Borough Hall, 20 days prior to Meeting!

(Cover Sheet for pages 1 to 6)

Site Plan Application – Planning Board of Adjustment

Name: _____ **Case #** _____

Address: _____ **Date:** _____

Phone # _____ **Cell Phone #** _____

Application: (2 original copies notarized, pg. 3 – **21** total sets) _____ # submitted
Each Application (21 sets) must include a Copy of the Zoning Denial Letter (if you received a denial)

Proof of Service (2 copies notarized, pg. 5 – include w/above) _____ # submitted

Copy of Notice to Adjoining Property Owners, pg. 4 – include w/above _____ # submitted

Certified list of Property Owners (include with originals) _____ # submitted
Available from the Tax Assessor, includes total properties & Utilities

A Certification of taxes being paid (include w/total sets) _____ # submitted
This certification is available from the Tax Collector

A Copy of a Survey (less than 3 years old – **21** total sets) _____ # submitted

Architectural Plans (include w/packet – **21** total sets) _____ # submitted

Plot Plans (include w/packet – **21** total sets) **Note:** plot plans _____ # submitted
to include all setbacks, sidelines, both existing and proposed as well as all
accessories (Sheds, Pools, Decks, Fencing, Driveways, Garages, etc.).

Affidavit of Publication (Star Ledger 973-392-4104 /Asbury Park Press 732-643-3661) _____ # submitted
Must be submitted ten (10) days prior to Planning Board meeting

Certification Mail Return Receipts (PS Form 3800, June 2002) _____ # submitted
Must be submitted ten (10) days prior to Planning Board meeting

Application Fees – as per Fee Schedule Worksheet

1 Check Non-refundable Fees – Check # _____ Amt. \$ _____

1 Check Escrow (Unused fees are refundable) Check # _____ Amt. \$ _____

Is Application complete? Yes: _____ **No:** _____ **Date:** _____

Applicants Signature: _____

Planning Board Secretary or Designee: Complete _____

Date: _____ **Incomplete** _____

Total packets must be submitted to Borough Hall Twenty (20) days prior to meeting
(Checklist Page 1 of 6 – Cover sheet is separate)

Case # _____

Date Filed: _____

Action Taken: _____

FEE (Paid): _____

Date (of Action): _____

The section above is for Planning Board use

Keansburg Planning Board of Adjustment – Statement & Variance Sheets – pgs. 2 &3

1. I (we), _____, The Applicant (s) Herein, whose

Address is _____, am the Owner (s) [] int: _____

Prospective Purchaser (s) [] int: _____ of property located on _____

And designated as Block _____ and Lot _____ on the Official Keansburg Tax Map.

2. Said property is in a _____ Zone, and is _____ (Size) and has the following

Structures on the property: _____

3. Request is Hereby made for permission To: (Indicate type (s) of structure (s) and use thereof:

4. The proposed structure or use is contrary to the Zoning/Development regulations of Keansburg.

5. The following is contrary to the Development Ordinance: list & detail all Variances to be sought.

Details and Variances can be obtained from the Zoning Denial Letter which must be included in packet

6. Is the entire tract of land, Block _____ Lot _____ intended to be used ? [] Yes [] No

7. Has the property been separated from an adjoining parcel ? [] Yes [] No, if so when _____

If Yes, has The Planning Board approved the subdivision _____. Date: _____

Statement & Variance Sheet – Continued:

8. Has there been any previous appeal involving this parcel/premises ? Yes No int: _____

If so, state date of filing: _____ . List all the details and results of the Appeal.

9. By filing this application does the applicant (s) waive any and all rights gained previously _____

10. Are there any open construction permits, permit fees, code violations, or court case that may with due cause prevent the Planning Board from hearing this application ? Yes No

If Yes, List details: _____

11. Attached hereto and made part thereof are all of the required 21 sets (packets) as detailed within the Checklist page (pg.1), including 21 sets of drawings, DRAWN TO SCALE, and containing all of the necessary measurements (setbacks, elevations, lot & structure square footage), and all structures and accessories (decks, garages, sheds, pools, fences, driveways, sidewalks, walks, patios, etc.) that are installed or within the confines of said property and are part and parcel of this application.

12. Check or Money Order for the Escrow (refundable balance) amount listed \$ _____

I (we), The undersigned, being duly sworn according to law upon my oath do depose and state that all of the statements contained herein are based on my own knowledge and are true and correct.

Signed: _____ Date: _____

* If the applicant is NOT the owner of the property herein, the owner must sign the following consent

* The foregoing application is hereby consented this _____ Day of _____ 20 _____

Owner's Signature: _____ Date: _____

Sworn to and subscribed before me on this _____ Day of

(Month) _____ 20 _____

Seal

Notary Signature: _____

Date: _____

Two (2) application packets Must have raised Seal

In the matter of Appeal: _____

To: _____

(Property owner within 200 feet)

You are hereby notified that _____ has appealed from the action of the Zoning Officer of the Borough of Keansburg for a variance, interpretation, site plan, use variance, from Section _____ of the Developmental Regulations of the Borough of Keansburg, Chapter 22 of the Revised General Ordinances of the Borough of Keansburg so as to permit:

(Describe your proposed construction project or use and specify the individual relief (variances) you are requesting)

On premises located at _____,
Keansburg, New Jersey Block: _____ Lot: _____.

The Keansburg Planning Board of Adjustment has scheduled the hearing to be held on the _____ Day of _____, 20____ at 7:00 PM in the Council Chambers of the Municipal Building, 29 Church Street, Keansburg, NJ as the time and place for said appeal.

You or your agent or attorney are privileged to attend said hearing and may present any and all objections which you may have to the granting of the relief sought in the petition. The application and related documents are on file in the Office of the Municipal Clerk and are available for review and inspection.

**Keansburg Planning Board of Adjustment
Borough of Keansburg, Monmouth County, New Jersey**

In the Matter of the application of:

PROOF OF SERVICE

**County of Monmouth
State of New Jersey**

I _____, Being duly sworn on my Oath,

Depose and say: I am the owner, Applicant, Agent, of Applicant _____

That at the date herein after stated I served a Notice of which the annexed is a true Copy, upon the following property owners each of whose property is within Two Hundred Feet of the property of the Applicant to be affected in this matter, in the manner following, that is to say:

- A. Personally, by handing such a true copy to said property owners, being residents of the Borough of Keansburg as follows: (Attachment)
- B. By mailing via registered mail, such a true copy to the last known address of the property owners, as shown by the most recent Tax list of said Borough, said persons being non-residents of said Borough, as follows: (Attachment)
- C. One legal notice to be placed in one of the approved papers of the Borough – The Star Ledger (973-392-4104) or The Asbury Park Press (732-643-3661). An affidavit of Publication, along with an actual copy of the publication must be filed with the Planning Board Secretary.

Sworn to and subscribed before me on this _____ Day of

(Month) _____ 20 _____

Seal

Notary Signature _____

Date: _____

Two application packets. Must have raised a raised Seal

**Borough of Keansburg
Municipal Building
29 Church St. Keansburg, NJ 07734
Phone - 732-787-0215
Fax - 732-787-0787
Construction Department
Fax # 732-787-3699**

CERTIFICATION OF TAXES

BLOCK _____ **LOT** _____

PROPERTY LOCATION: _____

The Status of Property taxes at the above location are as follows:

Should any additional information or an update be required; please utilize the above contact numbers.

Date: _____

Thomas P. Cusick, CTC Tax Collector