Planning Board of Adjustment

Kathy Burgess, Planning Board Secretary
George E. Kauffmann Municipal Building
29 Church Street
Keansburg, NJ 07734

Phone 732-787-0215 ext.221 | Fax: 732-787-6399

Office Hours: Monday through Friday, 8:00 a.m. to 4:00 p.m.

Planning Board

The Planning Board pursuant to state law is responsible for the preparation of the Borough’s Master Plan; reexamine the master plan and development regulations at least every six years; and review site plans and subdivisions.

Planning Board Agendas and Minutes

Pursuant to N.J.S.A. 40:55-D-23, the Planning Board consists of nine (9) members and two alternates appointed by the Mayor and Council. Meetings are generally held the second Monday of each month at 6:30 p.m. (workshop session) and 7:00 p.m. (regular meeting) in the George E. Kauffmann Municipal Building, 29 Church Street, Keansburg, NJ 07734

The members are as follows:

1 - Class I concurrent with term - Mayor or Mayor’s Designee;

1 - Class II with 1 year term - Official of Borough;

1 - Class III with 1 year term - Borough Council Member;

6 - Class IV with 4 year term;

Alternates I and II with 2 year terms

<table>
<thead>
<tr>
<th>Thomas Foley</th>
<th>Member Class I Member - Mayor’s Designee</th>
<th>Elected Councilperson</th>
<th>07-01-14 to 06-30-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ginger Rogan</td>
<td>Member Class II Member - Borough Official</td>
<td>Borough Employee</td>
<td>07-01-14 to 06-30-15</td>
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Planning Department staff provides the Planning Board with development reviews and administrative support. Department personnel are also available to the public to explain specific applications, as well as oversee engineering and legal support. The records of all applications pending before the Board are located in the Planning Department’s active files.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Term</th>
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<tbody>
<tr>
<td>James Cocuzza</td>
<td>Elected Councilperson</td>
<td>07-01-14 to 06-30-15</td>
</tr>
<tr>
<td>Owen McKenna</td>
<td>Resident Volunteer</td>
<td>07-01-14 to 06-30-18</td>
</tr>
<tr>
<td>Martin Flynn</td>
<td>Resident Volunteer</td>
<td>07-01-14 to 06-30-18</td>
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<tr>
<td>Raymond Preston</td>
<td>Resident Volunteer</td>
<td>07-01-14 to 06-30-18</td>
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<tr>
<td>John Donohue</td>
<td>Resident Volunteer</td>
<td>07-01-12 to 06-30-16</td>
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<tr>
<td>Dominick Grasso</td>
<td>Resident Volunteer</td>
<td>07-01-12 to 06-30-16</td>
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<tr>
<td>Lisa Strydio</td>
<td>Resident Volunteer</td>
<td>07-01-12 to 06-30-16</td>
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<tr>
<td>Joseph Dickey</td>
<td>Resident Volunteer</td>
<td>07-01-14 to 06-30-16</td>
</tr>
<tr>
<td>Jeramie Hutchins</td>
<td>Resident Volunteer</td>
<td>07-01-14 to 06-30-16</td>
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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.** (200 foot search) This is the notice that the applicant must send to all residents within 200 feet of their property. The list of property owner(s) is available from the Tax Assessor’s Office. The date of the hearing MUST be obtained from the Planning Board Secretary to include in the notice after the packet is deemed complete.

**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)
- 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!
Site Plan Application - Planning Board of Adjustment

Must be submitted ten (10) days prior to Planning Board meeting

Name:                                      Case#
Address:                                    Date:
Phone #:                                    Cell #

Application: (2 original copies notarized, pg. 3 - 21 total sets)

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)

Copy of Notice to Adjoining Property Owners, pg. 4 - include w/above

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

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

A Copy of a Survey (less than 3 years old - 21 total sets)

Architectural Plans (include w/packet - 21 total sets)

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 I Asbury Park Press 732-643-3661)
Must be submitted ten (10) days prior to Planning Board meeting
Application Fees - as per Fee Schedule worksheet

CHECK NON-REFUNDABLE FEES  CHECK #  AMOUNT  $

CHECK ESCROW  
(UNUSED FEES ARE REFUNDABLE)  CHECK #  AMOUNT  $

IS APPLICATION COMPLETE?  YES  [ ]  NO  [ ]  DATE  

APPLICANT'S SIGNATURE:  

PLANNING BOARD SECRETARY OR DESIGNEE:  COMPLETE  

DATE  INCOMPLETE  

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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 Check-
    list page (pg.1), including 21 sets of drawings, DRAWN TO SCALE, and containing all of the necessary measure-
    ments (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
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.

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In the Matter of the application of:

____________________________________________________________

PROOF OF SERVICE

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 ___

Notary Signature:__________________________________________________________
Two application packets. **Must** have raised a raised **Seal**

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