

# STR Land Use Board

## 19 Double Trouble Rd, So. Toms River, NJ 08757

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### LAND USE BOARD APPLICATION PACKET

The enclosed packet contains forms and instructions required in order to be make an application to the South Toms River Land Use Board. Please read through the instructions carefully, as they are a guide to the application and hearing process. The items listed below are included with this application package:

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# LAND USE BOARD APPLICATION PROCEDURES

## **STEP I: APPLICATION SUBMISSION**

- A. Completed Land Use Development Application.
- B. Tax Identification Number/Social Security Number and W-9 tax form.
- C. All required Fee & Escrow payments as set forth in the Fee Schedule. Application fees are non-refundable. All checks should be made payable to the "Borough of South Toms River". Separate checks should be submitted for fees and escrow.
- D. Completed Application Checklist and Required Submission Materials as denoted in the Checklist. All items denoted with an 'X' are required for that type of application. If an item on the Checklist is not applicable or inappropriate, a submission waiver may be requested with justification for such a waiver and require appropriate waiver fees.
- E. Property Owners List Request & associated fee.
- F. Request a Tax Search & submit associated \$10.00 fee to the Tax Collector. A search for municipal tax liens will show whether there are any outstanding taxes or liens on the subject property. This documentation of taxes paid and current must be provided before being deemed complete.
- G. For any Corporation or Partnership applying for a variance for non-residential purposes or to construct a multi-residential dwelling of 25 or more units, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or 10% interest in the partnership and an affidavit verifying its accuracy.

## **STEP II: COMPLETENESS REVIEW** (within 45 calendar days of submission)

- A. The application will be transmitted to all applicable Borough departments and professionals for review.
- B. Staff and professionals will review the documentation submitted and check to ensure that all items required for submission in the Application Checklist have been submitted.
- C. All required documentation should be provided, or waivers may be requested from various checklist submission requirements. If necessary items have not been submitted, a completeness review will be sent to the applicant (within 45 days of submission) indicating which items are outstanding. The required outstanding items must be addressed prior to being scheduled for a hearing.
- D. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date.

## **STEP III: PUBLIC NOTIFICATION** (a minimum of 10 days prior to hearing)

Notice must be provided (pursuant to *N.J.S.A. 40:55D-12*) in the official newspaper (The Asbury Park Press) and to property owners within 200 feet of the subject parcel. Please review the following instructions regarding proper notice procedures:

- A. Do not provide notice until you have been formally scheduled for a Land Use Board hearing.
- B. Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice.
- C. Complete the NOTICE OF HEARING (Form PB 1):
  1. The description of the relief sought must be provided on the form.
  2. Copies of the form must be distributed to all persons/entities listed on the Property Owners List either by Certified Mail or Hand Delivery in accordance with *N.J.S.A. 40:55D-12*.
  3. A copy of the Notice of Hearing must also be provided to all utility companies listed on the supplemental sheet attached to the Property Owners List, including the Commissioner of

Transportation when a property is adjacent to a State Highway. Notice shall be given by personal service or certified mail to the New Jersey Department of Community Affairs of a hearing on an application for development of property that exceeds one hundred and fifty (150) acres or five hundred (500) dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk, pursuant to N.J.S.A. 40:55D-10(b)

- D. Complete the AFFIDAVIT OF SERVICE OF NOTICE (Form PB 2), sign, notarize, and attach original certified mail receipts.
- E. Complete PUBLIC NOTICE of Land Use Board hearing (Form PB 3) and submit it to the newspaper (contact information is also provided on Form PB 3):
  - 1. Legal notices must be submitted to the Asbury Park Press least two (2) working days prior to the date to be published. *Notice must be published at least 10 days prior to the hearing.*
  - 2. The description of the relief desired should reflect that of the NOTICE OF HEARING (Form PB 1).
  - 3. The newspaper will send you an affidavit of proof of publication, which must be submitted to the Department of Community Development (see Step IV).

#### **STEP IV: SUBMIT PROOF OF NOTICE**

The following items must be submitted to the Land Use Board no later than ten (10) days prior to the hearing date, per §26:1-8

- A. One copy of the NOTICE OF HEARING (Form PB 1), and
- B. The AFFIDAVIT OF SERVICE OF NOTICE (Form PB 2), and
- C. Original certified mail receipts, and
- D. The affidavit of proof of publication from the Asbury Park Press.

#### **STEP V: PREPARE THE PRESENTATION**

The presentation to the Land Use Board should be brief and concise, but present all relevant facts and address the requested variances. Photographs, sketches, witnesses, and/or any other pertinent information may be presented. The burden of proof is on the applicant since she or he is asking for an exception of the ordinance. The Land Use Board is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law (M.L.U.L.).

Staff and professionals will prepare a review of each application, which should be addressed at the hearing. Land Use Board members and the applicant will receive copies of the review approximately one week prior to the hearing.

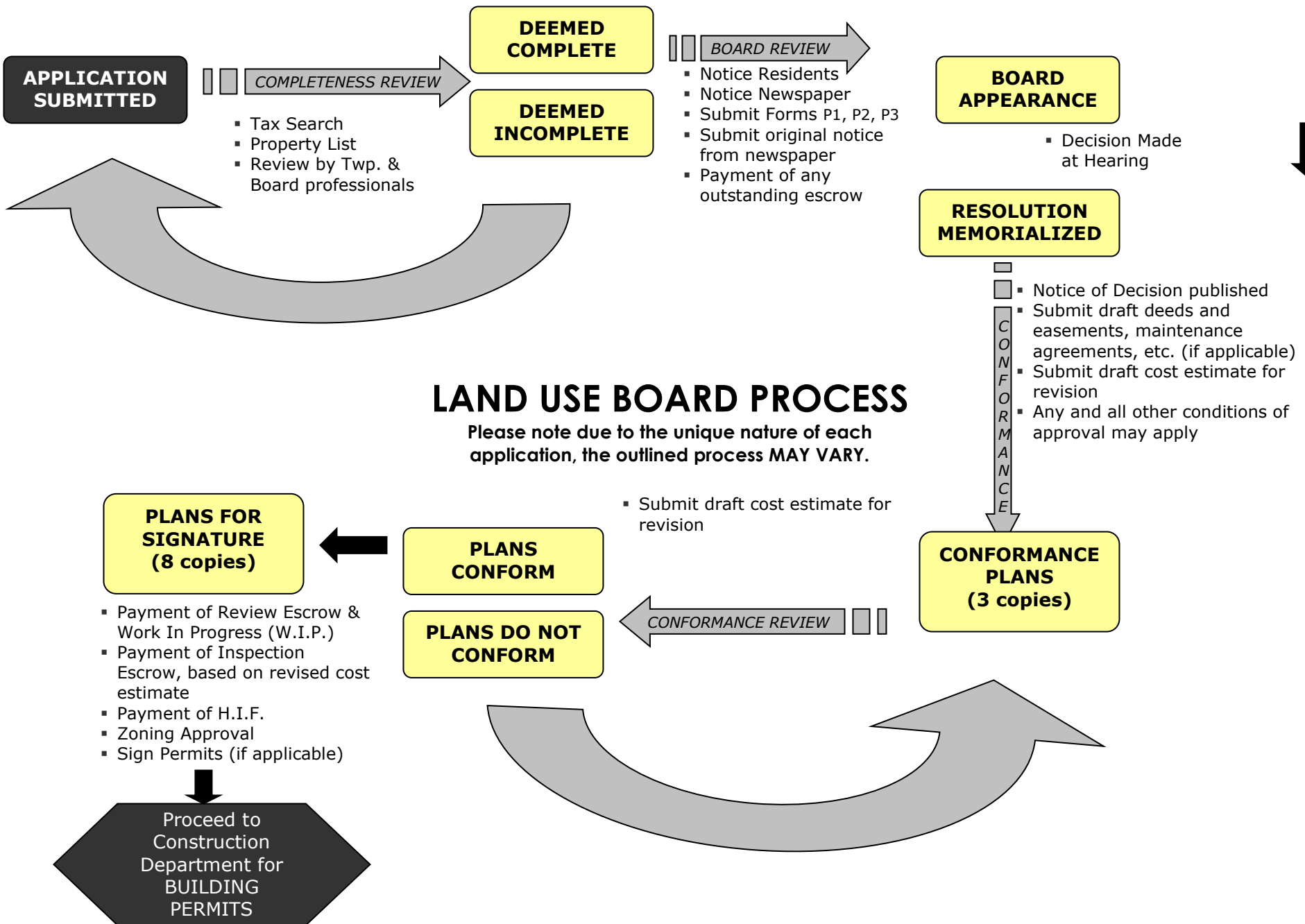
All applicants or property owners that are incorporated must be represented by an attorney. Any employed professionals and experts for the applicant will be certified that they possess the appropriate New Jersey licenses prior to any testimony at the Land Use Board hearing. The lack of a New Jersey license does not prohibit an individual from testifying but will preclude her or his ability to be certified as an expert witness by the Land Use Board.

#### **STEP VI: ATTEND THE HEARING** (within 120 days of being deemed complete)

- A. An application must be heard and decided by the Land Use Board within 120 days of being deemed complete.
- B. The Land Use Board meets the third Monday of every month, except holidays, in the Court Room of the Municipal Building at 19 Double Trouble Rd. The hearing begins at 7:00pm which is open to the public.
- C. Board agendas are posted on the Borough website at [www.boroughofsouthtomsriver.com](http://www.boroughofsouthtomsriver.com) before the hearing.

## **STEP VII: AFTER THE HEARING**

- A. The Resolution will be presented and memorialized by the Land Use Board within 45 days of decision. A copy of the resolution will be emailed and mailed to the applicant, applicant's attorney and professionals (as listed on the application).
- B. Notice of Decision. A Notice of Decision will be submitted by the applicant to the Asbury Park Press within ten (10) days of the memorialization of the Resolution.
- C. Time Period for Appeal. Any party interested in appealing the decision of the Land Use Board, must do so within forty-five (45) days of the publication of the Notice of Decision.
- D. Items to Submit After the Hearing:
  - 1. Conditions of Approval. Any and all conditions of approval must be satisfied (legal documents, additional information, etc.), which should be submitted to the Land Use Board Secretary, Land Use Board Engineer, and Solicitor will review. Revise as necessary.
  - 2. Conformance Plans. Three (3) copies of revised plans, which address needed completeness items and comments from staff and Board professionals, should be submitted to the Land Use Board secretary for review. Revise as necessary.
  - 3. Escrow. Any outstanding bond payments, inspection escrow, and/or review escrow must be submitted prior to the issue of any permits. Should a positive balance remain in the escrow account after the project is complete and all bills are submitted, a written request for the refund of the remaining escrow must be submitted to the Land Use Board.
  - 4. Zoning Permit. A Zoning Permit application (page 24) may be submitted once the above items have been completed. A processing fee of \$25.00 is required.
  - 5. Building Permits may be applied for at the Toms River Township.



## LAND USE BOARD PROCESS

Please note due to the unique nature of each application, the outlined process MAY VARY.

**South Toms River Land Use Board**

19 Double Trouble Rd, So. Toms River, NJ 08757

Phone: 732.349.0403 Fax 732.349.5266

[www.boroughofsouthtomsriver.com](http://www.boroughofsouthtomsriver.com)

**LAND USE DEVELOPMENT APPLICATION**

Submission Date: \_\_\_\_\_ Application No.: \_\_\_\_\_

LAND USE BOARD                       ZONING BOARD OF ADJUSTMENT  
 Tax ID \_\_\_\_\_

FOR OFFICE USE ONLY	
TAXES PAID YES/NO _____ (INITIAL)	
FEES \$ _____	PROJ. # _____
ESCROW \$ _____	ESCR. # _____

**1. APPLICANT**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Interest in Property: \_\_\_\_\_

**2. OWNER**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

**3. TYPE OF APPLICATION** (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Minor Subdivision                          | <input type="checkbox"/> Interpretation <sup>1</sup>                 |
| <input type="checkbox"/> Preliminary Major Subdivision <sup>1</sup> | <input type="checkbox"/> Appeal of Administrative Officer's Decision |
| <input type="checkbox"/> Final Major Subdivision                    | <input type="checkbox"/> Certificate of Non-Conformity               |
| <input type="checkbox"/> Minor Site Plan                            | <input type="checkbox"/> Use (d) Variance <sup>1</sup>               |
| <input type="checkbox"/> Preliminary Major Site Plan <sup>1</sup>   | <input type="checkbox"/> Bulk (c) Variance <sup>1</sup>              |
| <input type="checkbox"/> Final Major Site Plan                      | <input type="checkbox"/> Conditional Use <sup>1</sup>                |
| <input type="checkbox"/> Amended Plan                               | <input type="checkbox"/> Street Vacation Request                     |
| <input type="checkbox"/> Site Plan Waiver                           | <input type="checkbox"/> Rezoning Request <sup>1</sup>               |
| <input type="checkbox"/> Concept Plan                               | <input type="checkbox"/> Other: _____                                |

<sup>1</sup> Legal advertisement and notice is required to all property owners within 200 feet.

**4. ZONE** (check all that apply)

RESIDENTIAL		COMMERCIAL	OFFICE	OTHER	OVERLAY
R7	CR	C-N	M-U	MR	
R10	T	SED		ML	
R15					

**5. ATTORNEY** (A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney)

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

**6. APPLICANT'S PROFESSIONALS (Engineer, Surveyor, Planner, etc.)**

Name: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**7. LOCATION OF PROPERTY**

Street Address: \_\_\_\_\_ Block(s): \_\_\_\_\_  
Tract Area: \_\_\_\_\_ Lot(s): \_\_\_\_\_

**8. LAND USE**

Existing Land Use: \_\_\_\_\_  
Proposed Land Use (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. PROPERTY**

Number of Existing Lots: \_\_\_\_\_  
Number of Proposed Lots: \_\_\_\_\_  
Are there Existing Deed Restrictions or Easements? \_\_\_\_\_  
Are there Proposed Deed Restrictions or Easements? \_\_\_\_\_

Proposed Form of Ownership:  
 Fee Simple     Condominium  
 Rental         Cooperative  
 No                 Yes (please attach copies)  
 No                 Yes (please attach copies)

**10. UTILITIES (check all that apply)**

Public water       Public sewer       Private well       Private septic system

**11. APPLICATION SUBMISSION MATERIALS**

List all plans, reports, photos, etc. (use additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. PREVIOUS OR PENDING APPLICATIONS**

List all previous or pending applications for this parcel (use additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_

**13. ZONING SCHEDULE** (complete all that apply)

	REQUIRED	EXISTING	PROPOSED
<b>Minimum Lot Requirements</b>			
Lot Area			
Frontage			
Lot Depth			
<b>Minimum Yard Requirements</b>			
Front Yard			
Secondary Front Yard			
Rear Yard			
Side Yard			
Aggregate Side Yard			
Building Height			
<b>Lot Requirements</b>			
Residential Buffer Strip			
Open Space	25%		
<b>Parking Setbacks</b>			
Parking Setback to non-residential	5'		
Parking Setback to residential	15'		
Parking Setback to Right-of-Way	20'		

	REQUIRED	EXISTING	PROPOSED
<b>Accessory Uses</b>			
Garage Area			
Garage Height			
Fence Height			
Pool Depth			
Shed Area			
Shed Height			
<b>Signage Requirements</b>			
Façade Sign area 1			
Façade Sign area 2			
Freestanding Sign area			
Freestanding Sign height			
Functional Sign(s) area			
Building Façade area			
Distance from Driveway			
Distance from R.O.W.			

Is the proposed site on a inside or corner lot?  
 Inside                      Corner

**14. PARKING & LOADING REQUIREMENTS**

Number of Parking Spaces REQUIRED: \_\_\_\_\_ Number of Loading Spaces REQUIRED: \_\_\_\_\_  
 Number of Parking Spaces PROVIDED: \_\_\_\_\_ Number of Loading Spaces PROVIDED: \_\_\_\_\_

**15. RELIEF REQUESTED** (check all that apply)

- Zoning Variances are requested.
- Exceptions from Municipal Requirements are requested (*N.J.S.A. 40:55D-51*).
- Exceptions from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.1*).
- Waivers from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.2*).  
 Requires application to and approval of the New Jersey Site Improvement Advisory Board.

*For any type of the above relief requested, a separate exhibit should be attached stating the factual basis, legal theory, and/or previously granted relief.*

**16. SIGNATURE OF APPLICANT**

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or that I am an Officer of the Corporate applicant and authorized to sign the application for the Corporation, or a General Partner of the partnership application.

SWORN & SUBSCRIBED to before me this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year)  
 \_\_\_\_\_ (notary)

\_\_\_\_\_  
**SIGNATURE (applicant)                      DATE**  
 \_\_\_\_\_  
**PRINT NAME**



**17. CONSENT OF OWNER**

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a Corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year)  
\_\_\_\_\_ (notary)

\_\_\_\_\_  
**SIGNATURE (owner)                      DATE**  
\_\_\_\_\_  
**PRINT NAME**

**18. DISCLOSURE STATEMENT (circle all that apply)**

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

- Is this application to subdivide a parcel of land into six (6) or more lots? Yes    No
- Is this application for a variance to construct a multiple dwelling of twenty-five (25) or more units? Yes    No
- Is this application for approval of a site (or sites) for non-residential purposes? Yes    No
- Is the applicant a corporation? Yes    No
- Is the applicant a limited liability corporation? Yes    No
- Is the applicant a partnership? Yes    No

If you responded YES to any of the above, please answer the following (use additional sheets if necessary):

List the names and addresses of all stockholders or individual partners owing at least 10% in stock of any class or at least 10% of the interest in partnership (whichever is applicable).

Does a corporation or partnership own 10% or more of the stock in this corporation or partnership? If yes, list the names and addresses of stockholders of that corporation holding 10% or more of the stock or 10% or greater interest in that partnership (whichever is applicable). This requirement is to be followed by every corporate stockholder or partnership, until the names and addresses of the non-corporate stockholders and individual partners with 10% or more ownership have been listed.

\_\_\_\_\_  
**SIGNATURE (applicant)                      DATE**

**19. SURVEY WAIVER CERTIFICATION**

As of the date of this application, I hereby certify that the survey submitted with this application, under the date of \_\_\_\_\_, 20\_\_\_\_ shows and discloses the premises in its entirety, described as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_; and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

State of New Jersey; County of Ocean

SWORN & SUBSCRIBED to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year)  
\_\_\_\_\_ (notary)

\_\_\_\_\_ of full age, being duly  
**PRINT NAME**  
\_\_\_\_\_  
**SIGNATURE (applicant/owner)                      DATE**

**FOR OFFICE USE ONLY**

The application was reviewed in accordance with the rules of the applicable Board and Ordinances of the Borough of South Toms River and determined that all the checklist items are in order and this application has been deemed complete. The time within which the applicable Board must act on this application pursuant to *N.J.S.A. 40:55d-1 et seq.*, has commenced from this date.

\_\_\_\_\_  
**SIGNATURE (administrative officer)                      DATE**

## Request for Taxpayer Identification Number and Certification

**Give form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**

Signature of U.S. person ▶

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**OWNERSHIP DISCLOSURE STATEMENT**

**NAME OF CORPORATION, PARTNERSHIP, LLC, OR LLP:** \_\_\_\_\_

Listed below are the names and addresses of all owners of 10% or more of the stock/interest\* in the above referenced corporation, partnership, limited liability corporation (LLC) or limited liability partnership (LLP):

	<b>NAME</b>	<b>ADDRESS</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

\*If a corporation or a partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criterion established have been listed.

SWORN & SUBSCRIBED to before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_(year)

\_\_\_\_\_ (Notary)

\_\_\_\_\_  
SIGNATURE (OFFICER/PARTNER)                      DATE

\_\_\_\_\_  
TITLE

## SITE & SUBDIVISION PLAN CHECKLIST

APPLICATION NO.: \_\_\_\_\_ BLOCK(s): \_\_\_\_\_ LOT(s): \_\_\_\_\_

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
1	Original, Completed Application, double-sided copy.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
2	Fees & Escrow with original completed Escrow Agmt & W-9.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
3	Two (2) Completed Checklists, double-sided copy.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
4	Three (3) copies of Traffic Impact Study			X	X				<input type="checkbox"/>	<input type="checkbox"/>
5	Three (3) copies of Drainage Calculations.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
6	Three (3) copies of Stormwater Management Report.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
7	Three (3) copies of any additional reports.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
8	Three (3) copies of Development Plans, clearly and legibly drawn	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
9	Three (3) copies of Half-Size Plans, no smaller than 11"x 17" (see 18.). More may be required once deemed complete.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
10	Photographs of the site showing area in question.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
11	Required Approvals. List and provide applications and permits of regulatory agencies (NJDOT, NJDEP, CCSC, etc.).	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
12	Summary. A written description of the proposed use(s) and operation(s) of the building(s), i.e., the number of employee or users of non-residential buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, expected truck traffic, noise, glare, radiation, heat, odor, safety hazards, air and water pollution.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
13	Plan Title appropriately as follows:									
a	"Minor Site Plan for [name of development]"	X							<input type="checkbox"/>	<input type="checkbox"/>
b	"Minor Subdivision Plan for [name of development]"		X						<input type="checkbox"/>	<input type="checkbox"/>
c	"Preliminary Site Plan for [name of development]"			X					<input type="checkbox"/>	<input type="checkbox"/>
d	"Preliminary Subdivision Plan for [name of development]"				X				<input type="checkbox"/>	<input type="checkbox"/>
e	"Final Site Plan for [name of development]"					X			<input type="checkbox"/>	<input type="checkbox"/>
f	"Final Subdivision Plan for [name of development]"						X		<input type="checkbox"/>	<input type="checkbox"/>
14	Plan Size. Plans shall be presented on sheets of one of the following dimensions: 30"x48", 30"x42", 24"x36", 15"x21" or 11"x17". If site is larger than one acre, 15" x 21" reduced size required.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Item No. and Description	Minor	Preliminary	Final	Variance	Waiver	Submitted
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#	Submission Item No. and Description	Minor	Preliminary	Final	Variance	Waiver	Submitted		
15	Key Map. If more than one sheet is required to show the entire development, a separate composite map shall be drawn showing the entire development on the sheets of which various sections are shown, and each detail sheet shall include a key map showing its relationship.		X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	
16	Survey. Two (2) copies of a survey by a licensed NJ Land Surveyor (PLS), certified on a date within six (6) months of the date of submission.	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
17	Title Block containing block and lot number for the tract and the name of the Borough.	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
18	North Arrow.	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
19	Name & Address of applicant and owner, with signed consent of latter, if different from applicant.	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
20	Preparer. Name, address, telephone number, email, website, and signature and seal of the Plan preparer.	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
21	Scale not less than 1"=50' with graphic and written scales shown.		X				X	<input type="checkbox"/>	
22	Scale not less than 1"=100' with graphic and written scales shown.	X		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
23	Date of original drawing with subsequent revision dates.	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
24	Area Map with north arrow showing the entire development and its relation to surrounding areas at a scale of not less than 1"=2,000'.	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
25	Surrounding Properties. The names, addresses, block and lot numbers of all property owners within 200 feet of the development.	X	X	X	X			<input type="checkbox"/>	<input type="checkbox"/>
26	Existing Structures. Locations of all existing structures and their uses within 200 feet of the tract.	X		X	X			<input type="checkbox"/>	<input type="checkbox"/>
27	Zones in which property in question falls, zones of adjoining properties and all property within a 200' the property.	X	X	X	X			<input type="checkbox"/>	<input type="checkbox"/>
28	Zoning Schedule showing required, existing, and proposed lot & yard requirements for relevant zone(s) including, area, frontage, depth, setbacks, height, etc.	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
29	Building Cover. Existing and proposed building coverage in square feet and as a percentage of lot area.	X	X	X		X		<input type="checkbox"/>	<input type="checkbox"/>
30	Open Space. Existing and proposed open space in acres of square feet and as a percentage of lot area.	X		X	X			<input type="checkbox"/>	<input type="checkbox"/>
31	Building Plans. Proposed structures and uses on the tract, i.e., size, height, location, arrangement, an architect's scaled elevation of the front, side and rear of any structure to be modified, with building lighting details and attached signs.	X		X	X		X	<input type="checkbox"/>	<input type="checkbox"/>

	Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division		Requested		
32	<i>Floor Plans</i> where multiple dwelling units or more than one use is proposed that have different parking standards.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
33	<i>Signs.</i> Existing and proposed signs, including the location, size, height and necessary measurements and a Sign Location Plan.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
34	<i>Streets.</i> Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
35	<i>Easements &amp; ROW.</i> Name, width, and location of existing and proposed easements, right-of-ways, deed restrictions or covenants with reference source. The plans should note if none exist.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
36	<i>Monuments.</i> Location and descriptions of all existing or proposed boundary control monuments and pipes.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
37	Area of original tract to the nearest one hundredth of an acre.	X	X		X				<input type="checkbox"/>	<input type="checkbox"/>
38	Existing lot lines to be eliminated.		X		X				<input type="checkbox"/>	<input type="checkbox"/>
39	Number of lots being created.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
40	<i>Lot Area</i> of each proposed lot correct to one-tenth of an acre.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
41	<i>Tax Map.</i> Each block and each lot shall be numbered, as approved by the Tax Assessor.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
42	<i>Existing Structures &amp; Uses</i> on the tract to include the shortest distance between any existing building and proposed or existing lot line, and as indication of those to be removed.	X	X	X	X	X			<input type="checkbox"/>	<input type="checkbox"/>
43	<i>Setbacks.</i> All side, rear, and front setback lines with dimensions.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
44	<i>Phasing Plan</i> of staging of overall development.			X		X				
45	<i>Signatures.</i> Appropriate places for the signature of the Chair, Secretary, and various Professionals of the subject Board, the dates of the official Board actions, and dates of signatures.	X	X			X	X		<input type="checkbox"/>	<input type="checkbox"/>
46	Existing elevations and contour lines over the entire area of the proposed development and two (2) permanent bench marks based upon U.S.G.S. datum.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
47	Contours shall be shown at not more than two (2) foot intervals for areas with less than twenty (20%) percent slope, five (5) foot intervals for areas in excess of twenty (20%) percent slope.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
48	Proposed grades in sufficient numbers to illustrate the proposed grading scheme.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
49	Locations and dimensions of artificial and/or natural features such as railroad rights-of-way, bridges, dams, soil types, wooded areas, etc.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Item No. and Description	Minor	Preliminary	Final	Varian	Waiver	Submitted
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	Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division	ce	Requested	
50		X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
51	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
52	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
53	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
54	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
55			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
56			X	X				<input type="checkbox"/>	<input type="checkbox"/>
57	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
a	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
b	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
c	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
d	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
e	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
58	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
59	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
60			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
a			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
b			X					<input type="checkbox"/>	<input type="checkbox"/>
c	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
d	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
e	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Item No. and Description	Minor	Preliminary	Final	Varia	Waiver	Submitted
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		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division	nce	Requested	
f	Loading areas.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
g	Curbs.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
h	Radii of curb line.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
i	ADA ramps, signage, striping, etc.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
j	Sidewalks and bicycle routes.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
k	Any related facility for the movement and storage of goods, vehicles, persons, etc.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
l	Directional and traffic signs with scaled drawings.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
m	Sight triangle easements at intersections and driveways.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
n	Location of street names and signs.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
o	Traffic control devices.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
p	Street lights.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
q	Fencing, railroad ties, bollards, and parking bumpers.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
r	Cross sections.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
s	Proposed grades.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
t	Center line profiles at horizontal scale not less than 1"=50' for all existing adjoining streets and proposed streets.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
u	Standard details for curbing, sidewalks, bike paths, paving, stoned or graveled surfaces, bollards, railroad ties and fences.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
61	Lighting Plan showing photometric patterns, isolux, footcandles, etc.	X		X					<input type="checkbox"/>	<input type="checkbox"/>
62	Sewer & Water. Plans and profiles of water, and sewer layouts whether onsite, offsite or off-tract showing:			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
a	Size and types of pipes and mains.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
b	Slope.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
c	Pumping Stations.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
d	Fire hydrants.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
e	Standard details.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
f	Trench repair details for street crossings.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
63	If service is to be provided by an existing water or sewer utility company, a letter from that company shall be submitted, indicating that service shall be available before occupancy of any proposed structures.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
64	Soil Erosion & Sediment Control Plan, per County Soil Conservation.			X	X				<input type="checkbox"/>	<input type="checkbox"/>



**P R O P E R T Y   L I S T   R E Q U E S T**

I am requesting a list of property owners within two hundred (200') feet of the following subject property:

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_                      LOT(S): \_\_\_\_\_

DATE: \_\_\_\_\_                      APPLICATION No.: \_\_\_\_\_

REQUESTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_                      PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_                      DATE: \_\_\_\_\_

A fee of \$10.00 or \$.25/name is required; whichever is greater Checks or money orders made payable to 'The Borough of South Toms River' can be submitted to the Land Use Board.

FEE RECEIPT No.: \_\_\_\_\_

**N O T I C E   O F   H E A R I N G (Form PB 1)**

**To Property Owners within 200 feet of Subject Parcel to be heard before the Land Use Board**

In accordance with the requirements of the South Toms River Borough Ordinances and Municipal Land Use Law *N.J.S.A. 40:55D-12* of the Revised Statutes of New Jersey, you are hereby notified that an application has been filed by the undersigned with the Land Use Board Secretary. The application and plans are available for examination in the Zoning Office during normal business hours. You may contact the Land Use Board Secretary via email at [LUBSecretary@BoroughofSouthTomsRiver.com](mailto:LUBSecretary@BoroughofSouthTomsRiver.com) for definitive information on consideration of the application, or the Office of the Municipal Clerk at (732) 349-0403 for general information

Take notice that a public hearing will be conducted before the Land Use Board in connection with this application in the Council Chambers (Court Room) of the Municipal Building on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at 7:00 p.m.

**PROPERTY INVOLVED:**

APPLICATION No.: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

BOROUGH TAX MAP PLATE: \_\_\_\_\_ BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

PRESENT USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

NATURE OF RELIEF OR VARIANCES REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and any other variances, waivers or approvals deemed necessary by the Land Use Board.

Further take notice that said Land Use Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Land Use Board Secretary concerning such adjournments, postponements, or continuations.

\_\_\_\_\_  
APPLICANT

## AFFIDAVIT OF SERVICE OF NOTICE (Form PB 2)

In connection with Application No. \_\_\_\_\_, the undersigned declares that in accordance with the provisions of the Borough of South Toms River Zoning Ordinance and Municipal Land Use Law N.J.S.A. 40:55D-1 et seq, a notice of a Site Plan and/or Subdivision application and of a public hearing before the South Toms River Borough Land Use Board has been personally delivered, or sent by Certified Mail, to all property owners within two hundred (200') feet of the boundary line of the property involved. If service is by hand delivery, signature is required of an adult (18 years of age or older).

As of \_\_\_\_\_, 20\_\_\_\_\_, all notices, a copy of which is attached, were either delivered in person or sent by Certified Mail to the property owners listed below and on the accompanying forms which are hereby made part of this declaration:

BLOCK	LOT	ADDRESS	SIGNATURE (if hand delivered)

**AFFIDAVIT**

**State of New Jersey**   )  
**Camden County**   )

\_\_\_\_\_ of full age and being duly sworn according to law upon his oath deposes and says that he is the person executing the foregoing statement and that the facts herein set forth are true and correct.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
 SIGNATURE OF PETITIONER

**P U B L I C   N O T I C E (Form PB 3)**

The Asbury Park Press is the official newspaper of the Borough of South Toms River. If legal notice is required for an application, the notice should be published at least ten days prior to the scheduled hearing date. Applicants are also required to publish a notice of decision after the adoption of a resolution by the Land Use Board. Below is the contact information for the Asbury Park Press and sample formats for legal notices:

THE ASBURY PARK PRESS  
NEW JERSEY PRESS MEDIA SOLUTIONS  
P.O. BOX 677599  
DALLAS, TX 75267-7599  
PHONE: (888) 516-9220  
FAX: (888) 516-9450  
EMAIL: [alegals@njpressmedia.com](mailto:alegals@njpressmedia.com)

*PLEASE BE ADVISED THAT THE COURIER POST REQUIRES SUBMISSION OF LEGAL NOTICES TWO (2) DAYS PRIOR TO THE DATE TO BE PUBLISHED.*

**SAMPLE PUBLIC NOTICE**

PLEASE TAKE NOTICE that the undersigned has applied to the Land Use Board of the Borough of South Toms River for relief from: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and any other variances, waivers or approvals deemed necessary by the Land Use Board.

On property located at: \_\_\_\_\_

and more specifically known as Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

A Public Hearing will be held regarding Application # \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, at 7:00 PM in the Council Chambers (Court Room) of the Municipal Building, 19 Double Trouble Rd, South Toms River, New Jersey at which time you may appear either in person or by attorney and present objections you may have to this Application. The application and plans are available for examination in the Office of the Clerk, 19 Double Trouble Rd, South Toms River, New Jersey from 9:00 AM to 4:00 PM Monday to Friday. This notice is being given in accordance with the requirements of the South Toms River Borough Ordinances and Municipal Land Use Law N.J. Statutes Section 40:55D et. seq.

Further take notice that said Land Use Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Land Use Board Secretary concerning such adjournments, postponements, or continuations.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
ADDRESS

# Zoning Permit application

ADDRESS: \_\_\_\_\_ BLOCK(S): \_\_\_\_\_

ZONE: \_\_\_\_\_ LOT(S): \_\_\_\_\_

RESIDENTIAL (Fee: \$25.00)       NON-RESIDENTIAL (Fee: \$50.00)

EXISTING USE: \_\_\_\_\_

PROPOSED IMPROVEMENTS AND/OR USE (be specific): \_\_\_\_\_

## CERTIFICATE OF OCCUPANCY

TENANT FIT-UP       CHANGE OF USE       CHANGE OF OWNER       CHANGE OF OCCUPANCY

## BUILDING PERMIT (scaled copy of survey required, please complete information in box)

FENCE       DECK/PATIO       NEW DWELLING       ACCESSORY USE  
 SHED       POOL/HOT TUB       ADDITION       OTHER

SIZE: _____' x _____' _____ LENGTH                      WIDTH	HEIGHT: _____'	DEPTH: _____'	
SETBACKS: FRONT: _____' _____'	REAR: _____'	SIDE: _____'	BOTH SIDES: _____'
Is the lot an inside or corner lot?	<input type="checkbox"/> INSIDE LOT	<input type="checkbox"/> CORNER LOT	

Will TREES be removed?     NO       YES    If Yes, how many? \_\_\_\_\_ # OF TREES

Was Land Use Board or Zoning Board approval required for this improvement and/or property?

NO       YES    If Yes, what is the APPLICATION No.: \_\_\_\_\_    DATE APPROVED? \_\_\_\_\_

**APPLICANT**     SAME AS OWNER

**OWNER**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

**C O N S E N T   T O   A S S U M E   L I A B I L I T Y**  
**Relative to (45 day) Time Frame for Appeal**

**PROPERTY INVOLVED:**

APPLICANT'S NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_                      BLOCK(S): \_\_\_\_\_      LOT(S): \_\_\_\_\_

APPLICATION No.: \_\_\_\_\_

NATURE OF RELIEF OR VARIANCES REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned applicant, or attorney on behalf of the applicant, hereby acknowledges that the time frame for appeal of the decision of the South Toms River Borough Land Use Board, relative to the above mentioned application, has not expired pursuant to *N.J.S.A. 40:55D-17*. The applicant agrees that he/she will not hold South Toms River Borough liable for any damages arising from the use of the property prior to the appeal period having expired.

\_\_\_\_\_  
SIGNATURE (APPLICANT / ATTORNEY)

\_\_\_\_\_  
DATE

