

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR  
SUBDIVISION, SITE PLAN OR VARIANCE**

1. Obtain a letter of denial from the Construction Official if necessary (Variances Only).
2. Apply to the Planning Board Secretary to obtain an application. Once the application is received and deemed complete you will be placed on the agenda. **Do not send notice or proceed further without being deemed complete and scheduled for a meeting date by the Secretary of the Planning Board.**
3. Obtain list of property owners within 200 feet from Tax Assessor.
4. Prior to the application being deemed complete and for scheduling on the agenda the following must be submitted:
  - a. 4 copies of the application.
  - b. 4 copies of the denial letter (variances only)
  - c. Fees and escrows.
  - d. Copy of deed or contract of sale.
  - e. Plans and reports in accordance with the appropriate check list.
5. **At least (10) days prior to hearing date the following must be done:**
  - a. Publish notice in an official newspaper of the Borough, i.e., The Link News, the Atlanticville, Asbury Park Press, Star Ledger
  - b. Notify, by Certified Mail or personal service, property owners within 200 feet of property. (Please note: return receipt - green cards- are not necessary)
6. Submit the following to the Planning Board Secretary prior to the meeting:
  - a. Affidavit of Publication from the newspaper
  - b. Copy of notice served to those on Certified List of Property Owners.
  - c. Proof of Service to those on Certified List of Property Owners **OR**
  - d. **Postmarked white receipts** as proof of certified mailing to those on Certified List of Property Owners.
7. *If your application is granted, a **NOTICE OF DECISION** must be published in an official newspaper of the Borough after the hearing at which the Board's decision is adopted by Resolution. (copy of notice form included in application package).*
8. Notice to the Monmouth County Planning Board and Two Rivers Water Reclamation Authority and any and all authorities or utilities required are the responsibility of the Applicant.

IF YOU HAVE ANY QUESTIONS PLEASE CALL THE SECRETARY TO THE  
PLANNING BOARD AT (732) 222-8221, MONDAY THRU FRIDAY, 9:00 A.M. TO 3:00 P.M.

**GENERAL INFORMATION**

1. Applicant may bring a proposed Resolution for Board to act upon if appeal is granted.
2. Corporations and Partnerships require representation by a New Jersey Attorney as well as a corporate disclosure statement pursuant to statute.

# Borough of Oceanport

## Planning Board Checklist

- ( ) 4 copies of the denial letter from Construction Official (variances only)
  - ( ) 4 copies of the completed application
  - ( ) 14 copies of each survey – signed and sealed by a Licensed Surveyor
  - ( ) 14 copies of the Site Plan (when applicable)
  - ( ) 14 copies of the architectural / engineering plans, reports, etc. (when applicable)
  - ( ) Application fee(s):
    - \$100 for variance requests
    - \$500 for minor subdivision
  - ( ) Escrow fee(s):
    - \$800 for minor subdivision
    - \$\_\_\_\_\_ all other escrow fees
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Once agenda date has been assigned by Secretary, Applicant must perform the following:

- ( ) Affidavit of Publication in the Newspaper (10 days prior to hearing)
- ( ) Proof of Service of Notices (postmarked 10 days prior to hearing)
- ( ) Tax List (people to notice within 200' of property)
- ( ) Notification to utility companies

**SUBDIVISION, SITE PLAN REVIEW OR VARIANCE**

**APPLICATION  
OCEANPORT PLANNING BOARD**

FOR OFFICIAL USE ONLY

Date application complete: \_\_\_\_\_ Board Action Required By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_

Escrow Deposited: \_\_\_\_\_ Date Escrow Deposited: \_\_\_\_\_

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**SECTION 1 – GENERAL INFORMATION**

A. **APPLICANT:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

B. The Applicant is a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_  
Individual \_\_\_\_\_ Other (please specify) \_\_\_\_\_

C. If the applicant is a Corporation or a Partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the Corporation or Partnership.

D. The relationship of the Applicant to the property in question is:  
Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Contract Purchaser \_\_\_\_\_ Other (*please specify*) \_\_\_\_\_

E. **OWNER:** NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE: \_\_\_\_\_

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F. **ENGINEER/SURVEYOR:** NAME \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

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G. **ATTORNEY:** NAME \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

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**FOR SITE PLAN REVIEW ONLY:**

5. Acreage of the entire site is: \_\_\_\_\_
6. Type of Proposal is:
- |                              |                               |
|------------------------------|-------------------------------|
| _____ New structure          | _____ Expanded Area           |
| _____ Improved Parking Area  | _____ Alteration to Structure |
| _____ Expansion of Structure | _____ Change of Use           |
| _____ Sign                   |                               |
7. The name of the business or activity (if any):  
\_\_\_\_\_

**I. FOR VARIANCE REQUESTS ONLY:**

1. Describe the variance requested: \_\_\_\_\_  
\_\_\_\_\_
2. Height of Building: \_\_\_\_\_ Existing \_\_\_\_\_ Proposed  
Front Setbacks \_\_\_\_\_ Existing \_\_\_\_\_ Proposed  
Rear Setbacks \_\_\_\_\_ Existing \_\_\_\_\_ Proposed  
Left Side Setbacks \_\_\_\_\_ Existing \_\_\_\_\_ Proposed  
Right Side Setbacks \_\_\_\_\_ Existing \_\_\_\_\_ Proposed
3. "Prevailing" Setback of Buildings within the Block:  
\_\_\_\_\_ Front \_\_\_\_\_ Rear

**J. IMPROVEMENTS:** List all proposed on site utilities and off-tract improvements:

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

**K. PLAT SUBMISSION:** List maps and other exhibits accompanying this application

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

**SECTION 4 – CHECKLIST AND WAIVER REQUESTS**

- A. This subsection is reserved for the individual municipality to list all submissions by its ordinance.
- B. Please list which sections of the ordinance applicant requests a waiver from and the reasons therefore.

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**SECTION 5 – AUTHORIZATION AND VERIFICATION**

I certify the statements and information contained in this application are true.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Notary Public of New Jersey

I authorize the Applicant to submit this application and proceed for approval.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Notary Public of New Jersey

**Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Partnership         | <input type="checkbox"/> Subchapter S Corporation      | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Corporation         | <input type="checkbox"/> Limited Liability Corporation |  |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Liability Partnership |  |

Name of Stock or Shareholder	Home Address

**Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

State of \_\_\_\_\_

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

County of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ (SEAL)

**BOROUGH OF OCEANPORT  
PLANNING BOARD  
APPLICANT(S) CERTIFICATION**

**DEVELOPERS ESCROW AGREEMENT**

**THIS AGREEMENT**, made and entered on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Borough of Oceanport, a Municipal Corporation of the State of New Jersey (hereinafter **BOROUGH**) and \_\_\_\_\_ (hereinafter **DEVELOPER**), is made upon the following terms and conditions:

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

PROJECT LOCATION: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_ LOTS(S): \_\_\_\_\_

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

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

I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account. In accordance with the Ordinances of the Borough of Oceanport, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal, and other expenses associated with the review of submitted materials. Sums not utilized in the review process shall be returned to the individual or business from which the checks were submitted. When 80% of the escrow amount has been expended and the municipal agency determines that additional sums are required, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account. In the event that I fail to post the additional escrow amount, the municipal agency shall have the power to deny the application on those grounds. Additionally, no building permit shall be issued until all application and professional fees have been paid.

I hereby agree that if and in the event the amounts required under this agreement are not paid, same shall be deemed to be a lien on the above-described property and shall be collectible as in the case of taxes by the adoption of a resolution of the Borough governing body upon receipt of a certification that the amounts are due and owing in contravention of this agreement.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Applicant/Owner/Representative

\_\_\_\_\_  
PRINT NAME HERE

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

RE: REQUEST FOR 200' LIST

MAIL TO: TAX ASSESSOR  
222 MONMOUTH BLVD.  
OCEANPORT, NJ 07757

Kindly provide me with a list of property owners within 200 feet of

Block \_\_\_\_\_ Lot \_\_\_\_\_

more commonly known as: \_\_\_\_\_  
(address of property)

Enclosed is my payment of \$10.00 for this list.

Sincerely,

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

## Instructions for Completing Notice

1. In the Matter of the appeal of: *Place Applicants Name here*
2. To: *Each individual on the Property list and also the newspaper*
3. Date and Time: *Obtain this information from the Planning Board Secretary*
4. Application of: *Again, the name of the applicant.*
5. Lot and block: *self explanatory*
6. More Commonly known as: *Enter Street Address*
7. The Applicant requests the following: Be specific. List all variances requested. For example, if a rear yard setback is required stated as follows:

a rear yard setback of \_\_\_\_ feet where \_\_\_\_ feet is required.

Also please indicate what is being done, for instance: an addition, a deck, a minor subdivision, etc.

**IF YOU HAVE ANY QUESTIONS OR ARE UNCERTAIN HOW TO COMPLETE  
PLEASE CHECK WITH THE PLANNING BOARD SECRETARY PRIOR TO  
SENDING OUT NOTICE.**

NOTICE

In the matter of the appeal of \_\_\_\_\_  
(Applicant(s) Name)

TO: \_\_\_\_\_

Please take notice that a public hearing will be held by the Planning Board of the Borough of Oceanport at the Borough Hall, 222 Monmouth Blvd., Oceanport, NJ on \_\_\_\_\_ at 7:30 P.M.

The purpose of the hearing is to consider the application of: \_\_\_\_\_  
\_\_\_\_\_, Lot \_\_\_\_\_, Block \_\_\_\_\_ as shown on  
the Borough Tax Map, more commonly known as \_\_\_\_\_.  
(street address)

The application requests the following:

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

For such other variances, waivers or other relief as the Board shall deem necessary and appropriate.

You are hereby notified that you are privileged to be present at said hearing and present any and all objections you may have to the granting of said application.

Any maps and documents for which approval is being sought are or will be on file and available for public inspection in the office of the Borough Clerk, between the hours of 9:00 a.m. and 4:00 p.m. Monday thru Friday at least 10 days prior to the hearing.

Dated: \_\_\_\_\_ Applicant \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING NOTICE OF DECISION:**

The Notice of Decision is to be completed and then advertised in an official newspaper of the Borough of Oceanport, i.e., the Atlanticville, the Link News, the Asbury Park Press, the Star Ledger. The notice is to be published within 10 days *after* the Planning Board memorializes their decision by Resolution of which will be provided to the Applicant or the Applicant's Representative.

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**NOTICE OF DECISION  
OF THE OCEANPORT PLANNING BOARD**

PUBLIC NOTICE is hereby given to all persons that a public hearing was held on \_\_\_\_\_ at which hearing an application to \_\_\_\_\_  
\_\_\_\_\_ on Block \_\_\_\_\_, Lot \_\_\_\_\_, commonly known as \_\_\_\_\_  
\_\_\_\_\_, was heard.

Said application was granted, which decision is on file and available for inspection in the Municipal Clerk's Office, Borough of Oceanport, 222 Monmouth Blvd., Oceanport, NJ between the hours of 9:00 a.m. and 4:00 p.m.

Signature:

Date of Publication: