

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

1. Obtain a letter of denial from the Zoning Officer if necessary (Variances Only).
2. Obtain Planning Board application from the Borough website under FORMS or from the Planning Board Secretary.
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 items on the attached checklist must be submitted to the Planning Board Secretary.**
5. Once the application is received and deemed complete by the Board Engineer 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.**
6. **No less than (10) days prior to hearing date the following must be done using the sample notice that will be provided by the Secretary when your hearing date is scheduled.**
 - 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)
7. 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.
8. *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).
9. 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

Corporations and Partnerships require representation by a New Jersey Attorney as well as a corporate disclosure statement pursuant to statute.

REVISED 08-20-2019

Borough of Oceanport

Planning Board Checklist

- () 4 copies of the denial letter from Construction Official (variances only)
- () Certificate from Tax Collector as to taxes paid
- () Copy of Deed or Contract Purchaser, Tenant, Lienholder Agreement
- () 4 copies of the completed application
In the case of a Contract Purchaser as the Applicant, the application must be signed by the Property Owner
- () 14 copies of current property survey - one original signed & 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): See attached Fee Schedule
- () Escrow Deposit: See attached Fee Schedule
- () Completed ESCROW AGREEMENT
- () Completed W-9 Form for Creation of Escrow Account

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

BOROUGH OF OCEANPORT DEVELOPMENT APPLICATION FEE SCHEDULE

Application Type	Application Fee	Escrow Fee	Sub-Totals	
			(Application)	(Escrow)
Zoning Permit	\$45.00	N/A		
Bulk Variance (per lot)	\$300 for 1 variance, plus \$50 for each additional Bulk Variance	\$1,000.00		
Appeals & Interpretations	\$300.00	\$750.00		
Use Variance	1 & 2 Family Home s	\$300.00	\$1,000.00	
	3 or more Family	\$600.00	\$2,500.00	
	Non-Residential	\$600.00	\$2,500.00	
Conditional Use	Minor Subdivision (up to 3 lots)	\$300.00	\$1,000	
	Preliminary Major	\$350 plus \$45 per each additional lot created	\$2,500.00	
	Final Major	\$300.00 plus \$45 for each additional lot created	\$3,500.00	
	Tax Map (Minor & Major)	Single-family lots (1-2 lots) \$200 3 to 9 lots: \$500.00 More than 10 lots: \$1,000		
Site Plan	Residential	\$600, plus \$25 per each dwelling unit	\$100.00 per 1,000 SF of land developed The minimum initial escrow submission shall be \$5,000, and the maximum initial escrow submission shall be \$10,000	
	Non-Residential	\$35 per 1,000 SF of land. The minimum application fee shall be \$450 and the maximum application fee shall be \$850 \$35 per 1,000 SF of land	\$100 per 1,000 SF of land developed (the minimum initial escrow submission shall be \$1,000.00 and the maximum initial escrow submission shall be \$10,000)	
Informal Hearing <small>(if allowed per prevailing law/ordinance)</small>	\$100.00	N/A		
Certified Property Owner's List	\$10 per list per lot, or other maximum amount as the NJ statute allows	N/A		
Special Meeting	\$1,000.00	N/A		
Re-Approval/Extension	\$250	\$500		
Amended Approval	Non-substantive Amendment, as reasonably determined by the Zoning Officer	\$250	\$500	
	Substantive Amendment, as reasonably determined	\$500	\$1,500	
Certificate of Pre-Existing Non-Conforming Use	\$300.00	\$1,000.00		
Other (non-specified)	\$300.00	\$750.00		
GIS	\$25 per application	N/A	25.00	
TOTAL				

Notes:

1. Each application fee and each escrow fee is to be paid by 2 separate checks or money orders.
2. Each application fee check and each escrow fee check is to be made payable to the "Borough of Oceanport".
3. The application fee is designed to help defray Borough/Board costs associated with the processing of the Development Applications, including administrative fees, copying charges, personnel time, etc.
4. The application fees are non-refundable.
5. The escrow fees are designed to reimburse the municipality for the actual professional costs billed to the municipality for the professional work associated with the Application. Depending upon the nature/complexity of any particular Development Application, professional fees could possible include, but are not limited to, the following:
 - Engineering review of application and plans;
 - Preparation of an engineering review memorandum; Engineering field/site inspections;
 - Engineering consultation with the Applicant's Development Team; Engineering review of stormwater calculations;
 - Engineering review of environmental documentation;
 - Engineering review of Subdivision Plans, Metes/Bounds Descriptions, etc.; Engineering review of traffic information I reports;
 - Resolution compliance matters;
 - Legal review of application and plans;
 - Legal review of public notices and confirming affidavits; Preparation of Board Resolutions of Approval/Denial; Review of Subdivision Deeds;
 - Review of Easements/ Dedications, as necessary;
 - Retention of other professional service providers such as a Planner, Traffic Engineer, etc.; and Performance of other necessary professional services.
6. The escrow charges/payments/distribution are governed by local ordinance and by N.J.S.A. 40:55D-53.1 (as may be amended from time to time). Per NJ law, detailed copies of invoices from the Borough/Board professionals, are to be regularly provided to the Applicant and/or the Applicant's representatives. There is a process by which any aggrieved Applicant can appeal the reasonableness of the professional charges associated with a particular application. Applicants are encouraged to review N.J.S.A. 40:55D-53.1a for any additional information
7. In accordance with NJ Law, depending upon the complexity of a particular development project, and/or the need for certain/ additional professional services to be rendered, if the Applicant's escrow account is depleted, or nearly depleted and additional professional work remains to be completed, the Applicant may be required to supplement the initial escrow amount. Any request to supplement the escrow amount shall be memorialized in a written statement from the designated Borough Official.
8. Upon satisfactory conclusion of the development process, and confirmation that no additional professional services are required/ necessary, upon written request, any remaining/unused escrow shall be returned to the Applicant.

Borough of Oceanport - Planning Board Tax and Assessment Payment Report

Under provisions of New Jersey Statutes, N.J.S.A. 40:55D-39C and N.J.S.A. 40:55D-65h, an applicant for development of land must submit proof that no taxes or assessments for local improvements or local taxes are due or delinquent on the property stated below.

Applicant will complete Section I of this form and submit to the Tax Collector for verification that no delinquent taxes or assessments are due. The completed form is to be submitted with the application for development.

SECTION I - Completed by Applicant

I, _____ of _____
(name) (address)

am making an application to the Planning Board for the _____
_____ of

BLOCK(s): _____

LOT(s): _____

Street Address: _____

Owner of Record: _____

I, therefore, request the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

Date _____ Applicant's Signature _____

SECTION II - Completed by Tax Collector

This is to certify that all taxes and assessments for local improvements have been paid, and that no taxes or assessments for local improvements are due or delinquent as to the premises which are the subject of the application for development as of the date indicated below.

Tax Collector or Authorized Signature

Date of Certification

Certification Expiration Date

OCEANPORT PLANNING BOARD LAND USE DEVELOPMENT APPLICATION

FOR OFFICIAL USE ONLY

Date Filed: _____	Application # _____
Application Fee: _____	Location (Address): _____
Escrow Fee: _____	Block: _____ Lot: _____
Date Deemed Complete: _____	Zone District: _____

Application is hereby made for:

<input type="checkbox"/> SUBDIVISION <input type="checkbox"/> Concept Plan <input type="checkbox"/> Minor <input type="checkbox"/> Preliminary Major <input type="checkbox"/> Final Major	<input type="checkbox"/> SITE PLAN <input type="checkbox"/> Concept Plan <input type="checkbox"/> Minor <input type="checkbox"/> Preliminary Major <input type="checkbox"/> Final Major (Single & 2-Family Exempt)	<input type="checkbox"/> VARIANCE/APEAL <input type="checkbox"/> Bulk Variance(s) <input type="checkbox"/> Use Variance(s) <input type="checkbox"/> Interpretation <input type="checkbox"/> Appeal of Administrative Officer
<input type="checkbox"/> INFORMAL HEARING	<input type="checkbox"/> AMENDED APPROVAL	<input type="checkbox"/> CONDITIONAL USE
<input type="checkbox"/> SPECIAL MEETING	<input type="checkbox"/> EXTENSION/RE-APPROVAL	<input type="checkbox"/> CERTIFICATE OF PRE-EXISTING, NON-CONFORMING USE

SUBDIVISION: Total number of lots: _____	SITE PLANS: Total Area of Site: _____ sq. ft. / _____ acres Total Area of all floors of buildings: _____ sq. ft. Total number of parking spaces provided: _____
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ATTACH COMPLETED CHECKLIST FOR DETERMINATION OF COMPLETENESS

I. APPLICANT:

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

(by providing an email address you agree to receive communications from the Board and its representatives by this format).

II. The Applicant is a: Corporation _____ Partnership _____
 Individual _____ Other (please specify) _____

III. 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 using the provided form.

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

V. **OWNER:**

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

(by providing an email address you agree to receive communications from the Board and its representatives by this format).

VI. **APPLICANT'S ATTORNEY (if any):**

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

(by providing an email address you agree to receive communications from the Board and its representatives by this format).

VII. **APPLICANT'S ENGINEER/SURVEYOR:**

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

(by providing an email address you agree to receive communications from the Board and its representatives by this format).

VIII. **APPLICANT'S ARCHITECT (if any):**

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

(by providing an email address you agree to receive communications from the Board and its representatives by this format).

IX. **Other experts who will submit a report or testify for the Applicant:**

Name/License # _____

Address: _____

Phone Number: _____

Email Address: _____

(by providing an email address you agree to receive communications from the Board and its representatives by this format).

X. Description of present use of the premises. _____

XI. Purpose of application and detailed description of proposed improvements, development, change in use, etc. Attach Rider if additional space is necessary. _____

XII. List the specific zoning regulations for which appeal or variance relief is sought, and the nature and extent of the specific variances. (Ex. Side yard setback of 9', where 10' permitted)

XIII. If the application seeks use variance relief, state the "special reasons" as that term is defined under the Municipal Land Use Law, to justify the granting of use variance relief pursuant to N.J.S.A. 40:55D-70d. Attach Rider if additional space is necessary.

XIV. State whether the applicant owns or has under contract for purchase, an adjoining property. If so, set forth the block and lot number and street address of the property.

XV. State what efforts have been made to obtain the result you wish to accomplish without violating the Zoning Ordinance (i.e., relocation of planned construction, purchase of additional land, etc.)

XVI. The location of the property is approximately _____ feet from the intersection of _____ and _____.

XVII. Is the subject property located on a:

_____ County Rd _____ State Rd OR _____ within 200' of a Municipal boundary

XVIII. Are there any existing or proposed deed restrictions, easements, rights-of-way or other dedications? _____ No _____ Yes (*If yes, attach a copy*)

FOR SITE PLAN REVIEW ONLY:

1. Acreage of the entire site is: _____

2. Type of Proposal is:

- | | |
|------------------------------|-------------------------------|
| _____ New structure | _____ Expanded Area |
| _____ Improved Parking Area | _____ Alteration to Structure |
| _____ Expansion of Structure | _____ Change of Use |
| _____ Sign | |

3. The name of the business or activity (if any): _____

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

PLAT SUBMISSION: List maps and other exhibits accompanying this application

AUTHORIZATION AND VERIFICATION

I certify that the foregoing statement(s), materials submitted and information contained in this application are true. I further certify that I am (a) the individual applicant, or (b) that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or (c) that I am a general partner of the partnership applicant. (If the applicant is a corporation this must be signed by an authorized corporate officer. If applicant is a partnership, this must be signed by a general partner).

Date

Applicant

Date

Applicant

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public of New Jersey
(Affix stamp and seal)

STATEMENT OF LANDOWNER *WHERE APPLICANT IS NOT LANDOWNER*

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the Applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. (If the owner is a corporation this must be signed by an authorized corporate officer. If owner is a partnership, this must be signed by a general partner).

Date

Property Owner's Signature

Notary Public of New Jersey

Print Name of Property Owner

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public of New Jersey
(Affix stamp and seal)

**BOROUGH OF OCEANPORT
UNIFIED PLANNING/ZONING BOARD
APPLICANT(S) CERTIFICATION**

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 MAILING

ADDRESS (if different): _____

I understand that the sum of \$ _____ will be deposited in an escrow account. ***IMPORTANT:** For creation of said escrow account, banking policies and applicable laws including federal law requires information to be obtained and verified that identifies each person for whom an account is established. Please provide the following additional information for all parties to be named on the escrow account:

1. Physical address, if different than address being used for escrow account: _____

2. Tax I.D./Social Security Number(s): _____
3. Date(s) of Birth: _____

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 by letter 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

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/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	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 the "Name" line 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.

Social security number									

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

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 ▶
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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.

DATE: _____

RE: REQUEST FOR 200' LIST

MAIL TO: TAX ASSESSOR
315 E. Main Street
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 #: _____