

**INSTRUCTIONS FOR APPEAL AND APPLICATION FOR VARIANCE  
TO MANASQUAN PLANNING BOARD**

The Manasquan Planning Board meets on the first Tuesday of each month at 7:00PM at the Borough Hall, 201 East Main Street, Manasquan, NJ to consider applications for relief from the provisions of the Zoning Ordinance of the Borough of Manasquan.

The following steps must be taken in preparation for appearance before the Board:

1. The applicant must submit his formal written application to the Board on the forms provided by the Board. The forms may be obtained from the Secretary of the Board after a letter of denial is secured from the Zoning Officer. All questions must be answered. Do not leave any blanks.
2. Upon receipt of the appeal or application and the required fee, the Secretary To the Planning Board will notify the applicant as to the day fixed for the hearing. **THE APPLICATION WILL NOT BE PLACED ON THE AGENDA UNTIL THE APPLICATION FEE IS PAID AND THE APPLICATION IS FILED.**
3. **Returning Fees for Withdrawing Application:** A minimum of 10% of the Application fee will be withheld on all applications that are withdrawn prior to thirty (30) days before the scheduled meeting. Withdrawal within the thirty (30) days prior to the scheduled meeting could result in additional charges, at the discretion of the Board.
4. Request from the Tax Office, Borough of Manasquan, and the location of all premises within 200-feet and obtain a certified list of all owners of said premises and utilities. The fee for this “Certified List” is \$10.00. The assessor in the tax office will provide that list. The Tax Office will need **no less than twenty (20) days** before the date of the service to draw up a list of residents of affected properties within the 200-feet of the subject premises.

**TIME SENSITIVE** – At least ten (10) days prior to the time appointed for said hearing, the applicant shall give notice by certified mail or personal delivery, of description of work and hearing date to all owners of property referenced by the tax office. Also, publish notice of the hearing in the Coast

**Star, Manasquan, or the Asbury Park Press, a newspaper of general circulation in the Borough of Manasquan.**

**When using personal delivery the applicant must secure the full Signature of the listed homeowner on the certified list. Signatures Should be next to the person's name and should be dated.**

- 5. The applicant shall prepare and sign, before a notary, one copy of the affidavit of proof of service and publication of notice. Submit the same, together with a copy of the required notices, to the Board Secretary, along with the original list from the Tax Assessor – no later Than fifteen (15) days before the scheduled hearing date.**
- 6. The applicant shall submit, as soon as possible after filing the Application and no later than fifteen (15) working days before the Hearing, the following:**
  - 1. Twenty (20) two (2) full size and eighteen (18) reduced 18X 22 Copies of the Plot Plans showing:
    - a. Block and lot numbers**
    - b. Dimensions of the lot**
    - c. Dimensions of present and proposed structure**
    - c. Location of all structures and distance between the various structures and property line.****
  - 2. Any photographs, artists renderings, etc. which the applicant wishes to submit to the Board.**
  - 3. Applicant shall submit a set of drawings setting forth the proposed additions or renovations in detail so as to include all dimensions, exterior measurements and interior room floor plans, with dimensions and use of present and proposed structure. If the Zoning Official in his denial states that flood zone is applicable, then flood elevations are required in the plans.**

**NOTE: No plans will be accepted after that point. Also, plans, application and other materials in the Board file are open to the public, so materials should be filed properly and promptly.**
- 7. All outstanding taxes on subject property must be paid at least seven (7) working days prior the hearing.**
- 8. An attorney must represent all corporations.**
- 9. An applicant or attorney for an applicant may request a change in date (adjournment) for a hearing once the application has been given**

**a hearing date. Any second or subsequent requests for an adjournment will result in the application being placed at the end of the agenda of cases pending before the Board.**

- 10. In order to ensure expeditious processing of the appeal, the applicant should be careful to comply fully and promptly with all requirements. The time for the Board's decision (120 days) will not begin to run until the application or notice of appeal have been deemed to complete.**