

APPLICATION TO THE PLANNING BOARD

Applicant's Name _____

Applicant's Address _____

Telephone Number _____
(Home and Cell)

Property Location _____
Block: _____ **Lot** _____

Type of Application _____
**Bulk Variance, Non-Permitted Use – Conditional Use – Subdivision – Minor
Subdivision – Major – Site Plan Approval**

Date of Zoning Officer's Denial Letter _____
Zoning Permit Application Attached

Plot Plan (Survey) not older than five (5) years, clearly indicating all buildings and setbacks.

Is the Applicant the Landowner? _____

Does the Applicant own any adjoining land? _____

Are the property Taxes paid to date? _____

Have there been any previous applications to the Planning Board concerning this property? _____
(Attach copies)

Have there been any previous applications to the Planning Board. If there were please attach copies.

Are there any Deed Restrictions, easements, or covenants affecting this property and if so please attach _____

The applicant agrees to be responsible for and pay the costs entailed in the review of this application by any experts retained by the Planning Board for advice in this matter.

Signature of Applicant or Agent _____

Date _____

CHECKLIST FOR APPLICATIONS FOR A VARIANCE

1. **Twenty (20) sets of the application must be submitted. Set includes: 2 page application, letter of denial from the Zoning Officer, copy of the survey showing the existing layout of the property and dotted lines indicating the new addition/changes as well as any new setback footages. A floor plan and elevation views (architectural plans) are requested as they help the Board in their determination. Of the 20 sets two (2) must be full-size plans, the other (18) copies should be reduced to approximately 11 X 18”, legible but not too large as to create too much noise at the microphones on the dais.**
2. **Two checks made out to the Borough of Manasquan. The application fee and the Escrow fee. If other money is needed either for the Tax Map update fee or the Fire Marshall you will be informed by mail regarding that request.**
3. **Affidavit of Service – a list of property owners within 200-feet of your property which you can receive from the Tax Office with a fee of \$10.00. A copy of the notice that was served must be attached to your application. This notice MUST state the Statutes that need the variance relief as well as an explanation of what is being proposed. If the notice is hand served, the name and address of the receiver must be listed on the Affidavit of Service. If there are two names on the Tax list both parties must sign. If the notice is not hand served they must be sent by Certified Mail and the Tax List along with the certified receipts must be given to the Board Secretary at least ten (10) days before the hearing.**
4. **Affidavit of Publication must be furnished by the newspaper (either the Coast Star or the Asbury Park Press) The Notice MUST be advertised at least ten (10) days before the scheduled hearing.**
5. **Certification of Taxes Paid – something from the Tax Collector that indicates that the taxes and water/sewer charges on the property are paid through the date of the requested hearing.**
6. **Deadline for applications – all applications and plans must be filed at least five (5) weeks before the requested hearing date. The Secretary will give you a hearing date when the complete application is filed and the fees are paid. The application and plans MUST be filed before any notice is given. The Board hears a maximum of three (3) hearings per meeting. If the agenda is filled when you file your application, you will be placed on the agenda of the first free meeting. The Planning Board usually meets on the First and Third Tuesday of the month. The first meeting is at 7PM and the Second meeting is at 4PM. Applications are put on the agenda in the order they come in completed.**
7. **Any plans submitted with the application MUST BE FOLDED, rolled plans will be rejected. If you have any questions you may reach Mary Salerno at 732-223-0544, extension 245.**