APPLICATION PACKET RECEIPT

I, ________________________________________, have received a complete packet of
the necessary forms to make an application to the Atlantic Highlands Planning Board.

Subject Property: ____________________________________________

__________________________________________  __________________________
Signature                                      Date

This receipt should be signed and given to the Board Secretary at the time of receipt of
the Application Package.
PLANNING BOARD
BOROUGH OF ATLANTIC HIGHLANDS
MONMOUTH COUNTY, NEW JERSEY

APPLICATION PACKET

The following items must be submitted at the time of filing your Planning Board Application:

- Application for Variance and/or Subdivision Plat – **18 Copies Required with Application Submission**
- Proposed Site Plan and Survey – **4 Originally Sealed Plans AND 14 Copies Required with Application Submission**
- Zoning Officer’s Denial Letter – **18 Copies Required with Application Submission**
- Affidavit of Ownership – **Fully Executed Form To Be Submitted with Application**
- Contribution Disclosure Statement – **Fully Executed Form To Be Submitted with Application**
- Verification of Payment of Taxes, Water & Sewer – **Fully Executed Form To Be Submitted with Application**
- Request for Certified List of Property Owners within 200’ – **To be submitted to Borough Clerk, with $10.00 check**
- Development Plan Checklist – **2 copies Required with Application Submission**
- Monmouth County Planning Board Submission/Approval – **3 Copies Required with Application Submission**

The following items contained in the Application Packet are not required with submission but will be helpful during the application process:

- Public Notice Template – **Notice to Property Owners within 200’ to be done after a Public Hearing Date has been given**
- Affidavit of Notice/Proof of Service Template – **To Be Completed After Notice has been served**
- Schedule of Fees – **Informational**
- Schedule of Zoning District Requirement – **Informational**

Upon submission of an application, Planning Board Professionals have 45 days to review for Completeness.

Once an application is deemed “complete”, a hearing date will be given. Notices to surrounding Property Owners within 200 feet should not be sent out until the application is deemed complete and a Hearing Date is given. The Municipal Land Use Law requires that notices be sent at least 10 days in advance of the hearing, by certified mail and by publication in either the Asbury Park Press or The Two River Times. **You do not count the day of the hearing as one of the 10 days.** Notices sent out prematurely could result in errors and could hold up the application process. Certified Lists of Property Owners can be obtained through the Borough Clerk’s Office.

The Planning Board recommends the applicant obtain an attorney, although it is not required for privately owned properties. The Applicant and/or Attorney should be acquainted with the Development Regulations Ordinance (Chapter 150) of the Borough Code. Copies can be obtained at Borough Hall or by visiting our website at www.ahnj.com
ATLANTIC HIGHLANDS PLANNING BOARD
APPLICATION FOR VARIANCE

1. I/we ___________________________________________________________________________, the applicant(s) herein, whose mailing
   address is ________________________________________________________________________,
   and whose phone number is ______________________ am/are the owner/contractor of property
   located at ________________________________________________________________________,
   also designated as Block ___________, Lot(s) _______________ on the Tax Map of the Borough of Atlantic
   Highlands.

2. The Property is in the ______ Zone, it has street frontage of ______ feet and an average depth of ______ feet
   and an area of __________ square feet.

3. The proposed percentage of lot coverage by both the existing structure and proposed additions will be
   ________________________.

4. The following structures, buildings and/or uses are located on the property:
   __________________________________________________________________________
   __________________________________________________________________________
   ____

5. Application is hereby made for a variance to:
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

6. The reason for this request and the grounds urged for the relief are as follows:
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

7. The section(s) of the Borough Zoning Ordinance upon which this application is based is: _________________
   __________________________________________________________________________
   __________________________________________________________________________

8. Property Tax & Water Bills have been paid through the ______ quarter of 20____.

9. Has the property been separated from a larger tract of land? Yes ______ No ______ If yes, when? ______
   Has the Planning Board approved the subdivision Yes ______ No ______ If yes, when? ______

10. If there has been any previous appeal or application to the Planning Board involving the premises, state:
    Date of Filing: __________________________________________
    Character of Appeal _______________________________________
    Disposition: ____________________________________________

I/We the undersigned, certify that of all of the statements contained herein are true and correct to the best of my/our
knowledge, information and belief.

_______________________________________________________________________________
Applicant Signature Date
_______________________________________________________________________________
Applicant Signature Date

Location sketch shall include the exact location of the property in question, giving the tax map lot and block numbers, the
name of the street, the approximate distance to the nearest cross street and the direction of North. For a variance from the
required minimum area or setbacks, the sketch should locate the buildings on the property. Show any other particulars that
you would consider important for the Board to render its decision.
ATLANTIC HIGHLANDS PLANNING BOARD
APPLICATION FOR APPROVAL OF SUBDIVISION PLAT

Application is hereby made for the classification of a Sketch Plat of a proposed subdivision of land hereinafter more particularly described:

1. Applicant Name: __________________________________________________________
   Address: ___________________________________________________________________
   Phone Number: ____________________________________________________________

2. Name & Address of Present Owner (if other than Applicant):
   NAME: ____________________________________________________________________
   ADDRESS: __________________________________________________________________

3. Applicant’s Interest in Land, if other than owner: ________________________________

4. Location of Subdivision: ____________________________________________________
   Block: ________ Lot: ________ Zone: ________

5. Number of Proposed Lots: _____________________ Filling Fee: $ __________________

6. Area of Entire Tract: _____________________ Portion being Subdivided: _____________

7. Development Plans:
   Sell Lots Only: Yes ______ No ______
   Construct Homes for Sale: Yes ______ No ______
   Other _________________________________________________________________

8. ATTACH A COPY OF ANY DEED RESTRICTIONS OR RESTRICTIVE COVERING

9. Name and Address of person preparing Sketch Plat:
   Name: ___________________________________________________________________
   Address: ___________________________________________________________________
   Phone: ____________________________________________________________________

Applicant Signature ____________________________________________ Date ____________

Applicant Signature ____________________________________________ Date ____________
AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY:
  SS
COUNTY OF:

___________________________________________, being of full age, and being duly sworn according
to law on oath deposes and says that the deponent resides at _________________________________
in the _________________________________ of _________________________________, in
the County of _________________________________ and the State of __________________
that _________________________________ is the owner in fee of all that certain lot, piece
of parcel of land situated, lying and being in the municipality aforesaid, and known and designated as
Block ________________, Lot(s) ________________________________.

Sworn to and subscribed before
me this ___________ day of _____________,
20_________.

_______________________________
Notary Seal

AUTHORIZATION

(If anyone other than the above owner is making this application,
the following authorization must be executed)

I hereby authorize __________________________________________ to make the within
application.

___________________________________________  _________________________________
Signature                   Date
CAMPAIGN CONTRIBUTION DISCLOSURE STATEMENT PROVIDED PURSUANT TO
SECTION 9-3.2k, OF THE REVISED GENERAL ORDINANCES OF
THE BOROUGH OF ATLANTIC HIGHLANDS

COUNTY OF MONMOUTH : SS
STATE OF NEW JERSEY :

I, ________________________________ , of ______________________________ ,
whose address is ________________________________,

being of full age certify as follows:

1. I have not knowingly made any campaign contribution to or on behalf of any candidate,
candidate committee, joint candidate’s committee, political committee, continuing political
committee or political party committee of, or pertaining to, the Borough of Atlantic Highlands,
within one year prior to filing the variance application and/or during the pendency of the
application process for a variance, and that I have not otherwise violated Chapter 9-3 of the
General Ordinances of the Borough of Atlantic Highlands hereof.

2. I understand that I have a continuing duty to report immediately to the Borough of Atlantic
Highlands any campaign contributions made in violation of Section 9-3 of the General
Ordinances of the Borough of Atlantic Highlands.

I certify that the foregoing statements made by me are true. I understand that if any of the statements
made by me are willfully false, I am subject to punishment.

Dated: _________________________ Signed: ________________________________

I certify that on this ______day of __________, 20____, the subscriber,
________________________________________, personally appeared who I am satisfied is the person
named herein and who executed the within instrument and thereupon she/he
acknowledges that she/he signed, sealed and delivered as her/his act and deed, for the
uses and purposes therein expressed.

___________________________________ Notary Seal
My Commission expires on _________________________.

All developers, associates of developers and development professionals who apply for or provide
testimony, plans or reports in support of a variance as listed below, and who have an enforceable
proprietary interest in the property or development which is the subject of an application or whose
fee in whole or in part, is contingent upon the outcome of the application, are required to provide
this Contribution Disclosure Statement which shall be included as an element of the “Applicant
Checklist” submitted with an application for variance pursuant to NJSA 40:55D-70(d) as well as for
relief pursuant to NJSA 40:55-D-70(c) or NJSA 40:55D-51 in applications for site plan and subdivision
approval not considered to be minor site plans or minor subdivisions pursuant to the Ordinances of
the Borough of Atlantic Highlands. This requirement is pursuant to Section 9-3.2k, of the Revised
General Ordinances of the Borough of Atlantic Highlands.
VERIFICATION THAT PROPERTY TAXES AND WATER AND SEWER BILLS HAVE BEEN PAID
(Must Accompany All Planning Board Applications)

BLOCK: ___________________________  LOT(S): ___________________________

NAME: ________________________________________________________________

ADDRESS: ____________________________________________________________

__________________________________________
Debra Marchetti, Tax Collector  Date

Property taxes on the above property are paid to date.

__________________________________________
Debra Marchetti, Tax Collector  Date

Water and Sewer Charges on the above property are paid to date.

__________________________________________
Debra Marchetti, Tax Collector  Date
TO:  Michelle Clark
    Borough Clerk

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS
WITHIN 200 FOOT TAX LIST

BLOCK: ____________________       LOT(S): ____________________

NAME: ______________________________________________________

ADDRESS: __________________________________________________

_________________________________________________________________

A fee in the amount of $10.00 is required at time of request.
BOROUGH OF ATLANTIC HIGHLANDS
DEVELOPMENT PLAN CHECKLIST

DATE: ____________________________

PROJECT NAME: ____________________________

OWNER: ____________________________

ENGINEER/DESIGNER: ____________________________

PERSON COMPLETING THIS FORM: ____________________________

RELATIONSHIP TO OWNER: ____________________________

LOCATION OF SITE: BLOCK ____________ LOT ____________

STREET ADDRESS ____________________________

THIS FORM MUST BE COMPLETED AND RETURNED TO THE BOARD SECRETARY WITH THE SITE PLAN, SUBDIVISION OR VARIANCE APPLICATION WHEN FILED. ALL OF THE FOLLOWING ITEMS MUST BE SHOWN ON THE SUBMITTED PLANS OR ATTACHED THERETO OR FILED FOR THE APPLICATION TO BE CONSIDERED FOR COMPLETENESS REVIEW.

If a waiver is requested from any of the following items, the items should be checked where provided and an explanation of the reasons for the waiver explained under Section U

A. FILING DATA

MINOR, PRELIMINARY & FINAL PLAN APPLICATION

<table>
<thead>
<tr>
<th>TO BE CHECKED BY APPLICANT</th>
<th>DO NOT USE OFFICE USE ONLY</th>
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<tr>
<td>WAIVER</td>
<td>WAIVER   YES   NO</td>
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<td>__________________________</td>
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<tr>
<td>1. 18 Paper copies of plans and specifications</td>
<td>___________  _______  _______</td>
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<td>__________________________</td>
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<td>2. 18 Copies of completed application</td>
<td>___________  _______  _______</td>
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<td>__________________________</td>
<td>_________  _______  _______</td>
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<td>3. Zoning Officer’s written review</td>
<td>___________  _______  _______</td>
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<td>4. Soil removal permit signed by Borough Engineer</td>
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<td></td>
<td>5. Certification by Tax Collector that all taxes and water/sewer bills are paid — including current taxes and assessments for local improvements</td>
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<td>6. Applicable filing fees</td>
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<td>7. Three copies of performance guarantee Approved by the Borough Attorney and Borough Engineer, and cash portion of performance guarantee</td>
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<td>8. Staging Plan, if applicable</td>
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<td>9. Letters from each utility stating that they will provide service to the proposed facility</td>
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<td>10. Any resubmission must conform to items 1 &amp; 2 inclusive, and item 8</td>
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<td>11. Current letter from Borough Engineer certifying that he has assigned block and lot numbers</td>
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<td>12. Deeds of easement, right of way, drainage, sewer, sight, open space, etc., approved by Borough Attorney and Borough Engineer</td>
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<td>13. Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership</td>
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<td>14. Prior to final submission, a list of proposed Street names must be submitted to the Board Secretary</td>
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<td>15. Corporate Resolution authorizing officers to act, if applicant is corporation</td>
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</tbody>
</table>
TO BE CHECKED
BY APPLICANT

WAIVER

16. Fees and application for Monmouth County Planning Board, if applicable

17. All plats must have the correct and only the correct signature blocks. Applicant and owner shall sign appropriate signature blocks in black ink

18. For all applications having a public hearing, an Affidavit of notice must be filed prior to placing on the agenda for the public hearing together with a copy of the certified mail receipts obtained when the notices were mailed, the certified mail return receipts, and an affidavit of publication from an official newspaper of the borough. Notices must be as provided by law

VARIANCE APPLICATIONS  (See Addendum on last page)

1. 18 copies of request for variance, outlining the proposed variance from zoning requirement

2. 18 copies of drawings unless variance is part of site plan or subdivision application, in which case site plan or subdivision plans suffice

3. Certified list of property owners, certified mail return receipts of notices, affidavit of publication in official newspaper filed prior to placing on the agenda for the public hearing
B. **ADMINISTRATIVE DATA**

1. Title of project set forth on application

2. Names, address of owner and name, address and phone number of applicant and relationship to owner

3. Owner's signed certificate of concurrence with Plan: "I hereby certify that I am the owner of record of the plan herein depicted and that I concur with the plan"

4. Name and license number of site planner or professional engineer with documents sealed with raised seal

5. Date and revision dates of drawings

6. Scale and graphic scale, not smaller than 1”=50’ and not larger than 1”=10’ except where authorized by Borough Engineer

7. North arrow

8. Key map, not smaller than 1” = 2,000’ showing location in the Borough

9. **Schedule**
   a. Total area of site in acres and square feet
   b. Total building area in square feet and % lot coverage
   c. Total landscape area in square feet and % lot coverage
   d. Total area of driveways, access roads, walkways, in square feet and % of lot
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<thead>
<tr>
<th>WAIVER</th>
<th>YES</th>
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<tr>
<td>coverage</td>
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<tr>
<td>e. Total parking area (including drive aisles) in square feet and % of lot coverage</td>
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<td>f. Number of parking stalls, and stall dimensions</td>
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<td>g. Number of employees, total and maximum in one shift</td>
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<td>h. Ratio of parking to building size of occupancy or both depending on use</td>
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<td>i. Total impervious coverage</td>
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10. Existing and proposed streets, with dimensions and typical section |     |    |

11. All property line dimensions, directions, calculated areas, setback lines and lot numbers |     |    |

12. Existing zoning and zone boundaries and contiguous land zoning within 200’ |     |    |

13. Names of all adjacent property owners within 200’ radius with lot and block numbers |     |    |

14. Tax map sheet, block and lot numbers |     |    |

---

C. **SURVEY**

1. Prepared by a New Jersey Licensed surveyor survey not more than five (5) years old, showing existing and proposed monuments |     |    |

2. Location of existing rock outcrops, high points, water courses, depressions, ponds, marshes, trees with a diameter of four (4) inches or more as measured three (3) feet above the base of the trunk, and other significant existing features including previous flood elevations or water-
courses, ponds and marsh areas, as determined by survey

3. All existing and proposed lot lines. All setback lines with dimensions. Existing and proposed lot and block numbers as assigned by the Borough Engineer

D. TOPOGRAPHY:

1. Present and proposed grades based on NJ Geodetic Control Survey Datum, as required by ordinance.

2. Bench mark indicated on plan

3. Significant existing features: ponds, views, wooded areas, floodplains, etc

4. First floor elevations of all proposed buildings

5. Existing contours with intervals of one (1) foot where slopes are three percent (3%) or less, two (2) feet where slopes are more than three percent (3%) but less that fifteen percent (15%) and five (5) feet when fifteen percent (15%) or more, referred to a datum as provided by the Borough Engineer to be indicated by a dashed line. Where any changes in contours are proposed, finished grades should be shown as solid lines

6. Limits of cut and fill areas

E. BUILDINGS AND STRUCTURES

1. Location of all existing and proposed structures and buildings and any other physical
elements on and within 200’ of site to remain or be removed

2. Provision for refuse and garbage with details

3. Proposed use of all buildings and sections thereof

4. Location and description of all existing and Proposed signs

5. Loading areas, dimensioned

6. Elevations of the buildings and structures to ensure an architectural harmonious relationship to the community and community standards, and to ensure appropriateness of exterior material and trim

7. Soil Boring information and recommendation

8. Historic structures

9. For buildings of more than two (2) stories in height, a floor plan of each story, indicating all fire exits and accessways, as well as the proposed use of said stories

10. For garden apartments, a “typical” floor layout of each apartment type in the proposed buildings

11. For all apartments and for any building exceeding two (2) stores in height, proposed architectural elevations

12. For any building exceeding forty (40) feet in height, a sketch indicating graphically the locations of all existing buildings within two
hundred (200) feet and their height relative to the proposed buildings, as well as their highest elevation above the datum provided in compliance with D.5 above.

F. PARKING AREAS, TRAFFIC CONTROL, LIGHTING

1. Parking areas showing spaces and sizes
2. Driveways showing sizes, circulation, and traffic control signs. Fire lanes
3. Existing and proposed streets abutting the site showing rights of way and paved widths
4. Location and size of fire zones, loading zones
5. Sidewalks and other pedestrian ways. Handicapped ramps
6. Surface of parking area, slopes, and barriers
7. Curbing at ingress and egress and parking lot, showing radii and site triangle
8. Lighting standards and utility poles indicating size, height, type, construction, light fixtures and locations
9. Lighting plan indicating specific height, foot candles, and provisions for elimination of sky glow and glare, and angle of light spread
10. Analysis of parking, including trip generations of proposed development, volumes, numbers of employees and shifts. Expected truck traffic
11. Handicapped parking
12. Street light locations

G. ROADS, DRIVEWAYS, WALKS, CURBS, WALKWAYS & FENCING:

1. Location and dimensions of all items, this category on the site and with 100 feet

2. Cross sections and profiles of all existing and proposed streets abutting the lots and within 250 feet

3. Location, type and size of waste disposal system and sanitary sewer lines

4. Location and type of utilities: electric, cable TV, gas, telephone, water. Underground lines, present and proposed connections or extensions

5. Show by means of contours and/or spot grades that lot drains adequately into existing waterways and storm drains with pipe sizes, grades and direction of flow

6. Location of all easements related to drainage, conservation and flood hazard areas

7. Storm drainage calculations 100 year storm certified by a professional engineer

8. Signed contract for water and letters of service from other utilities

9. Location profiles and cross-sections of all water courses and drainage facilities within 300’ of limits of development. Flood hazard Boundaries
Development Plan Checklist
Page | 10

**TO BE CHECKED BY APPLICANT**

**H. SIGNS:**

1. Location, size, color, wording, letter size, illumination, materials of construction

**I. LANDSCAPING:**

1. Total square feet of landscaping

2. Landscaping within the parking areas

3. Buffer areas including location of landscape screen and fencing

4. All areas landscaped: planting plan with size, species and spacing of proposed plant material

5. Existing trees over 6” in diameter

6. Proposed location, proposed species, quantity, and spacing of trees to be planted

**J. FIRE PREVENTION:**

1. Fire protection systems

2. Hydrants, existing and proposed
<table>
<thead>
<tr>
<th>NO.</th>
<th>WAIVER</th>
<th>WAIVER</th>
<th>YES</th>
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<tr>
<td>K.</td>
<td>Copy of any covenants or deed restrictions</td>
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<td>L.</td>
<td>Soil Erosion and Sediment Control Plan and Soil Conservation District Approval (if project involves the disturbance of more than 5,000 square feet of land area)</td>
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<td>M.</td>
<td>Location of any construction access roads</td>
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<td>N.</td>
<td>Applicant for a project located within a Flood Hazard Area to apply for approval in conformance with the “90 Day Construction Permit Act”</td>
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<td>O.</td>
<td>County Planning Board Review and Approval</td>
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<td>P.</td>
<td>State Ingress and Egress Approval</td>
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<td>Q.</td>
<td>State DEPE-CAFRA Approval</td>
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<td>R.</td>
<td>Army Corps of Engineer Permit Approval</td>
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<td>S.</td>
<td>Letter from Atlantic Highlands Regional Sewerage Authority indicating receipt of application</td>
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<td>T.</td>
<td>NJDEPE Freshwater Wetlands Letter of Interpretation or Letter of Exemption. Please indicate type of letter submitted</td>
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<td></td>
<td>a. Presence or absence determination (Type I)</td>
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<td>b. Footprint of disturbance presence or absence determination (Type II)</td>
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<td>c. Delineation of freshwater wetlands, State open waters and transition areas for property under on acre (Type III)</td>
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<td>d. Regulatory line verification by NJDEPE (Type IV, required if wetlands are present on the site)</td>
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<td>e. Letter of Exemption related to USACE Nationwide Permit</td>
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ADDENDUM TO DEVELOPMENT PLAN CHECKLIST – SEPTEMBER 1998
RE: VARIANCE APPLICATION IN STEEP SLOPE ZONE

Any application for a Variance in the Steep Slope Zone, as defined by the Steep Slope Ordinance, is required to have Borough Engineer’s review prior to being deemed complete by the Board for action.

If the application is incomplete in any of the above requirements, the documents will be returned to the developer and will not be accepted as a complete application.
PUBLIC NOTICE

PLEASE TAKE NOTICE that on the __________ day of __________________________, 20_____, at the Atlantic Highlands Municipal Building, 100 First Avenue, Atlantic Highlands, New Jersey the Planning Board will hold a hearing on the application of the undersigned, at which time and place all interested persons will be given an opportunity to be heard. Said meeting will take place at ________ PM.

LOCATION OF PREMISES in question is located in the __________ Zoning District, Tax Map Block ________, Lot(s) __________, more commonly known as _____________________________________________.

APPLICANT IS SEEKING: __________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

FOR THE PURPOSE OF: __________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

A copy of this application and documents are on file at the Planning Board Office, Atlantic Highlands Municipal Building, 100 First Ave, Atlantic Highlands, NJ during normal business hours (8:30 am – 4:30 pm) and may be inspected by all interested parties prior to said meeting.

Signed: ___________________________________________     Date: ___________________________

Printed Name: ___________________________________________

PLEASE NOTE: Notice needs to be specific. If dimensional variances are being requested, you should specify what the requirement is, what is existing and what is proposed.

THIS NOTICE MUST BE SENT BY CERTIFIED MAIL OR PERSONAL SERVICE AND PUBLISHED IN AN OFFICIAL NEWSPAPER OF THE BOROUGH (THE TWO RIVER TIMES OR ASBURY PARK PRESS) AT LEAST TEN (10) DAYS PRIOR TO THE DATE OF HEARING. PROOF OF SERVICE AND AN AFFIDAVIT OF PUBLICATION MUST BE PRESENTED TO THE PLANNING BOARD SECRETARY AT LEAST SEVEN (7) DAYS BEFORE HEARING DATE.
AFFIDAVIT OF NOTICE
PLANNING BOARD

STATE OF NEW JERSEY
COUNTY OF MONMOUTH

CASE # __________

I, ________________________________________, being of full age, being duly sworn according to law, deposes and says, that he/she resides at ________________________________ in the town of ________________________________ and State of ____________________________________

that he/she is the Applicant in a proceeding before the Atlantic Highlands Planning Board, Monmouth County, New Jersey being an application under the Zoning Ordinance and which has been names Application No. ____________ and relates to the premises located at ________________________________

Block _____________, Lot(s) _______________ that he gave notice of this proceeding to each and all owners of property affected by said application, in the required form, provided by law on ________________, 20_________, and a copy of this notice and the names and address of those so notified are attached to this affidavit.

____________________________________________
Signature

Sworn and subscribed before me, this _______ day of ________________, 20_________.

______________________________
Notary Seal

STATUTORY REQUIREMENTS CONCERNING PUBLIC NOTICE
Statutory requirements concerning public notice are set forth in Section 7, 7.1 and 7.3 (NJS40:55D-11, 12 & 14) of the Municipal Land Use Law.
PROOF OF SERVICE

In the matter of the application of ____________________________.

COUNTY OF MONMOUTH:

STATE OF NEW JERSEY:

I, ____________________________, being of full age and being duly sworn in accordance to law, on his oath, deposes and says:

1. On the ______ day of ________________, 20___, I personally served a true copy of the attached Notice of Hearing upon:

   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

2. On the ______ day of ________________, 20___, I served by certified mail, a true copy of the attached Notice of Hearing upon:

   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

being those who own property within 200 feet of the property affected by this application.

______________________________
Signature

Sworn and subscribed before me, this ______ day of ________________, 20_______.

______________________________
Notary Seal
## Planning Board Fees

**[Added 2-23-2011 by Ord. No. 03-2011]**

### (1) Application for Development Permit: $30.00

### (2) Subdivision Fees.

<table>
<thead>
<tr>
<th>Description</th>
<th>Application Fee</th>
<th>Escrow to Be Deposited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informal review of a concept plan</td>
<td>$250</td>
<td>$300</td>
</tr>
<tr>
<td>Minor subdivision</td>
<td>$400</td>
<td>$300</td>
</tr>
<tr>
<td>Preliminary major subdivision</td>
<td>$200 per lot</td>
<td>Up to 5 lots: $200 per lot; $100 per lot thereafter</td>
</tr>
<tr>
<td>Final major subdivision</td>
<td>$100 per lot</td>
<td>$50 per lot</td>
</tr>
<tr>
<td>If combined preliminary/final approval</td>
<td>$250 per lot</td>
<td>Total of both</td>
</tr>
</tbody>
</table>

### (3) Site Plan Fees.

**[Amended 5-14-2014 by Ord. No. 07-2014]**

<table>
<thead>
<tr>
<th>Description</th>
<th>Application Fee</th>
<th>Escrow to Be Deposited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informal review of a concept plan</td>
<td>$200</td>
<td>$300</td>
</tr>
<tr>
<td>Minor plan</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Preliminary plan residential</td>
<td>$250</td>
<td>$70 per acre or part thereof and $50 per dwelling, provided a minimum of $850 shall be deposited</td>
</tr>
<tr>
<td>Nonresidential</td>
<td>$250</td>
<td>$100 per 1,000 square feet building gross floor area or $400 per acre or part thereof, provided a minimum of $850 shall be deposited</td>
</tr>
<tr>
<td>Final plan residential</td>
<td>$250</td>
<td>$30 per acre or part thereof and $25 per dwelling, provided a minimum of $850 shall be deposited</td>
</tr>
<tr>
<td>Nonresidential</td>
<td>$75</td>
<td>$100 per 1,000 square feet building gross floor area or $200 per acre or part thereof, provided a minimum of $850 shall be deposited</td>
</tr>
<tr>
<td>If combined preliminary/final approval residential</td>
<td>$400</td>
<td>$100 per acre or part thereof and $75 per dwelling, provided a minimum of $1,200 shall be deposited</td>
</tr>
<tr>
<td>Site plan not involving any building area</td>
<td>$100</td>
<td>$0.02 per square foot of site area being disturbed</td>
</tr>
<tr>
<td>Site plan only</td>
<td>$100</td>
<td>$300 minimum</td>
</tr>
<tr>
<td>Site plan waiver</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>(If waiver is denied, the application and escrow may be applied to application and escrow fees for site plan approval)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PLANNING BOARD FEES
[Added 2-23-2011 by Ord. No. 03-2011]

<table>
<thead>
<tr>
<th>(4) OTHER SUBMISSIONS</th>
<th>Application Fee</th>
<th>Escrow to Be Deposited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeals under N.J.S.A. 40:55D-70a</td>
<td>$75</td>
<td>$300</td>
</tr>
<tr>
<td>Interpretation or special questions under N.J.S.A. 40:55D-70b</td>
<td>$50</td>
<td>$300</td>
</tr>
<tr>
<td>Hardship variances under N.J.S.A. 40:55D-70c</td>
<td>$150</td>
<td>$350 minimum</td>
</tr>
<tr>
<td>Use variances under N.J.S.A. 40:55D-70d</td>
<td>$250</td>
<td>$1,000 minimum</td>
</tr>
<tr>
<td>Permits under N.J.S.A. 40:55D-34 and 40:55D-35</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>Modifications of approved plans without coverage or floor area</td>
<td>$350</td>
<td>None required</td>
</tr>
<tr>
<td>All other modifications of previously approved plans</td>
<td>$75</td>
<td>$250</td>
</tr>
<tr>
<td>Resubmittal of an application for preliminary or final major subdivision approval where applicant has submitted an incomplete application as deemed by the Administrative Officer</td>
<td>$125</td>
<td>No further deposit required if deposit as set forth hereinabove is still retained by the Borough; otherwise as set forth hereinabove</td>
</tr>
<tr>
<td>Subdivision certification of approval</td>
<td>$25</td>
<td>None required</td>
</tr>
<tr>
<td>Resubmittal of an application for preliminary or final site plan approval where an applicant has submitted an incomplete application as deemed by the Administrative Officer</td>
<td>$125</td>
<td>$250</td>
</tr>
<tr>
<td>List of persons within 200 feet</td>
<td>$10 or $0.25/name, whichever is greater</td>
<td>None required</td>
</tr>
</tbody>
</table>

(5) TAX MAP REVISION. A fee of $25 plus $4 per lot or unit shall be charged for all minor and major subdivisions, residential unit site plans or condominium or cooperative residential or commercial development.

(6) REQUEST FOR REAPPROVAL OR EXTENSIONS OF TIME.

(a) Minor subdivisions and site plans: $50.
(b) Major subdivisions and site plans: $100.
(c) Other applications for development: $50.

(7) CERTIFICATE OF PREEXISTING USE: $50.

(8) GRADING PERMIT APPLICATION – Engineering Review of individual plot house location grading plans for fill over 10 cubic yards: $100.
### Borough of Atlantic Highlands

**Exhibit 5-2**

Schedule of Zoning District Requirements


<table>
<thead>
<tr>
<th>Zone District</th>
<th>Minimum Lot Size</th>
<th>Minimum Yard Requirements Principal Buildings and Structures</th>
<th>Accessory Buildings and Structures</th>
<th>Lot Shape Requirements</th>
<th>Maximum Building Height</th>
<th>Maximum Lot Coverage</th>
<th>Maximum Usable Floor Area Ratio (UPAR)</th>
<th>Minimum Gross Floor Area (square feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Interior Lots</td>
<td>Corner Lots</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Area (square</td>
<td>Area (square</td>
<td>Frontage and Width (feet)</td>
<td>Rear Yard (feet)</td>
<td>Total Two Side Yards</td>
<td>Rear Yard (feet)</td>
<td>Rear Yard (feet)</td>
<td>Interior Lots (feet)</td>
</tr>
<tr>
<td>R-1</td>
<td>7,500</td>
<td>75</td>
<td>7,500</td>
<td>75</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>R-2</td>
<td>15,000</td>
<td>150</td>
<td>15,000</td>
<td>150</td>
<td>25</td>
<td>15</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>R-3</td>
<td>30,000</td>
<td>300</td>
<td>30,000</td>
<td>300</td>
<td>25</td>
<td>15</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>O-K</td>
<td>10,000</td>
<td>100</td>
<td>12,000</td>
<td>120</td>
<td>30</td>
<td>15</td>
<td>30</td>
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<tr>
<td>HSD</td>
<td>4,000</td>
<td>35</td>
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<td>40</td>
<td>3</td>
<td>3</td>
<td>2</td>
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<td>CED</td>
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<td>10*</td>
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</tr>
<tr>
<td>MR*</td>
<td>40,000</td>
<td>150</td>
<td>40,000</td>
<td>150</td>
<td>30</td>
<td>15</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>RTH*</td>
<td>5 acres</td>
<td>200</td>
<td>5 acres</td>
<td>200</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>MF-1*</td>
<td>50,000</td>
<td>150</td>
<td>50,000</td>
<td>150</td>
<td>35</td>
<td>25</td>
<td>30</td>
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<tr>
<td>MF-2*</td>
<td>10,000</td>
<td>150</td>
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<td>35</td>
<td>25</td>
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</tr>
<tr>
<td>SC</td>
<td>15,000</td>
<td>100</td>
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<td>100</td>
<td>30</td>
<td>15</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>NB*</td>
<td>40,000</td>
<td>200</td>
<td>40,000</td>
<td>200</td>
<td>25</td>
<td>10</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>HS</td>
<td>40,000</td>
<td>200</td>
<td>40,000</td>
<td>200</td>
<td>30</td>
<td>15</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

**NOTES:**
1. The location and requirements on accessory structures defined as essential services, and the location of specific types of structures such as signs, fences, and awnings are governed by Article VII of the Development Regulations.
2. Adjustments for slope shape areas shall be as prescribed by § 1-59-78. Each lot shall be able to contain within the shape of a circle tangent to the front yard setback line and located within the minimum side and rear yard lines. The diameter of the circle shall be as prescribed for the zone district. See Exhibit 5-3 for illustration.
3. The gross density of the RTH District shall not exceed 16 dwelling units per acre.
4. The gross density of the MF-1 District shall not exceed 25 dwelling units per acre.
5. Art. 12, Section 5, of the MCD gives the height of the MF-2 District shall not exceed 25 dwelling units per acre.
6. Area, bulk, and setbacks in the PUD District shall be based upon the specific site, building or structure approved by the governing body.
7. The MCD District consists of the open waters of Sandy Hook Bay as shown on the zone map. The intent is to limit disturbance and maintain the open bay. Area, bulk, and set back requirements are not applicable to this zone.
8. No structure, except within the MR District, shall be located within 50 feet of the mean high tide line of Sandy Hook Bay or of any area of fronting thereof which is reserved for public beach purposes except for approved shore protection structures and water-dependent structures for public recreation. Within the MR District, buildings shall not be located within 50 feet of the mean high tide line, except for marina transportation facilities or any portion of a building or structure whose function is to provide service to boats or any building on a pier. A marine transportation facility may include such necessary uses as shops, restaurants, cocktail lounges and personal service facilities. In calculating the permitted usable floor area ratio of a building on a pier, the pier area may be used.

10. A fifty-foot-wide buffer shall be maintained between the 11 Districts and an adjoining residential district.
11. Within the MR District no gasoline pump, gasoline storage tank or any structure used for storing fuel or oil shall be located closer than 100 feet to adjacent residential or commercial properties, except other boatyards or marinas.
12. A fifty-foot-wide buffer shall be maintained between the WV District and the R-1 District.

The minimum floor area requirements in the RTH, MF-1 and MF-2 Districts shall be as follows:
- One-bedroom units: 750 square feet/unit.
- Two-bedroom units: 900 square feet/unit.
- Three-bedroom units: 1,100 square feet/unit.
- Multifamily dwelling units over three bedrooms are prohibited.

150 Attachment 1:1