

**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 – *4 Complete Applications with Plat Required*
- Proposed Site Plan and Survey – *4 Originally Sealed Plans with Application Submission*
- Zoning Officer’s Denial Letter – *included with Application Submission above*
- Affidavit of Ownership – *Fully Executed Form to be Submitted with Application Submission above*
- Contribution Disclosure Statement – *Fully Executed Form to be Submitted with Application above*
- Verification of Payment of Taxes, Water & Sewer – *Fully Executed Form to be Submitted with Application above*
- Development Plan Checklist – *1 copy Required with Application Submission above*
- Monmouth County Planning Board Submission/Approval – *4 Copies Required with Application Submission above*

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

- Request for Certified List of Property Owners within 200’ – *To be submitted to Borough Clerk, with \$15.00 check*
- 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*
- **14 Additional complete, collated copies for Board distribution when given Hearing Date**

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

Please be advised that the Planning Board is now conducting its meetings in Hybrid format both in person and virtually. The Planning Board requires applicants and their witnesses to appear in person to present their application.

The hearing notice must include the information necessary for members of the public to access the hearing including how to log in virtually and by telephone. It should also advise that members of the public attending by virtual means must be present by both audio and video in order to provide testimony and must contact the Planning Board in advance of the hearing date to arrange for the presentation of any exhibits that they wish the Planning Board to consider. (See last page for sample.)



ATLANTIC HIGHLANDS PLANNING BOARD
APPLICATION FOR VARIANCE

1. APPLICANT

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____
Relation to property: _____

2. OWNER (if different from applicant)

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

3. PROPERTY INFORMATION

Zone _____ Block _____ Lot(s) _____ Address: _____

Street frontage: _____ Average depth: _____ Lot area _____

Proposed percentage of lot coverage by both the existing structure and any proposed additions will be:

The following structures, buildings and/or uses are located on the property:

Application is hereby made for variance(s) to:

Reason for this variance request and the grounds urged for relief are as follows:

The section(s) of the Borough Zoning Ordinance that apply to this application are:

Property Tax & Water/Sewer bills have been paid through the _____ quarter of 20__

Property History – Describe in detail nature of prior use(s) on the site, start date of such use, any prior Planning Board applications for this site (attach copy of resolution, if applicable), history of current ownership, etc.

4. PROFESSIONALS (Attorney, Engineer, Planner, Architect, etc.)

Name: _____ **Name:** _____

Profession: _____ Profession: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Copy on email correspondence? ___Yes ___ No Copy on email correspondence? ___Yes ___ No

Name: _____ **Name:** _____

Profession: _____ Profession: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Copy on email correspondence? ___Yes ___ No Copy on email correspondence? ___Yes ___ No

I/We the undersigned, certify that 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 or survey shall include the exact location of the property in question, giving the tax map block and lot numbers, the name of the street, approximate distance to the nearest cross street and the direction of North. For a variance from the required minimum area or setbacks, the sketch or survey should locate all buildings and structures on the property. Please show any details that the Board may consider important 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: _____ **Filing 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: _____ Phone: _____
Address: _____

Applicant Signature

Date

Applicant Signature

Date

**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

**TO BE CHECKED
BY APPLICANT**

**DO NOT USE
OFFICE USE ONLY**

WAIVER

WAIVER YES NO

_____	1. 18 Paper copies of plans and specifications	_____	_____	_____
_____	2. 18 Copies of completed application	_____	_____	_____
_____	3. Zoning Officer's written review	_____	_____	_____
_____	4. Soil removal permit signed by Borough Engineer	_____	_____	_____

TO BE CHECKED

BY APPLICANT

WAIVER

DO NOT USE

OFFICE USE ONLY

WAIVER YES NO

_____		5. Certification by Tax Collector that all taxes and water/sewer bills are paid – including current taxes and assessments for local improvements	_____	_____	_____
_____		6. Applicable filing fees	_____	_____	_____
_____		7. Three copies of performance guarantee approved by the Borough Attorney and Borough Engineer, and cash portion of performance guarantee	_____	_____	_____
_____	_____	8. Staging Plan, if applicable	_____	_____	_____
_____		9. Letters from each utility stating that they will provide service to the proposed facility	_____	_____	_____
_____		10. Any resubmission must conform to items 1 & 2 inclusive, and item 8	_____	_____	_____
_____		11. Current letter from Borough Engineer certifying that they have assigned block and lot numbers	_____	_____	_____
_____		12. Deeds of easement, right of way, drainage, sewer, light, open space, etc., approved by Borough Attorney and Borough Engineer	_____	_____	_____
_____	_____	13. Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership	_____	_____	_____
_____	_____	14. Prior to final submission, a list of proposed Street names must be submitted to the Board Secretary	_____	_____	_____
_____	_____	15. Corporate Resolution authorizing officers to act, if applicant is corporation	_____	_____	_____
_____	_____	16. Fees and application for Monmouth County Planning Board, if applicable	_____	_____	_____

**TO BE CHECKED
BY APPLICANT**

**DO NOT USE
OFFICE USE ONLY**

WAIVER

WAIVER YES NO

_____	17. All plats must have the correct and only the correct signature blocks. Applicant and owner shall sign appropriate signature blocks in black ink	_____	_____	_____
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_____	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	_____	_____	_____
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VARIANCE APPLICATIONS (See Addendum on last page)

_____	1. 18 copies of request for variance, outlining the proposed variance from zoning requirement	_____	_____	_____
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_____	2. 18 copies of drawings unless variance is part of site plan or subdivision application, in which site plan or subdivision plans suffice	_____	_____	_____
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_____	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 public hearing	_____	_____	_____
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B. ADMINISTRATIVE DATA

TO BE CHECKED

BY APPLICANT

DO NOT USE

OFFICE USE ONLY

WAIVER

WAIVER

YES

NO

_____	_____	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 drawing	_____	_____	_____
_____	_____	6. Scale and graphic scale, not smaller than 1" = 50' and not larger than 1" = 10' where authorized by Borough Engineer	_____	_____	_____
_____	_____	7. North arrow	_____	_____	_____
_____	_____	8. Key map, not smaller than 1" = 2,000' showing location in the Borough	_____	_____	_____
_____	_____	9. <u>Schedule</u>			
_____	_____	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 coverage	_____	_____	_____
_____	_____	e. Total parking area (including drive aisles) in square feet and % of lot coverage	_____	_____	_____
_____	_____	f. Number of parking stalls, and stall dimensions	_____	_____	_____

TO BE CHECKED

BY APPLICANT

WAIVER

- g. Number of employees, total and maximum in one shift
- h. Ratio of parking to building size of occupancy or both depending on use
- i. Total impervious coverage
- 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 with 200'
- 13. Names of all adjacent property owners within 200' radius with lot and block numbers
- 14. Tax map sheet, block and lot numbers

DO NOT USE

OFFICE USE ONLY

WAIVER	YES	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. SURVEY

- 1. Prepared by a New Jersey License 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, tree 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.

_____	_____	_____
_____	_____	_____
_____	_____	_____

TO BE CHECKED

BY APPLICANT

WAIVER

DO NOT USE

OFFICE USE ONLY

WAIVER YES NO

D. TOPOGRAPHY

<u> </u>	<u> </u>	1. Present and proposed grades based on NJ Geodetic Control Survey Datus, as required by ordinance	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	2. Bench mark indicated on plan	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	3. Significant existing features: ponds, views, wooded areas, floodplains, etc.	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	4. First floor elevations of all proposed buildings	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	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 than 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	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	6. Limits of cut and fill areas	<u> </u>	<u> </u>	<u> </u>

E. BUILDINGS AND STRUCTURES

<u> </u>	<u> </u>	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	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	2. Provision for refuse and garbage with details	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	3. Proposed use of all buildings and sections thereof	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	4. Location and description of all existing and proposed signs	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	5. Loading areas, dimensioned	<u> </u>	<u> </u>	<u> </u>

TO BE CHECKED

BY APPLICANT

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OFFICE USE ONLY

WAIVER

YES

NO

_____	_____	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. Applications within the Steep Slope Zone must include site specific, boring based geotechnical analysis and stability calculations.	_____	_____	_____
_____	_____	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) stories 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	_____	_____	_____

TO BE CHECKED

BY APPLICANT

WAIVER

DO NOT USE

OFFICE USE ONLY

WAIVER YES NO

_____	_____	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 sight 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 the elimination of sky glow and glare, and angle of light spread	_____	_____	_____
_____	_____	10. Analysis of Parking and Traffic			
		a. Residential applications require analysis of parking	_____	_____	_____
_____	_____	b. Change of Use Applications – require analysis of parking, including trip generations of proposed development, volumes, numbers of employees and shifts. Expected truck traffic	_____	_____	_____
_____	_____	c. Site Plan, Major Subdivision, and any use application – require all items listed in b. above, as well as traffic analysis that shall at minimum include, but not be limited to, the study of two weekdays, one weekend and at least four one-hour recording periods per day, two of which must occur during peak hours, in the location of the development.	_____	_____	_____
_____	_____	11. Handicapped parking	_____	_____	_____
_____	_____	12. Street light locations	_____	_____	_____

TO BE CHECKED

BY APPLICANT

WAIVER

DO NOT USE

OFFICE USE ONLY

WAIVER YES NO

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

_____	_____	1. Location and dimension of all items, this category on the site and within 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	_____	_____	_____
_____	_____	10. Provision for storm water detention basins where required, including details of detention basins calculations in proper form for review	_____	_____	_____
_____	_____	11. Stream cross-sections	_____	_____	_____

TO BE CHECKED

DO NOT USE

BY APPLICANT

OFFICE USE ONLY

WAIVER

WAIVER

YES

NO

H. SIGNS

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

_____	_____	1. Total square feet of landscaping	_____	_____	_____
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_____	_____	2. Landscaping within parking areas	_____	_____	_____
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_____	_____	3. Buffer areas including location of landscape screen and fencing	_____	_____	_____
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_____	_____	4. All areas landscaped: planting plan with size, species and spacing of proposed plan material	_____	_____	_____
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_____	_____	5. Existing trees over 6" in diameter	_____	_____	_____
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_____	_____	6. Proposed location, proposed species, quantity, and spacing of trees to be planted	_____	_____	_____
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J. FIRE PREVENTION

_____	_____	1. Fire protection systems	_____	_____	_____
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_____	_____	2. Hydrants, existing and proposed	_____	_____	_____
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K. Copy of any covenants or deed restrictions			_____	_____	_____
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L. Soil Erosion and Sediment Control Plan and Soil Conservation District Approval (if project involves disturbance of more than 5,000 square feet of land area			_____	_____	_____
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M. Location of any construction access roads			_____	_____	_____
----------------------------------------------	--	--	-------	-------	-------

N. Applicant for a project located within a Flood Hazard Area to apply for approval in conformance with the "90 Day Construction Permit Act"			_____	_____	_____
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- O. County Planning Board Review and Approval _____
- P. State Ingress and Egress Approval _____
- Q. State DEPE-CAFRA Approval _____
- R. Army Corps of Engineers Permit Approval _____
- S. Letter from Township of Middletown Sewer Authority (TOMSA) indicating receipt of application _____
- T. NJDEP Freshwater Wetlands Letter of Interpretation or Letter of Exemption. Please indicate type of letter submitted:
 - _____ a. Presence or absence determination (Type I)
 - _____ b. Footprint of disturbance presence or absence determination (Type II)
 - _____ c. Delineation of freshwater wetlands, State open waters and transitions areas for property under one acre (Type III)
 - _____ d. Regulatory line verification by NJDEP (Type IV, required if wetlands are present on the site)
 - _____ e. Letter of Exemption related to USACOE Nationwide Permit

U. Waiver Required From: Reason:

Waiver Required From: Reason:

**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.

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_____.

Property Owner Signature

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



BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE
ATLANTIC HIGHLANDS, NEW JERSEY 07716
732-291-1444 FAX 732-291-9725
WWW.AHNJ.COM

VERIFICATION THAT PROPERTY TAXES AND WATER AND SEWER BILLS HAVE BEEN PAID

(Must Accompany All Planning Board Applications)

BLOCK(s): _____ LOT(s): _____ Qual: _____

NAME: _____

ADDRESS: _____

Property taxes on the above property are paid to date.

Catherine Pooler, Tax Collector

Date

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

Catherine Pooler, Utility Collector

Date



BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE
ATLANTIC HIGHLANDS, NEW JERSEY 07716
732-291-1444 FAX 732-291-9725
WWW.AHNJ.COM

**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 \$15.00 is required at time of request.

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 7:00 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.

Please be advised that the Planning Board is now conducting its meetings in Hybrid format both in person and virtually. Members of the public attending by virtual means must be present by both audio and video in order to provide testimony and must contact the Planning Board in advance of the hearing date to arrange for the presentation of any exhibits that they wish the Planning Board to consider.

To join a virtual meeting of the Planning Board Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88169842594?pwd=dmZJSDNzZWtaZjYvRFVnbUZPQUo4QT09>

Passcode: 030016

Or One tap mobile: US: +13092053325,,88169842594#,,,,*030016# or

+13126266799,,88169842594#,,,,*030016#

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 719 359 4580 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833

Webinar ID: 881 6984 2594

Passcode: 030016

International numbers available: <https://us02web.zoom.us/j/keoCE7R0Qz>

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. THE DATE OF THE HEARING IS NOT COUNTED. 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
(NJSA40:55D-11, 12 & 14) of the Municipal Land Use Law.*

**PLANNING BOARD
BOROUGH OF ATLANTIC HIGHLANDS
MONMOUTH COUNTY, NEW JERSEY**

PROOF OF SERVICE

In the matter of the application of _____.

COUNTY OF MONMOUTH :

: SS

STATE OF NEW JERSEY :

I, _____, being of full age and being duly sworn in according 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

***ATTACH CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200'
AS FURNISHED BY THE BOROUGH CLERK***

PLANNING BOARD FEES

[Amended 06-09-2023 by Ord. No. 09-2023]

(1) APPLICATION FOR DEVELOPMENT PERMIT: \$40.00

	Application Fee	Escrow to Be Deposited
(2) SUBDIVISION FEES.		
Informal review of a concept plan	\$300	\$450
Minor subdivision	\$500	\$450
Preliminary major subdivision	\$250 per lot	Up to 5 lots: \$250 per lot; \$150 per lot thereafter
Final major subdivision	\$150 per lot	\$100 per lot
If combined preliminary/final approval	\$300 per lot	Total of both

(3) SITE PLAN FEES.

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

	Application Fee	Escrow to Be Deposited
Informal review of a concept plan	\$250	\$400
Minor plan	\$125	\$75
Preliminary plan residential	\$300	\$100 per acre or part thereof and \$75 per dwelling, provided a minimum of \$1,300 shall be deposited
Preliminary plan - Nonresidential	\$300	\$150 per 1,000 square feet building gross floor area or \$600 per acre or part thereof, provided a minimum of \$1,300 shall be deposited
Final plan residential	\$300	\$45 per acre or part thereof and \$40 per dwelling, provided a minimum of \$1,300 shall be deposited
Final plan - Nonresidential	\$100	\$150 per 1,000 square feet building gross floor area or \$300 per acre or part thereof, provided a minimum of \$1,300 shall be deposited
If combined preliminary/final approval residential	\$500	\$150 per acre or part thereof and \$110 per dwelling, provided a minimum of \$1,800 shall be deposited
Site plan not involving any building area	\$125	\$0.03 per square foot of site area being disturbed
Site plan only	\$125	\$450 minimum
Site plan waiver (If waiver is denied, the application and escrow may be applied to application and escrow fees for site plan approval)	\$175	\$225

PLANNING BOARD FEES

[Amended 06-09-2023 by Ord. No. 09-2023]

(4) OTHER SUBMISSIONS	Application Fee	Escrow to Be Deposited
Appeals under N.J.S.A. 40:55D-70a	\$100	\$450
Interpretation or special questions under N.J.S.A. 40:55D-70b	\$75	\$450
Hardship variances under N.J.S.A. 40:55D-70c	\$175	\$500 minimum
Use variances under N.J.S.A. 40:55D-70d	\$300	\$1,500 minimum
Permits under N.J.S.A. 40:55D-34 and 40:55D-35	\$175	\$450
Modifications of approved plans without coverage or floor area	\$450	None required
All other modifications of previously approved plans	\$100	\$400
Resubmittal of an application for preliminary or final major subdivision approval where applicant has submitted an incomplete application as deemed by the Administrative Officer	\$150	No further deposit required if deposit as set forth hereinabove is still retained by the Borough; otherwise as set forth hereinabove
Subdivision certification of approval	\$35	None required
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	\$150	\$400
List of persons within 200 feet	\$15	None required

(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: \$65.
- (b) Major subdivisions and site plans: \$125.
- (c) Other applications for development: \$65.

(7) CERTIFICATE OF PREEXISTING USE: \$65.

(8) GRADING PERMIT APPLICATION – Engineering Review of individual plot house location grading plans for fill over 10 cubic yards: \$125.

Borough of Atlantic Highlands

Exhibit 5-2

Schedule of Zoning District Requirements^{1,2,7,8}

[Amended 11-27-2002 by Ord. No. 15-2002; 2-26-2003 by Ord. No. 4-2003; 11-10-2004 by Ord. No. 16-2004; 11-16-2009 by Ord. No. 16-2009; amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]

Zone District	Minimum Lot Size			Minimum Yard Requirements Principal Buildings and Structures			Accessory Buildings and Structures			Lot Shape Requirements ³ Minimum Diameter		Maximum Building Height Accessory Building or Structure				Maximum Lot Coverage		Minimum Gross Floor Area (square feet)			
	Area (square feet)	Frontage and Width (feet)	Corner Lots	Front Yard (feet)	Side Yard (feet)	Rear Yard (feet)	Total Two Side Yards (feet)	Side Yard (feet)	Rear Yard (feet)	Interior Lots (feet)	Corner Lots (feet)	Feet	Stories	Feet	Stories	Impervious Surface	Building	Maximum Usable Floor Area Ratio (UFAR)	One Story Building	First Floor	Total Floors
R-1	7,500	75	7,500	20	10	20	20	5	5	50	45	35	2 1/2	16	1	50%	25%	0.40	1,040	900	1,500
R-2	15,000	100	15,000	25	15	30	30	10	5	65	60	35	2 1/2	16	1	40%	15%	0.35	1,500	1,200	1,800
R-3	30,000	100	30,000	25	15	30	30	10	5	65	60	35	2 1/2	16	1	30%	12%	0.175	1,500	900	1,800
O-R	10,000	100	12,000	30	15	30	30	10	10	40	40	35	2 1/2	16	1	70%	20%	2.00	1,500	1,200	1,800
HB	4,000	35	4,000	—	—	—	—	—	—	30	35	40	3	16	1	100%	100%	3.0	2,000	1,500	2,500
CBD	10,000	100	10,000	—	—	—	—	—	—	60	60	40	3	16	1	75%	75%	2.0	2,500	2,000	3,000
I-1 ¹⁰	40,000	150	40,000	20	15	30	40	15	15	85	85	40	3	16	1	75%	75%	2.0	2,500	2,000	4,000
MR-1 ¹	40,000	150	40,000	30	15	30	30	15	15	85	85	35	2 1/2	16	1	70%	25%	2.0	2,500	2,000	3,000
RTH ⁴	5 acres	200	5 acres	25	25	25	50	15	15	145	145	35	2	16	1	60%	20%	0.30	1,500	1,500	3,000
MF-1 ⁵	40,000	150	40,000	35	25	25	50	15	15	95	90	32	2	16	1	45%	20%	0.35	1,500	1,500	3,000
MF-2 ⁶	40,000	150	40,000	35	25	25	50	15	15	95	90	40	4	16	1	40%	20%	0.55	1,500	1,500	3,000
SC	15,000	100	15,000	30	15	30	30	10	10	55	55	35	2 1/2	16	1	70%	20%	0.40	1,500/unit	1,500	2,500
WB ¹²	40,000	200	40,000	25	10	10	20	10	10	160	160	35	2 1/2	16	1	70%	30%	0.30	2,500	2,000	3,000
HB	40,000	200	40,000	30	15	30	30	10	10	135	135	32	2	16	1	70%	25%	0.25	2,500	2,000	3,000

- NOTES:**
- The location and requirements on accessory structures defined as essential services, and the location of specific types of structures such as signs, fences and antenna structures are governed by Article VII of the Development Regulations.
 - Adjustments for steep slope areas shall be as prescribed by § 150-78.
 - Each lot shall be able to contain within it the slope 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.
 - The gross density of the RTH District shall not exceed eight dwelling units per acre.
 - The gross density of the MF-1 District shall not exceed eight dwelling units per acre.
 - The gross density of the MF-2 District shall not exceed 25 dwelling units per acre.
 - Area, bulk and setbacks in the PB District shall be based upon the specific use, building or structure approved by the governing body. The MC 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 setback requirements are not applicable to this zone.
 - 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 fronting thereon 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 35 feet of the mean high tide line, except for marine 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 accessory uses as shops, restaurants, cocktail lounges and personal service facilities. In calculating the permitted useable floor area ratio of a building on a pier, the pier area may be used.
 - A fifty-foot-wide buffer shall be maintained between the LI District and an adjoining residential district.
 - Within the MR District no gasoline pump, gasoline storage tank nor any structure used for storing fuel or oil shall be located nearer than 100 feet to adjacent residential or commercial properties, except other boatyards or marinas.
 - A fifty-foot-wide buffer shall be maintained between the WB 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.