

**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*
- ☒ Developer's Escrow Agreement – *Fully Executed Form To Be Submitted with Application*
- ☒ Development Plan Checklist – *2 copies Required with Application Submission*
- Monmouth County Planning Board Submission/Approval – *3 Copies Required with Application Submission*

**APPLICANT IS ASKED TO PROVIDE A DIGITAL COPY (PDF)  
OF ALL SUBMISSION DOCUMENTS & ANY PHOTO EXHIBITS**

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*

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](http://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.



ATLANTIC HIGHLANDS PLANNING BOARD  
APPLICATION FOR VARIANCE

**1. APPLICANT**

Name: David and Melissa Schutzenhofer  
Address: 62 East Lincoln Avenue  
City: Atlantic Highlands State: NJ Zip: 07716  
Phone: 908-285-7183  
Email: david.schutzenhofer@trumpgolf.com  
Relation to property: Owner

**2. OWNER (if different from applicant)**

Name: Same as Applicant  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**3. PROPERTY INFORMATION**

Zone R-1 Block 79 Lot(s) 1 Address: 62 East Lincoln Avenue  
70' (East Lincoln)  
Street frontage: 105' (Central Avenue) Average depth: 105' Lot area 7,350 sf

Proposed percentage of lot coverage by both the existing structure and any proposed additions will be:  
Impervious: 56%  
Building: 34.7%

The following structures, buildings and/or uses are located on the property:  
Two-story dwelling, garage (detached)

Application is hereby made for variance(s) to:  
Construct a 275 sf addition to the existing single-family dwelling

Reason for this variance request and the grounds urged for relief are as follows: The benefits of granting the proposed variances substantially outweigh any detriment, especially where, as here, the addition is being made so that the homeowners can continue to utilize the existing home (rather than demolishing it and building new), and the modest nature of the addition will have no negative impact on neighbors.

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

Borough of Atlantic Highlands  
100 First Avenue, Atlantic Highlands, NJ 07716  
(732) 291-1444 [www.ahnj.com](http://www.ahnj.com)  
[planningboard@ahnj.com](mailto:planningboard@ahnj.com)

Property Tax & Water/Sewer bills have been paid through the 1st quarter of 2025

**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.  
Residential. Applicants have owned the subject property since 2001.

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

**Name:** Rick Brodsky, Esq. **Name:** T.K. Maloney

**Profession:** Attorney **Profession:** Architect

**Address:** Ansell Grimm & Aaron, PC **Address:** 4632 Susan Drive  
1500 Lawrence Avenue, CN 7807

**City:** Ocean **State:** NJ **Zip:** 07712 **City:** Bethlehem **State:** PA **Zip:** 18017

**Phone:** 732-922-1000 **Phone:** 484-456-1360

**Email:** rbrodsky@ansell.law **Email:** tkmaloney@rcn.com

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.  
ANSELL GRIMM & AARON, PC, Attorneys for Applicant

**Applicant Signature** By: RICK BRODSKY, ESQ.

**Date** 4/23/25

**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.*

Planning Board Application of  
David and Melissa Schutzenhofer  
62 East Lincoln Avenue  
Block 79, Lot 1  
R-1 Zone

**LIST OF VARIANCES**

- (i) Section 5-2: Minimum Lot Size of 7,500 square feet is required, where 7,350 square feet exists;
- (ii) Section 5-2: Maximum Impervious Coverage of 50% is permitted, where 56% is proposed;
- (iii) Section 5-2: Maximum Building Coverage of 25% is permitted, where 31% exists and 34.7% is proposed;
- (iv) Section 5-2: Minimum Side Yard Setback (Accessory Building) of 5 feet is required, where 0 feet exists; and
- (v) Section 5-2: Minimum Rear Yard Setback (Accessory Building) of 5 feet is required, where 2.87 feet exists.