

ATLANTIC HIGHLANDS PLANNING BOARD

APPLICATION FOR VARIANCE

- I/we BRIAN Gorsegner and Amanda Gorsegner, the applicant(s) herein, whose mailing address is 88 East Garfield Avenue
Atlantic Highlands, NJ 07716
and whose phone number is 908-902-8420 am/are the owner/contractor of property located at 88 East Garfield Avenue
Atlantic Highlands, NJ 07716
also designated as Block 32 Lot(s) 4 on the Tax Map of the Borough of Atlantic Highlands.
- The Property is in the R-1 Zone, it has street frontage of 50' feet and an average depth of 105' feet and an area of 5250 square feet.
- The proposed percentage of lot coverage by both the existing structure and proposed additions will be 30.23%.
- The following structures, buildings and/or uses are located on the property:
SINGLE FAMILY DWELLING, ENCLOSED PORCH, SHED
- Application is hereby made for a variance to:
MINIMUM LOT AREA OF 7500SF REQUIRED WHERE 5250SF EXISTS; MINIMUM FRONT WIDTH 75' IS REQUIRED + 50' EXISTS; MINIMUM FRONT YARD SET BACK 20' REQUIRED WHERE 11.5' EXISTS; MINIMUM SIDE YARD SET BACK 10' REQUIRED AND LESS THAN 2' EXISTS; MINIMUM COMBINED SIDE YARDS 20' REQUIRED AND 27.4' EXISTS AND 19.5' IS PROPOSED; MINIMUM ACCESSORY SIDE YARD 5' IS REQUIRED AND 2' EXISTS
- The reason for this request and the grounds urged for the relief are as follows:
EXISTING UNDERSIZED LOT, CANNOT OBTAIN MORE PROPERTY + EXISTING DWELLING WAS CONSTRUCTED PRIOR TO ORDINANCE (see Below)
- The section(s) of the Borough Zoning Ordinance upon which this application is based is: SECTION 150-49
SECTION 5-2
- Property Tax & Water Bills have been paid through the 3RD quarter of 2022.
- Has the property been separated from a larger tract of land? Yes _____ No X If yes, when? _____
Has the Planning Board approved the subdivision Yes _____ No X If yes, when? _____
- 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.

[Signature]
Applicant Signature

8/11/2022
Date

BRIAN [Signature]
Applicant Signature

8/11/22
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.

MINIMUM ACCESSORY REAR YARD 5' IS REQUIRED + 2' EXISTS; MAXIMUM LOT COVERAGE WHERE 25% IS PERMITTED + 30.23% IS PROPOSED.
AND ALL OTHER VARIANCES OR WAIVERS DEEMED NECESSARY AT TIME OF HEARING.



BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE
ATLANTIC HIGHLANDS, NJ 07716
732-291-1444 FAX 291-9725
WWW.AHNJ.COM CLERK@AHNJ.COM

MICHELLE CLARK, ZONING OFFICER

To: Brian and Amanda Gorseger
88 East Garfield Avenue
Atlantic Highlands, NJ 07716

From: Michelle Clark
Zoning Officer

Date: July 18, 2022

Re: Block 32, Lot 4, 88 East Garfield Avenue

I have reviewed your application for construction of a 300 sq ft addition to your home in the R-1 Zone for compliance with the Borough of Atlantic Highlands Zoning Code.

The following approvals are necessary:

Section 150-49 I. Lots and structures, (3) Principle or accessory buildings or structures may not be constructed on nonconforming lots and/or on lots which contain a nonconforming principle building or structure unless: (b) the lot conforms to the minimum lot area requirements of this chapter.

Section 5-2 Minimum Lot Area 7,500 sf required; 5,250 sf exists
Minimum Frontage/Width 75' required; 50' exists
Minimum Front Yard Setback 20' required; 11.5' exists
Minimum Side Yard Setback 10' required; <2' exists
Minimum Two Side Yards 20' required; 27.4 exists; 19.5' proposed
Minimum Accessory Side yard 5' required; 2' exists
Minimum Accessory Rear yard 5' required; 2' exists
Maximum Lot Coverage 25% permitted; 30.235 proposed

To proceed with an application to the Planning Board please contact Erin Uriarte at 732-291-1444 ext 3108 or by email at planningboard@ahnj.com

Should you have any questions, please feel free to contact me.

cc: Erin Uriarte, Board Secretary

908 489 1745 - AMANDA
GORSEGNER

BOROUGH OF ATLANTIC HIGHLANDS
APPLICATION FOR DEVELOPMENT PERMIT

Instructions: Submit this completed application, copy of property survey, (2) copies of related plans. Property survey cannot be reduced or enlarged or be taken by facsimile transmission. **\$30.00 NON REFUNDABLE FEE**

PROPERTY INFORMATION: BLOCK 32 LOT(S) 4 ZONE ~~X~~R-1

PROPERTY ADDRESS: 88 EAST GARFIELD AVENUE, ATLANTIC HIGHLANDS, NJ

Describe in detail the proposed development; include square footage, height, location, proposed use). If the application is for an addition, describe the purpose (ex: bedroom). If the application involves a change of use of the property, a separate narrative is suggested. If the property contains slopes, a steep slope permit must be obtained prior to any development.

NEW ADDITION OF 300 SQ. FT. ONTO BACK OF EXISTING HOUSE TO BE USED AS A RECREATION SPACE FOR THE FAMILY - SPECIFICALLY ONE ROOM WITH A DOOR FOR AN ART STUDIO AND ONE ROOM AS AN OFFICE/SPACE FOR MUSIC EQUIPMENT AND A COMPUTER, NO DOOR ON THIS ROOM -
Current use of property: RESIDENTIAL

Is the property located on a corner lot or abut more than one street? Yes _____ No ✓
If yes, name of street(s) _____

07716
CONTINUOUS
SPACE WITH
BACK ROOM.

Does the property contain any easements or other restrictions? Yes _____ No ✓

Is the property situated within 50' of the following: ponds, streams, brooks, marshes, rivers, creeks, etc, or other low lying areas; or is the property located within 500' of the mean high water line or any area regulated by the Department of Environmental Protection? Yes _____ No ✓

(If you answered yes, you must contact the NJDEP at 609-292-0060 to obtain clearance, prior to submitting this permit. Violations of the Wetlands could result in fines imposed by the State of New Jersey.)

PROPERTY OWNER BRIAN AND AMANDA GORSEGNER

Mailing Address 88 EAST GARFIELD AVENUE, ATLANTIC HIGHLANDS, NJ 07716

APPLICANT (If different than owner) SAME

Mailing Address _____

PLEASE READ THE FOLLOWING: I hereby certify the (check one) ✓ I am the owner of the subject property; or _____ I have permission from the property owner to submit this Application for Development. I certify, to the best of my knowledge all the information contained on this application is correct; and the survey provided is accurate and shows all structures located on the site. In addition, I grant permission to the Borough of Atlantic Highlands and their agents to come onto the subject property, for the purpose of conducting inspections, relating to this application.

DATE 7/14/2022 SIGNATURE [Signature] + [Signature]
*****This permit is issued for the purpose of property zoning only. Permit expires one year from the date of approval*****

DEVELOPMENT PERMIT APPROVED - CONDITIONS _____

✓ DEVELOPMENT PERMIT DENIED as per attached letter

DATE 7-18-22 ZONING OFFICER Nichelle Clark

CK# 1334



BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE
ATLANTIC HIGHLANDS, NJ 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: 32 LOT(S): 4

NAME: Amanda Gorsegoe and Brian Gorsegoe

ADDRESS: 88 EAST GARFIELD Avenue
Atlantic Highlands, NJ 07716

Property taxes on the above property are paid to date.

Kathleen Intravartolo
Kathleen Intravartolo, Tax Collector

8/11/2022
Date

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

Diane Berg
Diane Berg, Utility Collector

8/11/2022
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, BRIAN GORSEGREY, of ATLANTIC HIGHLANDS,
whose address is 88 EAST GARFIELD AVENUE, ATLANTIC HIGHLANDS, NJ 07716
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: 8/16/22 Signed: Brian Gorsegrey

I certify that on this 16 day of August, 2022, the subscriber,
Brian Gorsegrey, 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.

Diane R. Berg
Notary Seal
My Commission expires on _____
DIANE R. BERG
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES MAY 6, 2024

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.

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY :

: SS

COUNTY OF Monmouth:

BRIAN GORSEBNER, being of full age, and being duly sworn according to law on oath deposes and says that the deponent resides at 88 EAST GARFIELD AVENUE in the BOROUGH of ATLANTIC HIGHLANDS, in the County of Monmouth and the State of NEW JERSEY that AMANDA GORSEBNER AND BRIAN GORSEBNER 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 32, Lot(s) 4.

Sworn to and subscribed before

me this 16 day of August, 2022.

Brian Gorsebner
Property Owner Signature

Diane R. Berg
Notary Seal

DIANE R. BERG
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES MAY 6, 2024

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 DEVELOPMENT PLAN CHECKLIST

DATE: 8/11/2022

PROJECT NAME: GORSEGUER RESIDENCE

OWNER: AMANDA GORSEGUER AND BRIAN GORSEGUER

ENGINEER/DESIGNER: MCH Engineering Inc. / PDR designs.

PERSON COMPLETING THIS FORM: AMANDA GORSEGUER

RELATIONSHIP TO OWNER: SELF

LOCATION OF SITE: BLOCK 32 LOT 4

STREET ADDRESS 88 EAST GARFIELD Avenue, Atlantic Highlands, NJ 07716

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

☒

1. 18 Paper copies of plans and specifications

WAIVER YES NO

☒

2. 18 Copies of completed application

☒

3. Zoning Officer's written review

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER			WAIVER	YES	NO
_____	_____	4. Soil removal permit signed by Borough Engineer	_____	_____	_____
_____	✓	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 he has assigned block and lot numbers	_____	_____	_____
_____	_____	12. Deeds of easement, right of way, drainage, sewer, sight, 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	_____	_____	_____

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

- | | | |
|-------|---|-------|
| _____ | 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 | _____ |

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

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. <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 | _____ | _____ | _____ |

**TO BE CHECKED
BY APPLICANT**

**DO NOT USE
OFFICE USE ONLY**

WAIVER

WAIVER YES NO

_____	<u>N/A</u>	coverage	_____	_____	_____
_____	<u>N/A</u>	e. Total parking area (including drive aisles) in square feet and % of lot coverage	_____	_____	_____
_____	<u>N/A</u>	f. Number of parking stalls, and stall dimensions	_____	_____	_____
_____	<u>N/A</u>	g. Number of employees, total and maximum in one shift	_____	_____	_____
_____	<u>N/A</u>	h. Ratio of parking to building size of occupancy or both depending on use	_____	_____	_____
_____	<u>✓</u>	i. Total impervious coverage	_____	_____	_____
_____	<u>✓</u>	10. Existing and proposed streets, with dimensions and typical section	_____	_____	_____
_____	<u>✓</u>	11. All property line dimensions, directions, calculated areas, setback lines and lot numbers	_____	_____	_____
_____	<u>✓</u>	12. Existing zoning and zone boundaries and contiguous land zoning within 200'	_____	_____	_____
_____	<u>✓</u>	13. Names of all adjacent property owners within 200' radius with lot and block numbers	_____	_____	_____
_____	<u>✓</u>	14. Tax map sheet, block and lot numbers	_____	_____	_____

C. SURVEY

_____	<u>✓</u>	1. Prepared by a New Jersey Licensed surveyor survey not more than five (5) years old, showing existing and proposed monuments	_____	_____	_____
_____	<u>✓</u>	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-	_____	_____	_____

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

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 than 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 _____

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

elements on and within 200' of site to remain
or be removed

- | | | | | | |
|------------------|-----|---|-------|-------|-------|
| _____ <u>N/A</u> | 2. | Provision for refuse and garbage with details | _____ | _____ | _____ |
| _____ <u>✓</u> | 3. | Proposed use of all buildings and sections thereof | _____ | _____ | _____ |
| _____ <u>N/A</u> | 4. | Location and description of all existing and Proposed signs | _____ | _____ | _____ |
| _____ <u>N/A</u> | 5. | Loading areas, dimensioned | _____ | _____ | _____ |
| _____ <u>✓</u> | 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 | _____ | _____ | _____ |
| _____ <u>✓</u> | 7. | Soil Boring information and recommendation | _____ | _____ | _____ |
| _____ <u>N/A</u> | 8. | Historic structures | _____ | _____ | _____ |
| _____ <u>N/A</u> | 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 | _____ | _____ | _____ |
| _____ <u>N/A</u> | 10. | For garden apartments, a "typical" floor layout of each apartment type in the proposed buildings | _____ | _____ | _____ |
| _____ <u>N/A</u> | 11. | For all apartments and for any building exceeding two (2) stories in height, proposed architectural elevations | _____ | _____ | _____ |
| _____ <u>N/A</u> | 12. | For any building exceeding forty (40) feet in height, a sketch indicating graphically the locations of all existing buildings within two | _____ | _____ | _____ |

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

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 showings 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	_____	_____	_____

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

_____ 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 | _____ | _____ | _____ |

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

- | | | | | | |
|-------|-------|---|-------|-------|-------|
| _____ | _____ | 10. Provision for storm water detention basins where required, including details of detention basins calculations in proper form for review | _____ | _____ | _____ |
| _____ | _____ | 11. Stream cross-sections | _____ | _____ | _____ |

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 | _____ | _____ | _____ |

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

K. Copy of any covenants or deed restrictions _____

L. 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) _____

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" _____

O. County Planning Board Review and Approval _____

P. State Ingress and Egress Approval _____

Q. State DEPE-CAFRA Approval _____

R. Army Corps of Engineer Permit Approval _____

S. Letter from Atlantic Highlands Regional Sewerage Authority indicating receipt of application _____

_____ T. NJDEPE 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 transition areas for property under one acre (Type III)

_____ d. Regulatory line verification by NJDEPE (Type IV, required if wetlands are present on the site)

_____ e. Letter of Exemption related to USACOE Nationwide Permit

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

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.