

Borough of Lavallette  
1306 Grand Central Avenue  
Lavallette, NJ 08735

Office of  
Secretary to the Planning Board  
732 793-5105

APPLICATION TO THE PLANNING BOARD  
OF THE BOROUGH OF LAVALLETTE

TO BE COMPLETED BY OFFICE STAFF ONLY

Date Filed: \_\_\_\_\_ Case No.: \_\_\_\_\_  
Application Fee: \_\_\_\_\_ Escrow Deposit: \_\_\_\_\_  
Completeness Certified: \_\_\_\_\_ Scheduled for Hearing: \_\_\_\_\_

\*IMPORTANT NOTICE\*

A non-corporate applicant may represent his or her own matter, Business and corporate applicants must be represented by an attorney-at-law admitted to practice in the State of New Jersey. No case on behalf of any applicant may be presented by an engineer or any other person not admitted to law practice in the State of New Jersey.

Applicants are cautioned that the burden of proof of showing justification for the requested developments is upon the applicant under the Laws of the State of New Jersey. Applicants are further cautioned that particularly with applications involving requests for variances and conditional use permits, that there are specific legal requirements imposed by the Law of the State of New Jersey and applicants are, therefore, cautioned to consider seeking adequate legal advice.

TO BE COMPLETED BY APPLICANT

This application with supporting documentation and fourteen (14) collated copies of all plans, must be filed with the Secretary of the Planning Board at least 30 days prior to the intended meeting.

1. Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Address: \_\_\_\_\_

Block & Lot: \_\_\_\_\_

Applicant is a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual (s) \_\_\_\_\_ Condominium\* \_\_\_\_\_

Other (Please Specify): \_\_\_\_\_

\*Applicants who are owners of a condominium should either have the condominium association apply to the Planning Board or obtain a notarized affidavit from the Condominium Association showing that the association approves of the application and all of its particulars.

## 2. Disclosure Statement

Pursuant to NJSA 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with NJSA 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the name and address of the non-corporate stockholders and partners exceeding 10% ownership criterion have been disclosed.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

## 3. If Applicant is other than the Owner, provide the following information on the Owner(s):

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home): \_\_\_\_\_ (Work) : \_\_\_\_\_ (Cell) : \_\_\_\_\_

Relationship of the applicant to the property in question:

Owner: \_\_\_\_\_ Lessee: \_\_\_\_\_ Purchaser under contract: \_\_\_\_\_ Condominium Officer: \_\_\_\_\_ Other: \_\_\_\_\_

## 4. Authorization By Owner: (If anyone other than the above owner is making this application, the following authorization must be executed)

To the Planning Board of the Borough of Lavallette:

\_\_\_\_\_ is hereby authorized to make the within application.  
(Name of Designee)

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner

## 5. Applicants Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

## 6. Applicants Architect or Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

## 7. List any expert who will prepare plans, submit a report or who will testify for the applicant:

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

## 8. Subject Property

Location: Tax Map Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

Address: \_\_\_\_\_

Present use of Property: \_\_\_\_\_

Dimensions: Frontage: \_\_\_\_\_, Depth: \_\_\_\_\_, Total Area: \_\_\_\_\_

## 9. Purpose of Application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Variances:

Requested from Requirements – Chapter: 90 Section(s): \_\_\_\_\_

	<u>ORDINANCE REQUIREMENTS</u>	<u>EXISTING DIMENSIONS</u>	<u>PROPOSED</u>
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Lot Depth	_____	_____	_____
Lot Frontage	_____	_____	_____
Setbacks:			
Front	_____	_____	_____
Sides	_____	_____	_____
Rear	_____	_____	_____
Height	_____	_____	_____
Lot Coverage	_____ %	_____ %	_____ %

11. Subdivision:

Minor Subdivision \_\_\_\_\_

Preliminary Subdivision \_\_\_\_\_

Final Subdivision \_\_\_\_\_

**WAIVERS:** (Describe in detail)

Requested from Requirements – Chapter: \_\_\_\_\_ Section(s): \_\_\_\_\_

Street Signs: \_\_\_\_\_

Curbs: \_\_\_\_\_

Sidewalks: \_\_\_\_\_

Shade Trees: \_\_\_\_\_

Fences: \_\_\_\_\_

Monuments: \_\_\_\_\_

Parking Spaces: \_\_\_\_\_

Paving: \_\_\_\_\_

12. Have there been any prior proceedings on the subject property? If so, Please explain and attach copies of prior resolutions. \_\_\_\_\_

13. Planning Board Secretary will obtain **CERTIFICATION FROM THE TAX COLLECTOR** that all property taxes and utility payments due on the property have been paid.

14. After your hearing date has been scheduled, you are required to supply a copy of **Form C, NOTICE OF HEARING ON APPEAL OR APPLICATION** that you placed in the official newspaper of the Borough and you mailed to the owners of all real property, as shown on the current tax duplicate, within 200 feet in all directions of the property which is the subject of this application. The notice must specify the sections of the Ordinance from which relief is sought, if applicable. **ALL APPLICATIONS** (except informals) **REQUIRE NOTICE.**

The publication and the service on the affected owners must be completed at least 10 days prior to the date scheduled by the Secretary of the Planning Board for the hearing.

THE APPLICANT IS NOT TO GIVE PUBLIC NOTICE UNTIL THE APPLICATION IS DEEMED COMPLETE BY THE SECRETARY OF THE PLANNING BOARD AND THE PLANNING BOARD ENGINEER. THE PLANNING BOARD SECRETARY WILL NOTIFY YOU OF THE SCHEDULED HEARING.

15. Supply the notarized **AFFIDAVIT OF PUBLICATION** from the official newspaper at least 3 days prior to the scheduled hearing.

16. Supply the notarized copy of **Form D, AFFIDAVIT OF SERVICE** together with all proof of mailings (white certified mail receipts) at least 3 days prior to the scheduled hearing. **YOU DO NOT NEED TO SUBMIT THE RETURN RECEIPT (GREEN CARDS).**

17. **CERTIFICATION:** I certify that the foregoing statements and the materials submitted are true and waive all applicable time limits until the first public hearings of this application. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for Corporation or that I am a general partner of the partnership applicant. (If the applicant is a partnership, this must be signed by a general partner)

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

**16. Consent to Inspection:**

The undersigned hereby grants access to the premises by the Planning Board Members, Staff and Professionals to inspect and perform site inspections. Any access to the interior will be at reasonable hours and on reasonable notice to the property owner.

\_\_\_\_\_  
Signature of Owner

19. I understand that the sum of \$\_\_\_\_\_ has been deposited in the escrow account. In accordance with Ordinance of the Borough of Lavallette, I further understand that the escrow account is established to cover the cost of professional service including engineering, planning, and other expenses associated with the review of this application and submitted materials, and the publication of the decision by the Board. Sums not utilized in the review process will be returned, If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and agree to add that sum to the escrow within fifteen (15) days of notification.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**BOROUGH OF LAVALLETTE  
PLANNING BOARD  
ADDITIONAL NOTICES**

Case Number: \_\_\_\_\_  
Filed: \_\_\_\_\_

List of Property Owners within 200 feet of Block \_\_\_\_\_ Lot \_\_\_\_\_ Tax Map of the Borough of Lavallette.

The following should receive two copies of Form C (one for them to keep, the other to return to you).

Ocean County Planning Board  
129 Hooper Avenue  
Toms River, NJ 08753

New Jersey Natural Gas Company  
775 Vassar Avenue  
Lakewood, NJ 08701

**(If located on a State highway)**  
**Department of Transportation**  
**PO Box 101**  
**1035 Parkway Avenue**  
**Trenton, NJ 08618**

**(If serviced by this authority)**  
**Toms River Sewerage Authority**  
**Attention: Nicholas Otten, MUA Eng.**  
**340 West Water Street**  
**Toms River, NJ 08753**

Bell Atlantic  
540 Broad Street  
Newark, NJ 07102

Ocean County Road Department  
129 Hooper Avenue  
Toms River, NJ 08753

Cablevision of Monmouth  
501 Tunney Boulevard  
Seaside Heights, NJ 08751

JCP&L – A First Energy Company  
101 Crawfords Corner Rd.  
Building 1, Suite 1-511  
Holmdel, NJ 07733

**(These can be hand delivered)**  
Borough of Lavallette  
1306 Grand Central Ave.  
Lavallette, NJ 08735

Attention: Engineering Department

Attention: Doug Franzoso, Water & Sewer Department  
Peter Kane, Electric Department  
Donnelly Amico, Municipal Clerk

**NOTICE SERVED ON OWNERS WITHIN 200 FEET  
BOROUGH OF LAVALLETTE  
PLANNING/ZONING BOARD**

**NOTICE OF HEARING ON APPEAL OR APPLICATION**

**TO:** \_\_\_\_\_  
Name of Property Owner

**OWNER OF PREMISES:** \_\_\_\_\_  
Address of Property Owner

**PLEASE TAKE NOTICE:**

That the undersigned has filed an appeal or application for development with the Planning Board of the Borough of Lavallette for a \_\_\_\_\_ variance from the requirements of the Zoning Ordinance as follows:

\_\_\_\_\_  
\_\_\_\_\_

Applicant will also seek any other variances that may be required on the premises at: \_\_\_\_\_ and designated as Block \_\_\_\_\_ and Lot \_\_\_\_\_ on the Borough Tax Map.

This notice is sent to you as an owner of the property in the immediate vicinity.

A public hearing for this application has been set down for \_\_\_\_\_, \_\_\_\_\_, at 7:00 PM in the Council Chambers at Borough Hall, 1306 Grand Central Ave., Lavallette, NJ

When the case is called you may appear either in person, or by agent or attorney, and cross-examine witnesses or present any objections you may have to the granting of the relief sought in the application.

The application and appropriate drawings and/or plans, maps and other documents are on file in the office of the Planning Board and are available for inspection at the Borough Hall, 1306 Grand Central Avenue, Lavallette, NJ 08735 during Planning Board Office Hours.

Respectfully,

\_\_\_\_\_  
Signature of Applicant

**If hand delivered:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

